

# NAPA VALLEY UNIFIED SCHOOL DISTRICT

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July 1, 2019

TO: Payroll  
District Administrators

FR: Dana Page  
Assistant Superintendent

RE: **HOURLY RATES OF PAY FOR CONTRACT/NON-CONTRACT EMPLOYEES**

## **CERTIFICATED CONTRACT EMPLOYEES:**

When certificated employees who have a current signed contract with NVUSD work extra hours on a time sheet, they are paid at the Summer School Salary Schedule 06, per hour (SS06), if the time occurs after contracted day.

### **Guidelines for compensation of Professional Development training days:**

If the time occurs on a day when teachers are not in paid status (weekend, summer/winter break, or days of non-responsibility) the rate will be as follows:

- \$150 per 7 hours of training
- \$ 75 per 3 ½ hours or less

(These guidelines were developed in collaboration between Human Resources and Instructional Services, during the month of November 2014)

## **CERTIFICATED NON-CONTRACT EMPLOYEES:**

When certificated employees who do not have a contract with NVUSD but work on an hourly basis (non-substitute assignment), they are paid on the Summer School Salary Schedule 01, per hour (SS01).

## **HOME HOSPITAL/INDEPENDENT STUDY TEACHERS**

When certificated employees who have a current signed contract with NVUSD work extra hours on a time sheet, they are paid at the Summer School Salary Schedule 06, per hour (SS06).

When certificated employees who do not have a contract with NVUSD but work on an hourly basis (non-substitute assignment), they are paid on the Summer School Salary Schedule 01, per hour (SS01).

## **NON-CREDENTIALLED ACTIVITIES/ENRICHMENT INSTRUCTORS:**

When the activities/enrichment assignment is not a core subject and the instructor does not possess a credential, they will be required to possess a unique skill set for the assignment. They are paid \$29.98 per hour.

Effective: 07/01/2019

Board Approved: 08/08/2019