

# ADMINISTRATOR EXTRA DAY AUTHORIZATION FORM

Article 16 of the 2023-2025 Negotiated Agreement between WSPA and WCSD allows administrators to receive paid time off or compensation for Extra Days worked if, due to the scope of the job, an administrator is required by a supervisor in writing and in advance to work on a weekend or holiday. Supervisors shall not require an administrator to work an Extra Day unless this form is completed in advance of the Extra Day.

EMPLOYEE NAME	EMPLOYEE ID #	JOB TITLE	
IMMEDIATE SUPERVISOR	SCHOOL/DEPARTMENT		
DATE OF EXTRA DAY TO BE WORKED	START TIME	END TIME	EXTRA WORK HOURS TO BE WORKED
DO YOU WANT TO BE PAID FOR THIS EXTRA DAY OR BANK THIS DAY TO BE FLEXED AS A DAY OFF? UNUSED FLEX DAYS WILL BE PAID OUT AT END OF YEAR.			TIMEKEEPER USE ONLY: PAYROLL CODE
PAID NOW <input type="checkbox"/>	BANK FOR LATER <input type="checkbox"/>		

Please provide an explanation of the work that requires this administrator to work an Extra Day.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE FORM COMPLETED

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE OF APPROVAL

This form must be returned to the immediate supervisor.

\*Timekeepers: Please submit this form to your Payroll Technician when you submit your transmittal.

ADMIN EXTRA DAY PAID - 3560

ADMIN EXTRA DAY BANKED - 3561

ADMIN EXTRA DAY USED - 3562

### PAYROLL DEPARTMENT USE ONLY

Date Request Received: \_\_\_\_\_ Processed By: \_\_\_\_\_

## **INSTRUCTIONS TO SUPERVISORS**

- **General Instructions to Supervisors:**

- Supervisors shall not require an administrator to work an Extra Day unless this form has been completed and signed by the assigned supervisor in advance of the Extra Day.
- This form does not apply to Non-Contract Days, which are non-regular workdays that an administrator has chosen to work and which are not compensable and are not bankable.
- Exceptions to these instructions must be approved by the Superintendent or his/her designee.
- A supervisor shall track Extra Days worked by administrators and whether that day will be taken as paid time off or an Extra Day of pay, and it is the supervisor's responsibility to ensure that it is not both.

- **10-Month and 11-Month administrators:**

- A supervisor shall not require an administrator to work an excessive number of Extra Days, so as to move to another contract level (i.e., 10-month to 11-month, or 11-month to 12-month).
- A supervisor shall not require a 10-month or 11-month administrator to work Extra Days in July, unless approved by the assigned Associate Chief.

- **Summer School:**

- Summer school supervision for high school in July will be provided by the high school principal, except where otherwise approved by the assigned associate chief.
- An Associate Chief may assign a dean (with the appropriate administrative license endorsement) to assist with summer school.
- Extended School Year (ESY) will provide supervision and administration at the host school and supervisors shall not require local site administration to be present.
- Saturday School will be supervised by deans (with an active administrative license) and supervisors shall not require administrators to work an Extra Day for Saturday School.

- **Fall Break, Winter Break, and Spring Break:**

- Supervisors shall not authorize Extra Days for Fall Break, Winter Break, and Spring Break for 11-month and 12-month administrators, because school breaks are not holidays or weekends.

- **Outside Events and Non-Exigent Facility/Maintenance Issues:**

- If administrative coverage is required for an outside event, then the supervisor must ensure that external funding is included within the facility use request to cover the cost of the administrative coverage. Approval of administrative coverage for outside events must be authorized by the assigned Associate Chief.
- A supervisor shall not require an administrator to report to his/her building for a non-exigent facility or maintenance issue unless all other individuals on the call-back list cannot report on a timely basis.

- **Conference attendance/professional development:**

- Supervisors shall not require administrator attendance at conferences or professional development on non-contract days in the month of July.

- **High School Activities / Athletics**

- Supervisors shall conform with the WCSD Guidance Memo on High School Athletics and Activities when requiring administrators to work Extra Days for high school athletics and activities.
- Supervisors shall only authorize one administrator to be sent with the team to out-of-District sporting events (Carson, Truckee, Elko, etc.) in order to provide active supervision.
- Supervisors shall only authorize one home team administrator to be present for the following in-District sporting events:

- |              |                |
|--------------|----------------|
| ▪ Soccer     | ▪ Basketball   |
| ▪ Volleyball | ▪ Wrestling    |
| ▪ Softball   | ▪ Cross County |
| ▪ Baseball   | ▪ Track        |

