

**SUBJECT: ADDITIONAL ASSIGNMENTS**

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**GENERAL:**

The purpose of this bulletin is to establish guidelines for when to use an additional assignment and establish set rates for all additional assignments. An additional assignment can be for an instructional or non-instructional employee. In order to understand how to select the correct additional assignment, it is imperative that the HR Action Processor be aware of the HR Enterprise Structure which can be found on the ERP/BRITE's website at [http://web/erpdb/brite/onlinelibrary/reference\\_schedules/](http://web/erpdb/brite/onlinelibrary/reference_schedules/). This bulletin also includes guidelines on how to complete the *Non-Instructional Additional Assignment Agreement Form (Exhibit #2)* that is required for all non-instructional additional assignments.

**Additional Assignment Description:** refers to a different assignment other than the primary assignment and is performed at a different time than the employee's primary position (i.e. before or after hours). The employee may be performing duties that are different from that of their primary assignment or the same duties at a different location (i.e., facilities serviceperson performing duties of an activities bus driver). An employee may hold one or more additional assignments. An additional assignment should not be used to pay an employee for the same work at the same location. These hours should be reported on the primary position.

An additional assignment is created when a location submits an Additional Assignment iForm, the principal/director approves it and then it is processed in SAP, depending on the job class used, either upon approval of the principal or review by HRIS. A location must have an additional position in their organizational unit prior to submitting an Additional Assignment iForm.

**Instructional Additional Assignment:** given to an instructional employee for hours worked beyond their work day (i.e. tutoring, FCAT prep, etc.). These assignments should only be held by salaried instructional employees (Personnel Area IN01). These assignments require approval from your area business analyst, budget department or the grant manager, as appropriate. The *Non-Instructional Additional Assignment Form* is not used for **instructional** additional assignments, including substitute teachers.

Note: If the instructional employee is working an additional hour consistently, process a work schedule change (Change in Pay iForm) instead of processing an additional assignment.

**Non-instructional Additional Assignment:** is given to an employee for hours worked beyond their work day to work a different assignment other than their primary assignment or at a different location. Most types of employees can be considered for a non-instructional additional assignment. The *Non-Instructional Additional Assignment Form* must be completed for all non-instructional personnel regardless of the additional assignment and must be attached to the Additional Assignment iForm. The form does not apply to substitute employees nor does it apply to instructional employees (Personnel Area IN01) that work an instructional additional assignment. However, the form **will** need to be completed for instructional personnel that work any non-instructional additional assignments.

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**A. HOW TO DETERMINE WHEN TO CREATE AN ADDITIONAL ASSIGNMENT VS ENTERING TIME ON THE PRIMARY ASSIGNMENT**

An Additional Assignment should be used for the following:

- Working at a different location than primary position
- Rate of pay is different from primary
- Grants (reporting purposes, easier tracking)
- Before/After School Child Care
- Facility Rental
- FCAT Camp
- Dual Access for Time Entry (*authorization only*)
- Summer School

Hours beyond regular work schedule should be paid on the primary assignment if:

- Cost distribution (coding) is the same.
- Cost distribution is different but does not fall into one of the above categories.
- Rate of pay is the same.

Please note that this is not a comprehensive list of when to use additional assignments or enter time on the primary assignment.

**B. HOW PAY RATE FOR AN ADDITIONAL ASSIGNMENT IS DETERMINED**

The procedure outlined in this bulletin applies to all benefits eligible employees (employee subgroups 01 or 02) that hold one or more additional assignments. For temporary or substitute employees (employee subgroups 03, 04, 05, 06), refer to the *Temporary/Substitute Salary Schedule* to determine the proper rate of pay. The *Temporary/Substitute Salary Schedule* can be found on the Employee Relations website at [http://web/employeerelations/salary\\_sched.htm](http://web/employeerelations/salary_sched.htm).

1. **Additional Assignment work is different than the primary position work and Personnel Areas (PA) are different:** If the work performed in an additional assignment is in a *different* PA than the primary assignment, then the entry-level hourly rate of the appropriate salary schedule applies to the additional assignment.

**EXAMPLE #1:** An employee whose primary assignment is Guidance Counselor-High which is in PA (IN01), making \$48.46939 that works an additional assignment as an Activities Bus Driver which is in PA (FP06) will be paid the entry-level hourly rate as indicated on the *Temporary/Substitute Salary Schedule*.

Primary Assignment	Primary PA	Primary Hourly Rate	Additional Assignment	Add. Assign. PA	Add. Assign. Hourly Rate
Guidance Counselor-High	IN01	48.46939	Activities Bus Driver (FP06)	FP06	11.58

Pay Rate for Additional Assignment: \$11.58

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2. **Additional Assignment work is different than the primary position work and the PA are the same:** If there is an established salary schedule rate on the *Temporary/Substitute Salary Schedule* for the additional assignment, then the hourly rate of the additional assignment will be based on the established rate. If the work is similar to the primary position and in the same PA, then the employee will receive the primary rate; exception: after school care workers.

**EXAMPLE #2a:** An employee whose primary assignment is a Certified Classroom Assistant, which is in PA (PA01) who is making \$9.57068 or \$12.84861 per hour that works an additional assignment as a Child Care Monitor II which is in PA (PA01) for after school child care, will be paid the established rate from the *Temporary/Substitute Salary Schedule* for the additional assignment.

