

## **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 for fiscal year 2010 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.

This notice is for reference through June 30, 2010.

##### **II. 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.

##### **III. 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 \$12 per hour. Charges for supplies to students shall be no more than the actual cost of the supplies.

**IV. 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.

**V. HOLIDAYS**

The current version of Regulation 8420, paragraph III.M., 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 2010 HOURLY PAY BANDS FOR AT-WILL EMPLOYEES**  
**(PTA After-School Classes, PTA-or Booster-Managed Camps and Clinics)**

**FLSA-Nonexempt Level**

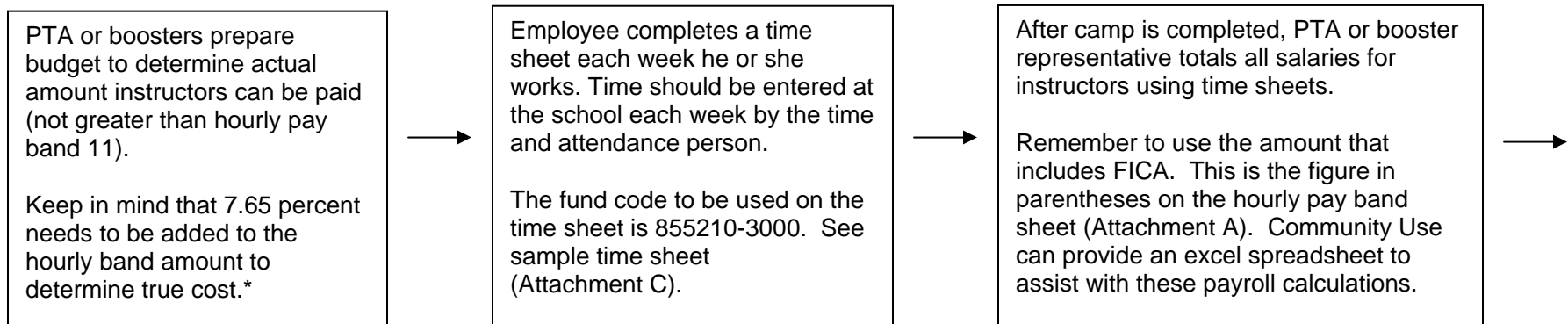
<b>Hourly Band</b>	<b>Rate</b>	<b>Scale, Step</b>	<b>Position Key</b>	<b>Description</b>
<b>Hourly Band 1 US-02</b>	\$9.98 (10.74)	US-02, step 1	8000099901Z0	Unskilled: seasonal or summer work
<b>Hourly Band 2 US-03 and US-04</b>	\$11.26 (12.12)	US-03, step 2	8000099902Z0	Routine work: student and bus attendant
<b>Hourly Band 3 US-05 through US-07</b>	\$12.67 (13.64)	US-05, step 3	8000099903Z0	Entry-level, apprentice work: trades trainee
<b>Hourly Band 4 US-08 through US-10</b>	\$14.26 (15.35)	US-08, step 3	8000099904Z0	Entry-level administrative or semiskilled work: office and entry-level technical assistant or mid-level trade trainee
<b>Hourly Band 5 US-11 and US-12</b>	\$16.06 (17.29)	US-11, step 3	8000099905Z0	Technical administrative or semiskilled work: program assistant or advanced trade trainee
<b>Hourly Band 6 US-13 through US-16</b>	\$18.79 (20.23)	US-13, step 5	8000099906Z0	Fully proficient administrative or skilled work: administrative assistant or business technician trade worker
<b>Hourly Band 7 US-17 and US-18</b>	\$20.34 (21.90)	US-17, step 3	8000099907Z0	Lead, supervisory, or paraprofessional work: trade or business supervisor or interpreter or registrar
<b>Hourly Band 8 US-19</b>	\$23.30 (25.08)	US-19, step 3	8000099908Z0	Executive office administrative or trade supervisor work: executive administrative assistant, senior trade supervisor
<b>Hourly Band 9 US-20 through US-23</b>	\$26.62 (28.66)	US-23, step 1	8000099909Z0	Inspectors or entry-level specialist
<b>Hourly Band 10 US-24</b>	\$32.48 (34.96)	US-24, step 5	8000099910Z0	Advanced or expert professional work: specialist
<b>Hourly Band 11 US-25 and US-26</b>	\$35.13 (37.82)	US-26, step 5	8000099911Z0	Lead, supervisory, or professional work: assistant principal or senior specialist or manager

**Student Coach Positions**

<b>Student Coach 1</b>	\$7.25 (7.80)		8000099997Z0	Student assisting with a camp or clinic
<b>Student Coach 2</b>	\$8.60 (9.26)		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 (FCPS paid employees) for Classes, Clinics, and Camps in Compliance With Regulation 8424



**For Classes, Camps, Clinics & Leagues with FCPS paid employees:**  
Revenue deposit form and check payable to FCPS should be sent to:

**FCPS Accounting Section  
8115 Gatehouse Rd Suite 4300  
Falls Church VA 22042-1203**

See sample revenue deposit form (Attachment D).  
Copies of time sheets **do not** go to Accounting.



**For Classes, Camps, Clinics & Leagues with FCPS paid employees:**  
Financial statement, copies of time sheets, and copy of check and revenue deposit form sent to:

**FCPS Community Use Section  
8115 Gatehouse Road, Suite 3400  
Falls Church, VA 22042-1203**

Schools should also retain copies of the time sheets.  
**Please note:** new address for Community Use effective February 18, 2010.

\* 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.





TIME REPORTS FOR TEMPORARY ASSIGNMENT

TRS LOCATION CODE

\_\_\_\_\_

**EMPLOYEE INSTRUCTIONS:**

1. Use a separate form for each position and/or workweek (see Notice 5620 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 business on the last 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) and input it 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.

Employee Name (Please Print- First, MI, Last) John Smith Employee Number 0112345 *Provided by HR*

Paid Monthly  regular teacher Pay Period Number \_\_\_\_\_ or Paid Biweekly  temp employees or student coaches Pay Period Number \_\_\_\_\_ Employee Social Security Number 0112345678

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 6  
 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 appropriate band* →

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

Attendance Codes  
 1 R = Regular Hours  
 L S = Sick Leave  
 S S = Summer School

Shift Codes  
 1 = Day  
 2 = Evening  
 3 = Night

Workweek Dates (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
				0.7   0.7	0.7   0.8		

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
1R				6   0   0	6   0   0			

Index-Subject 8,5,5,2,1,0-3,0,0,0 Other Information \_\_\_\_\_

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift

Index-Subject \_\_\_\_\_ Other Information \_\_\_\_\_

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift

Index-Subject \_\_\_\_\_ Other Information \_\_\_\_\_

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift

Index-Subject \_\_\_\_\_ Other Information \_\_\_\_\_

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift

Index-Subject \_\_\_\_\_ Other Information \_\_\_\_\_

Date <u>7/8/09</u>	Signature of Employee <u>John Smith</u>	Time and Attendance Processor
Date	Signature of Program Manager or Administrative Designee	Title

**SAMPLE**