

FACILITIES

Leasing and Community Use of Facilities

Booster Club- and PTA-Managed Fee-Based Classes and Youth Summer Camps in Fairfax County Public Schools (FCPS) Facilities

I. PURPOSE

To provide information regarding fees that are applicable to activities managed under the current version of Regulation 8424 in order to avoid unfair competition with private and other offerers of similar services.

II. ACTIONS REQUIRED

- A. Review this notice.
- B. File this notice for reference beginning June 25, 2007.
- C. Discard this notice on June 30, 2008.

III. PAYMENT FOR SERVICES

Booster clubs and PTAs managing after-school and weekend activities during the school year may pay instructors, not to exceed hourly band 11 (See Attachment A). The current version of Regulation 5640 clearly explains how to determine if the worker is an employee and therefore must be paid as such through the Fairfax County Public Schools human resources payroll system, how to determine the total costs including the employer share of taxes, and how to make payment to the Fairfax County Public Schools Department of Financial Services for these activities. A flowchart, sample revenue deposit form (FS-133), and sample instructor time sheet are included to demonstrate how to properly reimburse FCPS for these instructors (See Attachments B, C, and D).

Booster Clubs and PTAs managing summer camps may pay:

- A. A director for no more than 20 hours for planning and organizing the program, regardless of the number of sessions held. Pay for hours should not exceed hourly band 11.
- B. A person for no more than 20 hours for bookkeeping and managing other administrative procedures. Pay for hours should not exceed hourly band 11.
- C. Instructors and their pay should not exceed hourly band 11.

IV. PARTICIPANTS FEES

Booster clubs and PTAs managing after-school and weekend programs during the school year in FCPS facilities may charge participants a maximum of \$10 per hour. Charges for supplies to students shall be no more than the actual cost of the supplies.

V. OTHER FEES

All other fees for the use of facilities and for services of school personnel shall be the same as those listed in the current version of Notice 8420. Any out-of-pocket costs to the school shall be submitted on form ADM-20, Application for Community Use of School Facilities and Grounds.

VI. HOLIDAYS

The current version of Regulation 8420, paragraph III.J., states that school buildings are closed on holidays; however, grounds may be used.

Questions regarding the implementation of the current Regulation 8424 and Notice 8424 may be referred to the Community Use Section.

See also the current versions of: Regulation 5640, Payment for Summer School, Curriculum Development, and Other Temporary Assignments
Regulation 8420, Community Use of School Facilities
Notice 8420, Community Use of School Facilities, Fee Schedules and Other Information
Regulation 8424, Booster Club- and PTA-Managed Fee-Based Classes, Clinics, and Youth Summer Camps in Fairfax County Public Schools (FCPS) Facilities

