



# NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive  
No.  
3.5

**SECTION:** FINANCE

**TITLE:** PAYMENTS TO CERTIFIED EMPLOYEES FOR ADDITIONAL ASSIGNMENTS

**DATE:** JULY 2024

**SUPERINTENDENT APPROVAL:**

In an effort to standardize payments to Certified employees for additional assignments, the following guidelines should be followed effective July 1, 2024.

### Background

Certified employees are “exempt” employees according to the Fair Labor Standards Act of 1938. This fundamentally means they are paid a set salary and are expected to perform the “essential functions of the job.” Their compensation is not set at an hourly rate and they are not entitled to overtime pay.

“Essential functions” of a Nebo District certified employee may include, but are not limited to, well-planned and effective classroom instruction, daily lesson planning, regular grading and reporting, participation in professional development, faculty meeting attendance, collaboration meeting attendance, participation in IEP and 504 meetings, SEP conference attendance, before and after school supervision/duty, extracurricular and co-curricular assignments, parent communications, district communications, student supervision, student consultation, and other non-teaching duties as assigned.

The expectation of working 30 minutes before and 30 minutes after school hours is the minimum expectation for the time a certified employee should be at the school building. It is not “contract time” or the employee “work day.” By definition, an “exempt employee” does not have a set contract time or work day, with the understanding that each employee is provided with a 30-minute duty free lunch period.

### Payments

There are some assignments given to certified employees that may exceed a reasonable standard of what would constitute “essential functions of the job.” When paying certified employees for these additional assignments, care should be taken to avoid creating a “property right” for payments made in addition to the basic contract amount. Therefore, it shall be clear that such assignments are at-will and there is no expectation for continued payment beyond the current school year.

The attached “Approved Extra Duty Payments” table outlines the approved assignments where additional payment may be made to a certified employee. Other approved stipend schedules include:

- Extracurricular stipend schedule for coaches and advisors
- Driver’s Ed schedule

Prior written approval from Superintendent Staff is required for any payments not included on these schedules.

**APPROVED EXTRA DUTY PAYMENTS  
for Certified Employees for Additional Assignments**

ASSIGNMENT DESCRIPTION	REQUIRED *	LEVEL	AMOUNT	PROCESSOR	ACCOUNT	NOTES
<b>ASSIGNMENTS PAID BY STIPEND</b>						
Computer Specialist	Yes	K-12	\$500	Reese	1057	Max of 1 per school per year
Contribution/Donations Representative	Yes	K-12	None	N/A	N/A	Max of 1 per school per year
Designated Employee In Charge	Yes	K-5	None	N/A	N/A	For when Administrators are away from school building
District Arts Team Representative	Yes	K-5	\$300	Karen K	1096	Max of 1 per school per year
Gifted and Talented Representative	Yes	K-12	\$500	Khristen M	5113	Max of 1 per school per year
High School Dean of Students	Yes	10-12	\$4,000	Principal	School Funds	Max of 1 per school per year, 50% paid in November, 50% paid in May
Hope Square/Suicide Prevention Specialist	Yes	6-12	\$300	Liana	5760	Max of 1 per school per year
Library Book Challenge Reviewer	Yes	K-12	\$100	Principal	5810	Per book review
NEA-Faculty Representative	Yes	K-12	None	N/A	N/A	
Positive Behavior Plan Representative	Yes	6-12	\$500	Liana	5366	Max of 1 per school per year
Prevention Specialist	Yes	K-5	\$500	Liana	5366	Max of 1 per school per year
Public Relations Representative	Yes	K-12	\$500	Seth S	1056	Max of 1 per school per year
School Community Council Chairperson	Yes	K-12	None	N/A	N/A	Max of 1 per school per year
School Community Council Facilitator	Yes	K-12	\$500	Ben F	1097	Max of 1 per school per year

\* "Yes" indicates that school principals are required to designate a Specialist/Representative/Trainer/Contact to perform the necessary functions of the assignment whether or not the assignment is compensated. "No" indicates that the assignment is optional at the discretion of the school principal.

