

Extra Duties and Additional Compensation

The District shall pay additional compensation to employees who are assigned to duties which require extra time or responsibilities over and above their basic employment obligations, in accordance with this policy. Additional compensation may be paid to licensed staff for the time committed to committees, task forces, and time spent in Board of Education meetings that are above and beyond the regular professional duties described in the faculty handbooks. Staff will be selected by using best-practice approaches that are fair and equitable.

The administrator requesting the extra duty will submit a copy of a Work Request to the office of the Superintendent for approval. The Work Request shall state the particular assignment, its duration, and the compensation to be paid. Once approved by the Superintendent or designee, extra-duty assignments are made. Compensation is to be aligned with the District's published salary schedule, with administration compensated at administration daily rate, certified staff compensated at the published certified daily rate, and classified staff compensated at the classified daily rate (daily rate that is prorated if less than 8 hours). In addition, District sponsored conferences may be compensated at half the daily rate with prior approval.

Upon completion of the extra duty, documentation should be submitted via a District Extra-Duty Pay Voucher. Payment will be made on the next regular payroll date after signed extra duty pay voucher is received by payroll/ human resources certifying that the extra-duty assignment has been completed.

Extra Duty Assignments are "At Will"

All extra-duty or additional work assignments pursuant to this policy are "at will" and may be terminated at any time for any reason or no reason. Upon termination prior to the ending date of the assignment, the employee will be paid a pro-rata portion of the annual stipend, if any, through the date of termination.

Adopted: May 14, 2019

Revised: April 13, 2021