



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7625

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

EFFECTIVE: **1-04-83**

SUBJECT: **Additional Hourly Assignments for Management Employees**

REVISED: **2-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing payment to 10- and 11-month Management Salary Schedule employees providing services on an hourly basis at times not within their normal assignment year.
2. **Related Procedure:**
Teachers salary administration 7225

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 Human Resource Services Division, Office of the Superintendent.
2. **Definitions.** Times not within normal assignment year:
 - a. **Ten-month assignment:** Winter and spring recess periods and the period between last assigned day in one school year and first regular assignment day for next school year.
 - b. **Ten-month year-round assignment:** Winter and spring recess periods and intersession periods.
3. **Types of Services for Which Payment May be Made**
 - a. **Hourly management assignments:** Services which involve management responsibilities including planning, conducting, and evaluating such activities as materials development projects and staff inservice classes and workshops.
 - b. **Hourly certificated nonmanagement assignments:** Nonclassroom certificated assignments including library service, counseling, materials development, and all other nonclassroom certificated hourly services except workshop participation.

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- c. **Workshop participation assignments:** Assignments to participate in workshops, but not involving management responsibilities as defined in C.3.a.
4. **Requirement.** In order to qualify for payment, services must be performed by 10- or 11-month management employees at times not within their normal assignment year, as defined above.
5. **Approvals.** Approval of appropriate division head/instructional leader must be obtained *before* management employees are employed to provide services covered in this procedure.
6. **Compensation.** Hourly rates of compensation shall be in accordance with annually-approved Management Salary Schedule (Compensation for Hourly Services Section). Compensation received is subject to retirement deductions under regulations of the State Teachers Retirement System.

D. IMPLEMENTATION

1. **Division head/instructional leader** authorizes 10- or 11-month management employees to perform management assignments on an hourly basis at times not within their normal assignment year.
2. **Management employee** performs previously authorized management assignment; signs time card A-10, "Compensation for Hourly Services-Management Assignments."
3. **Division head/instructional leader** signs time card certifying that service was approved in advance in accordance with Management Salary Schedule Rules and Regulations, and that time card is an accurate statement of services rendered by the employee.
4. **Division budget officer** enters proper budget charge number; checks card for completion and accuracy; initials card and sends to the Payroll Unit, Employee Services Department, Human Resource Services Division.
5. **Payroll Unit**, Employee Services Department, processes pay warrants for cards that are complete with employee signature, division office approval, and designated budget charge.

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E. FORMS AND AUXILIARY REFERENCES

1. Compensation for Hourly Services - Management Assignments (Card A-10), available from the Payroll Unit, Employee Services Department

F. REPORTS AND RECORDS

G. APPROVED BY



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