

**SITE INFORMATION CIRCULAR NO. 1010**

Office of Secondary Schools

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 1, 2015

**To:** All School Principals

**Subject:** SUPERVISION SESSIONS

**Department and/or  
Persons Concerned:** Principals, Timekeepers, Secretaries

**Attachment:** Certificated Time Card (C1)

**Reference:** SDEA Collective Bargaining Agreement, Appendix A, Section 7.04

**Action Requested:** Review guidelines and implement as outlined, effective immediately

**Brief Explanation:** Compensation for supervision sessions is made inconsistently across the district's secondary schools. The purpose of this Site Operations Circular is to clarify how compensation should be made for Certificated staff members who serve in a supervisory capacity for a secondary school event.

**Authority:**

The SDEA Collective Bargaining Agreement (CBA) includes a provision in Appendix A that addresses pay rates for unit members who serve in a supervisory capacity. The CBA provides for two tiers of compensation based on the start time of event. The per session rates are as follows:

- \$34.39 for events beginning prior to 6:00 pm
- \$68.78 for events beginning at or after 6:00 pm.

These are per session, not hourly rates.

**Definition of a Session:**

The district's official interpretation calls for a per-session rate **based on the start time** of each individual event. For example, a Junior Varsity game is considered a different session than a Varsity game, even when the two events fall consecutively on the same day. SDEA's Collective Bargaining Agreement, Appendix A, Section 7.04 which states the following:

Supervision sessions are those assignments after the unit member's required on-site duty hours and for which compensation is earned for supervising students at school-sponsored dances, interscholastic athletic events, or drama, music, and speech activities.

There are two types of sessions:

**Late Afternoon Sessions:** Session rate for events which occur after the end of the unit members' required on-site duty hours and begin prior to 6 p.m. as follows: \$34.39\*

**Evening Sessions:** Session rate for events which begin at or after 6 p.m. or when school is not in session as follows: \$68.78 \*

The asterisk (\*) indicates that the rate increases at the same percentage that is negotiated for all other rates on the Salary Schedule.

**Timekeepers:**

When a bargaining unit member submits a timecard (see Attachment 1), the timekeeper must use the appropriate time reporting code. The correct codes for time reporting are as follows:

SPV = Supervision Session Authorization (session begins **before** 6:00 p.m.)

SPE = Supervision After 6pm (session begins **after** 6:00 p.m.)

These codes are listed at the bottom of the Certificated Time Card (C1) as SPV--Supervision and SPE—Supervision After 6 pm.

For additional information, please contact Scott Giusti, (619) 725-7126.

Scott Giusti  
Director  
PE, Health and Athletics

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of Secondary Schools

Attachment

## Certificated Time Card (C1)

**Week of (Beginning with Monday):**

**Employee**

Name (Last, First):

Employee ID Number:

Location Name and Number:

Position Title:

Combo Code:

**Attendance Reporting**

Mark time in and time out for each day worked (i.e. 8 a.m. in and 10 a.m. out). In type of work below, mark total hours worked each day based on these times.

Date: (MM-DD-YY)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Time in							
Time out							
Time in							
Time out							

Type of Work-Insert Time Reporting Code (TRC) for service performed and total hours based on in/out times above.

TRC from List Below	Total HRS						
<b>Total</b>							

Reason for Hours Worked

**Signatures**

**Employee Signature**

*By signing, I certify that the information I provided is accurate and true.*

Date

**Approval Signature**

*I certify this to be an accurate statement of services rendered by this employee.*

Date

**Timekeeper Signature**

Date

**Time Reporting Codes (Refer to SDEA Collective Bargaining Agreement and Management Salary Rules for guidance on services rendered and applicable rates of pay.)**

<b>AED</b> Adult Ed	<b>EDR</b> Extd Day Read	<b>SPV</b> Supervision	<b>WKM</b> Wkshp Mgmt
<b>CRH</b> Classrm Hrly	<b>HMG</b> Hrly Mgmt	<b>SPE</b> Supervision After 6pm	<b>WKP</b> Wkshp Presenter
<b>CRW</b> Curriculum Writ	<b>NHM</b> Non-Hrly Mgmt	<b>TUT</b> Tutoring	<b>WPC</b> CDC Wkshp Presenter
<b>CSP</b> CDC Spec Proj	<b>NCT</b> Non-Class Tchg	<b>WCC</b> CDC Wkshp Attend	<b>WPS</b> Wrkg Prep as Sub
<b>EDM</b> Extd Day Math	<b>SAT</b> Saturday Schl	<b>WKC</b> Wkshp Certificated	<b>PRO</b> Pro-Rata
<b>PTCL</b> Prime Time Classroom Hourly	<b>MOV</b> Facility Move-VT Rate		
<b>PTTU</b> Prime Time Tutoring Hourly			