

LEAD TEACHER, NURSE, AND NAC ADVISOR COMPENSATION & PROFESSIONAL EXPERT PAY

All Action Awards, NAC, Nurse, and Harvest of the Month Only budgets automatically calculate Professional Expert Pay for the Lead Teacher and Alternate Lead Teacher. This pay is to compensate Lead Teachers and Alternate Lead Teachers for management of *Network*-funded activities at their school. The amount of Lead Teacher Compensation is calculated on a base amount for minimum participation plus \$12 for each additional eligible participant who signs the school's original Intent to Participate form.

Action Award budgets can also allocate funds for Other Professional Expert Pay to compensate other certificated staff members who perform Award-related leadership work outside of their regular work hours.

NOTE: Professional Expert pay cannot be used for time spent logging hours.

For each month during which work is performed, a time sheet (use the **Lead Teacher/Professional Expert Time Sheet**) must be submitted to the *Network* office. Be sure to keep a copy for your records of all time sheets you submit. Lead Teachers must be sure to stay within the budgeted amount for professional expert pay. ***Any charge over the amount awarded to your school will result in non-payment.***

Lead Teacher Compensation (Object Code 1903)

The Lead Teacher and/or Alternate Lead Teacher must submit a request for expert pay using the **Lead Teacher/Professional Expert Time Sheet** indicating the number of hours of work performed for each month between October and June. The School Leadership Team is responsible for equitably dividing this allocation among the individuals serving as Lead Teacher and Alternate Lead Teacher. Each Lead Teacher/Alternate Lead Teacher must submit their own hours on their own time sheet.

Lead Teachers/Alternate Lead Teachers who take on added responsibilities that provide compensation (besides *Network for a Healthy California—LAUSD*, i.e. coordinators, differentials, intervention, etc.) outside of their regular assignment should keep track of the hours worked by using the School Documentation Checklist (B11-B14)

Lead Teachers/Alternate Lead Teachers should try to budget their Lead Teacher Compensation professional expert pay over the months between October and June in order to stay within the UTLA contract maximum of 40 hours of additional pay per pay period. Exceeding this limit may result in non-payment.

Make sure the total amount of Other Professional Expert Pay submitted for payment does not exceed the total amount awarded to your school. Any charge over the amount awarded to your school will result in non-payment.

Other Professional Expert Pay (Object code 1903)

For each month during which work is performed between October and June, a written and signed time sheet (use the appropriate month's **Lead Teacher/Professional Expert Time Sheet**) of the hours performed on *Network* Award-related activities outside of the regular work hours should be submitted to the *Network* office. Each certificated employee must submit their own hours on their own time sheet.