

Contractual Requirements

As outlined in Article 37-3 of the Negotiated Agreement between the Clark County School District and the Clark County Education Association, all licensed employees may receive extra pay for instructional and other services.

- The contract hourly rate of pay is not paid outside of the contracted day unless instruction is provided to students which aligns with Article 37-3.
- Licensed personnel who are not considered classroom teachers may also be compensated for extra-duty teaching assignments through an extended day/early or late bird, such as supervising a credit-retrieval class after school, facilitating a social-emotional learning small group before school, monitoring students in the library before and after school.

Extra Pay Scenarios

1. Licensed employees teaching early or late bird courses are paid at their contract hourly rate of pay. The appropriate TRC-Time Reporting Code used in the HCM System is EXDAY-Extended Day at the contract hourly rate of pay. Activity Code: BEFORESCHL, AFTERSCHL or HOMEBOUND.
2. Tutoring is paid at a flat rate of pay. The appropriate TRC-Time Reporting Code used in the HCM System is EIFLT-Extra Instruction Flat Rate (\$50.00).
3. PLC is only paid at the contracted hourly rate of pay if employees are meeting during their preparation time. The appropriate TRC-Time Reporting Code used in the HCM System is PREPB-Admin directed prep buyout.
4. Licensed employees teaching at special schools outside of their contracted day are paid their contract hourly rate of pay. The appropriate TRC-Time Reporting Code used in the HCM System is EIHL-Extra Instruction Hourly. Activity Code: BEFORESCHL, AFTERSCHL or HOMEBOUND.
5. Extended School Year (ESY) is paid per the Negotiated Agreement as contract hourly rate of pay.
6. Summer School (SUMSC) is paid per the Negotiated Agreement as a flat rate of pay (\$50.00). Note if a Memorandum of Agreement (MOA) states otherwise contract hourly is paid.

HCM Time Keeper Processes

Timekeepers must follow the following procedures.

For all General Funded additional pay entries timekeepers are now required to enter:

- *Time reporting code* (TRC)
- *Work location code* (4-digit code)
- Activity Code: BEFORESCHL, AFTERSCHL or HOMEBOUND on required TRC (EXDAY and EIHL)
- *Combination code*

For Special Education, Title I, and Grant-funded additional pay information, please go to training.ccsd.net under HCM>>Resources>>Time and Absence: [Employee Business Training](#)

Extra-Duty Pay for Split and Combined Classes

Schools may not compensate teachers for split or combined classes outside of the negotiated agreement or without an MOA.