

P4093 SUMMER SCHOOL STAFFING

BOARD POLICY:

Human Resources is directly responsible for the staffing of all summer school programs. Staffing procedures shall be consistent with the needs of each individual summer program.

Administrative Implemental Procedures:

1. The employment in summer school programs shall be considered temporary in nature and shall be governed by the guidelines herein set forth.
2. Summer school teaching or administrative positions for which addendums to base contracts are issued are subject to the employment conditions of the base contract.
3. Human Resources will assume the responsibility of making all employment offers. Only those commitments made through Human Resources will be honored.
4. Conditions of employment shall be determined annually as program needs are known. Generally, the following employment conditions shall prevail:
 - a. Summer school teaching contracts will be issued.
 - b. Teachers shall be paid on an hourly basis with the rate determined annually by the Board. The necessary time for preparation, orientation, staff meetings, contact with parents and pupils, makeup assignments, detention, grading and evaluating, and other tasks normally associated with teaching is required as a condition of employment.
 - c. Except for worker's compensation, teachers will neither accrue nor will they be allowed to use fringe benefits when teaching in temporary summer school programs.
 - d. Teachers who will be absent from their summer school assignment must make arrangements for their absence in the manner prescribed by the administrator of the program in which they are teaching.
 - e. Normally, teachers will be employed for not more than four hours per day. However, exceptions may be made due to unique circumstances of specific programs.
5. Classified personnel shall be employed in the manner consistent with usual classified employment procedures, except where specific needs of a program dictate the need for deviation.
6. Employment in temporary summer school programs shall be open to all qualified persons.
7. Vacancies in temporary summer school positions shall be advertised throughout the district in a special supplement to the regular employment opportunities list. Temporary summer school vacancies shall include not only those related to teaching but also those of an inservice nature.
8. Human Resources shall assume primary responsibility for staffing temporary summer programs.
9. Administrative personnel employed for temporary summer school programs shall be paid only for the added time and responsibility required beyond their base contract period.

10. Payment for employment in a temporary summer school program shall be made through normal payroll procedures.

Administrative Responsibility: Human Resources

Latest Revision Date: July 1994

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