

**Discuss and consider approval of an amendment to the 2025-2026 approved stipends and pay rates to support additional responsibilities arising from unexpected resignations.**

**March 23, 2026**

1. Board Goals:

DOMAIN 2: Effective, well supported staff

DOMAIN 4: Alignment of financial well being with student achievement

2. Background:

This amendment includes Extra Duty Rates to accommodate additional responsibilities stemming from unforeseen resignations. These rates will be part of the 2025-2026 Stipends and Pay Rates Schedule, which was approved on July 31, 2025.

3. Process:

The recent updates to the approved Stipends and Pay Rates Schedule for 2025-2026 aim to establish a fair and consistent method for addressing unexpected resignations, thereby ensuring operational continuity.

1. Extra Duty Rates Table:

- a. All Campuses
- b. Additional responsibilities assigned due to the unexpected resignation of an administrative position, aimed at ensuring the continuity of work in support of the district's objectives.
- c. Hourly Rate for the Person Performing the Work
- d. Outside the regular workday

2. Extra Duty Documentation

- a. Supervisor Approval
- b. Extra Duty Timesheets
- c. Time & Effort Logs

4. Fiscal Impact:

Funding for the Extra Duty Rate will be sourced from the salary of the vacant position.

5. Recommendation:

The administration seeks formal approval to incorporate the Extra Duty Rate to address the additional responsibilities resulting from an unexpected resignation in an administrative position. This adjustment aims to maintain continuity of work in accordance with the district's objectives for the 2025-2026 Stipends and Pay Rates schedule. Furthermore, this measure is intended to guarantee comprehensive documentation.

6. Required:

Board Action is required.

7. Contact:

Anne Marie Espinoza, Chief of Communications and Human Capital Officer