



Date: April 20, 2023
To: Principals
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Title I Federal Programs
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Recipients: Principals
Subject: Summer Voluntary Common Planning Days

Summer Voluntary Common Planning Days

Summer voluntary common planning days are being provided utilizing ESSER funds, June 5-August 4, 2023. There will be a total of five voluntary common planning days for classroom teachers, Tier 1 teachers, select resource teachers and coaches.

Voluntary common planning days will be paid as a Common Planning Hourly multiple position. Voluntary common planning hourly positions will carryover from the 2022-23 school year with overfill capability. If an employee does not have this option on their electronic timesheet, work locations must work with their Employment Service Coordinator to complete the PARF process for the employee, which will establish the position on their HR record and allow the employee to properly complete their electronic timesheet. Schools may utilize general funds to pay planning days for **teachers not covered above**, the same process will apply. The school must work with the Office of Management and Budget to create the school funded Voluntary Common Planning hourly position and then work with their Employment Service Coordinator to PARF the employee into that position.

Worksites with new hires that will be working before their official start date, must complete the Employment Payment Request (Common Planning). New hires and teachers on temporary contract will need time submitted on an account pay form, and both groups will not be paid until their **1st first regularly scheduled paycheck in August**.

The process below outlines the expectation for voluntary summer planning days funded by ESSER:

- Summer planning days may begin June 5, 2023 and must be completed by August 4, 2023.
- Summer voluntary common planning days are not to be used for attending or participating in district professional development opportunities.
- Funding Information: ESSER Grant is F122500 Fund 4450400000 Function 630000 School W/L.
- Voluntary Common Planning days must be done in 6-hour increments.
- There is a total of 5 voluntary common planning days per teacher indicated above.
- Total hours cannot exceed 30 hours.



- Teachers will be paid at the rate of \$25 per hour.
- Summer common planning days are **voluntary**.

School Secretaries/Bookkeepers must monitor the multiple position at their worksite and term any classroom teacher that should no longer have the selection reflected on their timesheet. This will prevent inaccuracies in pay. Payroll training will be provided in April and May. Refer to the March publication of [Payroll New\\$](#) for more information.

Principals are responsible for keeping the required documentation at the school for audit purposes. Documentation includes a sample of the end product (ex. agenda/outline/lesson plan created).

For additional questions, please email the ESSER team at esserplanningdays@ocps.net.