

GBRG-R Non-School Employment

7/19/12

RATIONALE/OBJECTIVE:

Employees of the Cobb County School District (District) are prohibited from receiving dual pay for services rendered during the regular working hours.

RULE:**A. GENERAL PROVISIONS:**

1. Should an employee be receiving more than one salary, the employee must forfeit his/her regular pay or the payment from the other agency, organization or individual.
2. Employees may receive payment for services rendered while on vacation leave, jury duty, personal leave, or for services performed other than during the regular work day.
3. Employees who have extra-curricular responsibilities, whether or not they receive supplemental pay from the District for those responsibilities, may accept reasonable payments from sponsoring support organizations for their additional services to the District.

B. DUAL PAY INVOLVING LEAVE:

District employees are not eligible to receive dual compensation from earned leave and workers' compensation insurance during leave for illness or injury. A choice must be made by the employee as to which of these benefits the employee will receive.

C. GRANTS:

District employees who wrote the application for or who coordinate/direct/manage the implementation of a grant awarded to the District may not receive supplemental pay from grant funds unless:

1. The District assigns the employee to supervise the implementation of a grant awarded to the District independent from actions taken by the employee;
2. The supplemental pay is approved by the employee's immediate supervisor, division head and the Superintendent.

D. SCHOOL SUPPORT ORGANIZATIONS:

The following shall be observed in regards to payments received from school support organizations as defined in Administrative Rule KG-R (Use of School Facilities) and the activities for which the payments were made:

1. Employees who accept payments from school support organizations for extra-curricular responsibilities, whether or not they receive supplemental pay from the District for those responsibilities, must comply with all reporting requirements of state and federal law and regulations, including Internal Revenue Service requirements.
2. School support organizations that make reasonable payments to employees for extra-curricular responsibilities must comply with all reporting requirements of state and federal law and regulations, including Internal Revenue Service requirements.
3. Payments from school support organizations to employees who have extra-curricular responsibilities are voluntary recognitions of the additional services provided to the District by these employees. Employees are prohibited from soliciting or requiring such payments as a condition of their accepting or continuing the extra-curricular responsibility.
4. Employees who have extra-curricular responsibilities and who accept reasonable payments from school support organizations for their additional services to the District are required to annually report (Form GBRG-1) no later than June 30 such payments to the Principal of the school in which the extra-curricular activity took place. Principals will file the

completed Forms GBRG-1, which will be subject to review by Internal Audit during the school audit process.

5. Any activity occurring during the employee's workday must have the prior approval of the Principal.
6. Proposed co-curricular or extra-curricular activities that exceed the programs approved and supported by the District, must have the prior approval of the Principal and the appropriate District supervisor or Area Assistant Superintendent.
7. Activities, whether during the school day, co-curricular or extra-curricular must comply with the following:
 - a. Use of school facilities must comply with Administrative Rule KG-R (Use of School Facilities).
 - b. Use of school equipment must comply with Administrative Rule DFJ-R (District Property Replacement / Restitution).
 - c. Fund raising activities must comply with Administrative Rule JHA-R (Student Activities Fund Raising).

Adopted: Prior to 7/74

Reviewed: 7/74; 8/13/75; 8/10/77

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Reclassified an Administrative Rule: 9/1/04

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Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GBCD)