P4601 SCHOOL DISTRICT PERSONNEL SERVING AS INSTRUCTORS/CONSULTANTS FOR INSERVICE ACTIVITIES

BOARD POLICY:

School district personnel serving in a leadership role (instructional staff, consultant, etc.) with responsibilities for program planning and/or implementation may be compensated. However, school district personnel who are receiving compensation from Unified School District 259 cannot receive additional compensation from any source for identical working days or hours, creating a dual compensation situation.

Administrative Implemental Procedures:

1. To receive compensation, the service performed must be rendered to school district personnel and/or students, parents, or patrons.

2. Staff persons must be rendering this service on a day other than a working day or during hours of the day other than working hours if they are to receive compensation in addition to their regular daily/hourly rate of pay.

3. The maximum rate of pay from Unified School District 259 for staff persons serving in these capacities shall be equivalent to the hourly rate paid to summer school teachers.

4. School district personnel rendering consultative services to non-school district personnel during scheduled working hours may accept honorarium payments but must receive the approval of the Assistant Superintendent of Elementary, Secondary Schools, or Learning Services to retain all or any portion of such honorariums. Any portion not retained shall be assigned to Learning Services to be deposited into the proper account.

5. The Assistant Superintendent of Elementary, Secondary Schools, or Learning Services shall determine questions concerning an employee's scheduled working hours or days.

6. Adherence to this policy is required when the program is under the direction of the school district, regardless of the program funding source.

Administrative Responsibility: Learning Services
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