

## **ADDITIONAL DUTY INCREASED WORK DAY OR ADDITIONAL DAYS**

### **Certificated**

#### **Increased work day (purchase of preparation period)**

Pay for a teacher who has been asked to teach during their preparation period is calculated at one-seventh of their regular per diem pay. The buy out of a prep period should be voluntary whenever possible and must be at least one semester in length.

#### Administrative Procedure

1. Determine the need for the additional period and review all alternative staffing options. Discuss the need with the Personnel Department. The course to be taught must be on the Master Schedule.
2. Submit a Personnel Request form.
3. When the additional period is approved, discuss the additional assignment with the teacher.
4. Submit a Change of Status form with a written memorandum from the teacher agreeing to the assignment.
5. The Personnel Department will notify the principal when the position will become effective.
6. Personnel will notify payroll of the change.

### **Additional Duty Days**

Additional duty days not already contained in the contract must be approved by the Personnel Department and the Superintendent. A rationale must accompany a request for the additional days. A Change of Status form must be completed showing the number of days and the start and ending dates. The Personnel Department will notify payroll when approval is given. The supervisor and the employee will need to submit a completed Supplemental Contract.

### **Classified**

Classified employees work a set number of days. In rare cases additional days may be needed. Any additional days must be approved by the supervisor, the Personnel Department and the Superintendent prior to them being worked. A Change of Status form must be completed showing the number of days and the start and ending dates.