Primary Assignment	Primary PA	Primary Hourly Rate	Additional Assignment	Add. Assign. PA	Add. Assign. Hourly Rate
Cert Classroom Assistant	PA01	9.57068	Child Care Monitor II (PA01)	PA01	10.00
Cert Classroom Assistant	PA01	12.84861	Child Care Monitor II (PA01)	PA01	10.00

**Pay Rate for Additional Assignment: \$10.00**

**EXAMPLE #2b:** An employee whose primary assignment is a Bookkeeper II (Elem & Mid) which is in PA (CL02), making \$17.27735 per hour that works an additional assignment as a Temp Hrly Teacher Adult Gen GED (IN02) for an adult/technical/community school will be paid based on the established rate from the *Temporary/Substitute Salary Schedule* for this additional assignment.

Primary Assignment	Primary PA	Primary Hourly Rate	Additional Assignment	Add. Assign. PA	Add. Assign. Hourly Rate
Bookkeeper II (Elem & Mid)	CL02	17.27735	Temp Hrly Teacher Adult Gen GED (IN02)	IN02	23.65000

**Pay Rate for Additional Assignment: \$23.65000**

3. **Additional Assignment work is the same as the primary position and Personnel Areas (PA) are the same:** If the work performed in an additional assignment is classified under the *same* PA as the primary position and the work performed is the same then the hourly rate of the primary assignment applies to the additional assignment.

**EXAMPLE #3:** An employee whose primary assignment is an Assistant Head Facilities Serviceperson which is in PA (FP03), making \$16.63192 per hour that works an additional assignment as an Addl Pos Custodial (FP03) for facility rental will be paid the hourly rate of their primary assignment on this additional assignment.

Primary Assignment	Primary PA	Primary Hourly Rate	Additional Assignment	Add. Assign. PA	Add. Assign. Hourly Rate
Assistant Head Facilities Serviceperson	FP03	16.63192	Addl Pos Custodial – Facility Rental (FP03)	FP03	16.63192

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**C. SELECTING THE CORRECT ADDITIONAL ASSIGNMENT JOB CLASS AND PAY RATE USING THE ADDITIONAL ASSIGNMENT JOB CLASS/RATE SCHEDULE**  
*(Exhibit #1)*

The hourly rate for the additional assignment will be populated by SAP or the approver; however, the location must know the hourly rate to indicate it on the Non-instructional Additional Assignment Agreement Form. The reference documents *Selecting the Correct Additional Assignment Job Class and Pay Rate Using the Additional Assignment Job Class/Rate Schedule* was created to assist the HR Action Processor in determining the appropriate job class and rate of pay for employees. This document can be found on the ERP website at [http://web/erpdb/brite/onlinelibrary/reference\\_schedules/](http://web/erpdb/brite/onlinelibrary/reference_schedules/).

**D. COMPLETING THE NON-INSTRUCTIONAL ADDITIONAL ASSIGNMENT AGREEMENT FORM** *(Exhibit #2)*

This form must be completed and signed by the employee and director/principal prior to the employee beginning the additional assignment. This form does not apply to temporary or substitute employees or instructional employees (Personnel Area IN01 or IN02) working an instructional additional assignment (IN01 or IN02). Instructional personnel working non-instructional additional assignments **will** need to complete this form. The Non-Instructional Additional Assignment Agreement form can be found on the ERP website at: <http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/forms/> or on the District Documents & Forms web page at <http://web/forms/formsoptions.htm>.

1. **Employee Primary Assignment Information** – Print or Type

To complete each section of the form, use PA20 and select the Basic Personal Data tab and then highlight Organizational Assignment (IT0001). Other data can be found under the Payroll tab by highlighting Basic Pay (IT0008).

- a. Personnel # - Employee identification number assigned by SAP to the employee who will be performing the additional assignment.
- b. Last Name/First Name – The employee’s name as it appears in SAP.
- c. Primary Position #/ Primary Position Title – The 8-digit number beginning with “8” that identifies the employee’s primary position and the title of the primary position of the employee who will be performing the additional assignment.
- d. Personnel Area – The 4-character code that represents the bargaining unit and is considered an attribute of the position; i.e., PA01, CL02, etc. Enter the 4 digit code that appears on organizational assignment infotype (IT0001) under the Enterprise Structure section.

