



Tucson Unified School District
PMP

Office of the
Deputy Superintendent of Operations

Yousef Awwad, CPA, MBA, CGMA,

"Delivering Excellence in Education Every Day"
Grow - Reach - Succeed

November 1, 2013

TO: Principals and Assistant Principals

FROM: Yousef Awwad
Deputy Superintendent, Operations

SUBJECT: Funding FTEs from Non-Traditional Funding Sources

While private donations in the form of Gifts and Donations or fundraising activities by PTA, PTO and Booster Clubs or other community organizations are very welcome, we have to very careful how these funds are spent.

We highly encourage that these funds be used for things that are a one-time expense only and not for any thing that is a re-occurring cost. This is critical due to multiple implications such as potential liabilities if the funds are not available or cannot be secured to fund the re-occurring expense and, accordingly, in the end the district would have to pick up the liability. Additionally, there are problems due to the health care reforms; for example, employees who are working part-time at less than 30 hours are not eligible for health care coverage through district plans, therefore, increasing their FTE using these types of funds to full-time would commit the district to pay for health care after the expiration of the funds unless those FTEs are terminated.

In order to protect the district assets and mitigate the risk to the district, please follow the guidelines below for funding FTEs.

- To fund full-time FTEs, the organization will have to levy the funds for at least three years and grant the funds to the district. The district will include language in the FTE contract or position hire letter that this position is limited to a three-year period.
- Funds can be used to pay for extra duty or additional jobs for employees who are already funded full-time, as long as the funds are available before the offer to hire for those duties and are able to cover any potential overtime.
- Funds can be used to fund part-time staff as long as they do not work more than 20 hours a week and no longer than 19 weeks annually to ensure that the district is not liable for ASRS contributions.
- Hiring part-time staff from these types of funds should only be done as a last resort, for example, a full-time staff person does not wish to work extra duty job.

Thank you.

cc: SLT Members
Finance Staff

1010 East 10th St. Tucson AZ 85719 Tel: 520-225-6694 Fax: 520-225-6698
<http://www.tusd1.org>

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