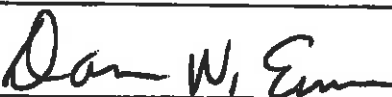


Standard Operating Procedure: Additional Work Day Payment for Administrators

Subject: Principals, Vice Principals, Supervisors After School/Saturday/Summer Additional Work Day Payment	Effective Date: Immediately	Page 1 of 1
	Approved by: Dr. Donnie W. Evans	Signature:

I. Purpose

To establish District Guidelines for compensation for After School/Saturday/Summer School Programs

II. Authority

The State District Superintendent

III. Terms and Conditions

- All administrators will work the required number of daily work hours according to their association contract
- At the end of the regular work day, administrator will "clock out" and wait one (1) minute
- Administrator will "clock in" to begin working the After School/Saturday/Summer School program
- Administrator will "clock out" at the end of the After School/Saturday/Summer School program
- Upon submission of time sheets, Administrators will only be paid for the hours worked beyond required association contractual times if they have been selected to work an After School/Saturday/Summer School program
- Administrators must work required number of work days by June 30th as outlined in association contract
- If required number of work days are not complete the district will deduct payment for said number of days from After School/Saturday/Summer School program from the July 15th check

IV. Reporting Procedures

Assistant Superintendents of School Administration will inform all administrators under their purview.

V. Dissemination

District Cabinet members, all Building Principals, Program Directors, Supervisory and Administrative employees of the Paterson Public School District.