

# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7626

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CATEGORY: **Personnel, Management/Supervisory Staff**

EFFECTIVE: **1-04-83**

SUBJECT: **Supervision Service Payments for Senior High School Vice Principals**

REVISED: **6-20-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing payment of the annual supervision stipend to senior high school and San Diego School of Creative and Performing Arts vice principals who provide supervision services as assigned by site principal.
2. **Related Procedure:**  
Salary policy for management and site administrators salary schedule ..... 7620

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy I-1160; Management Salary Schedule with Rules and Regulations.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Financial Operations Department, Financial Operations Division, Office of School Site Support, regarding budget allocations; or the Payroll/Employee Benefits Department, Human Resources Division, Office of the Superintendent, regarding payroll procedures.
2. **Definition. Annual supervision stipend:** Payments made by the district to senior high school vice principals and vice principals assigned to the San Diego School of Creative and Performing Arts who are responsible for planning, organizing, directing, and overseeing activities associated with supervision of students at school-sponsored dances, interscholastic athletic events, or drama, music, or speech activities at which the presence of a vice principal is required, as assigned by site principal.
3. **Regulations**
  - a. Payment of the annual stipend shall be made in two installments at the conclusion of each semester.
  - b. The stipend method of payment includes the stipulation that the supervision workload will be assigned uniformly between/among the site vice principals. Mid-semester promotions and/or transfers will necessitate the prorating, by months of service, of the semester payment. Other exceptions to the uniform

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assignment of the supervision workload and standard payment of the stipend must be approved in advance by the appropriate instructional leader, Office of Instructional Support.

#### **D. IMPLEMENTATION**

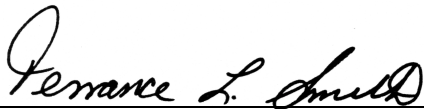
1. **Financial Operations Department**, Financial Division, Office of School Site Support, provides an allocation to individual schools in accordance with the current Management Salary Schedule and number of vice principals assigned.
2. **Principal assigns** vice principals to supervision service activities so that the workload is shared equally by all site vice principals; completes and forwards "Annual Supervision Stipend Payment Request" form (E.1.) at the end of each semester, in accordance with instructions provided on each form.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Annual Supervision Stipend Payment Request

#### **F. REPORTS AND RECORDS**

#### **G. APPROVED BY**



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