



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
3.6

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

## Payments to Certified Employees for Additional Assignments **Outside of Contract Days**

This Administrative Directive is an effort to standardize the compensation of Certified employees and is intended as a guideline for payments to Certified employees for additional assignments outside of their contract days. **These are typically days in the summer between school years.** For most Certified employees, work outside contract days means the days not included in their 185-day contract. Some Certified employees, however, are compensated for additional days in the summer. For instance, high school counselors are paid on a 205-day contract. This Administrative Directive for them applies to their days not included in their 205-day contract. The following guidelines should be followed for additional assignments outside of contract days **effective August 1, 2023:**

1. Professional development attendance/participation may be paid as follows:
  - a. "Required" professional development is paid **by the hour.**
    - i. Attendees/participants may be compensated at \$25/hour to a maximum of \$200/day.
  - b. "Optional" professional development, if paid, is **by stipend.**
    - i. Attendees/participants may be compensated up to \$200 per day as established by the department or group organizing and offering the training.
2. Services related to "extended year student instructional support" may be paid at \$25/hour to a maximum of \$200/day.
  - a. Examples of these types of assignments include supervising labs, coordinating packet programs, summer school tutoring, and supervising online credit recovery programs.
  - b. Assignments of this type may include components of instruction of students but are generally supervisory in nature.
3. Services related to "extended year supervision" may be paid at \$15/hour to a maximum of \$120/day.
  - a. Examples of these type of assignments include supervising at activities and taking tickets at games/performances.

### **\*\*THE FOLLOWING PAYMENT RATES REQUIRE SUPERINTENDENT STAFF APPROVAL\*\***

4. A "Professional Development Instructor" or "Extended Year instructor" may be paid at \$37.50/hour to a maximum of \$300/day.
  - a. These types of assignments include programs to instruct adults in a professional development course or to instruct adults or students in a classroom setting and generally require preparation or lesson planning to perform the activity.

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- b. Assignments of this type may include components of supervision but are generally instructional in nature.
  - c. Prior approval must be obtained from Superintendent Staff in order for an activity to be classified as this type of activity and paid at the \$37.50 hourly rate.
  - d. Exceptions to the \$37.50 hourly rate may be granted at between \$25/hour and \$37.50/hour to a maximum of \$300/day with prior approval from Superintendent Staff.
  - e. Payment should be made based on actual instructional time and NOT time spent preparing or planning as the hourly rate includes consideration for those needs.
5. In rare occasions and with Superintendent Staff approval, additional work (not otherwise described above) performed by employees outside contracted days may be compensated at a maximum of the employee's actual hourly or daily rate based on their base annual contract.
- a. Base annual contract does not include compensation for legislative salary adjustment, TSSA stipends, or compensation for additional responsibilities such as teaching during preparation periods, coaching assignments, teaching driver education, teaching community education courses, or any other extra-duty assignments.
  - b. The daily rate is calculated as the employee's base annual contract amount divided by their contract days.
  - c. The hourly rate is calculated as the employee's base annual contract amount divided by their contract days divide by eight hours.