

## SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT – Extra Duty Pay

Extra Duty Pay is provided to staff for coordinating school events or sports teams, serving on student focused committees, and facilitating student competitions, activities or clubs, related to, and an outgrowth of, the instructional and guidance program of the District's schools. Extra duty pay will be paid monthly for those activities and/or sports that occur over a season or school year. Neither SLCTA nor the District make any representations, warranties or guarantees regarding the tax or retirement regulations set forth by applicable agencies.

### ***Rules:***

- 1. The positions and extra duty pay listed shall be appropriated only if the district authorizes the position(s) to be filled.*
- 2. All assignments shall be for the season only and renewed at the discretion of the site principal and/or district office. Extra duty pay is listed for a full year of service and will be prorated for service of less than a full year.*
- 3. All athletic seasons and activities begin and end as defined by site principal, site determined season of sport and/or district office.*
- 4. ALL Extra Duty assignments are to be authorized through the designated site administrator on the District approved Offer of Paid Extra Duty Assignment form which requires Administrator and Employee signatures with the specific assignment and amount of the extra duty pay.*
- 5. All persons taking on extra duty athletic assignments, including the support services positions, must meet all minimum requirements of the California Education Code.*

### **Elementary**

#### **Site Allocations**

Each elementary school is to receive an annual allocation of \$12 per student based on the prior year's enrollment on the annual CBEDS date. As to subsequent years, the Board retains budget control just as it does with the secondary extra duty assignments. Specific activities (assignments) and the extra duty pay amount to individual teachers will be determined at each school utilizing the management/leadership team process. Such decisions are to be guided by the following:

- Funds are to be expended to effect greatest benefit for the most students.
- Unused allocations to sites will revert to the general funds of the District.

Such decisions shall be final and are not grievable, and such annual decisions at each site are not to be precedents for future decision at a site or between sites.

#### **Teacher-In-Charge**

The teacher-in-charge is the principal's designee in the absence of the principal in the elementary schools only. The annual extra duty pay is \$250 for each elementary school.

#### **Student Success Team**

Members serving on the Student Success Team will receive extra duty pay in the amount of \$750 annually. Teach Elementary is allocated one (1) Student Success Team member. All other elementary schools are allocated extra duty pay for two (2) members (one classroom teacher and one special education teacher).

#### **Combination Class**

Each elementary teacher of a combination class will receive extra duty pay in the amount of \$3,000 for a full year of service in a combination class or on a pro rata basis for service of less than a full year.

## **Secondary**

### **Department Chairpersons**

The District continues to reserve the right to annually determine the specific number and titles for Department Chair

Extra duty pay and for selection of personnel to be designated as department chairpersons. Those determinations to be in effect beginning 2003-04 are as described on the following pages. At the two high schools and two middle schools, Department Chair positions will be allocated and compensated as described below.

The annual extra duty pay for the Department Chair positions is to be determined by the following formula:

$$\begin{aligned} &\text{Supplies/Equipment Factor} + \text{Number of Personnel in Department} + (\text{Number} \\ &\text{of Sections} \times .2) + \text{Curriculum Development/Revision and Textbook Adoption} \\ &\text{Rotation Factor} \times .00155 \times \text{Base Salary} = \text{Amount of Stipend} \end{aligned}$$

- A value factor for supplies/equipment of 1, 3, or 5 is as listed for each department as determined by the original Extra Duty Committee.
- The actual number of personnel in a department will also be a factor.
- The actual number of class sections in a department in the last week of September of each year multiplied by .2 is to be a factor.
- The Curriculum Development/Revision and Textbook Selection Rotation Factor is to be 0, 1, 2, 3, or 4, taking the following activities into consideration. This factor will be assigned annually by the Assistant Superintendent of Educational Services and the Director of Instructional Services and Special Projects.

- Curriculum revision/alignment
- Textbook selection/adoption year
- Implementing year for new textbooks
- General awareness year necessitating in-service on curriculum
- Minimal activities occurring

- For purposes of determining the extra duty pay, a factor of .00155 will be used. Worksheets will be provided to each principal/administrator annually to enter necessary data for calculating the extra duty pay.

*Each regular high school is allocated a department chair position for the following departments:*

Department*	Supplies/Equipment Factor
Applied Arts (Computer Science; Business, Home Ec; Ind Tech)	5
English (includes EL; Library; Reading)	3
Foreign Language	3
Mathematics	3
Physical Education	5
Science (includes Agriculture)	5
Social Science (includes SRI; Health)	3
Special Education	3
Visual and Performing Arts (Art, Drama and Music)	5

*Each middle school is allocated a department chair position for the following departments:*

Department*	Supplies/Equipment Factor
Applied Arts (Computer Science; Home Ec; Industrial Tech)	5
English (includes EL; Library; Reading and Foreign Language)	3
Mathematics	3
Physical Education	5
Science	5
Social Science	3
Special Education	3
Visual and Performing Arts (Art, Drama and Music)	5

\* If no classes are scheduled at a school for the departments listed, no extra duty amount will be paid.

*Pacific Beach High School is allocated a department chair position for the following department:*

Department	Supplies/Equipment Factor
Continuation Education	4

## **K-12**

### **Management Teams**

The annual extra duty pay is \$300 a position. (Pay for summer work will be the agreed upon committee work rate in effect for such service.)

### **Mentor Extra Duty Pay**

Each district approved general education mentor will receive extra duty pay in the amount of \$1,500 per mentee for mentoring certificated staff who need to clear a credential. Each district approved special education mentor will receive extra duty pay in the amount of \$1,800 per special education mentee. In the case that a special education mentor is not available, a \$300 amount will be given to a special education teacher providing job alike supplemental support to the special education mentee. These amounts are established by the Teacher Induction Program (TIP) consortia and subject to change annually.

## ***Athletic Extra Duty Schedule***

### **High School**

Assistant Athletic Director	\$7,500
Varsity Head Coach Tier 1 Sport	\$4,000
Varsity Head Coach Tier 2 Sport	\$3,000
Junior Varsity Head Coach	\$2,200
Assistant Coach	\$2,200

#### **Tier 1 Sports**

Baseball	Swimming
Basketball	Track
Cross Country	Volleyball
Football	Water Polo
Soccer	Wrestling
Softball	

#### **Tier 2 Sports**

Golf
Stunt Cheer
Tennis

### **Middle School**

Athletic Director	\$7,500
Head Coach (all middle school sports)	\$1,800

## ***Activities Extra Duty Schedule***

### **High School**

Academic Competition*	\$1,500
Band Director	\$4,500
Class Advisor (Freshman/Sophomore)	\$500
Class Advisor (Junior)	\$750
Class Advisor (Senior)	\$1,500
Dance Director	\$2,500
Drama Director	\$4,000
Extra-Curricular Advisor (i.e. color guard, drum line)	\$1,500
Journalism Director	\$2,500
Vocal Director	\$3,000
Yearbook Director	\$2,000
Yearbook Director (Pacific Beach)	\$1,500

\*Academic Competition Advisor positions are determined by the school site and may include Mock Trial and Skills USA but not positions that have extra duty days or another listed amount.

### **Middle School**

Academic Competition Advisor (see note above)	\$1,000
Activities Director	\$2,750
Band Director	\$1,500
Drama Director	\$2,500
Intramural Director	\$2,000
Vocal Director	\$1,000
Yearbook Director	\$1,500