

COMPENSATION ADMINISTRATION

M E M O R A N D U M

DATE

TO: COMPENSATION ADMINISTRATION (SUPP@DADESCHOOLS.NET)

FROM: _____, Principal/Administrator

SUBJECT: Spring 2020 LUMP SUM COACHING PAYMENT APPROVAL SHEET

Based on an analysis of the start dates for spring sports seasons, it was determined that all sports teams were actively engaged in conditioning, practice, and/or athletic competitions at the point in which the seasons were cancelled due to COVID19 quarantine. As such, spring athletic coaches will receive their full supplements in accordance with the M-DCPS/UTD Collective Bargaining Agreement.

I certify that the employees submitted on the Spring Sports Payment sheet were scheduled for Spring Sports and are entitled to lump sum payment on 6/19/2020.

EMAIL SCANNED AND SIGNED FORM ALONG WITH DATA ENTRY EXCEL SHEET TO SUPP@DADESCHOOLS.NET by Friday May 29, 2020. Please save both files with your school location number to replace XXXX.

Principal/Worksite Administrator Signature and Date

Name of Administrator

Approval: Approved Not Approved

Supplement Approving Office Signature