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ASSIGNMENT DESCRIPTION	REQUIRED *	LEVEL	AMOUNT	PROCESSOR	ACCOUNT	NOTES
<b>ASSIGNMENTS PAID BY STIPEND (continued)</b>						
School Safety Specialist	Yes	K-12	TBD	Sarah	5612	
Technology Trainer	Yes	K-12	\$500	Reese	1057	Max of 1 per school per year
Testing Control Contact	Yes	K-12	None	N/A	N/A	
Web Master/Web Page Specialist	Yes	K-12	\$200	Seth S	1056	Max of 1 per school per year
Wellness Specialist/Insurance Representative	Yes	K-12	\$600	Jim W	1016	May divide between multiple employees
Department Chair/Leadership Team/Grade Leader	No	K-12	up to \$400	Principal	School Funds	Max of 1 per employee per year
Elementary School Before and After School Clubs	No	K-5	up to \$500	Principal	School Funds	Max per employee of \$500/activity and \$1,500/year
Elementary School Student Government Advisor	No	K-5	up to \$500	Principal	School Funds	Max of 1 per school per year
Elementary School Yearbook Advisor	No	K-5	up to \$1,000	Principal	School Funds	Max of 1 per school per year
ESL Endorsement Completion	No	K-12	\$1,000	SpEd	5365	Not available after 2024-2025
ESL Endorsement Instructor	No	K-12	\$2,000	SpEd	5365	Not available after 2024-2025
FACS Food Shopper	No	9-12	up to \$1,000	Nikki A	CTE	See CTE schedule
Junior High School Before and After School Program Advisor	No	8-9	up to \$500	Principal	1085	Max per employee of \$500/activity and \$1,500/year
Junior High School Drama Support (assistant)	No	8-9	up to \$1,000	Principal	School Funds	May divide between multiple employees

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ASSIGNMENT DESCRIPTION	REQUIRED *	LEVEL	AMOUNT	PROCESSOR	ACCOUNT	NOTES
<b>ASSIGNMENTS PAID BY STIPEND (continued)</b>						
Junior High School Junior Honor Society Advisor	No	8-9	up to \$250	Principal	School Funds	Max of 1 per school per year
Junior High School Student Government Advisor	No	8-9	up to \$500	Principal	School Funds	Max of 1 per school per year
Junior High School Student Supervision	No	8-9	up to \$1,500	Principal	1085	Max per employee of \$1,500/semester
Junior High School Yearbook Advisor	No	8-9	up to \$1,000	Principal	School Funds	Max of 1 per school per year
Maturation Program Instructor	No	K-5	\$50	Principal	1051	Per course taught
Middle School Before and After School Program Advisor	No	6-7	up to \$500	Principal	1085	Max per employee of \$500/activity and \$1,500/year
Middle School Drama Advisor	No	6-7	up to \$1,600	Principal	1040	Max of 1 per school per year
Middle School Drama Support (assistant)	No	6-7	up to \$1,000	Principal	School Funds	May divide between multiple employees
Middle School Student Government Advisor	No	6-7	up to \$500	Principal	School Funds	Max of 1 per school per year
Middle School Student Supervision	No	6-7	up to \$1,500	Principal	1085	Max per employee of \$1,500/semester
Middle School Yearbook Advisor	No	6-7	up to \$1,000	Principal	School Funds	Max of 1 per school per year
Peer Coach	No	6-12	up to \$600	Principal	School Funds	
Peer Coach Leader	No	6-12	up to \$600	Principal	School Funds	
Planning Day/Data Dive	No	K-5	up to \$120	Principal	1063	If performed in summer instead of while covered with sub during school year

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ASSIGNMENT DESCRIPTION	REQUIRED *	LEVEL	AMOUNT	PROCESSOR	ACCOUNT	NOTES
<b>ASSIGNMENTS PAID BY STIPEND (continued)</b>						
Psychologist Mentor	No	K-12	\$1,500	SpEd	12XX	
Public Relations Specialist	No	K-12	up to \$500	Principal	School Funds	Max of 1 per school per year
Shadow Mountain Counselor	No	5	\$3,600	Dave	1075	50% paid June, 50% paid July
Shadow Mountain Supervisor	No	5	\$7,500	Dave	1075	50% paid June, 50% paid July
Shadow Mountain Teacher	No	5	\$6,000	Dave	1075	50% paid June, 50% paid July
SpEd Collaboration Leader	No	K-12	\$500	SpEd	1201	Not available after 2024-2025
SpEd Extended Year for Psychologists (EYSE)	No	K-12	up to \$1,100	SpEd	12XX	Max of \$200/day for up to 5.5 days
SpEd Extended Year for Special Educators (EYSE)	No	K-12	up to \$1,100	SpEd	12XX	Max of \$200/day for up to 5.5 days
SpEd Psychologist Extra Load	No	K-12	up to \$2,250	SpEd	12XX	For when psychologist covers more than 3 schools
Speech Pathologist Mentor	No	K-12	\$1,500	SpEd	12XX	
Sterling Scholar Advisor	No	10-12	up to \$500	Principal	School Funds	Max of 1 per school per year
Teacher Leader	No	K-12	up to \$1,000	Curriculum	1020	
Teacher Mentor	No	K-12	up to \$750 base plus	Curriculum	7508	See Mentor schedule for "plus" formula
Testing Coordinator	No	9-12	up to \$500	Principal	School Funds	Max of 1 per test category (AP, ACT, Aspire+)

