

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7236

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **7-01-71**

SUBJECT: **Additional Hourly Assignments for Contract Teachers**

REVISED: **1-06-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing payment for noncontract hourly classroom, hourly nonclassroom, and workshop participation services performed by regular contract certificated employees.
2. **Related Procedures:**

Special compensation for certificated staff	7230
Extended-day assignments, teachers	7232
Schedule of extended-day units.....	7233
Student teaching program	7238
Supervision session assignments for teachers	7235
Teachers salary administration	7225
Application and employment of certificated employees (contract and day-to-day substitute positions)	7270

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-1150, I-3010, I-4200; Collective Negotiations Contract; Certificated Hourly Compensation Schedule.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
 - a. **Hourly noncontract nonclassroom services:** Library service, counseling service, materials development, curriculum writing, community relations activities, assistance to school administrators, and all other nonclassroom certificated hourly service except workshop participation. Only teachers specifically approved for compensation shall be paid.

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- b. **Hourly noncontract classroom services:** Teaching on an hourly basis in classes in elementary and secondary schools, district-sponsored adult education classes, and district-sponsored inservice education classes designed primarily for certificated staff members.
 - c. **Workshop participation services:** Voluntary participation in workshops for which compensation is authorized.
3. **Regulations**
- a. In order to qualify for payment, the services outlined in Sections C.2.a. and C.2.b. must be performed outside normal teaching days and/or hours that are considered part of regular contract service, as defined in the collective negotiations contract and in Certificated Hourly Compensation Schedule.
 - b. Regular full-time district employees shall not be assigned more than *ten hours per week* of hourly classroom instruction or nonclassroom assignments.
 - c. Approval in writing from appropriate division head/instructional leader must be obtained (D.1.) before teachers are employed to perform services covered in this procedure.
 - d. Hourly classroom assignments involving instruction of district students must be submitted to the Human Resource Services Division via appropriate division office on assignment authorization form for formal appointment on personnel action forms.
 - e. Division head/instructional leader shall be responsible for budgetary control when determining need and compensation for the above additional noncontract services of regular teachers.
4. **Compensation.** Hourly rate of compensation shall be in accordance with “Compensation for Noncontract Services” section of Teachers’ Salary Schedule, Military Science Instructors’ Salary Schedule, and Child Development Centers Salary Schedule, as set forth in current collective negotiations contract or in the Certificated Hourly Compensation Schedule. Compensation received by full-time contract teachers for additional noncontract services is not subject to retirement credit or retirement deduction under regulations of State Teachers Retirement System.

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D. IMPLEMENTATION

1. Nonclassroom Assignments

a. Principal or central office management employee

- (1) **With a specific budget allocation:** Submits “Additional Assignment Authorization” time card (A-4) to appropriate division office upon completion of assignment, or monthly, as necessary. (Unless division head/instructional leader specifically requires it, management employees having specific budget accountability of funds do not have to obtain prior approval.)
- (2) **Without a specific budget allocation:** Requests approval in writing from appropriate division head/instructional leader for noncontract services of teachers. Upon receipt of approval, assigns staff members to perform services. Upon completion of assignment, or monthly, as necessary, completes “Additional Assignment Authorization” time card (A-4); enters budget charge number and forwards card to division office.

b. **Division office checks time card** for completion and accuracy; initials and sends card to the Payroll Unit, Employee Services Department, Human Resource Services Division.

c. **Payroll Unit**, Employee Services Department, processes pay warrants for cards that are complete with authorizing signatures, division office approval, and designated budget charge.

2. Classroom Assignments

a. **Principal or central office management** employee prepares assignment authorization form and sends to the Human Resource Services Division via appropriate division office.

b. **Time recording secretary** completes certificated hourly time sheet; obtains required signature of principal and sends to the Payroll Unit, Employee Services Department.

c. **Payroll Unit**, Employee Services Department, processes pay warrants.

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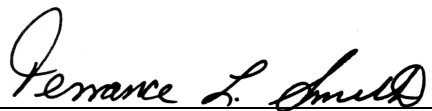
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E. FORMS AND AUXILIARY REFERENCES

1. Additional Assignment Authorization, (A-4) time card, Stock Item 22-A-7250
2. Hourly Time Sheet, Certificated, available from Payroll Unit
3. Assignment Authorization, Stock Item 22-A-7225

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education