



STATE OF HAWAI'I
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAI'I 96804

OFFICE OF TALENT MANAGEMENT

April 19, 2021

TO: Principals (All)
Program Directors
School Administrative Services Assistants
Secretaries

FROM: Dr. Cynthia A. Covell *Cynthia A. Covell*
Assistant Superintendent
Cynthia A. Covell (Apr 16, 2021 17:06 HST)

SUBJECT: Interim Part-Time Teacher Compensation Guidelines Due to COVID-19

To address the unprecedented and fluid circumstances facing schools and students due to the COVID-19 pandemic, the Department of Education (Department) continues to implement measures to ensure the continuity of educational services. As schools begin to welcome more students back to in-person learning and prepare for summer learning activities, the Department requires the flexibility to recruit, hire, and compensate part-time teaching staff who are highly qualified and will be providing direct instructional support to students.

The Nineteenth Supplementary Proclamation of April 9, 2021, temporarily suspends the following Hawaii Revised Statutes (HRS) and Board of Education Hawaii Administrative Rules (HAR), giving the Department this flexibility:

- Section 302A-1112, HRS; HAR, 8-66 entitled "Part-time Temporary Employees."

Therefore, the following chart provides guidance on hourly rates for part-time teachers (PTT) for summer 2021.

Class Title	Rate of Pay	Qualification	Approval
PTTint	\$35.00/hour	State Approved Teacher Education Program	Approval is required by the program manager.
PTTA	\$22.43/hour	Bachelor's Degree	No approval is required by the program manager.
PTTB	\$20.67/hour	No Bachelor's Degree	No approval is required by the program manager.

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Please Note: When creating the PTT jobs for this summer, please use the job hire date of June 2, 2021, and the job term date of July 27, 2021. The PTT jobs will need to be entered into the Casual Personnel System by Friday, June 4, 2021.

For questions regarding programmatic or "PTTint" pay rate approvals, please contact the relevant program manager. For questions regarding the processing of certificated casuals, please contact the Teacher Reclassification Unit via email at teacher.reclassification@k12.hi.us or phone at (808) 441-8383.

CAC:kt