



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
3.5

**SECTION:** FINANCE  
**TITLE:** PAYMENTS TO CERTIFIED EMPLOYEES FOR ADDITIONAL ASSIGNMENTS  
DURING CONTRACT DAYS  
**DATE:** AUGUST 2023  
**SUPERINTENDENT APPROVAL:** 

## Payments to Certified Employees for Additional Assignments **During Contract Days**

In an effort to standardize payments for our Certified employees for additional assignments **during contract days**, the following guidelines should be followed effective August 1, 2023:

### Background

Certified employees are “exempt” employees according to the Fair Labor Standards Act of 1938. This fundamentally means they are paid a set salary and are expected to perform the “essential functions of the job.” Their compensation is not set at an hourly rate and they are not entitled to overtime pay.

“Essential functions” of a Nebo District certified employee may include, but are not limited to: well-planned and effective classroom instruction, daily lesson planning, regular grading and reporting, professional development, attending faculty meeting, attending collaboration meetings, IEP and 504 meetings, SEP conferences, before and after school supervision/duty, extracurricular and co-curricular assignments, parent communications, district communications, student supervision, student consultation, and other non-teaching duties as assigned.

The expectation of working 30 minutes before and 30 minutes after school hours is the minimum expectation for the time a certified employee should be at the school building. It is not “contract time” or the employee “work day.” By definition, an “exempt employee” does not have a set contract time or work day, with the understanding that each employee is provided with a 30-minute duty free lunch period.

### Payments

There are some assignments given to certified employees that may exceed a reasonable standard of what would constitute “essential functions of the job.” When paying certified employees for these additional assignments, care should be taken to avoid creating a “property right” for payments made in addition to the basic, 185-day contract amount. Therefore, it shall be clear that such assignments are at-will and there is no expectation for continued payment beyond the current school year.

The attached “Approved Extra Duty Stipends” table outlines the approved assignments where additional payment may be made to a certified employee while on their contract days. Other approved stipend schedules include:

- Coach/Advisor Stipend schedule
- Driver’s Ed schedule
- Mentoring stipend schedule
- \$25 for substituting on prep period

Prior approval from Superintendent Staff is required for any payments not included on these schedules.

**Approved Extra Duty Stipends**  
for additional assignments **during contract days**

REQUIRED ASSIGNMENTS	Level	Amount	Processor	Account	Notes
Character Ed./Prevention Specialist	K-5	\$500.00	Liana	5366	
Computer Specialist	K-12	\$500.00	Reese	1057	
Contribution Representative	K-12	None	Lindsey	N/A	
DART Rep	K-5	\$300.00	Karen K	1096	
Facilitator/Intern Coach/Staff Developer	K-5	None	N/A	N/A	
Gifted & Talented Representative	K-12	\$500.00	Khristen M	5113	
Hope Squad / Suicide Prevention	6-12	\$300.00	Liana	5760	
Insurance Rep	K-12	\$600.00	Jim W	1016	
Library Book Challenge Review (by book)	K-12	\$100.00	Principal	5810	
NEA-Faculty Representative	K-12	None	N/A	N/A	
Person in Charge when Admin is gone	K-5	None	N/A	N/A	
Positive Behavior Plan (was Character Ed Specialist)	6-12	\$500.00	Liana	5366	
PTA/PTO	K-12	None	N/A	N/A	
Public Relations Representative	K-12	\$500.00	Seth S	1056	
School Community Council Chairperson	K-12	None	N/A	N/A	
School Community Council Facilitator	K-12	\$500.00	Ben F	1097	
School Safety Specialist	K-12	\$1,000.00	Kathy C	TBA	Principal and TSA; \$1000 per person
SpEd School Contact Person	K-12	\$50.00	Alicia	1200	
Technology Trainer	K-12	\$500.00	Reese	1057	
Testing Contact - District Contact	K-12	None	N/A	N/A	
TSA High School	10-12	\$4,000.00	Principal	School Funds	
TSA Secondary (Summer)	6-12	up to \$3000	Principal	School Funds	up to 15 summer days
TSA Elementary (Summer)	K-5	up to \$2000	Dave R	1051	up to 10 Summer Days
Volunteer Coordinator	K-5	None	N/A	N/A	
Web Master/Web Page	K-12	\$200.00	Seth S	1056	

OPTIONAL ASSIGNMENTS	Level	Amount	Processor	Account	Notes
Department Chair/Leadership team/Grade Leader	K-12	up to \$400	Principal	School Funds	1 stipend per person
Elementary after school clubs	K-5	up to \$500	Principal	School Funds	
Extra PR Person Stipend	K-12	up to \$500	Principal	School Funds	max of 1 per school
FACS Food shopping	9-12	up to \$500	Nikki A	CTE	see schedule
JH Junior Honor Society	8-9	up to \$250	Principal	School Funds	1 per school
MS/EL Yearbook	K-7	up to \$1000	Principal	1040	1 per school
MS Drama	6-9	up to \$1600	Principal	1040	1 per school
MS/JH Drama Support	6-9	up to \$1000	Principal	School Funds	\$1000 per school; can divide
MS/JH Before and After School Programs	6-9	up to \$500	Principal	1085	\$500 per activity; \$1500 max per person
MS/JH Supervision	6-9	up to \$1500	Principal	1085	\$1500 max per person per semester
MS/JH/EL Student Government	K-9	up to \$500	Principal	1040	1 per school
Peer Coach Leader	6-12	up to \$500	Principal	School Funds	1 per school
Peer Coaching	6-12	up to \$500	Principal	School Funds	
Planning Day/Data Dive	K-5	up to \$120	Principal	1063	if paid in summer instead of sub
Sterling Scholar Advisor	10-12	up to \$500	Principal	School Funds	1 per school
Testing Coordinator	9-12	up to \$500	Principal	School Funds	Per test category (AP, ACT, Aspire+)

**ADDITIONAL PAYMENT AMOUNTS**

<b>\$25 Rate</b>	Level	Amount	Processor	Account	Notes
ACT Saturday Proctoring	10-12		Principal	School Funds	
Detention Lab - Saturday/After School	10-12		Principal	School Funds	
Homework Lab	K-12		Principal	School Funds	
CTSO advisors	9-12		Nikki A	CTE	not to exceed 60 hours
District Sponsored and Pre-approved PD	K-12		Curriculum	Various	LETRS, CMI, CSI

**\$37.50 Rate**

ACT Saturday Prep Class	10-12		Principal	School Funds	
UBER Math Class	6-9		Principal	School Funds	

**\$15/hour**

Supervision – Dances, Extracurricular, Announcing,	6-12		Principal	School Funds	\$15/hour
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**Hourly Rate**

Homebound Instruction	K-12		Principal	1062	
32 hour Legislative funding	K-12		Michael H.	5651	