



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7230

PAGE: 1 OF 3

CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Special Compensation for Certificated Staff**

REVISED: **1-21-03**

A. PURPOSE AND SCOPE

1. To outline procedures governing administration of special compensation for certificated employees in addition to their regular monthly salaries.
2. **Related Procedures:**

Additional hourly assignments for contract teachers	7236
Extended-day assignments, teachers	7232
Schedule of extended day units	7233
Supervision session assignments for teachers	7235
Assignment of student teachers, and compensation to supervising teachers	7238
Teacher salary administration	7225

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2000, F-2350, I-1150, I-4200; Collective Negotiations Contract.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the appropriate staffing administrator, Human Resource Services Division, Office of the Superintendent.
2. **Definitions. Special compensation:** Payment made by the district to certificated unit members with specialized programs as identified in the collective bargaining agreement, between the Board of Education and the San Diego Education Association in addition to the salary paid under the San Diego Education Association Salary Schedule.
3. **Eligibility Regulations**
 - a. In order to be eligible for special compensation, a certificated unit member must perform duties specified in the appropriate position description.

SUBJECT: **Special Compensation for Certificated Staff** NO: **7230**
PAGE: **2 OF 3**
EFFECTIVE: **1-29-62**
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- b. Except in designated schools or programs, the total “over schedule” payments allowed any individual for the school year shall not exceed \$400.00.
 - c. When assigned one or more special compensation assignments, a certificated unit member shall be limited to a maximum of five extended-day units per year, except in designated schools and programs as approved by the appropriate instructional leader.
 - d. In order to qualify for special compensation, an assignment as a counselor must be for at least *two* periods per day.
 - e. In order to qualify for special compensation as a department chairman at the secondary level, a certificated unit member must be designated as team leader. A maximum of one team leader position per department is authorized at secondary school sites.
 - f. In order to qualify for special compensation as an in school resource teacher, the assignment must be as a resource teacher (no students assigned) for all or a portion of the daily workday.
 - g. In order to qualify for compensation for Advanced Placement or International Baccalaureate, a unit member must teach one or more Advanced Placement or International Baccalaureate course(s) identified as such in the District Course of Study.
4. **All special compensation amounts** are listed in Section 8.00 of the San Diego Education Association Salary Schedule. Special compensation is subject to retirement deductions and provides retirement credit under regulations of the State Teachers Retirement System.

D. IMPLEMENTATION

- 1. **Personnel Administration Department, Human Resource Services Division**, sends “Assignment Book” to each school site. This book of listings contains assignments for the current school year and special compensation information.
- 2. **Principal/department head** reviews assignments, prepares assignment authorization forms indicating any changes or corrections in employees’ assignments and effect on special compensation (adding, deleting, or changing from one category to another); ensures adherence to regulations governing special compensation (C.3.); forwards forms to the Human Resource Services Division.

SUBJECT: **Special Compensation for Certificated Staff**

NO: **7230**

PAGE: **3 OF 3**

EFFECTIVE: **1-29-62**

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3. **Personnel Administration Department** reviews assignment authorization forms and forwards to the Payroll Unit, Employee Services Department, Human Resource Services Division.
4. **Payroll Unit, Employee Services Department**, inputs assignment information into employee database.

E. FORMS AND AUXILIARY REFERENCES

1. Assignment Authorization, Stock Item 22-A-7225

F. REPORTS AND RECORDS

G. APPROVED BY



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