

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 1035
ALL STAFF**

**SUPPLEMENTAL CONTRACTS; EXTRA PAY FOR EXTRA DUTY; SPECIAL
CONTRACTS**

Purpose and Scope

The purpose of this regulation is to outline the process of the Carson City School District for the issuance of supplemental contracts which provide for additional pay for extra duty and for special contracts with community members.

Definition

Supplemental contracts may be issued to District personnel who have been assigned to supervise and direct certain activities outside of the regular curriculum involving hours of service and responsibility beyond the obligation of the regular assignment.

The District may offer supplemental contracts for those positions authorized in the supplemental salary schedule in accordance with District hiring practices. In addition, special contracts may be issued to outside community members for special services rendered to the District. Special contracts may include honoraria, travel, and per diem allowances.

Supplemental Contract Restrictions

- A. All supplemental contracts are issued to meet the needs of the District.
- B. In general, a person is limited to two (2) extra pay assignments and/or supplemental contracts per year. Exceptions to this rule must be approved by the Superintendent upon the recommendation of the site administrator.
- C. A person may be assigned as head coach in only one major sport (football, basketball, baseball/softball, track, wrestling, volleyball) per year unless otherwise approved by the Superintendent.
- D. Supplemental contract assignments are issued annually and paid in addition to the basic teaching contract or classified work assignment. The contract may be terminated for cause during the term of the contract. A supplemental contract is granted for one year and should not be construed as creating an obligation for any subsequent year unless otherwise set forth in writing signed by the District and the person receiving the assignment.

REGULATION No. 1035 – CONTINUED

- E. Supplemental contracts are generally offered first to certified personnel and then to classified staff only if there are no qualified applicants from the certified staff.
- F. With respect to the award of supplemental contracts for Nevada Interscholastic Activities Association (NIAA) sanctioned sports, applicants from the certified staff will be first considered. Applicants from the classified staff will be considered only if the position is not offered to a certified applicant.
- G. Notwithstanding the foregoing, the District reserves the right to award special contracts to community members who demonstrate a special skill or ability desired for the particular sport or activity.

Compensation

Supplemental Contracts –Members of the certified staff awarded supplemental contracts will be compensated at the rate established for each position in the negotiated contract between the District and the Ormsby County Education Association.

Extra pay for extra duty – All members of the classified staff will be compensated for authorized extra duty at their regular hourly rate.

Special Contracts – Members of the community contracted to provide special services may be compensated in the form of honoraria or a stipend.

Per Diem and Travel Expenses – Persons performing supplemental work, extra duty, and providing special services may receive travel and per diem expense reimbursement.

Reference: Policy 310

Adopted: April 15, 1981
Revised: August 23, 1988
May 14, 2019