

# TSSC19 Grant Topics: Full Time Equivalent (FTE)



For the purposes of the Teacher and School Support Staff COVID-19 Grant under PA 166 of 2020, following is additional guidance on determining a Full Time Equivalent (FTE).

## **Classroom Teacher FTE**

The department shall distribute funding directly to eligible classroom teachers in an equal amount up to \$500.00 per FTE K-12 classroom teacher employed by the district or nonprofit nonpublic school or assigned to regularly and continuously work under contract in a public school operated by the district or in a nonprofit nonpublic school. An eligible classroom teacher that works full time and is calculated as 1.0 FTE will receive \$500.00 and an eligible classroom teacher whose work time is calculated as less than 1.0 FTE shall receive that portion of the FTE applied to \$500.00. The department must distribute funding allocated under this subsection as soon as is feasible. If funds allocated under this section are insufficient to award the amount to each of the eligible classroom teachers, the department shall reduce the grant on an equal per full-time and part-time prorated equated classroom teacher basis.

## **School Support FTE**

The department shall distribute funding allocated under this section directly to eligible school support staff in an equal amount up to \$250.00 per FTE school support staff employed by the district or assigned to regularly and continuously work under contract in a public school operated by the district. An eligible school support staff that works full time and is calculated as 1.0 FTE will receive \$250.00 and an eligible school support staff whose work time is calculated as less than 1.0 FTE shall receive that portion of the FTE applied to \$250.00. The department must distribute funding allocated under this subsection as soon as is feasible. If funds allocated under this section are insufficient to award the amount to each of the eligible school support staff, the department shall reduce the grant on an equal per full-time and part-time prorated equated school support staff basis.

## **Teacher and School Support COVID-19 Grant Programs**

Districts and Nonprofit nonpublic school must post a notice that the eligible classroom teachers or eligible support staff have been identified and provided Form 5734 by November 9, 2020 to provide an opportunity for written appeals of eligibility status on a school website and at least 1 other means of widely used communication. This notice shall provide an opportunity for any classroom teacher to appeal eligibility status or the FTE calculation to the district or nonprofit nonpublic school in writing by December 4, 2020.

Districts and Nonprofit Nonpublic Schools must indicate if the eligible classroom teacher and eligible support staff are full time and 1.0 FTE or should be pro-rated as less than 1.0 FTE, using the TSSC19 District Template. (Note: nonprofit nonpublic school support staff are NOT eligible for the School Support COVID-19 Grant).

## Determination of Full Time Equivalent (FTE)

For the purposes of these grant programs, full-time equivalency (FTE) refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a fulltime position as defined in the REP Data Field Descriptions. Further detail regarding the FTE definition can be found on page 54 at the following link

[https://www.michigan.gov/documents/cepi/REP\\_Data\\_Field\\_Descriptions\\_Fall\\_2020\\_689554\\_7.pdf](https://www.michigan.gov/documents/cepi/REP_Data_Field_Descriptions_Fall_2020_689554_7.pdf)

## Reporting Guidance

If an individual was reported with multiple assignment codes, building codes and FTE's. The district should consolidate the assignments and associated FTE for the eligible positions. It is possible that an individual that serves in multiple assignments, there may be partial eligibility. The FTE reported in the template, should reflect the FTE of the eligible assignment. Each eligible individual should have one row in the template for the purposes of this grant and payment processing. Individuals that are not eligible, should not be included in the TSSC19 District Template Submission to Treasury, non-eligible individuals should be deleted or removed from the template prior to submission. For the purposes of this grant program, all districts and nonprofit nonpublic schools are required to report the FTE for eligible classroom teachers and school support staff.

Eligible grant recipients can only be eligible for one program. If an individual was reported with multiple FTE's. The district should consolidate the associated FTE for the eligible positions that best represents the employee assignment code for the 2019-2020 school year. For the purposes of this grant, the FTE should be summed across the assignments and should be combined to reflect the eligible assignments. If these fields are left blank, payment cannot be issued.

Additional information on utilizing the REP can be found at:

[https://www.michigan.gov/documents/treasury/TSSC19\\_Grant\\_Topics\\_-\\_Registry\\_of\\_Educational\\_Personnel\\_-\\_REP\\_707315\\_7.pdf](https://www.michigan.gov/documents/treasury/TSSC19_Grant_Topics_-_Registry_of_Educational_Personnel_-_REP_707315_7.pdf)

## Example FTE Modifications:

*Original TSSC19 District Template from REP*

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignment Code	Employee Assignment Description	FTE Allocation
12345	JOHN	SMITH	Instructional Staff	000NS	English as Second Language	0.20
12345	JOHN	SMITH	Instructional Staff	000JX	Music Education	0.80

*Recommended Modifications for TSSC19 Grant Excel Submission*

PIC	First Name	Last Name	Employee Assignment Category	Employee Assignment Code	Employee Assignment Description	FTE Allocation
12345	JOHN	SMITH	Instructional Staff	000NS/000JX	English as Second Language/ Music Education	1.00

### **Sample FTE Reporting**

- If a teacher works full time, but works in two schools/facilities, report each school/facility separately using "0.5" FTE for each.
- If a teacher is assigned to a biology class for three sections in his/her schedule and an English class for two sections in his/her schedule, report "0.6" FTE for biology in the first position, and "0.4" FTE for English in the second position of Field 10.
- If a principal works three-fourths of his/her time as an administrator and one-fourth of his/her time teaching mathematics, the FTE would be submitted as administrator "0.75" and teaching "0.25".
- For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE. For the purposes of this program, the total FTE cannot exceed 1.0.