



Waterfront Learning  
Where Education and  
Innovation Meet

## Waterfront Learning Teacher Compensation

Waterfront Learning appreciates the dedication of our staff to provide high quality, leading edge instructional and student support services in a timely, efficient manner. Compensation for the 2017-2018 school year shall be at the Board approved rates.

Teachers are compensated twice per month as indicated by the pay period schedule that is included in this document. Compensation is \$13.50/per student/per pay period, not to exceed 75 students per month, or \$2,025.00.

The following steps must be completed in a timely manner to receive fiscal approval for compensation:

- A comprehensive report including all students assigned to a specific teacher will be provided to the teacher for review and approval before the designated pay period.
- Each teacher must review the list and note any discrepancies by highlighting any changes to be reviewed. Teachers should add any students that are not included in the original report to the bottom of the spreadsheet.
- Each teacher will then submit the final report – indicating approval of the report in the text of the email – by the designated due date listed in the email and on the attached pay schedule.
- Each teacher's approved number of students will be submitted to Payroll for processing.
- Compensation for those students will be paid as per the attached pay schedule.

**NOTE:** Services provided at the *hourly rate (mentoring, curriculum, professional development)* are to be submitted by the instructor along with their compensation approval. Please submit all *hourly* compensation by the due date indicated on the pay schedule for each pay period using the "Teacher Compensation Request Form".

**\*\*\*\*IMPORTANT INFORMATION REGARDING YOUR PAYCHECK\*\*\*\***

The following are the Pay Days and the dates that payroll information is due in the Business Office for the 2017/2018 school year. Please keep in mind that the Payroll Due Dates are when information is due in the Business Office for processing. If your program has it's own due date schedule, please follow it. If your program does not have a due date schedule, you should mail payroll forms to the program at least 5 days prior to the Payroll Due Date below to allow for delivery and program processing.

<u>PAY DAY</u>	<u>PAYROLL DUE TO BUSINESS OFFICE</u>
July 14, 2017	June 29, 2017
July 31, 2017	July 17, 2017
August 15, 2017	August 1, 2017
August 31, 2017	August 17, 2017
September 15, 2017	August 30, 2017
September 29, 2017	September 15, 2017
October 13, 2017	September 29, 2017
October 31, 2017	October 17, 2017
November 15, 2017	November 1, 2017
November 30, 2017	November 14, 2017
December 15, 2017	November 30, 2017
December 21, 2017	December 7, 2017
January 12, 2018	December 28, 2017
January 31, 2018	January 17, 2018
February 15, 2018	February 1, 2018
February 28, 2018	February 14, 2018
March 15, 2018	March 1, 2018
March 29, 2018	March 15, 2018
April 13, 2018	March 29, 2018
April 30, 2018	April 16, 2018
May 15, 2018	May 1, 2018
May 31, 2018	May 17, 2018
June 15, 2018	June 1, 2018
June 29, 2018	June 15, 2018

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS !**