

2020 Summer School/Summer Enrichment Program

The following information is pertinent ONLY for those staff members who work the six week Summer School or Summer Extended School Year.

Biweekly Paid Staff (including EAs, SEAs, Security Assistants, BRS and clerical staff)

All 10 month clerical, educational and security assistant, and BRS employees who work during the summer will use Kronos for their time.

Lunches are not deducted from hours worked during the summer. If you take a lunch, please punch in and out of Kronos.

ESY biweekly employees punch in on Kronos. There are a few exceptions and they will know if they need to fill out a time sheet or use Kronos.

These employees will be paid on the regular biweekly schedule, as shown below:

Pay Period	Kronos Approval Deadline	Munis Entry/ Approval Deadline	Pay Date	Payroll Warrant
06/14/20 – 06/27/20	06/29/20 – 10:00 am	06/29/20 – 12:00 noon	07/03/2020	BW0121
06/28/20 – 07/11/20	07/13/20 – 10:00 am	07/13/20 – 12:00 noon	07/17/2020	BW0221
07/12/20 – 07/25/20	07/27/20 – 10:00 am	07/27/20 – 12:00 noon	07/31/2020	BW0321
07/26/20 – 08/08/20	08/10/20 – 10:00 am	08/10/20 – 12:00 noon	08/14/2020	BW0421
08/08/20 – 08/22/20	08/24/20 – 10:00 am	08/24/20 – 12:00 noon	08/28/2020	BW0521

Independence Day Holiday (July 3th)

Biweekly employees who work in the SLA/Summer Enrichment program may be eligible for the Independence Day holiday on Friday, July 3.

- EAs, SEAs and NAs working in the summer enrichment program are eligible for holiday pay provided they are in paid status during the payroll period in which the holiday falls. If an employee is not scheduled for that day, but works the same hours each day when working, the employee should receive the same hours of pay for the holiday. If the employee is not scheduled for that day and works varying number of hours each day an average number of hours should be entered.
- Security Assistants are to receive the number of hours scheduled for the day. If an employee is not scheduled for that day, but works the same hours each day when working, the employee should receive the same hours of pay for the holiday. If the employee is not scheduled for that day and works varying number of hours each day an average number of hours should be entered.
- Summer school secretaries should enter the number of hours they are scheduled for that day assuming they work the scheduled shift before and after the holiday or have an excused absence.
- BRS, Hearing Interpreters and Therapy Assistants working the summer enrichment program are NOT eligible for holiday pay.

You can enter holiday pay for this date using Pay Code HOL – Holiday Pay Hourly.

Exempt from School Location Time Entry

Secretaries are not responsible for entering time for the following list of staff positions:

- TEP (Rick Cruz)
- Principals (Central Office)
- Nurses (Nancy Koch Meyer)
- Food Service (Food and Nutrition Office)
- Instructional Coaches (Luke Anderson)

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Summer School/Summer Enrichment Program Teachers

Summer School/Summer Enrichment Program teachers are those teachers teaching in the six week summer school session.

Time Entry

Daily entries for hours worked will be made in Munis batches

Entry and Approval Deadlines

Summer School hours and Extended Employment hours for Summer Enrichment/Extended School Year should be entered in the correct warrant by the approval deadline. Summer school direct deposit receipts will be mailed to employee home addresses.

Pay Period	Entry/Approval Deadline	Pay Date	Payroll Warrant
06/12/20 – 06/30/20	07/02/20 – 10:00 a.m.	07/15/2020	SU0120
07/01/20 – 07/31/20	08/04/20 – 10:00 a.m.	08/14/2020	SU0220
08/01/20 – 08/24/20	08/26/20 – 10:00 a.m.	09/11/2020	SU0320

All summer work should be paid by 9/11/20.

Important: August 25 through August 31 are paid contract days for teachers. Extended employment project work on these days is only eligible for pay IF the work is done outside of teacher contract hours.

Independence Day Holiday

- Elementary and Middle Summer school teachers receive payment for July 3. You can enter their scheduled hours (five) with Pay Type 480 for this date. A teacher MUST WORK both the Thursday before and the Monday after the Independence Day holiday to be eligible for this pay.

Sick Leave

- MMSD staff members who teach the full six weeks in the Summer School/Summer Enrichment Program will be granted one day of sick leave, which will be cumulative with their regular sick leave. These teachers may also use sick leave accumulated during the regular school year during the summer session. However, a day during the summer session shall consume a full day of accumulated sick leave. Please submit Personal Illness time used directly to Payroll on an exception sheet. Do NOT enter any time in batches for PI absences. Personal Illness time will only be paid for existing staff if time is available in their accrual balance.
- Teachers hired for the Summer School/Summer Enrichment Program do not earn and are not eligible for any use of sick leave benefits.

Jury Duty

Employees who are selected for jury duty during summer school will receive jury duty pay for the time that they are fulfilling their jury duties. The absence should be recorded on an exception sheet and e-mailed to Payroll. Employees should submit to Payroll any payment (less mileage) that they received from the court for serving on a jury.

Bereavement

Employees are granted bereavement days during summer school. Bereavement absences should be recorded on an exception sheet and e-mailed to Payroll.

Substitute Teacher Pay

- Substitute teacher pay for the Summer School/Summer Enrichment Program should be entered in your summer payroll batch.
- Substitute teachers are paid for the hours they teach; not to exceed 4.5 hours per day.