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ASSIGNMENT DESCRIPTION	REQUIRED *	LEVEL	AMOUNT	PROCESSOR	ACCOUNT	NOTES
<b>ASSIGNMENTS PAID BY THE HOUR <u>IF PERFORMED OUTSIDE CONTRACT DAYS</u></b>						
32-Hour Legislative Funding for PD	No	K-12	Employee Hourly Rate	Lisa R	5651	
After Hours/Extended Year Instructional Support (supervising labs, coordinating packet programs, summer school tutoring, supervising online credit recovery programs)	No	K-12	\$30/hour up to \$240/day	Principal	Various	Assignments may include components of instruction of students but are generally supervisory in nature
After Hours/Extended Year Instructor (instructing students or adults in classroom setting where preparation or lesson planning is required)	No	K-12	up to \$45/hour up to \$360/day	Principal	Various	Prior approval from appropriate director is required and assignments may include components of supervision but are generally instructional in nature
ACT Proctor	No	10-12	\$30/hour	Principal	School Funds	
ACT Saturday Prep Class Instructor	No	10-12	\$45/hour	Principal	School Funds	
Camp Eagle Instructor	No	K-12	\$45/hour	SpEd	5765	
Career Technical Student Offices (CTSO) Advisor	No	9-12	\$30/hour	Nikki A	CTE	Max per employee of 80 hours/year
CTE Program Specialist	No	9-12	Employee Hourly Rate	Nikki A	CTE	Max of 20 summer days, max of 1 per school
Detention Lab Supervisor	No	10-12	\$30/hour	Principal	School Funds	On Saturdays or before or after school
Elementary School Teacher on Special Assignment Summer Days	No	K-5	\$30/hour	Dave R	1051	Max of 8 hours/day for up to 10 summer days
Fieldhouse Rental Supervisor	No	9-12	\$30/hour	Principal	School Funds	
Homebound Student Instructor	No	K-12	Employee Hourly Rate	Principal	1062	

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ASSIGNMENT DESCRIPTION	REQUIRED *	LEVEL	AMOUNT	PROCESSOR	ACCOUNT	NOTES
<b>ASSIGNMENTS PAID BY THE HOUR IF PERFORMED OUTSIDE CONTRACT DAYS (continued)</b>						
Homebound SpEd Student Instructor	No	K-12	Employee Hourly Rate	SpEd	1201	
Homework Lab Supervisor	No	K-12	\$30/hour	Principal	School Funds	On Saturdays or before or after school
High School Dean of Students Summer Days	No	10-12	\$30/hour	Principal	School Funds	Max of 8 hours/day for up to 15 summer days
Junior High School Dean of Students Summer Days	No	8-9	\$30/hour	Principal	School Funds	Max of 8 hours/day for up to 15 summer days
Middle School Dean of Students Summer Days	No	6-7	\$30/hour	Principal	School Funds	Max of 8 hours/day for up to 15 summer days
Professional Development Instructor	No	K-12	\$45/hour up to \$360/day	Principal	Various	Must be District sponsored and pre-approved
Professional Development Participant	No	K-12	\$30/hour up to \$240/day	Principal	Various	Must be District sponsored and pre-approved
SpEd District Level Specialist	No	K-12	Employee Hourly Rate	SpEd	12XX	Max of 8 hours/day for up to 10 summer days
SpEd Extended School Year Instructor (ESY)	No	K-12	Employee Hourly Rate	SpEd	12XX	
SpEd Extended School Year Preschool Instructor (ESYP)	No	K-12	Employee Hourly Rate	SpEd	12XX	
SpEd Preschool Testing Administrator	No	K-12	Employee Hourly Rate	SpEd	12XX	Max of 8 hours/day for up to 5 summer days
SpEd Psychologist Summer Days	No	K-12	\$30/hour	SpEd	12XX	Max of 8 hours/day for up to 5 summer days
Student Supervisor (dances, activities, announcing, ticket taking, etc.)	No	6-12	\$15/hour	Principal	School Funds	
UBER Math Class Instructor	No	6-9	\$45/hour	Principal	School Funds	

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