

465 Online Staff Assignment Policy

Online Director is asking to add an amendment at the end of Policy 465

VI. Non-School Day and Overnight Field Trips

- A. Staff who accompany students on off-campus field trips and/or overnight events will be compensated at the current substitute teacher rate of pay as follows: One day of sub pay for each weekend/non-school DAY (regular working hours but not a school day), and One day of sub pay for each OVERNIGHT (inclusive of all hours between 4 PM and 8 AM).
- B. OVERNIGHT will be compensated as one day of sub pay.
- C. The compensation above will be payable in half-day (minimum of 4 hours) or full-day (between 4-16 hours) increments.
- D. Staff should request this type of compensation and receive approval in writing from the director in advance of the field trip. Compensation will not be granted without prior written approval.
- E. If approval is granted, staff must provide the hours worked on non-school day and overnight field trips to the director, who will submit the information to the HR/Business Manager for payment.
- F. This compensation will be included in the regular paycheck and is subject to regular withholdings such as taxes and TRA.
- G. This policy only applies to field trips and other work including the supervision of participating CCS students. Travel time is not included in the compensated hours.