



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Extra Duty Pay for Certificated Administrators Policy

NUMBER: BUL-101500

ISSUER: Linda Del Cueto,
Chief Human Resources Officer

DATE: November 9, 2020

ROUTING
All Administrators
Time Reporters

POLICY: The policy of the District is to provide extra duty pay for school site and non-school site salaried certificated administrators to address emergency and exigent circumstances in accordance with the guidelines set forth below.

MAJOR CHANGES: This Policy Bulletin replaces Human Resources Division Interoffice Correspondence, *Guidelines and Request for Extra Duty Pay for Certificated Administrators* issued June 27, 2013.

PURPOSE: School site and non-school site administrators are expected to perform all duties in their job description. The Collective Bargaining Agreement (CBA) between LAUSD and AALA recognizes that the District can require hours which are reasonable. District administration has determined that an eight-hour day is reasonable to provide necessary services to the students we serve and in order to provide adequate supervision to hourly employees the majority of which are assigned to eight-hour days. Duties performed by administrators do not always fall within their prescribed eight-hour day and as such, it is a District expectation and practice that all administrators (school site and school support administrators) devote the sufficient time necessary to perform their duties and complete assignments. Supervisors should consider the use of extra duty pay only when adjustments to work hours and/or flex time options are not practical to address emergency, exigent circumstances, and/or special circumstances.

GUIDELINES: I. Extra Duty Pay Guidelines

A. Extra Duty Pay shall only be utilized for:

1. Emergency/exigent circumstances which include unforeseen occurrences that can immediately affect the health and safety of students, employees, parents and/or the school community;
2. Unforeseen circumstances that may cause a substantive detrimental impact to the instructional program and/or academic success of students; and/or



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3. Under special circumstances, when principals/administrators are requested to perform special projects outside the scope of their regularly assigned duties by their immediate supervisor and/or other Division head, they may be compensated with extra duty pay.

An employee shall not be eligible for extra duty pay for additional work resulting from the employee's inefficiencies or inattention to their duties nor shall it be authorized by the Local District Superintendent/Division Head. Extra duty pay is not to be approved or reported for any extended work hours in which regular time pay hours are reported unless administrators are explicitly requested to complete the emergency/exigent or unforeseen work (as defined above) by their supervisors.

- B. In advance of performing any extra duty work as a result of an emergency/exigent or unforeseen circumstances, the request and pre-approval form must be obtained from the immediate supervisor. The Local District Superintendent/Division Head will then review and determine whether or not to authorize and approve before service commences and time reporting takes place. This authorization is not to be delegated to a designee unless the Local District Superintendent/Division Head is utilizing benefitted time and is unavailable because he/she is out of the office. As part of the approval process, appropriate funding must be identified and readily available in the school or office budget. There shall be no after-the-fact approval for extra duty pay.

II. Limits on Additional Assignments for Certificated Employees

Certificated employees are limited to additional assignments in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period for employees who work an assignment (i.e., no more than 40 hours of extra duty pay per pay period as specified in Policy Guide A7 – Assignment Multiple-Attachment B).

- A. The maximum per pay period limit applies to all certificated assignments.
- B. The signature of a Local District Superintendent or Division Head on HR Form 9051 – *Request for Extra Duty Pay for Certificated Administrators* is considered by the Human Resources Division as verification that the assignment will not exceed the maximum per pay period limit.



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- C. In emergency situations where an assignment will cause the certificated employee to exceed the maximum per pay period limit, the requesting school/office **must** obtain written pre-approval from the Superintendent or respective Deputy Superintendent on HR Form 9051A – *Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits*.
- D. A copy of the written approval (HR Form 9051A) by the Superintendent or respective Deputy Superintendent to exceed the maximum per pay period limit is to be provided to the applicable time reporter and kept on file at the school/time reporting location as part of the required payroll support documentation for audit purposes for five years.
- E. Employees who submit requests and/or supervisors who approve requests that do not adhere to the above rules and limits may be subject to discipline up to and including dismissal.

III. Exception(s): E/B Basis Employees

- A. Work performed during an administrator's off-basis time is exempt from the 40-hour maximum (for employees on E or B-basis) but must adhere to all other guidelines contained herein.
- B. Summer School, Extended Learning Opportunity Summer (ELOS), Summer Term, and other summer programs are paid as part of an approved additional assignment that occurs during an administrator's off-basis time and are not considered extra duty pay. However, any extra duty pay for which an administrator is paid during Summer School, ELOS, and/or Summer Term, must adhere to the guidelines set forth in this policy bulletin.
- C. Professional Development that takes place during an administrator's unassigned time is not considered extra duty pay. Administrators will be compensated as follows for professional development only after authorized by the appropriate Local District Superintendent/Division Head:
 - 1. Participant – Training that takes place outside of the administrator's regularly scheduled work calendar.
 - 2. Presenter – Professional development delivery that takes place outside of the administrators' regularly scheduled workday and/or outside of their regular duties and/or sponsored by an office other than their regularly assigned office.



