

## MEMORANDUM

**Date:** June 6, 2023

**To:** AAPS Staff

**From:** AAPS Capital Programs

**Subject:** Additional Compensation for Packing/Unpacking during Construction

In an effort to clear up confusion surrounding summer construction packing and the inconsistent information being discussed, this memo is designed to clarify the parameters for the eligibility and receipt of additional compensation for staff who are packing/unpacking for Bond funded capital construction projects.

As a result of the time needed to pack and move classrooms and/or offices for Bond funded summer construction projects, some employees are eligible to receive up to ten hours of compensated time. *This is not a "stipend"*. The payment is only for hours needed to complete the task. The employees are to claim the hours actually worked and not all ten if ten are not needed (ex: if they only need two, then they will only claim two).

Packing should never put an employee in a position of earning overtime or comp time.

The class 04/AAEA employees are to be compensated at their teacher contractual hourly rate of \$40.17. There is to be no compensation for teacher clerks, noon supervisors, tutors, Subs, or Principals, for packing/unpacking, at this time.

The limit of 10 hours can be paid in any combination. Some examples would be; all ten hours now, and none in the fall when returning to the building or a combination of some hours now, and some in the fall when returning to the building – not to exceed 10 combined.

This packing/unpacking time is to be entered into the new timekeeping system. It will be up to the building to track the hours and to **not approve any over the ten allowed.**

Please reach out to Payroll for guidance on this ([finpayroll@aaps.k12.mi.us](mailto:finpayroll@aaps.k12.mi.us)).

We appreciate all AAPS staff efforts to prepare our school buildings for much needed improvements through capital investments within our learning environments.

Sincerely,



Jason Bing  
Director, Capital Programs

## MEMORANDUM (con't)

### **Employee Eligibility – Bond funded construction packing/unpacking**

For the Teachers (classroom & specials/elective), Social Workers, Nurse, Psychologist, OT, PT, SLP, Reading Specialist, Building Literacy Coach

**The limit is 10 hours paid in two possible ways:**

- All 10 now and none in the fall when returning to the building
- Five (5) now and five (5) in the fall when returning to the building

For Office Professionals

**OP's cannot get overtime for this work which means:**

- The work is done during the regular day
- Or part time OP's can be paid for additional hours up to the 40 hour mark but not over

For TA's & CA's

**TA's cannot get overtime for this work which means:**

- The work is done during the regular day
- Or part time TA's can be paid for additional hours up to the 40 hour mark but not over

Noon Hour and tutors are not eligible.

**It is up to the building to track the hours and not approve any over the ten allowed.**