

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Human Resources Division

REVISED

TO: ESC Instructional Area Superintendents
Division Heads
ESC Administrators of Operations

DATE: June 27, 2013

FROM: Vivian K. Ekchian
Chief Human Resources Officer

**SUBJECT: GUIDELINES AND REQUEST FOR EXTRA DUTY PAY FOR
CERTIFICATED ADMINISTRATORS**

As you are aware, generally, administrators are not provided extra pay or compensatory time off for performing job-related duties. The purpose of this memo is to provide updated guidance on when administrators may be eligible for extra duty pay (X or Z Basis) and the process to request and obtain approval in those limited circumstances.

ESC Instructional Area Superintendents and Divisions Heads are requested to distribute the Guidelines for Extra Duty Pay for Certificated Administrators and HR Form 9051, Request for Extra Duty Pay for Certificated Administrators, to sites that they supervise.

Attached are the following documents:

1. Guidelines for Extra Duty Pay for Certificated Administrators
2. Request for Extra Duty Pay for Certificated Administrators – HR Form 9051

Note: These Guidelines for Extra Duty Pay for Certificated Administrators do not apply to those limited circumstances that may warrant an approved and processed Temporary Certificated Assignment or Professional Expert Assignment.

If you have any questions or need more information, please call Maria Voigt, Coordinator, Administrative Assignments at (213) 241-6365.

Attachment

c: Michelle King, Deputy Superintendent, School Operations
Jaime Aquino, Deputy Superintendent of Instruction
Justo Avila, Deputy Chief Human Resources Officer
Maureen Carter, Coordinator, Federal & State Education Programs (QEIA)
Alvaro Cortes, Executive Director, Beyond the Bell Branch
Nader Delnavaz, Administrative Coordinator, School Improvement Grant (SIG) Unit
Deborah Ernst, Director, Federal & State Education Programs (Comp Ed)
Leticia Figueroa, Director, Employee Performance Accountability
Hilda Maldonado, Director, Multilingual & Multicultural Education (Bil/ELD)
Donna Muncey, Chief of Intensive Support & Intervention
Alice Turner, Administrative Coordinator, Fed. & State Education Programs (Comp Ed)
Maria Voigt, Coordinator, Administrative Assignments