

## **SUMMER SCHOOL – PAYROLL PROCEDURES**

### POSITIVE TIMESHEETS

Summer School is an hourly supplemental (extra duty) program. All hours for summer school employees are to be recorded on the positive timesheets and turned in on the last day of the month and are paid on the 15<sup>th</sup> of the next month.

### CERTIFICATED EMPLOYEES

Summer school is an hourly supplemental program and as such, certificated employees do not accrue sick days nor may they use sick days during summer school. If a certificated employee is sick, a substitute is employed but the teacher does not receive pay for the day(s) absent.

### CLASSIFIED EMPLOYEES

Permanent classified employees that work 12 months cannot work in the summer school program. Ten month employees may work in the summer school program but they are not entitled to sick leave when working in the summer school program as it is extra duty and paid by timecard only. When absent from summer school, ten month employees do not receive pay.

Classified employees receive holiday pay if they work the day before or the day after a holiday. Secretaries will add the holiday hours to the time sheet.

### ADMINISTRATION

The District pays a stipend for a number of days worked for service as summer school principal. The pay rate and days covered are listed on the job announcement. The days stated in the summer school job announcement, assume no overlap of regular duty year days and summer school days. In order to avoid “double dipping” administrative duty days need to be reviewed and compared to the summer school schedule. A calendar must be developed and approved by the superintendent that shows where make-up days occur for any days that overlap. If a day is not worked there is a resulting deduction in pay.