

ABINGTON SCHOOL DISTRICT
ABINGTON, PENNSYLVANIA

SUPERINTENDENT'S
ADMINISTRATIVE PROCEDURE

REGARDING: **Extra Duty–Extra Pay**

Section: **Human Resources**

Effective Date: January 1997

Reissued: 11/07, 8/26/08

See Also: Related Board Policy

At the beginning of the school year, each building will be given allocations by the Office of Human Resources as follows:

1. A specific number of T units
2. A specific number of A units
3. An amount for "outside" coaches (secondary schools only)
4. An amount for chaperons

Principals will be responsible for allocating the A and T units within the building and for assigning chaperons. Principals may adjust the number assigned to an activity in light of changes in the school, in participation, etc.; however, approval from the Office of Human Resources is required for these adjustments. Principals are cautioned, however, not to change the number of units allocated to an activity without due regard for what is done for the same activity in another building.

Principals are not permitted to exceed the number of A units, T units, chaperon hours, or units for outside coaches. Should such a need manifest itself, it must be discussed with the Office of Human Resources. This includes situations where, for example, the building may have unused T's and a need for A's. Principals will be expected to remain within budgeted amounts unless additional units are allocated by the Office of Human Resources.

New positions may not be created without approval of the Office of Human Resources.

The Accounting Department must be notified at the time an individual is assigned to an activity. This should be done using the Extra Duty-Extra Pay Registration and Payroll Voucher Form (see attached). The assignment will be recorded in Accounting and an encumbrance made. The form **MUST** carry one of the following codes:

<u>Func.</u>	<u>Obj.</u>	<u>Loc.</u>	<u>Subj.</u>	<u>Title</u>
3200	123	21	20	CB ELM CO-CUR ACT TEACHER
3200	123	22	20	HI ELM CO-CUR ACT TEACHER
3200	123	23	20	MK ELM CO-CUR ACT TEACHER
3200	123	24	20	OV ELM CO-CUR ACT TEACHER
3200	123	25	20	RO ELM CO-CUR ACT TEACHER
3200	123	26	20	RY ELM CO-CUR ACT TEACHER
3200	123	27	20	WH ELM CO-CUR ACT TEACHER
3200	123	51	20	JR HIGH CO-CUR ACT TEACHER
3200	123	82	20	SR HIGH CO-CUR ACT TEACHER
3200	320	29	20	"OUTSIDE" STAFF ELEMENTARY
3200	320	51	20	"OUTSIDE" STAFF JR HIGH
3200	320	82	20	"OUTSIDE" STAFF SR HIGH

The current rates can be located in Article VI, Section F, "Extra Duty-Extra Pay" of the collective bargaining agreement between the Abington Education Association (AEA) and the Board of School Directors. In case of conflict between this Procedure and the collective bargaining agreement with the AEA, the collective bargaining agreement with the AEA will control.

Upon approval by the principal that the activity has been completed in a satisfactory fashion, the principal should sign the voucher and forward it to Payroll. Payroll should process the voucher on the strength of the principal's signature alone.

Coaches, sponsors, etc., who are not regularly employed members of the staff must be placed on the Personnel Addendum of the Board Agenda as is done currently. An individual who is not a regular staff member should NOT be permitted to start an extra duty activity until approved by the Board and only after filing with the Office of Human Resources the necessary police clearances and other forms. Please note that substitutes are not regularly employed staff members and require a notation on the Personnel Addendum of the Board Agenda when assigned to any extra duty activity including chaperon work. This is necessary to protect against liability as well as to establish a new rate of pay.

Attachment

ABINGTON SCHOOL DISTRICT
Abington, Pennsylvania

EXTRA DUTY AND RESPONSIBILITY PAY PROGRAM
REGISTRATION AND PAYROLL VOUCHER FORM

INSTRUCTIONS

Principals should complete Part 1 and forward this form to Accounting within one week after making an extra duty assignment. The assignment will be recorded in Accounting and this form returned to the principal.

When payment is requested, one of the three statements in Part 2 should be checked and both principal and the staff member should sign on the lines provided. The signed form should be sent to Payroll for verification and approval for payment.

Failure to follow these procedures may result in a substantial delay in payment for the services involved.

PART 1

TO: Accounting Department FROM _____ DATE _____
School

An extra duty assignment has been made as indicated below and should be recorded accordingly.

<u>Name</u>	<u>Activity</u>	<u># Units</u>	\$ <u>Rate</u>	\$ <u>Total</u>
<u>Budget Code</u> _____				
	<u>Accounting Department</u>		<u>Date</u>	

PART 2

- () Certification is hereby given that the assignment indicated above has been completed satisfactorily and payment is now due.
- () Partial payment is requested at this time in the amount of \$ _____.
- () Additional partial payment is requested at this time in the amount of \$ _____.

Staff Member's Signature Date Principal's Signature Date

*Staff members should allow four weeks for compensation to be received.