



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4124
Page 1 of 2

Certificated Personnel

Summer School

The provisions of this policy are governed by the agreement with the District Educators Association.

Employment - Noninstructional Staff

1. Administrative

It shall be the duty of the regular principal at each school to assign the responsibility of the summer school program to a school administrator.

2. Other Noninstructional Staff

- A. Certificated employees regularly assigned to full-time nonteaching duties may be granted summer school assignments in their current employment area only upon compliance with this regulation. Such employees shall be eligible in any particular year for summer school teaching assignments in the subject area for which they are qualified only after departmental priority lists and the districtwide priority list for that particular assignment have been exhausted.
- B. Whenever a noninstructional staff member returns to the classroom as a teacher, his/her name shall be placed at the bottom of the appropriate priority classification after rotation of all teachers within that department occurs.

Compensation

1. Administrative Staff

The school administrator assigned the responsibility of the summer school program shall perform his/her duties within the required contractual work year and shall receive no additional compensation.

Summer School (continued)

Compensation (continued)

2. Noninstructional Staff

Certificated employees assigned to nonteaching assignments during summer school/extended year program shall be reimbursed at a per diem rate consistent with their positions on the appropriate pay schedule during the regular school year. Actual daily pay shall be the ratio of a nonteaching certificated employee's daily work schedule in hours to the number of hours deemed to constitute a full assignment times the established per diem for the current contract year. For the purpose of this rule, an eight (8) hour day shall be deemed to constitute a full assignment. The normal assignment for a media specialist in summer school will be five (5) hours.

3. Pay for July 4 Holiday

Any noninstructional staff member excluding administrators whose assignment includes July 4 shall receive compensation for that holiday.

Absences

All absences from summer school except bereavement will be deducted from accumulated sick leave. Sick leave taken prior to June 30 will be charged against the year ending June 30. Sick leave taken subsequent to June 30 will be charged to the year ending the following June 30. Regularly employed staff with no accumulated sick leave and nondistrict personnel will have one day of summer school/extended year program pay deducted from each day of absence.

Legal Reference:
