

Los Angeles Unified School District
Human Resources Division

**GUIDELINES FOR EXTRA DUTY PAY
FOR CERTIFICATED ADMINISTRATORS**

I. Summary/Guidelines

It has been a longstanding District expectation and practice that administrators devote the time necessary to perform their duties. Although, in recognition of the “professional workday,” when the administrator’s schedule requires extended work hours on a given day, flexible work hours on a subsequent day may be taken with the prior approval of the immediate supervisor, in accordance with LAUSD/AALA Collective Bargaining Agreement, Article X, Sections 1.2 and 1.3. Generally, administrators are not provided extra pay or compensatory time off for performing job-related duties.

However, in very limited circumstances, administrators may be eligible for “extra duty” pay (X or Z Basis) when administrators perform services and/or duties on unassigned days that are related to the supervision of the core academic instructional program. The circumstances in which extra duty pay may be warranted are exceptions, rather than the rule. An unassigned day is defined as a non-business day which falls “outside” of the administrator’s regular calendar basis/work week.

Extra duty pay (X or Z Basis) is not to be approved or reported for any extended work hours on a regular work day in which regular time pay hours are reported, regardless of the funding source or reason. The only exception to this is at School Improvement Grant (SIG) schools on days in which the school day has been extended. Administrators at School Improvement Grant (SIG) schools are eligible for X Basis for the extended instructional work time on any day in which the schedule provides extended instructional time for students.

In addition, extra duty pay (X or Z Basis) is not to be approved or reported for “catch-up work done on weekends, holidays, unassigned days, or on a regular work day in which regular time pay hours are reported, **regardless of the funding source or reason.**

Prior written approval for all extra duty pay (X or Z Basis) for administrators must be obtained from the appropriate ESC Instructional Area Superintendent/Division Head, before the service commences and time reporting takes place, regardless of the funding source or reason. As part of the approval process, appropriate funding must be identified and available in the school or office budget.

II. Funding for Extra Duty Pay for Administrators

- A. Appropriate funding must be identified and available in the school or office budget.
- B. *Imprest Funds* or the *P Card* cannot be used to pay any extra duty pay, any salary payment, or for professional services of any kind.

- C. The use of categorical funds for administrator X Basis, Title I 7S046/70S46, EIA-EDY 7V462/74V62, EIA-LEP 7S536, EIA-LEP 7V603, and EIA-SCE 7S539, requires the PRIOR approval of the applicable advisory council, the School Site Council, and written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical personnel (either Deborah Ernst, Director, Federal & State Education Programs, or Hilda Maldonado, Director, Multilingual & Multicultural Education).
1. Categorical funds expended prior to written approval on the Budget Adjustment Request (BAR) from the appropriate central office categorical program personnel (either Deborah Ernst, Director, Federal & State Education Programs, or Hilda Maldonado, Director, Multilingual & Multicultural Education) must be repaid to the applicable Federal and/or State funding source.
 2. There will be no after-the fact approval for extra duty pay when funding with categorical resources.
 3. When using categorical funds, the professional development and/or intervention must be focused on ELA, Math, or ELD. ELD intervention may only be funded with resources for English Learners.
 4. 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 (X or Z Basis) 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).
 5. After approval of the applicable advisory council and the School Site Council, a budget adjustment request for X Basis is to be prepared and these salaries must be factored into the indirect cost.
 - a. For professional development pertaining to ELA, mathematics, science, social studies, and ELD, the agenda(s) must be attached to the Budget Adjustment Request (BAR).
 - b. 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:
 - i. The date(s) and time.
 - ii. Number of sessions/days
 - iii. Approximate number of students.

6. The use of Title III 7S176 is not allowed for extra duty pay (X or Z Basis) for administrators, regardless of the reason or program.
7. Questions regarding the use of categorical funds for administrator X Basis and categorical fund expenditure approval should be directed to the appropriate central office categorical program personnel as follows:
 - a. Deborah Ernst, Director, Federal & State Education Programs, at (213) 241-6990.
 - b. Hilda Maldonado, Director, Multilingual & Multicultural Education, at (213) 241-5582.

III. Process to Request Extra Duty Pay (X or Z Basis) for Certificated Administrators

- A. Effective immediately, before commencing service and time reporting, prior written approval (using HR Form 9051, *Request for Extra Duty Pay for Certificated Administrators*) for all extra duty pay (X or Z Basis) must be obtained from the applicable ESC Instructional Area Superintendent/Division Head.
- B. The completed HR Form 9051, *Request for Extra Duty Pay for Certificated Administrators*, is to be sent by the principal/site administrator to the respective ESC Instructional Area Superintendent/Division Head for approval, even when the request is for extra duty pay (X or Z Basis) for the principal/site administrator.
- C. The approved HR Form 9051 should be returned to the requesting principal/site administrator, with a copy retained by the applicable Educational Service Center/Division.
- D. A copy of the approved HR Form 9051, *Request for Extra Duty Pay for Certificated Administrators*, 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.

IV. Limit on Additional Assignments for Certificated Employees

- A. Certificated employees are limited to additional assignments (including, but not limited to X and Z Basis), certificated or non-certificated, in which regular time pay hours and additional assignment(s) hours do not exceed 200 hours in any pay period. (Policy Guide A7 – Assignment Multiple)
 1. This 200 hour maximum per pay period limit applies to all certificated assignments regardless of whether the additional assignment is certificated, classified, or unclassified.
 2. The signature of an ESC Instructional Area Superintendent or Division Head on a *Request for Extra Duty Pay for Certificated 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.

- B. If an assignment will cause the certificated employee to exceed the 200 hour per pay period limit, the requesting school/office must obtain a written pre-approval from the applicable ESC Instructional Area Superintendent/Division Head and respective Deputy Superintendent.
- C. A copy of the written approval by the respective Deputy Superintendent to exceed the 200 hour 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.

If you have any questions or need more information, please contact Maria Voigt, Administrative Assignments, at (213) 241-6365.