

COMPENSATION AND BENEFITS
TUTORING

DEAA (LOCAL)
ADMINISTRATIVE REGULATION

OVERVIEW	<p>Human Resources will generate an electronic at-will job posting for specific tutors stating: job duties, duration of work, rates of pay etc.</p> <p>New hire tutors follow the new hire process through the Human Resources department which includes the submission of college transcripts to determine the rate of pay as well as background/fingerprint checks.</p> <p>Retired teachers may work less than 20 hours per week.</p> <p>Existing teachers cannot be paid for tutoring during the assigned workday nor can they modify their regular work schedule to accommodate tutoring for pay.</p> <p>Paraprofessionals shall not be used for K-12 tutoring outside the school day.</p>
DOCUMENTATION	<p>Performance issues are documented by using the same format as other employees.</p> <p>Recommendations for termination are sent to the HR department. The HR department will conduct termination process, if needed.</p>
PAYMENT	<p>Pay sheets are submitted monthly to the appropriate department.</p> <p>When the tutor has completed the scheduled duration of work, HR must be notified to make appropriate adjustments in the employee management system.</p>
LORA	<p>Tutors will not receive a letter of reasonable assurance. There is no expectation for them to return the next year.</p>