



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Extra Duty Pay
Policy Number:	GCCBC-NSCA
Original Date:	05/07/2025
Last Reviewed:	
Category:	Board
Author:	Executive Director, Compliance Officer
Approval:	NSCA Board of Directors

The Executive Director shall present to the NSCA Board of Directors a schedule for compensating for extra-duty assignments that reflects the extra demands.

If two or more individuals share responsibility for an extra-duty position, the building administrator may appropriately divide the extra-duty compensation after consulting with Human Resources.

Human Resources will review and approve all proposed extra-duty assignments prior to the activity's initiation. These recommended assignments will then be submitted to the Board for approval.  
(GCCBC-NSCA-R)

**Legal Refs:**

C.R.S. § 22-32-109(1)(f) (to fix and order paid personnel compensation)

C.R.S. § 22-63-206(3) (teacher salary reduction if relieved of additional duties for which compensation was received)

**Cross-references:**

GCCBC-NSCA-R

**Revision History**

Date	Revision Details	Revised By
05/07/2025	Creation	Compliance Officer