RESPONSIBILITY PAY: UNIFIED EMPLOYEES

I. Any administrative employee, who is officially assigned to perform all of the duties and responsibilities of an administrative position because of the absence of an administrator, and is placed at a higher salary range for a period of ten (10) or more consecutive days, shall receive a payment retroactive to the first day of the assignment at a rate of pay ten percent (10%) higher than the employee’s present daily rate of pay.

   A. An exception to the ten percent (10%) increase would exist if the position being filled is paid at a rate of less than ten percent (10%) higher than the range of the employee filling the position. No administrator shall receive a greater increase under this regulation than would be received on a regular assignment.

   B. An exception to the ten (10) days of service in the temporary assignment may be allowed when the assignment is made in a work location other than the employee's regular work location.

   C. Responsibility pay will not be authorized for absences due to planned events including, but not limited to, attendance at a school-sponsored function, earned vacation, conventions, or seminars. Responsibility pay adjustments will be made only under extenuating circumstances that are unanticipated or unplanned.

   D. All such assignments may only be made with the prior recommendation of the supervisor's appropriate deputy superintendent and with the approval of the appropriate administrator, Human Resources Division.

   E. Extended assignments shall not exceed forty-five (45) work days unless approved by the superintendent.

Review Responsibility: Human Resources Division
Adopted: [2/11/88]
Revised: (5/14/91; 10/26/93)
Pol Gov Rev: 6/28/01
Revised: 6/27/02; 4/10/08