

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.	

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.

- 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.
- 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.
- 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

- 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)

- 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.

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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.

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.