

## **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 2012 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, 2012.

##### **II. PAYMENT FOR SERVICES**

Booster clubs and PTAs managing after-school and weekend activities during the school year may pay instructors at a rate not to exceed hourly band 11 (See Attachment A). The current version of Regulation 5640 explains how to determine that the worker is an employee who must be paid through the FCPS 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 in the regulation information in order 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 up to 20 hours maximum, for planning and organizing the program, regardless of the number of sessions held. Hourly pay rate should not exceed hourly band 11.
- B. Any other person, for up to 20 hours maximum, for bookkeeping and performing other administrative procedures. Hourly pay rate should not exceed hourly band 11.
- C. Instructors, whose hourly pay rate 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 2012 HOURLY PAY BANDS FOR AT-WILL EMPLOYEES**  
**(PTA after-school classes, PTA or booster managed camps and clinics)**

**FLSA-Nonexempt Level**

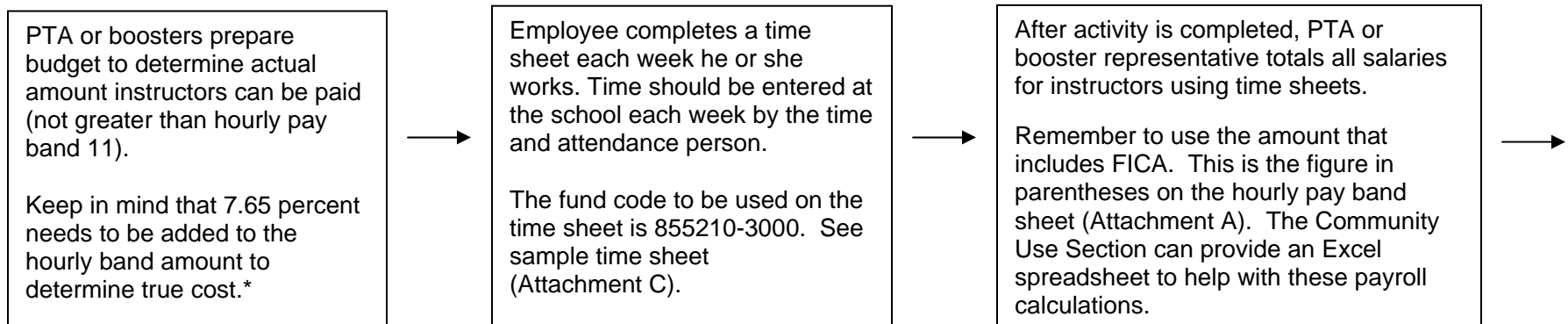
<b>Hourly Band</b>	<b>Rate</b>	<b>Scale/Step</b>	<b>Position Key</b>	<b>Description</b>
<b>Hourly Band 1 US-02</b>	\$10.08 (10.85)	US-02, step 1	8000099901Z0	Unskilled: seasonal/summer work
<b>Hourly Band 2 US-03 and US-04</b>	\$11.37 (12.24)	US-03, step 2	8000099902Z0	Routine work: student and bus attendant
<b>Hourly Band 3 US-05 through US-07</b>	\$12.80 (13.78)	US-05, step 3	8000099903Z0	Entry-level, apprentice work: trades trainee
<b>Hourly Band 4 US-08 through US-10</b>	\$14.41 (15.51)	US-08, step 3	8000099904Z0	Entry-level administrative/semi-skilled work: office and entry-level technical assistant/mid-level trade trainee
<b>Hourly Band 5 US-11 and US-12</b>	\$16.22 (17.46)	US-11, step 3	8000099905Z0	Technical administrative/semi-skilled work: program assistant/advanced trade trainee
<b>Hourly Band 6 US-13 through US-16</b>	\$18.98 (20.43)	US-13, step 5	8000099906Z0	Fully proficient administrative/skilled work: administrative assistant/business technician trade worker
<b>Hourly Band 7 US-17 and US-18</b>	\$20.54 (22.11)	US-17, step 3	8000099907Z0	Lead/supervisory/paraprofessional work: trade/business supervisor/interpreter/registrar
<b>Hourly Band 8 US-19</b>	\$23.53 (25.33)	US-19, step 3	8000099908Z0	Executive office administrative/trade supervisor work: executive administrative assistant/senior trade supervisor
<b>Hourly Band 9 US-20 through US-23</b>	\$26.89 (28.95)	US-23, step 1	8000099909Z0	Inspectors/entry-level specialist
<b>Hourly Band 10 US-24</b>	\$32.80 (35.31)	US-24, step 5	8000099910Z0	Advanced/expert professional work: specialist
<b>Hourly Band 11 US-25 and US-26</b>	\$35.49 (38.20)	US-26, step 5	8000099911Z0	Lead/supervisory/professional work: assistant principal/senior specialist/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, and Leagues With FCPS-Paid Employees:**  
Revenue deposit form and check payable to FCPS should be sent to:

**FCPS Accounting Section  
8115 Gatehouse Road, 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, and 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.

\* 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.



TO: DEPARTMENT OF FINANCIAL SERVICES  
 ACCOUNTING SECTION

FROM: OFFICE OR SCHOOL Fairfax High School

SUBJECT: REVENUE DEPOSITS AND EXPENDITURE CREDITS

Attached checks or deposit slips should be coded to the following accounts:

DATE	CHECK #	AMOUNT	INDEX-SUBJECT	DESCRIPTION
07/18/10	1234	\$1,050.00	855210-3000	Reimbursement to FCPS for employees of booster sponsored basketball camp week of July 11-15.

SAMPLE

Prepared by: Jane Doe	Date: 7/18/2011	Telephone Number: (703) 123-4567
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**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) <b>John Smith</b>				Employee Number <b>1123456</b>
Paid Monthly <input checked="" type="checkbox"/>	Pay Period Number _____	Paid Biweekly <input type="checkbox"/>	Pay Period Number _____	Employee Social Security Number _____ _____ _____ _____ _____ _____

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 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)

<b>Minutes to Hundreths Table</b> 15 Minutes = .25 30 Minutes = .50 45 Minutes = .75	<b>Attendance Codes</b> 1 R = Regular Hours L S = Sick Leave S S = Summer School	<b>Shift Codes</b> 1 = Day 2 = Evening 3 = Night
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Workweek Dates (MM/DD)	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	_____	_____	07 1 1	07 1 2	07 1 3	07 1 4	07 1 5

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
1 R	_____	_____	6 0 0	6 0 0	5 0 0	5 0 0	6 0 0	_____
Index-Subobject	855210-3000							Other Information _____

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
Index-Subobject	_____							Other Information _____

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
Index-Subobject	_____							Other Information _____

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
Index-Subobject	_____							Other Information _____

Att Code	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Shift
_____	_____	_____	_____	_____	_____	_____	_____	_____
Index-Subobject	_____							Other Information _____

Date <b>7/15/11</b>	Signature of Employee <b>John Smith</b>	Time and Attendance Processor
Date	Signature of Program Manager or Administrative Designee	Title