

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4291.1

RESPONSIBILITY PAY: UNIFIED EMPLOYEES

- I. Any administrative employee, who is officially assigned to perform all of the duties and responsibilities of an administrative position because of the absence of an administrator, and is placed at a higher salary range for a period of ten (10) or more consecutive days, shall receive a payment retroactive to the first day of the assignment at a rate of pay ten percent (10%) higher than the employee's present daily rate of pay.
 - A. An exception to the ten percent (10%) increase would exist if the position being filled is paid at a rate of less than ten percent (10%) higher than the range of the employee filling the position. No administrator shall receive a greater increase under this regulation than would be received on a regular assignment.
 - B. An exception to the ten (10) days of service in the temporary assignment may be allowed when the assignment is made in a work location other than the employee's regular work location.
 - C. Responsibility pay will not be authorized for absences due to planned events including, but not limited to, attendance at a school-sponsored function, earned vacation, conventions, or seminars. Responsibility pay adjustments will be made only under extenuating circumstances that are unanticipated or unplanned.
 - D. All such assignments may only be made with the prior recommendation of the supervisor's appropriate deputy superintendent and with the approval of the appropriate administrator, Human Resources Division.
 - E. Extended assignments shall not exceed forty-five (45) work days unless approved by the superintendent.

Review Responsibility: Human Resources Division
Adopted: [2/11/88]
Revised: (5/14/91; 10/26/93)
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