



Fairfax County Public Schools

Procedures for Teacher Researcher Substitute Payment for 2009-2010

To guarantee the safety of the budget code for the Teacher Researcher Programs and for the schools, the following steps are requested:

- Group Leader and Teacher Researchers notify both the principal and the Time and Attendance processor at their school of the procedure
- Novice Group Leaders will use six half-days to attend the sessions led by the Teacher Researcher consultants
- Experienced Group Leaders will use two half-days to attend the sessions led by the Teacher Researcher consultants
- Please note that all half-days are 3.5 hours, per Human Resources
- All Teacher Researchers may use up to two half-days to meet as a school group with the consultants in September and January, *depending upon budget availability*
- Group Leader and Teacher Researchers request sub days online through SEMS to attend sessions as part of their roles
- Group Leader and Teacher Researchers secure substitutes in the customary manner
- Substitutes complete the teaching assignment and submit their timesheets to the school office
- Time and Attendance processor verifies that the timesheet includes: substitute's name and ID; teacher's full name, dates and hours [3.5 hours]; school name and reason listed as Teacher Researcher [or TR]
- Time and Attendance processor must leave the fund code blank. The Department of Professional Learning and Accountability will process the time sheets for the substitutes
- The timesheets are to be forwarded to Marcey Lopez at the Department of Professional Learning and Accountability (PLA) via facsimile at 703-204-3821, by noon on Friday. The hard copy of the timesheet must also be mailed or sent via the PONY to *Marcey Lopez, PLA Dep't, Dunn Loring Center*. Marcey's phone number is 703-204-4061 in case you have any questions. You can also contact the program manager, Patty Dimetres, at 703-204-3934 or at pfdimetres@fcps.edu