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- e. Exempt/Non-Exempt Checkbox – Check the appropriate box, based on the organizational assignment in SAP. Enter the 1-character code that appears on the organizational assignment infotype (IT0001) under the Organizational Plan section.
- i. Exempt (E) status means the employee **is not** entitled to overtime.
  - ii. Non-Exempt (N) status means the employee **is** entitled to overtime at the rate of one-and-one half (1.5) times the regular hourly rate of pay if they work more than 40 hours per week (primary position plus additional assignment hours).
- f. Org Unit/Location Name – The 8-digit organizational unit number beginning with “6” and the name of the primary location of the employee who will be performing the additional assignment.
- g. Hourly Rate – The rate of pay the employee is paid based on the primary assignment. Enter the rate that is above the All Days Paid Rate which appears on the Basic Pay (0008) infotype. This rate is the total of all the wage types. **Do not use the All Days Paid Rate.**

2. **Assignment Information** – Print or Type

- a. Org Unit/Location Name – The 8-digit organizational unit number and the name of the location of the additional assignment.
- b. Addl Position #/Additional Position Title - The 8-digit number beginning with “8” that identifies the additional position and the title of the additional position the employee will be performing.
- c. Job CL# - The 6-digit number found on the Additional Assignment Job Class/Rate Schedule on the ERP/BRITE website at [http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/reference\\_schedules/](http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/reference_schedules/)
- d. Personnel Area – The 4-character code that represents the bargaining unit and is considered an attribute of the position. Use the PA on the Additional Assignment Job Class/Rate Schedule (*Exhibit #1*)
- e. Personnel Area Comparison – Compare the Personnel Area of the Employee Primary Assignment Information section of the form to the Personnel Area of the Assignment Information section of the form. If they match, check Yes. If they do not match, check No.
- f. Estimated Start Date/End Date – The anticipated start and end dates for this additional assignment. The start date cannot be prior to the employment date.
- g. Estimated Total Hours – The estimated hours for this additional assignment based on available funding to cover the costs of this assignment.

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**3. Hourly Rate of Additional Assignment - Print or Type**

- a. Hourly Rate – Enter the rate listed on the Additional Assignment Job Class/Rate Schedule. If PR is listed, enter the employee’s Primary Hourly Rate (same rate listed in the Employee’s Primary Assignment Information section of the Agreement form).
- b. Overtime Rate – If the Non-Exempt box in the Employee Primary Assignment Information section is checked, enter one-and-one half (1.5) times the hourly rate amount. Indicate n/a in this field if the Exempt box is checked. (Example: Hourly Rate is \$10.00; Overtime Rate is \$15.00)

NOTE: Non-Exempt employees will be paid the overtime rate for the additional assignment which generated the overtime hours when all hours worked for SBBC (both primary assignment and any additional assignment hours) exceed 40 hours for the work week. The work week for SBBC begins on Monday and ends on Sunday. For further information regarding overtime calculations refer to Business Practice Bulletin PR-100, Payroll and Time Entry.

**4. Signatures**

- a. Employee Name/Signature/Date – Employee who will be performing the additional assignment should print name, then sign and date the form. Employee’s signature confirms agreement to perform the work at the associated pay rate of the additional assignment.
- b. Principal/Director Name/Signature/Date – The principal/director who owns the additional assignment should print name, then sign and date the form.

**E. PROCESSING THE NON-INSTRUCTIONAL ADDITIONAL ASSIGNMENT AGREEMENT FORM**

- 1. Once the agreement form has been signed by all parties, the HR Action Processor at the location that owns the additional position must create an Additional Assignment iForm for the employee performing the additional assignment.
- 2. The HR Action Processor must follow the directions outlined in the work instructions for creating an Additional Assignment iForm which can be found in the HR Action Processor Training Manual. The *Non-Instructional Additional Assignment Agreement Form* must be attached to the iForm in order to be processed.
- 3. The Additional Assignment iForm will be routed via workflow to the Principal/Director for approval. Once approved, the iForm will either update the system or be routed to the appropriate department (i.e., Staffing or HRIS) for further review. Upon final review, the system will update the employee’s record with the additional assignment at the appropriate rate of pay.

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**F. RECORDKEEPING AND RESPONSIBILITIES**

1. The *Non-Instructional Additional Assignment Agreement Form* **must** be attached when submitting an Additional Assignment iForm for non-instructional additional positions.
2. The location to which the additional assignment belongs is responsible for maintaining applicable time recording documentation to support hours worked in the additional assignment(s) for each pay period.

**NOTE:** Refer to Business Practice Bulletin PR-100 Payroll and Time Entry for the approval process for hours worked and record keeping requirements.

3. The location to which the additional assignment belongs is responsible for entering all hours reported on the position.
4. The location to which the additional assignment belongs is responsible for maintaining records of the signed *Non-Instructional Additional Assignment Agreement Form*.
5. Employee performing the additional assignment(s) should keep a copy of the *Non-Instructional Additional Assignment Agreement Form* for their records.

**DEFINITIONS**

**Primary Assignment** - refers to the regularly scheduled assignment for which the employee works the majority of his/her workweek. This assignment is on the organizational assignment (0001) infotype.

**Organizational Assignment (0001)** – an infotype in SAP that contains employee information such as the position number and title, personnel area, personnel subarea (calendar), payroll area, exempt/nonexempt status, organizational unit number and name, default cost assignment, job number and title.

**Additional Assignment** - refers to a different assignment other than the primary assignment and may be utilized as needed. An employee may hold one or more additional assignments. The additional assignments are stored on infotype 0554.

**Additional Position** - refers to specific position that SBBC has identified to be used when an additional assignment is created and may be utilized as needed. An employee may hold one or more additional positions.

**Fair Labor Standards Act (FLSA)** - federal law that establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers.

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**BUSINESS PRACTICE BULLETIN**  
The School Board of Broward County, Florida

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**Personnel Area (PA)** - refers to SAP 4-character code used for personnel administration to identify the type of employee – instructional, clerical, administrator, etc. This is also considered an attribute of the position.

