

The Tufts Literacy Corps

How To Turn In Your Hours and Get Paid



Every Friday, you will receive an email from Caitlin Lauchlan, telling you that it's time to submit hours. Please hit reply and send her your hour report, in the form modeled below.

You are paid for each week you work on Friday of the following week. After the first pay check (which you may have to pick up at Dowling, 7th floor), this happens through the University's "direct deposit" system. If you sign up for automatic notification, you will usually receive an email notice each Wednesday, which summarizes your hours, pay rate and the amount you will receive. Again, the deposit will show up in your account on Friday. **Note: When there is a University holiday, your pay will sometimes be a week late.**

You are paid for just about everything you do for the TLC. For one-on-one tutors, this means:

- 1) ALL time spent with the children;
- 2) All training sessions
- 3) Time spent reading assigned articles and journal writing
- 4) One half hour of prep time for every tutoring session, up to one hour a week per child (assuming you are tutoring twice a week). If you spend more than an hour per child, you will be paid for your time BUT you must email me with the details about what you were doing (e.g., you went to the Medford Library to find books on kazoos).
- 5) All travel time, if you go anywhere off campus to work (with the exception of the Medford middle schools, no schools or tutoring sites are further than a 30-minute walk; most are much closer).

Please remember to include the total for the week with your hours!

Note on length of sessions: Most in-school tutoring sessions are 40 to 45 minutes, but you will be paid for one hour for each session. Please use any remaining time to write thorough notes on your session. After school sessions may last longer, but NO ONE should be tutoring for longer than an hour and a half at a time. If you do extend a session, please remember to give your child a break after about 45 minutes. *Similarly, no child should be tutored more than twice a week, unless you, the child's parents, and I make special arrangements.*

Here is an example of what your hour report might look like if you are tutoring two children, preparing thoroughly, writing summaries of your sessions, and reading the handouts:

Monday:	Tutoring 2 children for 45 minutes each:	1.5 hours
	Writing notes on both sessions:	.5
	TLC Training Session:	1 hour
Tuesday:	Prep for both kids:	1 hour
Wed:	Prep for Thursday's session:	1 hour
Thursday:	Tutoring 2 children	1.5 hours
	Writing notes on both sessions:	.5
	Meeting with classroom teacher:	.5
	Answering "Journal Reflection Question #1":	.5
Travel:		2 hours



Total: **10 hours**