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IV. Process to Request Extra Duty Pay for Certificated Administrators

- A. Before commencing service and time reporting, prior written approval (HR Form 9051 – *Request for Extra Duty Pay for Certificated Administrators*) for all extra duty pay must be pre-approved by the Community of School Administrator/Supervisor with the final approval obtained expressly from the applicable Local District Superintendent/Division Head. This approval form is not to be authorized and/or signed by a designee unless the Local District Superintendent/Division Head is utilizing benefitted time and is unavailable because he/she is out of the office.
- B. The completed HR Form 9051 must be sent by the principal/site administrator to the respective Community of Schools Administrator (CoSA)/Supervisor for pre-approval and the Local District Superintendent/Division Head for final approval.
- C. All extra duty work performed in a pay period shall be included on the same HR Form 9051 for that pay period. All approved extra duty work performed in a pay period shall be time reported/approved before the time-reporting cutoff and no later than five calendar days after the pay period.
- D. The approved HR Form 9051 should be returned to the requesting principal/site administrator, with a copy retained by the applicable Local District Superintendent/Division Head.
- E. A copy of the approved HR Form 9051 is to be provided to the time reporter and kept on file at the school/time reporting location as part of the required payroll support documentation for audit purposes for five years.

V. Funding

- A. Appropriate funding must be identified and readily available in the school or office budget as certified by the Local District Superintendent/Division Head.
- B. Imprest Funds or the P-Card cannot be used to pay any extra duty pay, salary payment, or professional services of any kind.
- C. Please refer to Attachment C: “*Extra Duty Pay Guidelines for the Use of State and/or Federal Categorical Funds*” for guidelines for extra duty pay for certificated administrators funded with state and/or federal categorical funds.



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VI. Monitoring

- A. Principals/Administrators will monitor and keep track of their extra duty pay hours to ensure they are not exceeding extra duty pay limits as specified in Section II. Work performed for another school/division must be cleared with the administrator's immediate supervisor before it is initiated.
- B. Local District Superintendents/Division Heads will implement a monthly monitoring system for ensuring that employees do not exceed extra duty pay limits as specified in Section II.
- C. On a quarterly basis, Fiscal Services will send Local District Superintendents/Division Heads an Interoffice Correspondence notifying them of any employees who have exceeded extra duty limits. In addition, this correspondence will include a reminder to ensure that all extra duty pay hours have been approved, are in compliance with the policy bulletin, and that all documents showing approvals are kept on file for audit purposes.

AUTHORITY: Legal Mandates, Collective Bargaining Agreement, Board Policies, and the Chief Human Resources Officer, Human Resources Division.

- RELATED RESOURCES:**
- LAUSD/AALA Collective Bargaining Agreement
 - **Attachment A:** Request for Extra Duty Pay for Certificated Administrators – HR Form 9051 (Updated)
 - **Attachment B:** Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits – HR Form 9051A (New)
 - **Attachment C:** LAUSD HR Policy Guide A7 (Updated)
 - **Attachment D:** Extra Duty Pay Guidelines for the Use of State and/or Federal Categorical Funds
 - **Attachment E:** Fiscal Services Payroll Monitoring Form (Sample)

- ASSISTANCE:** For assistance, please contact:
- Lydia Acosta-Stephens, Executive Director, Multilingual and Multicultural Education, at (213) 241-5582 or at lstephen@lausd.net
 - Karen Ryback, Executive Director, Federal and State Education Programs, at (213) 241-6990 or at karen.ryback@lausd.net
 - Frank J. Serrato, Ed.D., Assistant Chief Human Resources Officer, at 213-241-6056 or at fserrato@lausd.net
 - Maria Voigt, Director, Administrative Assignments, at 213-241-6536 or at maria.voigt@lausd.net

Los Angeles Unified School District
Human Resources Division
Certificated Administrative Services
REQUEST FOR EXTRA DUTY PAY FOR CERTIFICATED ADMINISTRATORS

ATTACHMENT A

REQUEST FOR PRE-APPROVAL TO WORK EXTRA DUTY PAY HOURS

Principal/Administrator	Employee Number	Location Code
School/Office Name	Email	Telephone
Current Position: _____	Basis: _____	Location: _____

Description of services provided, rationale, and dates of service (*Provide specific information and supporting details. Services are not to extend an employee's workday or for the completion of ongoing administrative responsibilities. Attach additional sheets/calendars as needed*):