**Personnel SubArea (PSA)** - refers to SAP 4-digit code used for personnel administration to identify an employee’s work calendar – 196, 216A, 241/42 day, etc. This is also considered an attribute of the position.

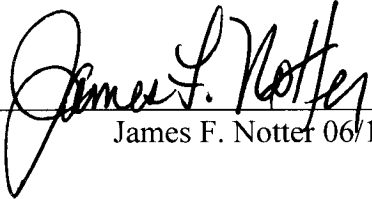
**Employee Group (EG)** – refers to SAP 1-digit code used to identify the status of employees by categories – 1-Active FT, 2-Active PT, 3-Inactive, 4-Withdrawn, 8-Nonemployee. This is also considered an attribute of the position.

**Employee Subgroup (ESG)** – refers to SAP 2-digit code used to identify employees eligible for benefits and by categories – 01-Salaried (w/bnfts), 02-Hourly (w/bnfts), 03-Temporary, etc. This is also considered an attribute of the position.

**Exempt Employee** – refers to SAP 1- character code used to identify employees with an exempt status – “E” means the employee **is not** entitled to overtime. This is also considered an attribute of the job.

**Non-Exempt Employee** – refers to SAP 1- character code used to identify employees with a non-exempt status – “N” means the employee **is** entitled to overtime at the rate of one-and-one half (1.5) times the regular hourly rate of pay as required by FLSA. This is also considered an attribute of the job.

**Overtime** – Hours that are physically worked for SBBC (both primary assignment and any additional assignment hours) that exceeds 40 hours for the work week. The work week for SBBC begins on Monday and ends on Sunday. For further information regarding overtime calculations refer to Business Practice Bulletin PR-100, Payroll and Time Entry.

APPROVED BY ELT \_\_\_\_\_  
  
James F. Notter 06/10/2011

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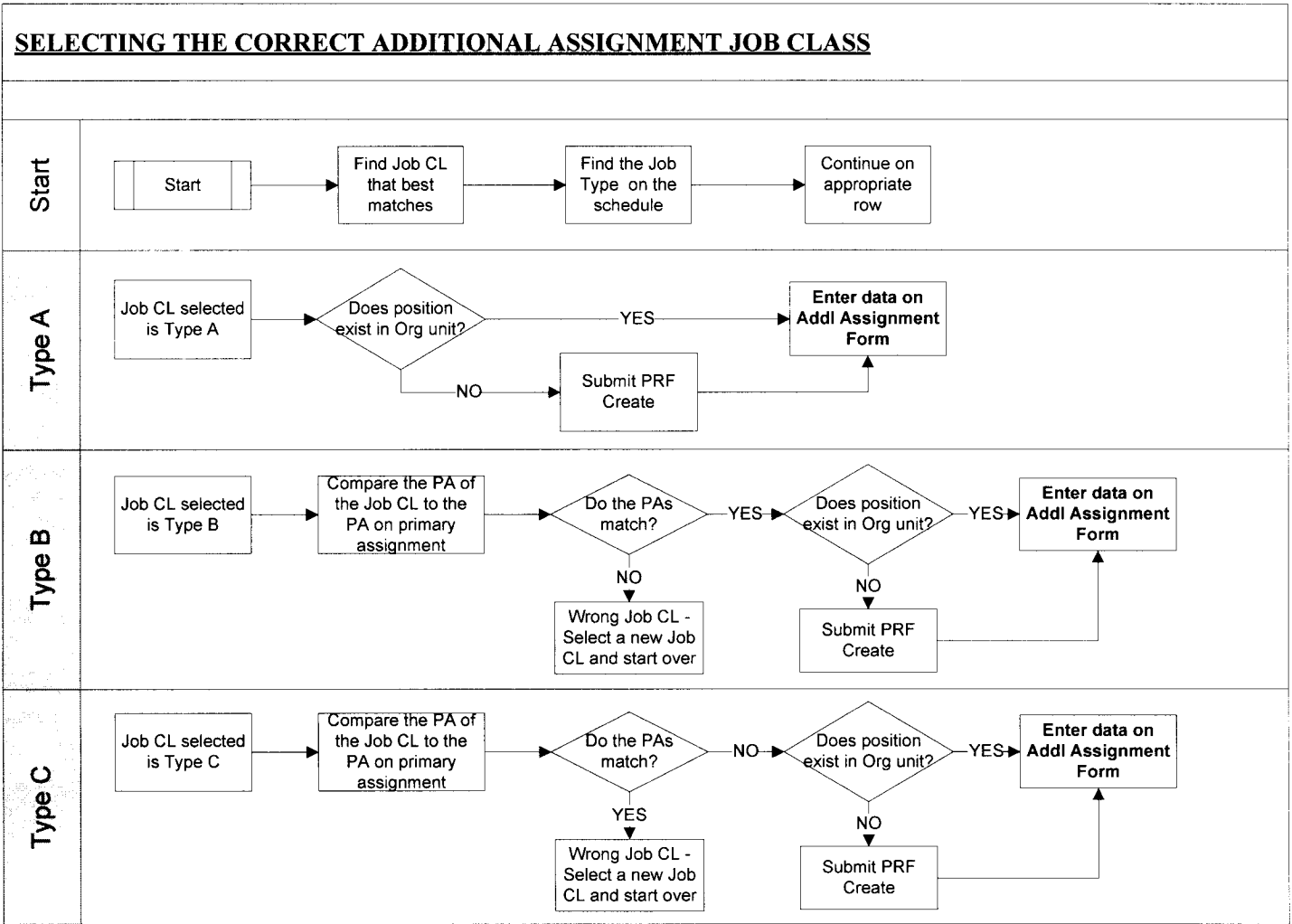