Attachments

**FY 2008 HOURLY PAY BANDS FOR AT-WILL EMPLOYEES
 (PTA after-school classes, PTA-or booster-managed camps and clinics)**

FLSA-Nonexempt Level

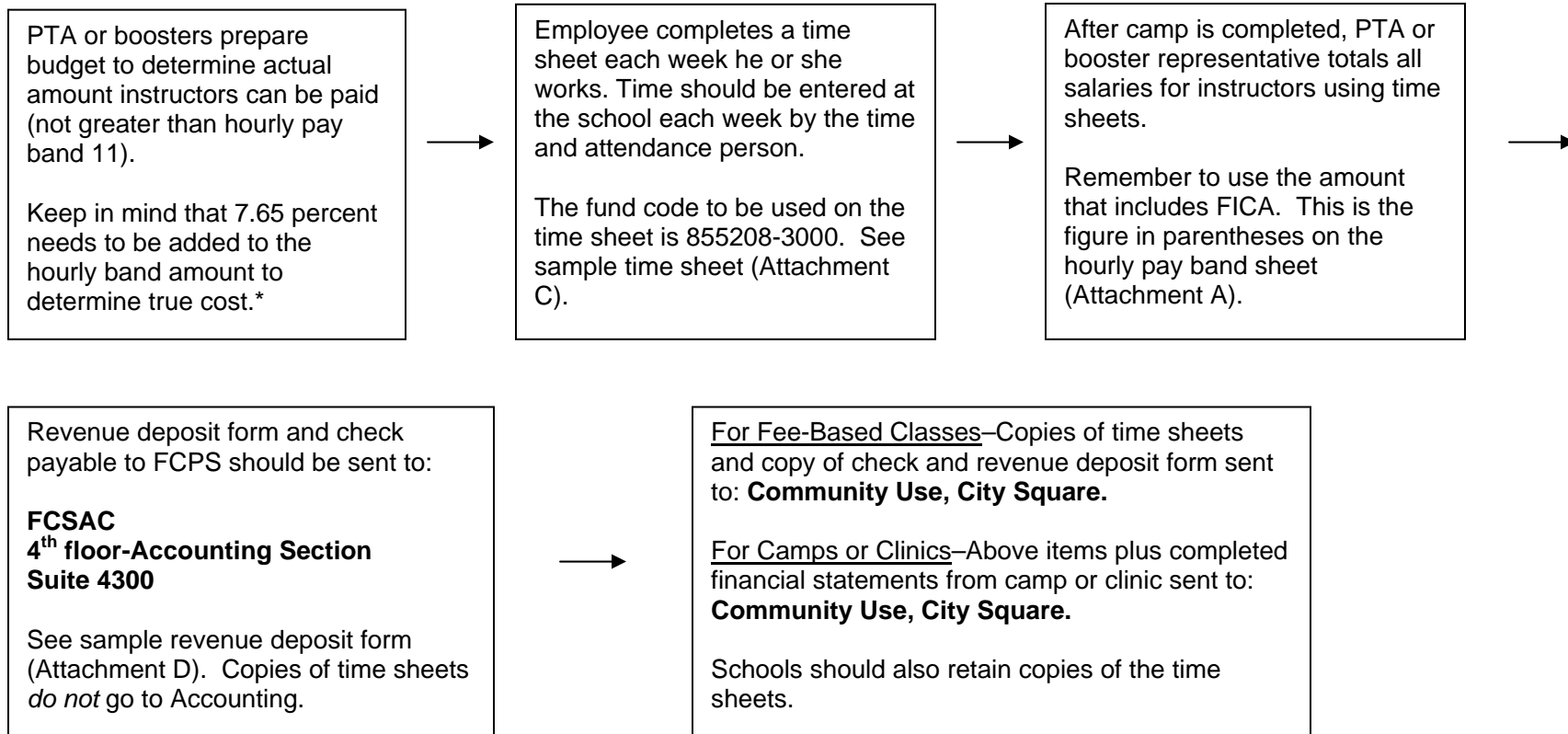
Hourly Band	Rate	Scale, Step	Position Key	Description
Hourly Band 1 US-02	\$9.78 (10.53)	US-02, step 1	8000099901Z0	Unskilled: seasonal or summer work
Hourly Band 2 US-03 and US-04	\$11.04 (11.88)	US-03, step 2	8000099902Z0	Routine work: student and bus attendant
Hourly Band 3 US-05 through US-07	\$12.42 (13.37)	US-05, step 3	8000099903Z0	Entry-level, apprentice work: trades trainee
Hourly Band 4 US-08 through US-10	\$13.98 (15.05)	US-08, step 3	8000099904Z0	Entry-level administrative or semiskilled work: office and entry-level technical assistant or mid-level trade trainee
Hourly Band 5 US-11 and US-12	\$15.74 (16.94)	US-11, step 3	8000099905Z0	Technical administrative or semiskilled work: program assistant or advanced trade trainee
Hourly Band 6 US-13 through US-16	\$18.42 (19.83)	US-13, step 5	8000099906Z0	Fully proficient administrative or skilled work: administrative assistant or business technician trade worker
Hourly Band 7 US-17 and US-18	\$19.94 (21.47)	US-17, step 3	8000099907Z0	Lead or supervisory or paraprofessional work: trade or business supervisor or interpreter or registrar
Hourly Band 8 US-19	\$22.84 (24.59)	US-19, step 3	8000099908Z0	Executive office administrative or trade supervisor work: executive administrative assistant or senior trade supervisor
Hourly Band 9 US-20 through US-23	\$26.10 (28.10)	US-23, step 1	8000099909Z0	Inspectors or entry-level specialist
Hourly Band 10 US-24	\$31.84 (34.28)	US-24, step 5	8000099910Z0	Advanced or expert professional work: specialist
Hourly Band 11 US-25 and US-26	\$34.44 (37.07)	US-26, step 5	8000099911Z0	Lead or supervisory or professional work: assistant principal or senior specialist or manager