Date(s) of Services: _____	Start Date: _____	End Date: _____
Day(s) of the Week: _____	Start Time: _____	End Time: _____
Total Hours Requested: _____		

Principal/Administrator Signature	Date
<i>My signature above indicates that this request for extra duty pay is in alignment with District policy and will not cause me to exceed the 40-hour per pay period limit or the 200-hour total per pay period limit. I have also informed my immediate supervisor of any additional hours I may be performing outside of my regular duties.</i>	

REQUEST AND PRE-APPROVAL

Community of School Administrator/Supervisor Name	Local District/Division
Community of School Administrator/Supervisor Signature	Date
<i>My signature above indicates that this request and pre-approval for extra duty pay are in alignment with District policy and will not cause the employee to exceed the 40-hour per pay period limit or the 200-hour total per pay period limit.</i>	

Cost Center to be Charged:

School/Office: _____	Location Code: _____
Cost Center: _____	**Fund: _____
	Functional Area: _____

*** Use of Categorical Funds (Title I and EIA) also requires written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical personnel, either Federal & State Education Programs or Multilingual & Multicultural Education.*

Approved **Not Approved**

Local District Superintendent/Division Head Signature	Date
<i>My signature approving this request for extra duty pay is also verification that this assignment, in combination with any other assignment(s), does not exceed the 200-hour per pay period limit for this employee (per Human Resources Policy Guide A7 – Assignment Multiple). For assignments exceeding the 200-hour limit, please complete and attach HR Form 9051A to this form.</i>	
<i>(This approval form is not to be authorized and/or signed by a designee <u>unless</u> the Local District Superintendent/Division Head is unavailable because he/she is utilizing benefitted time and is out of the office.)</i>	

Note: This approved HR Form 9051 is to be kept on file at the school office/time reporting location as part of the required payroll support documentation. Any after-the-fact changes made to this form must be reflected in an amended form and must be attached to the original.



Los Angeles Unified School District
Human Resources Division
Certificated Administrative Services

ATTACHMENT B

REQUEST FOR EXTRA DUTY PAY FOR CERTIFICATED ADMINISTRATORS
IN EXCESS OF STATED LIMITS

Local District Superintendent/Division Head _____ Local District _____ Email _____
Signature _____ Telephone _____

I am requesting approval for the principal/administrator named below to work extra duty pay hours exceeding the 40-hour per pay period limit or the 200-hour total pay period limit and have attached the completed HR Form 9051 indicating the description of services to be provided and a rationale.

Principal/Administrator: _____ Basis: _____ Total Hours Requested: _____

Cost Center to be Charged:

School/Office: _____ Location Code: _____
Cost Center: _____ **Fund: _____ Functional Area: _____

Approved **Not Approved**

Superintendent/Deputy Superintendent Signature Date
My signature above indicates that I approve the above named employee to work extra duty pay hours exceeding the 40-hour pay period time limit or the 200-hour total pay period limit based on an emergency and/or exigent/special circumstance.

This approval form is to be authorized and/or signed by the District Superintendent or Deputy Superintendent

Note: This approved HR Form 9051A is to be kept on file at the school office/time reporting location as part of the required payroll support documentation.



POLICY GUIDEASSIGNMENT

SERVICE:	Certificated	MULTIPLE
ISSUED BY:	Personnel Research and Analysis (9-28-2020)	
REPLACES:	PG: A 7 (1-30-13)	
REFERENCE:		
CHANGES:	Removed Board Rule 1910, Administrative Regulation 1910-1. Revised Section 1.b. Revised Section 3.c.	

Multiple Assignments for Certificated Employees1. Policy

Employees assigned full-time may be employed in additional assignments. However, employees are limited to additional assignment(s), certificated or non-certificated, in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period. This 200 hour per pay period limit applies to all certificated assignments, regardless of whether the employee is certificated, classified, or unclassified.

- a. Certificated administrators may only be assigned to multiple assignments (either during or outside their assignment basis) if pre-approved by the appropriate local district superintendent or division head. If the multiple assignments are to exceed the 200-hour limitation, the requesting office must obtain a written pre-approval from the local district superintendent or division head and a respective deputy superintendent.
- b. An employee on a basis other than "A" ("B," "C," "D," "E", or equivalent annualized basis) may have an additional assignment(s) during summer recess totaling up to 200 hours per pay period.
- c. Professional Expert assignment(s) for certificated employees are subject to the multiple assignments limitation of 200 hours per pay period during on-or-off-basis periods.

2. Certification of 200-hour Limitation

A signature of a local district superintendent or division head on a *Request for Personnel Action* (HR Form 9073) or a *Request for Extra Duty Pay for Administrators* (HR Form 9051) is considered by the Human Resources Division as verification that the assignment will not exceed the 200 hour per pay period limit.

