



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2605

PAGE: 1 OF 3

CATEGORY: **Fiscal Management, Payroll**

EFFECTIVE: **3-1-62**

SUBJECT: **Summer School Salary Schedule and Pay Dates, K-12 Teachers and Classified**

REVISED: **6-28-04**

A. PURPOSE AND SCOPE

1. To specify annual summer school salary schedules and pay dates. (Salary information concerning service in year-round schools is contained in Summer School and Intersession Teachers' Salary Schedule.)
2. **Related Procedures:**
 - Selection and placement of summer school teachers 7272
 - Selection and placement of summer classified staff 7416

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy: I-1020; Education Code Section 45102.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific 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 Human Resource Services Division, Office of the Superintendent.
2. **Classified Employees**
 - a. **Before summer session,** clerical staff are paid for summer school work on an hourly basis, charged to the summer school budget. Overtime at premium rates is not authorized without previous approval of the appropriate summer school office.
 - b. **During summer session**
 - (1) Summer school classified employees employed during the school year as regular monthly classified employees are paid, on a pro rata basis, no less than the salary and benefits that would apply to the appropriate classification during the regular school year.

SUBJECT: **Summer School Salary Schedule and
Pay Dates, K-12 Teachers and Classified**

NO: **2605**

PAGE: **2 OF 3**

EFFECTIVE: **3-1-62**

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- (2) Clerical staff serving in summer schools before their regular ten-month positions end shall work no more than forty hours per week combined.
 - (3) Regular monthly employees placed in a different position class during summer school shall be placed in the new salary range in accordance with rules for promotion or placement in a lower class (see appropriate classified employees' salary schedule).
 - (4) Summer school classified employees *not* employed during the regular school year, or employed on an hourly basis, are paid hourly rates as set forth in the hourly pay rate schedule in Classified Hourly Compensation Schedule.
 - (5) Regular ten-month employees serving during summer or intersession periods in any assignment not *directly* related to summer school are paid on an hourly basis at their pro rata rate of pay for work performed consistent with their regular classification.
3. **Certificated employees** are paid in accordance with Summer School and Intersession Teachers' Salary Schedule, Substitute Salary Schedule, or Certificated Hourly Compensation Schedule, as appropriate.
 4. **Salary Deductions During Monthly Summer Assignments.** If a 10-month classified employee accepts monthly employment in a summer school assignment, the employee is categorized as a 12-month employee for deduction purposes. Thus, 12-month deductions (tax-sheltered annuity, Credit Union, additional withholding, savings bonds) will be taken if there is sufficient pay to cover them. An employee must submit cancellation cards to delete those deductions he/she does not wish continued and submit new deduction cards when deductions are to be reinstated. Cancellation or deduction authorization cards must be on file by the first workday of the month in which a change is to be effective. (Organization dues, district insurance, and other 10-month deductions will not be taken.)
 5. **Summer session dates and pay dates** will be published annually prior to the start of the summer session.

SUBJECT: **Summer School Salary Schedule and
Pay Dates, K-12 Teachers and Classified**

NO: **2605**

PAGE: **3 OF 3**

EFFECTIVE: **3-1-62**

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D. IMPLEMENTATION (Refer to Section C.)

E. FORMS AND AUXILIARY REFERENCES

1. Current year salary schedules.

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Public Education