## SELECTING THE CORRECT ADDITIONAL ASSIGNMENT JOB CLASS AND PAY RATE USING THE ADDITIONAL ASSIGNMENT JOB CLASS/RATE SCHEDULE

1. In order to select the correct additional assignment job class and pay rate, you will need:
  - A current copy of your location's staffing report
  - The Additional Assignment Job Class/Rate Schedule
  - The primary Personnel Area (PA) of the employee who will be working the additional assignment.  
(NOTE: To find an employee's personnel area use PA20 and select Organizational Assignment [0001] under Basic Personal Data tab to view the 4-digit code; i.e., PA01, CL02, etc.)
2. The Additional Assignment Job Class/Rate Schedule should be used to determine the correct job class and to indicate the rate of pay to use for employees that will be working an additional assignment(s). There are three types of additional positions and which type to select depends on the Personnel Area (PA) of the additional position, the type of work being performed and how that compares to the PA on the primary assignment.
  - **Type A** - additional positions pertain to all employees, regardless of the PA on their primary assignment.
  - **Type B** - additional positions should be selected only if the PA of the additional position is the same as the PA on the employee's primary assignment and the work being performed is the same as the primary.
  - **Type C** - additional positions should only be selected if the PA of the additional position is different than the PA on the employee's primary assignment. See Figure 1 below for assistance in selecting the correct additional position.
3. Once you have determined which job class should be used on the additional assignment, review your staffing report to verify that a position which contains the identified job class is available at your location. If you do not find a position on your staffing report, you will need to submit a Position Request – Create form. The position must be created before you can continue.
  - a. Using the Additional Assignment Job Class/Rate Schedule, find the additional position that best matches work that will be performed by the employee.
  - b. If the Job CL selected is listed as Type A on the schedule, this is the Job CL and rate that will be assigned to the employee working the assignment.
  - c. If the Job CL selected is listed as either Type B or C, compare the PA of the additional position found on the schedule to the PA on the employee's primary assignment.
  - d. If the Job CL selected is listed as Type B and the PA on the additional assignment and the PA on the employee's primary assignment are the same then this is the Job CL and rate that will be assigned to the employee working the assignment. If the PA's are different, you need to review the schedule again and find a Job CL identified as Type C.
  - e. If the Job CL selected is listed as Type C and the PA on the additional assignment is different than the PA on the employee's primary assignment then this is the Job CL and rate that will be assigned to the employee working the assignment. If the PA's are the same, you need to review the schedule again and find a Job CL identified as Type B.

