



*The Greater Victoria School District is committed to each student's success in learning within a responsive and safe environment.*

## **POLICY 3328**

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### **PAYMENTS TO EMPLOYEES FOR SUPPLEMENTARY PROJECTS**

#### **Definition**

A payment to an employee for a supplementary project is a payment made, in addition to the regular salary or wage, for services performed outside of the normal expected duties of the employee.

#### **Policy**

1. Wherever possible, services should be performed by regular District employees as part of the normal, expected duties of their position.
2. The District recognizes, however, that there may be instances where additional duties are necessary, and supplementary payments may be made to District employees for services provided that are essential to the District and which are clearly outside the normal, expected duties and scope of the employee's job description.

*Greater Victoria School District*

Adopted: April 25, 1994

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