



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7232

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Extended-Day Assignments, Teachers**

REVISED: **11-08-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing assignment of senior high school, substitute, or limited assignment teachers to non-Blueprint extended-day activities for which compensation is given under district policies.
2. **Related Procedures:**

Additional hourly assignments for contract teachers	7236
Schedule of extended-day units	7233
Supervision session assignments for teachers	7235

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350, I-1150, I-3010, I-4200; Education Code Sections 44919, 44923; Teachers Salary Schedule; Collective Negotiations Contract.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.
2. **Definitions**
 - a. **Extended-day payments:** Payments made by the district to regular contract and substitute teachers who are given responsibility for supervision or direction of student activities involving a degree of service and responsibility beyond the range of normal teaching responsibilities as measured by an extended-day classification plan, and to limited assignment teachers supervising athletic activities of students.
 - b. **Extended-day classification plan:** A plan for determining degree of service and responsibility required for supervision or direction of authorized extended-day student activities based upon objective classification factors involving responsibility, time, and pressure.
 - c. **Extended-day compensation plan:** A plan for compensation of each unit of service and responsibility in the classification plan. Value of each unit is established as 1.4 percent of annual salary amount designated for salary class C-13 of Teachers Salary Schedule rounded to nearest whole dollar.

- d. **Limited assignment teacher:** A temporary teacher employed to serve in limited assignments coaching sports activities. Period of employment is restricted to California Interscholastic Federation season of an approved and recognized C.I.F. program of athletics.

3. **Regulations**

- a. When each extended-day assignment is made, principal shall inform the teacher of length of assignment (such as season, semester, or year) and number of extended-day units to be paid. Final commitment of activity assignment or payment for services may not be made until approved by the Physical Education and Interscholastic Athletics Program Manager.
- b. Each teacher who supervises extended-day activities is expected to perform satisfactorily all of the following regularly assigned duties each day as required by his/her contract:
- (1) Instruction of students in all classes assigned to that teacher
 - (2) Planning and preparation for classroom duties
 - (3) Grading of papers
 - (4) Preparation of instructional materials
 - (5) Completion of class records and reports
 - (6) Participation in school programs
 - (7) Counseling and discipline of students
 - (8) Extracurricular activities with students
 - (9) Meetings with parents
 - (10) Participation in faculty meetings
 - (11) Participation in district inservice education or curricular programs
 - (12) Other duties normally considered part of a regular school program

- c. Each teacher who supervises extended-day activities is expected to participate in community activities normally associated with the teaching profession.
 - d. Supervision of extended-day activities generally involves similar duties in all schools; there will be some variance among schools depending upon nature of the program. Principals may request approval of activities not listed in Procedure 7233 by completing "Request for Extended-Day Unit Assignment" form, which must be approved by the Budget Department, Finance Division, Business Operations Branch, *before* a teacher is authorized to begin an assignment.
 - e. If sufficient regular contract teachers are not qualified and available, temporary teachers may be hired whose assignments shall be limited to supervising athletic activities of students. All such assignments must be approved in advance by the Human Resource Services Deputy Administrative Officer or designee.
 - f. Substitute teachers may be given extended-day assignments when services of a regular district contract teacher cannot be obtained.
4. **School Budget Formula.** Each senior high school is allocated extended-day units based on its participation in interscholastic athletics and approved nonathletic activities as listed in Procedure 7233. Schools having JROTC are allowed additional units as shown in the allowance schedule.
5. **Limitation of Assignment**
- a. Normally, assignments should be limited to eleven units; however, exceptions may be made subject to review by the Budget Department; requests are sent to instructional leader for referral. An employee may not be named to two or more activities simultaneously unless normal work hours of extended-day activities will not conflict.
 - b. If a teacher has one or more additive pay assignments, he/she shall be limited to a maximum of four extended-day units per year, except in designated schools and programs, as approved by instructional leader.
 - c. Each senior high school teacher must teach or perform other regular duties for at least five teaching periods per day, in addition to a preparation or conference period, before extended-day units will be approved.

- d. Persons assigned extended-day units shall not receive supervision session units for the same activity (Procedure 7235).
 - e. Extended-day payments are made only for supervision and direction of student activities. "Scouting" activities of coaches cannot be counted as hours spent in the extended-day program.
6. **Length of Assignment**
- a. Each assignment is for one year or less
 - b. Approval of extended-day assignments must be secured each year
 - c. Permanency in any assignment is not authorized
7. **Time of Payment.** Since time required to complete extended-day assignments varies, extended-day payments are made only when a principal certifies actual completion of an assignment. Payments for yearlong assignments normally are made in two equal parts, following completion of each semester of service. Employees on limited contracts may be paid in two equal parts, half near midpoint in an assignment and the remainder at end of assignment.

D. IMPLEMENTATION

1. **Principal**
- a. Prepares "Request for Extended-Day Unit Assignment" form in September and submits to the Physical Education and Interscholastic Athletics Program Manager (Procedure 7233).
 - b. Confers with teachers assigned to supervise nonathletic extended-day activities; ensures that teachers understand minimum performance requirement to qualify for all or part of their extended-day pay assignment.
 - c. If no staff member is qualified and available, requests division approval to employ limited assignment teachers for specific sports activities.
 - d. Submits "Request for Extended-Day Unit Assignment" form to the Athletics/Physical Education Office.

- e. Certifies completion of assignments on extended-day pay time cards; submits cards to the Physical Education and Interscholastic Athletics Program Manager for processing.
 - f. If changes in assignments occur, notifies the Physical Education and Interscholastic Athletics Program Manager before submitting pay authorization cards.
2. **Physical Education and Interscholastic Athletics Program Manager**
- a. Sends copies of “Request for Extended-Day Unit Assignment” forms to senior high school principals in September.
 - b. Checks requests received from principals against units authorized; informs principals of any changes to be made.
 - c. Once the completed “Request for Extended-Day Unit Assignment” form is approved, sends a copy to the senior high school principal. Requests for approval of additional nonathletic assignments are made to the Budget Department.
 - d. Checks extended-day pay time cards submitted by principals against “Request for Extended-Day Unit Assignment” forms; sends approved cards to the Budget Department.
 - e. Considers requests from principals to employ limited assignment teachers for sports activities; submits approved requests to the Human Resource Services Division on assignment authorization forms.
3. **Human Resource Services Division**, in coordination with principal, selects temporary teachers and issues limited assignment contract for the C.I.F. season of the sport activity.
4. **Employee Benefits Department** checks for the Physical Education and Interscholastic Athletics Program Manager approval initials; verifies pay per unit and total compensation shown on pay authorization time cards received; prepares pay warrants.

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E. FORMS AND AUXILIARY REFERENCES

1. Request for Extended-Day Unit Assignment, available from the Athletics/Physical Education Office
2. Extended-Day Pay Time Card, available from the Employee Benefits Department
3. Assignment Authorization, Stock Item 22-A-7725

F. REPORTS AND RECORDS

1. Extended-day pay time cards, retained by the Employee Benefits Department for five years

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education