# FlowChart



**Figure 1**

Additional Assignment Job Class/Rate Schedule

Job ID	Job CL	Additional Assignment Job Title	Type	PA	PSA	EG	ESG	*Rate	**Rate	***Rate
11501003	501003	ADDL POS ADMIN (NONUNION)	B	AD01	0054	2	03	PR	N/A	N/A
11501004	501004	ADDL POS ADMIN (UNION)	B	AD02	0054	2	03	PR	N/A	N/A
11501008	501008	ADDL POS ADMIN (UNION) SUMMER	B	AD02	0054	2	03	PR	N/A	N/A
16650895	650895	ADDL POS SCHOOL NURSE SUMMER	B	AD02	0054	2	03	PR	N/A	N/A
11501012	501012	ADDL POS SCH ADMIN (ELM,MID,ESE) SUMMER	B	AD03	0054	2	03	PR	N/A	N/A
11501013	501013	ADDL POS SCH ADMIN (HIGH) SUMMER	B	AD03	0054	2	03	PR	N/A	N/A
11501014	501014	ADDL POS SCH ADMIN (ELM,MID,ESE)	B	AD03	0054	2	03	PR	N/A	N/A
11501015	501015	ADDL POS SCH ADMIN (HIGH)	B	AD03	0054	2	03	PR	N/A	N/A
16550892	550892	ADDL POS SPECIAL INVESTIGATOR	B	AD04	0054	2	03	PR	N/A	N/A
16780220	780220	ADDL POS CONFIDENTIAL SUMMER	B	CL01	0054	2	03	PR	N/A	N/A
16780230	780230	ADDL POS CONFIDENTIAL	B	CL01	0054	2	03	PR	N/A	N/A
16780231	780231	ADDL POS CONFIDENTIAL (CL01) DIFF PA	C	CL01	0054	2	03	14.45	N/A	N/A
16780233	780233	ADDL POS CLERICAL	B	CL02	0054	2	03	PR	N/A	N/A
16780235	780235	ADDL POS CLERICAL SUMMER	B	CL02	0054	2	03	PR	N/A	N/A
16780236	780236	ADDL POS CLERICAL (CL02) DIFF PA	C	CL02	0054	2	03	12.14	N/A	N/A
16480400	480400	ADDL POS CAMPUS MONITOR SUMMER	B	FP01	0054	2	03	PR	N/A	N/A
16480500	480500	ADDL POS CAMPUS MONITOR	B	FP01	0054	2	03	PR	N/A	N/A
16480501	480501	ADDL POS CAMPUS MONITOR (FP01) DIFF PA	C	FP01	0054	2	03	11.74	N/A	N/A
16310902	310902	CONSOLE VIEWER 2ND SHIFT	B	FP02	0054	2	03	0.75	N/A	N/A
16480911	480911	ADDL POS SECURITY SPECIALIST	B	FP02	0054	2	03	PR	N/A	N/A
16480912	480912	ADDL POS SECURITY SPECIALIST SUMMER	B	FP02	0054	2	03	PR	N/A	N/A
16480914	480914	ADDL POS SECURITY SPEC (FP02) DIFF PA	C	FP02	0054	2	03	24.14	N/A	N/A
16320501	320501	ADDL POS FAC SERVICEPERSON AIDE	B	FP03	0054	2	03	PR	N/A	N/A
16780923	780923	ADDL POS CUSTODIAL	B	FP03	0054	2	03	PR	N/A	N/A
16780921	780921	ADDL POS FAC SERV (FP03) DIFF PA	C	FP03	0054	2	03	11.23	N/A	N/A
16780924	780924	ADDL POS MAINTENANCE	B	FP04	0054	2	03	PR	N/A	N/A
16780926	780926	ADDL POS MAINTENANCE (FP04) DIFF PA	C	FP04	0054	2	03	14.19	N/A	N/A
16150513	150513	ADDL POS TRANS TRAINER SUMMER	B	FP06	0054	2	03	PR	N/A	N/A
16150514	150514	ADDL POS TRANS SPECIALIST SUMMER	B	FP06	0054	2	03	PR	N/A	N/A
16150521	150521	ADDL POS BUS OPERATOR SUMMER	B	FP06	0054	2	03	PR	N/A	N/A
16150527	150527	ADDL POS RELIEF BUS OPERATOR SUMMER	B	FP06	0054	2	03	PR	N/A	N/A
16150531	150531	ADDL POS BUS OPERATOR-DISPATCHER SUMMER	B	FP06	0054	2	03	PR	N/A	N/A
16150600	150600	ADDL POS BUS OPERATOR-TRIPS	B	FP06	0054	2	03	PR	N/A	N/A
16741012	741012	ACTIVITIES BUS DRIVER	B	FP06	0054	2	03	PR	N/A	N/A
16741013	741013	ACTIVITIES BUS DRIVER (FP06) DIFF PA	C	FP06	0054	2	03	11.58	N/A	N/A
16180058	180058	ADDL POS BUS ATTENDANT-TRIPS SUMMER	B	FP07	0054	2	03	PR	N/A	N/A
16180059	180059	ADDL POS BUS ATTENDANT SUMMER	B	FP07	0054	2	03	PR	N/A	N/A
16180061	180061	ADDL POS BUS ATTENDANT-TRIPS	B	FP07	0054	2	03	PR	N/A	N/A
16150602	150602	ADDL POS BUS ATTENDANT (FP07) DIFF PA	C	FP07	0054	2	03	9.79	N/A	N/A
16450635	450635	ADDL POS FOOD SVC WORKER	B	FS01	0054	2	03	PR	N/A	N/A
16450636	450636	ADDL POS FOOD SERVICE SUMMER	B	FS01	0054	2	03	PR	N/A	N/A
16450638	450638	ADDL POS FOOD SVC WORKER (FS01) DIFF PA	C	FS01	0054	2	03	9.79	N/A	N/A
13300600	300600	ADDL POS COUNSELOR SUMMER	B	IN01	0054	2	03	PR	N/A	N/A
13600910	600910	ADDL POS MEDIA SPECIALIST SUMMER	B	IN01	0054	2	03	PR	N/A	N/A
12901001	901001	ADDL POS TCHR EXTENDED DAY (STUDENT)	B	IN01	0054	2	03	PR	N/A	N/A
13901002	901002	ADDL POS TCHR (NONSTUDENT)	B	IN01	0054	2	03	PR	N/A	N/A
13901004	901004	ADDL POS TCHR (NONSTUDENT) SUMMER	B	IN01	0054	2	03	PR	N/A	N/A
12901006	901006	ADDL POS TCHR SUMMER	B	IN01	0054	2	03	PR	N/A	N/A
12901007	901007	ADDL POS TCHR (STUDENT) SUMMER	B	IN01	0054	2	03	PR	N/A	N/A
12901035	901035	ADDL POS TCHR TUTORIAL CONT	B	IN01	0054	2	03	PR	N/A	N/A
14901075	901075	ADDL POS TCHR PUPIL TIME SUB	B	IN01	0054	2	06	25.00	N/A	N/A
12901076	901076	ADDL POS TCHR ADDL STUDENT COVERAGE	B	IN01	0054	2	03	25.00	N/A	N/A
13970120	970120	ADDL POS ESE SPECIALIST SUMMER	B	IN01	0054	2	03	PR	N/A	N/A
13302000	302000	HRLY COUNSELOR ADULT/VOC	A	IN02	0054	2	04	14.55	23.65	25.85
13602006	602006	HRLY MEDIA SPEC ADULT/VOC	A	IN02	0054	2	03	14.55	23.65	25.85
12902005	902005	HRLY TEACHER FEE SUPPORT	A	IN02	0054	2	04	14.55	23.65	25.85
12902255	902255	HRLY TEACHER AMANDA PARENTING	A	IN02	0054	2	04	14.55	23.65	25.85
12902341	902341	HRLY TEACHER CWE	A	IN02	0054	2	04	14.55	23.65	25.85