3. Exceptions to Policy

- a. The following assignments are not considered as multiple assignments and do not need to be considered in computing the hours limitation described in Section 1, above:

Adviser (when in lieu of regular assignment while on leave)	Registration Adviser
Auxiliary Teacher	Replacement Teacher
Day-to-day Substitute Teacher	Salary Differentials
Demonstration Teacher	Teaching Multi-Track School Intersession or Special Education ESY
District-Sponsored Training Rates	Training Teacher (District Intern/BTSA)

- b. In order to permit the operation of playgrounds at specified times when schools are not in session, an assignment to unclassified classes in the playground series may exceed the 200-hour per pay period limitation.

ASSIGNMENT, MULTIPLE
A 7 (09-28-2020)

3. Exceptions to Policy (Cont'd)

- c. In emergency situations, assignments in excess of the limits stated herein may be made upon the approval of the Superintendent or respective deputy superintendent by completing a *Request for Extra Duty Pay for Certificated Administrators in Excess of Stated Limits* (form 9051A).

4. Time of Assignments

Any service in multiple assignments must be rendered at hours other than those for which pay is received for service in the regular full-time assignment. However, multiple assignments in the same or a different class may be served during or outside normal working hours of regular assignment on non-working holidays.

5. Termination

Additional (multiple) assignment(s) above a full-time position may be terminated at any time.

6. Audit

All records of employee's work hours and approvals to exceed the 200-hour limitation are to be kept on file at the school site or office time reporting location to be made available for audit purposes.



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ATTACHMENT D

Extra Duty Pay Guidelines for the Use of State and/or Federal Categorical Funds

In addition to the guidelines that have been set herein with respect to extra duty pay, the following will apply for the use of State and/or Federal categorical funds:

- A. The **prior** approval of the applicable advisory council, the School Site Council, and written approval from the Executive Director of Multilingual and Multicultural Education is required on the Budget Adjustment form.
- B. Categorical funds expended prior to written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical program personnel as noted above must be repaid to the applicable Federal and/or State funding source.
- C. When using categorical funds, the professional development and/or intervention must be focused on: 1) English Language Arts (ELA); 2) Math; or 3) English Language Development (ELD). ELD intervention may only be funded with resources for English Learners as part of the school and/or Local District school plan aligned to District LCAP goals.
- D. Administrative salaries for intervention and/or site-based professional development on unassigned days cannot be budgeted (allocated) during the categorical budget development process. As a result, categorical funds cannot be used for extra duty pay for administrators for work performed between the period of time when the administrator's regular basis ends (for one school year) and begins for the new school year (Summer Break).
 1. After approval of the applicable advisory council and the School Site Council, a budget adjustment request is to be prepared and these salaries must be factored into the indirect cost.
 2. For professional development pertaining to: 1) ELA; 2) mathematics; 3) science; 4) social studies; and/or 5) ELD, the agenda(s) must be attached to the Budget Adjustment Request (BAR).
 3. For intervention programs, a flyer or notification to parents describing the intervention must be attached to the Budget Adjustment Request (BAR). The description should include the following:
 - a. The date(s) and time
 - b. Number of sessions/days
 - c. Approximate number of students
- E. Questions regarding the use of categorical funds for administrator X Basis and categorical fund expenditure approval should be directed to the Executive Director, Multilingual and Multicultural Education.



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ATTACHMENT E

Fiscal Services Payroll Monitoring Form (Sample)



INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District
Accounting & Disbursements Division

DATE: October XX, 2020

VIA EMAIL

TO: Title, School Site/Division/Office

FROM: , Controller

SUBJECT: Excess Extra Duty Pay for Certificated Administrators

The report below lists employee(s) within your Division/School/Office, that have been time reported for more than 40 hours of extra duty pay per month during the first quarter in fiscal year 2020-21.

Please ensure that all extra duty hours reported have been approved and are in compliance with the BUL-101500. Also, all documents showing approvals for extra duty hours must be kept on file for audit purposes.

If you have any questions, please call me at (213) 241-2150.

If you have any Staff Relations questions, please contact Isaias Martinez, Administrator of Staff Relations, at isaias.martinez@lausd.net, or Erin Haynes, Staff Relations Field Director, at edh0788@lausd.net.

Attachment

c: Austin Beutner, Superintendent
Megan K. Reilly, Deputy Superintendent
Pedro Salcido, Chief of Staff
Linda Del Cueto, Chief Human Resources Officer
David D. Hart, Chief Financial Officer
V. Luis Buendia, Deputy Chief Financial Officer