Student Coach Positions

Student Coach 1	\$5.15 (5.54)		8000099997Z0	Student assisting with a camp or clinic
Student Coach 2	\$7.00 (7.54)		8000099987Z0	Student assisting with a camp or clinic

(\$) - This figure includes the 7.65% FICA reimbursement requirement.

Procedure for PTA or Boosters Reimbursement Payment of Instructors for Classes, Clinics, and Camps in Compliance With Regulation 8424



* The current fiscal year hourly pay bands for at-will employees should be used when determining payment (Attachment A). This does not pertain to independent contractors who are paid directly for services by PTAs and booster groups.



TO: DEPARTMENT OF FINANCIAL SERVICES
ACCOUNTING SECTION

FROM: OFFICE OR SCHOOL Fairfax High School

SUBJECT: REVENUE DEPOSITS AND EXPENDITURE CREDITS

Attached checks or deposit slips should be coded to the following accounts:

DATE	CHECK #	AMOUNT	INDEX-SUBJECT	DESCRIPTION
07/16/07	1112	\$1,200.00	855208-3000	Reimbursement from Fairfax High Athletic Boosters for camp instructors the week of 7/9-13

SAMPLE

Prepared by: *Jane Doe* Date: *7/16/07* Telephone Number: *(703) 123-4567*

TRS LOCATION CODE



TIME REPORTS FOR TEMPORARY ASSIGNMENT

EMPLOYEE INSTRUCTIONS:

1. Use a separate form for each position and/or workweek (see Notice 5620 Pay Schedules for relevant dates of workweeks and pay periods).
2. Employees paid monthly should submit time sheets for the current workweek by the close of business on the Friday of the current workweek. For the last week in the month, employees paid monthly should submit the last week's time sheet no later than the close of the last business day of the current month.
3. Employees paid biweekly must submit time sheets for the current workweek by the close of business on the Friday of the current workweek.

TRS LOCATION INSTRUCTIONS:

1. Every effort should be made to report Time and Attendance (T&A) into the T&A system on a daily basis.
2. This form must be signed by the employee and program manager or administrative designee, and kept on file at the work location for five years.
3. A copy should be returned to the employee.

Employee Name (Please Print- First, MI, Last) **John Doe** Employee Number **11111111** *Provided by HR*

Paid Monthly *regular teacher* Pay Period Number or Paid Biweekly *student coaches temp employees* Pay Period Number Employee Social Security Number **0112-34-5678**

Position (Mark Only One): All hourly bands are FLSA eligible unless otherwise noted as exempt.

Hourly Band 1 Hourly Band 2 Hourly Band 3 Hourly Band 4 Hourly Band 5 Hourly Band 6 Hourly Band 7
 Hourly Band 8 Hourly Band 9 Hourly Band 10 Hourly Band 11 Hourly Band 12 Hourly Band 13 Hourly Band 14 (Exempt)
 Hourly Band 15 (Exempt) Other (Please Specify)

check chosen band →

Minutes to Hundredths Table
 15 Minutes = .25
 30 Minutes = .50
 45 Minutes = .75

Attendance Codes
 1R = Regular Hours
 LS = Sick Leave
 SS = Summer School

Shift Codes
 1 = Day
 2 = Evening
 3 = Night

Workweek Days (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
			0709				
Att Code			1R				
Hours			6.00				
Index-Subobject	8,5,5,2,0,8		- 3,0,0,0		Other Information		
Att Code							
Hours							
Index-Subobject					Other Information		
Att Code							
Hours							
Index-Subobject					Other Information		
Att Code							
Hours							
Index-Subobject					Other Information		

SAMPLE

Date **7/13/07** Signature of Employee **John Doe** Time and Attendance Processor Name
 Date Signature of Program Manager or Administrative Designee Title

ORIGINAL REQUIRED