Additional Assignment Job Class/Rate Schedule

Exhibit #1

Job ID	Job CL	Additional Assignment Job Title	Type	PA	PSA	EG	ESG	*Rate	**Rate	***Rate
12902351	902351	HRLY TEACHER ADULT VOC AGRI & NAT RES	A	IN02	0054	2	04	14.55	23.65	25.85
12902352	902352	HRLY TEACHER ADULT VOC BUSINESS ED	A	IN02	0054	2	04	14.55	23.65	25.85
12902353	902353	HRLY TEACHER ADULT VOC FAM & CONS SCI	A	IN02	0054	2	04	14.55	23.65	25.85
12902354	902354	HRLY TEACHER ADULT VOC HEALTH SCIENCE	A	IN02	0054	2	04	14.55	23.65	25.85
12902355	902355	HRLY TEACHER ADULT VOC INDUSTRIAL	A	IN02	0054	2	04	14.55	23.65	25.85
12902356	902356	HRLY TEACHER ADULT VOC MARKETING	A	IN02	0054	2	04	14.55	23.65	25.85
12902357	902357	HRLY TEACHER ADULT VOC PUBLIC SERV	A	IN02	0054	2	04	14.55	23.65	25.85
12902359	902359	HRLY TEACHER ADULT VOC OTHER CTE	A	IN02	0054	2	04	14.55	23.65	25.85
12902364	902364	HRLY TEACHER ADULT ATD HEALTH SCIENCE	A	IN02	0054	2	04	14.55	23.65	25.85
12902371	902371	HRLY TEACHER ADULT APPRENTICESHIP RTI	A	IN02	0054	2	04	14.55	23.65	25.85
12902372	902372	HRLY TEACHER ADULT APPRENTICESHIP OTJ	A	IN02	0054	2	04	14.55	23.65	25.85
12902375	902375	HRLY TEACHER APPRENTICESHIP VE	A	IN02	0054	2	04	14.55	23.65	25.85
12902401	902401	HRLY TEACHER ADULT GEN ABE	A	IN02	0054	2	04	14.55	23.65	25.85
12902402	902402	HRLY TEACHER ADULT GEN ADULT SEC	A	IN02	0054	2	04	14.55	23.65	25.85
12902403	902403	HRLY TEACHER ADULT GEN GED	A	IN02	0054	2	04	14.55	23.65	25.85
12902404	902404	HRLY TEACHER ADULT GEN ESOL	A	IN02	0054	2	04	14.55	23.65	25.85
12902405	902405	HRLY TEACHER ADULT GEN VPI	A	IN02	0054	2	04	14.55	23.65	25.85
12902409	902409	HRLY TEACHER ADULT GEN OTHER AGE	A	IN02	0054	2	04	14.55	23.65	25.85
13982002	982002	HRLY TEACHER ADULT VOC SP ASSIGN	A	IN02	0054	2	04	14.55	23.65	25.85
13XXXXXX	XXXXXX	GED EXAMINER	A	IN02	0054	2	03	14.55	23.65	23.65
16901050	901050	PT SCHOOL AGE CHILD CARE SUPERVISOR	A	PA01	0054	2	03	20.72	N/A	N/A
16901051	901051	CERT CHILD CARE MONITOR	A	PA01	0054	2	03	12.00	N/A	N/A
16901052	901052	INSTR PROGRAM ACTIVITY COORDINATOR	A	PA01	0054	2	03	18.00	N/A	N/A
16901054	901054	CHILD CARE MONITOR II	A	PA01	0054	2	03	10.00	N/A	N/A
16910005	910005	CHILD CARE MONITOR I	A	PA01	0054	2	3	8.00	N/A	N/A
169XXXXX	XXXXXX	GED PROCTOR	A	PA01	0054	2	03	8.50	N/A	N/A
16741009	741009	ADDL POS UNIQUE BUS AIDE	B	PA01	0054	2	03	PR	N/A	N/A
15910002	910002	ADDL POS CLASSROOM ASST SUMMER	B	PA01	0054	2	03	PR	N/A	N/A
15910003	910003	ADDL POS CLASSROOM ASST	B	PA01	0054	2	03	PR	N/A	N/A
15910015	910015	BUS AIDE-SPECIAL NEEDS STUDENT SUPPORT	B	PA01	0054	2	03	10.00	N/A	N/A
15910008	910008	ADDL POS CLASSROOM ASST (PA01) DIFF PA	C	PA01	0054	2	03	9.39	N/A	N/A
16741009	741009	ADDL POS UNIQUE BUS AIDE	B	PA02	0054	2	03	PR	N/A	N/A
15930001	930001	ADDL POS TCHR ASSISTANT	B	PA02	0054	2	03	PR	N/A	N/A
15930002	930002	ADDL POS TCHR ASST SUMMER	B	PA02	0054	2	03	PR	N/A	N/A
16930004	930004	ADDL POS TEACHER ASST (PA02) DIFF PA	C	PA02	0054	2	03	10.84	N/A	N/A
13540101	540101	ADDL POS BRACE ADVISOR	B	PA03	0054	2	03	PR	N/A	N/A
13540102	540102	ADDL POS BRACE ADVISOR SUMMER	B	PA03	0054	2	03	PR	N/A	N/A
16741009	741009	ADDL POS UNIQUE BUS AIDE	B	PA03	0054	2	03	PR	N/A	N/A
16760100	760100	ADDL POS COMMUNITY LIAISON SUMMER	B	PA03	0054	2	03	PR	N/A	N/A
16831001	831001	ADDL POS COMMUNITY LIAISON	B	PA03	0054	2	03	PR	N/A	N/A
16833002	833002	ADDL POS PARENT EDUCATOR SUMMER	B	PA03	0054	2	03	PR	N/A	N/A
16833004	833004	ADDL POS BEHAVIORAL TECHNICIAN	B	PA03	0054	2	03	PR	N/A	N/A
16833005	833005	ADDL POS BEHAVIORAL TECHNICIAN SUMMER	B	PA03	0054	2	03	PR	N/A	N/A
15923000	923000	ADDL POS JOB COACH SUMMER	B	PA03	0054	2	03	PR	N/A	N/A

