



**Request for LATE Payment for PGCEA Unit I Members
(TEACHERS Only) Lunch/Recess Monitor Time**

TO: Payroll Services

Employee Name (print): _____ EIN: _____

School Name: _____ *Hours Type: PGCEA Monitor Pay*

Coverage For (Lunch/Recess Monitor Name)		Date(s) Coverage Provided	Total Hours Worked
Name	EIN		

Principal Signature: _____ Date: _____

Guidelines

1. This document is intended to capture hours that may have been worked by Unit I members (teachers) to provide coverage for lunch/recess.
2. In the absence of lunch/recess monitor coverage, unit members who cover lunch/recess will be paid \$15 an hour. This amount is payable in 30 minute increments.

PGCEA Unit I Members (Teachers) Lunch/Recess Monitoring Coverage

Please complete forms for PGCEA Unit I members (teachers) who provided lunch/recess monitor coverage. Submit the Retro Payment Forms to Payroll Services. Payment will be done within two pay periods.

Instructions

The document is designed to submit time for one PGCEA Unit I member (teacher) only and can be used for coverage for up to 7 monitors. Additional forms should be used for coverage beyond 7 monitors.

1. Fill in the employee name, EIN and school name of the PGCEA Unit I member for whom reimbursement is being requested.
2. Fill in the name(s) of the monitor(s) that coverage was provided for on the lines provided in the chart. Up to seven (7) monitors can be included on one form. Additional forms should be used for coverage beyond 7 monitors. If this is for a vacant position, designate vacancy on the "Coverage For" line.
3. Check the appropriate box of monitor for which the coverage was provided.
4. Provide the date that the coverage was provided in the column designated for this information. This can be a single date such as 10/16/18
5. Provide the number of hours worked in the column designated for this information according to the requirements list below.
 - a. In the absence of lunch/recess monitor, unit members who cover lunch/recess will be paid \$15 an hour. This amount is payable in 30 minute increments. Round partial 30 minute half-hour assignments up to the half-hour for each coverage assignment.
6. Principals must review and approve the assignments covered, the dates of the coverage and the hours worked.
7. Deliver the Retro Payment Form to Payroll Services via email to your Payroll Clerk.
8. Per union contact page 8, Section E, Item E 6:
6. Any bargaining unit member who covers lunch/recess duties in the absence of monitors shall be compensated in addition to their regular pay at the hourly rate of fifteen (\$15.00) in no less than half hour increments.