



MIAMI-DADE COUNTY PUBLIC SCHOOLS Hourly Employees & Substitute Teachers

Eligibility, Expectations & Compensation

During this critical time, M-DCPS is committed to supporting hourly employees and substitutes who might not otherwise receive compensation during the physical closure of school facilities. As such, M-DCPS has established a compensation plan to ensure that all District operations, most of which will be performed remotely, continue to provide adequate service to our students, families, and community.

ELIGIBILITY: Hourly employees who worked an average of 20 to 25 hours a week, whose worksite administrators budgeted and planned for those hours for the remainder of the school year and Substitutes who worked an average of seven (7) days per pay period, since January 1, 2020, are eligible.

EXPECTATIONS: Expectations for eligible employees (Paraprofessionals, Clerical, Security, Custodians, Food Service Personnel, Hourly Teachers & Interventionists and Other Hourly Employees who may not have been specifically mentioned) include “on-call” status and training requirements.

“On-Call” Status:

Eligible employees must be available on-call during their regular work hours between 7AM – 5PM for job-related tasks that may include assisting students with the Instructional Continuity Plan (ICP), communicating with parents, or being assigned to designated projects, such as school and bus deep sanitation cleaning, additional security at selected sites, food preparation and distribution, and other duties as assigned by the worksite administrator.

Payroll/Attendance Expectations:

Eligible employees must notify their supervisor of expected absences. Missed hours are to be made up during the same pay period.

Job Related Scenarios (Examples):

- Paraprofessionals shall be available to support administration and teachers in assisting students with the Instructional Continuity Plan and communicating with parents.
- Clerical employees shall be available to provide support related to clerical duties and responsibilities.
- Security Monitors shall be available to provide additional security at selected sites.
- Custodians shall be available to perform deep sanitation cleaning at school sites, School Board owned facilities, and school buses.
- Food Service Personnel shall be available to provide assistance in food preparation and distribution at designated sites.
- Other Hourly Employees who may not be specifically mentioned (e.g. hourly interventionists) shall be available to provide assistance to worksite administrators and teachers, as needed.
- Substitutes shall be available to provide assistance to school-site administrators, assist students with the on-line Instructional Continuity Plan, and provide other District support functions, as needed.
- All employees shall perform other duties as assigned by their site administrator.

Training and Development:

Eligible employees must participate in a series of Core on-line training sessions and job-related on-line training modules and activities.

Core Training Titles

Customer Service
Ethics in the Workplace
Safety & Health

Supporting Students with Disabilities
Mental Health Awareness

Core and Job Specific online training sessions are available on the Human Resources Website at: [SchoolSupportTrainingInfo](#)

Training Attendance Verification:

Attendance confirmation will be completed and maintained by the employee and made available to the worksite administrator upon request. Training verification forms can be located on the Human Resources website or at the link above.

Compensation:

Eligible employees will be paid the average number of hours/days they worked per pay period since January 2020. Payments will occur during each upcoming pay period for the remainder of the 2019-20 school year if the employees had the expectation of working that pay period and their worksite administrator budgeted and planned for their hours accordingly.

Please continue to follow guidelines provided by the Centers for Disease Control and Prevention (CDC) regarding COVID-19 preventative measures (handwashing, social distancing, etc.)

For guidance regarding assignments and training recommendations, please contact your worksite administrator.