



### SPECIAL ASSIGNMENT/EXTRA-DUTY CONTRACT

This Special Assignment Contract is hereby entered between the Board of Education of Park City School District, (the "Board"), and the employee named herein, ("Employee"). The parties hereby agree that in exchange for the mutual consideration set forth below and subject to the terms set forth herein, the employee will perform the special assignment described.

**Any work performed prior to special assignment contract approval is not authorized and will not be compensated. Compensation rate is subject to verification and is intended to conform to the rate agreed upon in the Licensed Professional Agreement or other negotiated agreement between the Board and its employees. Employee agrees that in the event of an error in the stated rate, the rate may be adjusted to conform to the LPA or other negotiated agreement.**

Assignment Start Date:	Expected End Date:
Employee Name:	
Location:	
Current Position:	Current FTE:
Special Assignment Title:	
Special Assignment Duties and Responsibilities:	
Contract Compensation:	Compensation Type:
<i>See Included LPA Information for current licensed rates; ESP rate is typically current hourly rate.</i>	

The employee agrees to complete all assigned duties, to maintain high professional standards, to serve as a suitable role model for students, and to adhere to school and Board policies in performing the requirements of this Special Assignment Contract. If this Special Assignment Contract is for any activity governed by the Utah High School Activities Association (UHSAA), then the employee also agrees to abide by all of the UHSAA's rules and regulations.

The parties agree that this contract is completely separate and distinguishable from any other contract of employment between them, whether oral or written. The parties each agree that Employee does not have an expectation of continued employment under this Special Assignment Contract. The assignment is at the will of the Park City School District and this Special Assignment Contract can be terminated at any time during the anticipated duration of the assignment, with or without cause.

Employee agrees that if the assignment is terminated or if employee is not offered a subsequent special assignment contract after the anticipated period of this Special Assignment Contract, such action does not constitute a termination of employment and Employee will not be entitled to grieve such action or otherwise contest the action through use of the Board's orderly termination policies and procedures. (See Board Policy 7040 and 7060.)

I, \_\_\_\_\_, authorize issuance of this contract.  
Site/Program Administrator

Site/Program Administrator Signature: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Randy Upton, Business Administrator:	Date:
Human Resources:	Date:

<b>PROGRAM ADMINSTRATOR USE ONLY:</b>	
Total Program Funds Available: _____	(Total funds available must cover FICA, URS, etc if applicable)
Payment Schedule: _____	Number of Payments: _____ Account Number: _____

## EXTRA-DUTY ASSIGNMENTS

### I. Guidelines

1. In order to be offered an extra duty assignment, an individual must be officially employed by PCSD, having gone through the hiring process including, but not limited to, background check and payroll information.
2. Prior to starting any extra duty assignment work, employee must have a special assignment contract issued and signed by building administrator AND approved at the district level.
3. Any work performed prior to special assignment contract approval is not authorized and will not be compensated
4. All payments under special assignment contracts must be processed through the PCSD payroll system
5. The district may limit the number of extra duty assignments authorized for any given fiscal year
6. The district may limit the number of extra duty assignments authorized for any given employee
7. All extra duty assignments must have a special assignment contract regardless of funding source
8. The district reserves total discretion to grant or deny approval of extra duty assignments and can terminate the special assignment contract at any time with or without cause

## ARTICLE V - SALARY PROCEDURES

### Licensed Professional Agreement

5.12. PAY FOR DISTRICT STAFF TRAINING AND CURRICULUM DEVELOPMENT AND EXTRA DUTY PAY: Stipends may be available for special projects based on the nature of special contract activities. Considerations include but may not be limited to:

5.12.1. In general, activities that do not require preparation from teachers will be compensated at the BS-1 rate. When the primary duties are: providing supervision, support and availability that is accessed randomly by students, BS-1 rate applies. Activities that require teacher preparation, expertise and specially-designed (specialized) instruction to improve academic performance tied to a specific outcome, teachers will be compensated at the daily rate.

- (a) Teaching preparatory classes in licensed/endorsed subjects (outside of contract and/or during the summer): Hourly Rate
- (b) Loss of Prep: Hourly Rate
- (c) Summer school: Hourly Rate
- (d) Homebound/Hospital instruction: Hourly Rate
- (e) After-school homework clubs: BS-1 Hourly Rate
- (f) Curriculum Mapping: BS-1 Hourly Rate
- (g) Reader/Grader: BS-1 Hourly Rate
- (h) Conference/Training attendance initiated/requested/required by the district (determining factors include is the activity initiated as an option, requested or required by the district, the activity is considered contract work or not, and/or during the contract year vs. during the summer, is district paying for flights, ground transportation, hotel, per-diem, conference registration, etc.):
  - District requested/required attendance: Hourly Rate
  - Teacher requested/approved: BS-1 Hourly Rate
  - Optional attendance: BS-1 Hourly Rate
- (i) District sponsored summer professional development (determining factors include is the activity initiated as an option, requested or required by the district):
  - District requested/required attendance: Hourly Rate
  - Teacher requested/approved: BS-1 Hourly Rate
  - Optional attendance: BS-1 Hourly Rate
- (j) Conference attendance initiated/requested by the employee: No Additional Compensation
- (k) Extracurricular activities (i.e. chaperoning, ticket sales/collection, scorekeeping, announcing, etc.): \$25