The hourly rate of the certain additional assignments will vary depending on the employee's professional development. Contact the appropriate staffing department for assistance in selecting the correct rate on additional assignments that have multiple rates listed.

\*Rate - Non-certified OR Certified out-of-field

\*\*Rate - Bachelor's Degree OR Non-degree Vocational with in-Field Certification

\*\*\*Rate - Master's Degree (or higher) with Certificate OR Advanced Vocational Certificate

PR - The rate of pay on the additional assignment will be same as the the hourly rate on employee's primary assignment.

Type A - Additional Assignment pertains to all employees regardless of PA

Type B - Additional Assignment PA is the same as the Primary Assignment PA

Type C - Additional Assignment PA is the different from the Primary Assignment PA

**Non-Instructional Additional Assignment Agreement Form**

This form is the initiating document to approve a non-instructional additional assignment for all permanent employees. This form does not apply to temporary or substitute employees or instructional employees (Personnel Area IN01 or IN02) working an instructional additional assignment (IN01 or IN02). Instructional personnel working non-instructional additional assignments will need to complete the form.

**Employee Primary Assignment Information**

Information in this Section can be obtained using SAP transaction PA20 by selecting Organizational Assignment (0001) and Basic Pay (0008).

Personnel #	Last Name	First Name	
			<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Primary Pos#	Primary Position Title	Personnel Area	Exempt Status
Org Unit	Location Name	Hourly Rate	

**Assignment Information**

The location that the additional position belongs to is responsible for the payroll processing of all hours recorded on the position.

Org Unit	Location Name		
Addl Pos#	Additional Position Title	Job Class #	Personnel Area

Personnel Area Comparison: Does the Personnel Area in the Employee Information Section of the form match the Personnel Area in the Additional Position Description Section of this form?    Yes    No

If yes, then the additional assignment job class must be type A or B from the Addl Assignment Job Class/Rate Schedule list.  
 If no, then the additional assignment job class must be Type A or C from the Addl Assignment Job Class/Rate Schedule list.

List dates and total number of hours that are anticipated with the additional position. The dates and hours agreed to on this form are to be used only as an estimation and can be changed at any time based upon, but not limited to, a change in funding available to cover costs of the assignment or a change in the dates and hours necessary to complete the project.

Start Date	End Date	Estimated Tot Hrs
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**Hourly Rate of Additional Assignment**

Enter the rate that is listed on the Addl Assignment Job Class/Rate Schedule. If PR is listed, then enter the hourly rate of the employee's primary assignment. If, for whatever reason, it is determined that the hourly rate agreed upon on this form was calculated incorrectly or the hourly rate on the employee's primary assignment changes, the hourly rate on this agreement will be recalculated and corrected based on the guidelines outlined in the Additional Assignments Business Practice Bulletin.

Hourly Rate	*Overtime Rate
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\*If the Non-Exempt box in the Employee Primary Assignment Information box is checked then enter one and one half times (1.5) the Hourly Rate amount, leave this field blank if the Exempt box is checked. The overtime rate will be paid for non-exempt employees when all combined hours worked, primary assignment and any other additional assignments, for SBBC during the work week exceed 40 hours. The workweek for SBBC begins on Monday and ends on Sunday.

**Signatures**

Employee Name	Employee Signature	Date
Principal/Director Name	Principal/Director Signature	Date