

TFFR PAY CODE DEFINITIONS

Pay code	Duty	Definition
Pay code 1	Main teaching and/or administrative duties	Contracted teachers, administrators, superintendents, principals, directors, etc. Includes contracts, written agreements, board minutes or something in writing.
Pay code 2	Extra-curricular duties	Coaching, music, drama, advisor, monitor, supervisor, athletic director, etc. Not tournament manager or athletic director if listed on the extra-curricular schedule in the master negotiated agreement.
Pay code 3	Technology Coordinator	Only those titled as Technology Coordinators are reportable.
Pay code 4	Summer School/Drivers Education	Summer school programs, including drivers' education. Summer School/Drivers Ed salary is reportable in the fiscal year in which the pay is earned. Summer salary earned in the month of June is required to be reported in the month of June. Summer salary earned in the months of July/August needs to be reported in July/August for the next fiscal year.
Pay code 5	In-staff subbing	Subbing performed by a teacher contracted with the reporting district. Includes third party agreements.
Pay code 6	Teacher education	Professional development, curriculum development, mentoring, staff training and meetings, etc.
Pay code 7	Academic and career support programs	Adult education, dual credit, ESOL, etc.
Pay code 8	Assessments, tutoring, kindergarten prep	Hearing, speech, academic, and other assessments, etc.
Pay code 9	Grant writing	Time spent specifically on grant writing and duties directly attributable to grant writing. Any percentage of the grant given to administrators/teachers is not reportable.

Pay code 10	Travel between schools	Only time spent traveling during work hours is reportable. Does not include student transport.
Pay code 11	Paid leave	<u>Paid</u> annual, sick, funeral, personal, maternity, etc. Unused SL or AL is not reportable.
Pay code 12	Other	New positions - if outside the other pay codes, can report here. Example: COVID pay. Notify TFFR for approval prior to including any reportable salary under this code.