

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 2

**Date:** 1/11/99

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.4 MANAGEMENT PERSONNEL**

**4.401 EMPLOYMENT OF MANAGEMENT  
PERSONNEL**

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**SECTION 4.401.4 Pay for Service Provided by Retired Administrators**

**Rate of Pay**

Retired classified administrators may be retained by the District to complete limited term assignments. Typical assignments include but are not limited to the following:

- Substituting for administrators who are ill
- Filling other temporary administrative vacancies
- Conducting candidate interviews
- Completing projects that meet District goals

When substituting for administrators, the rate of pay shall be Step 5 of the position being filled. When completing assignments not specific to a particular position (i.e., conducting interviews), the rate of pay will be Step 3 of the position last held by the retiree.

**Method of Payment**

The retired employee shall complete a time sheet indicating the dates and position of service. The timesheet is to be submitted to the Associate Superintendent, Personnel Support Services.