



Temporary Assignments and Stipend Policy

California Online Public Schools

California Online Public Schools non-profit Board of Directors operates the following charter schools to which this policy applies:

- California Online Public Schools Central Coast
- California Online Public Schools Central Valley
- California Online Public Schools Monterey Bay
- California Online Public Schools North Bay
- California Online Public Schools Northern California
- California Online Public Schools Southern California

Approved by CalOPS Board of Directors on ██████████

Purpose

California Online Public Schools may assign an employee to temporarily perform additional or different duties due to extended leave, vacancy, or operational necessity. This policy establishes guidelines for assigning duties and providing appropriate compensation in a consistent and equitable manner.

Assignment Types

Temporary Higher-Level Assignment

An employee is temporarily assigned to perform duties of a higher classification due to a vacancy or extended absence.

- May occur for short or extended durations
- Requires Superintendent approval
- May require posting and/or interviews when applicable

Compensation:

Approved Temporary Stipend Amounts:

- Teacher to Assistant Principal (Step 26): \$700/month
- Assistant Principal (Step 26) to Principal (Step 34): \$1,000/month
- Assistant Director (Step 26) to Director (Step 31): \$600/month
- Administrative Assistant/Executive Assistant (Steps 50–53) to Coordinator-level role (Step 23): \$350/month

These amounts reflect partial assumption of higher-level responsibilities and are not intended to fully replicate the salary of the higher-level position.

For assignments not listed above, stipends may be determined using a comparable flat monthly rate or proportional methodology to ensure consistency with established practice.

Expanded Duties Assignment (Same Classification)

An employee assumes a measurable increase in workload or responsibility within their current classification due to operational needs.



- No change in title or classification
- Duties must be clearly defined and exceed normal expectations
- Responsibilities are not evenly distributed across staff

Compensation:

A temporary stipend may be provided based on the scope, duration, and concentration of additional duties. Stipends are typically established as flat monthly amounts within a defined range to ensure consistency and internal equity.

Typical stipend range: \$300–\$500 per month

Administrative / Support Coverage (if applicable)

For temporary increases in responsibility at support or coordination levels:

Typical stipend range: \$300–\$400 per month, depending on scope

Short-Term Assignment

An employee temporarily covers duties for a limited period, typically fewer than 20 working days.

- May not require formal posting or interviews
- Typically does not result in additional compensation unless deemed necessary by the Superintendent

Assignment Process

1. Department notifies Human Resources of assignment need
2. Human Resources reviews scope of duties, duration, and compensation approach
3. Superintendent approval is required
4. Posting and interviews are conducted when applicable based on assignment type
5. Employees return to their regular position and pay after assignment ends.

Stipend Principles

Temporary stipends are calculated using a standardized flat monthly rate based on approximately 20% of the salary difference between the employee's regular role and the temporary assignment role.

Approved Temporary Stipend Amounts

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Non-Promotion Clause

Temporary assignments, regardless of duration, do not constitute a promotion, reclassification, or change in base salary. Employees will return to their regular assignment and compensation upon completion of the temporary assignment.

Stipend Eligibility

A temporary stipend may be applied when:

- The employee is formally assigned additional duties



- The duties represent a significant and sustained increase in workload
- The assignment is expected to exceed 20 working days
- The Superintendent approves the assignment

Stipend Exclusions

Stipends are not applicable when:

- Duties are informally shared or minimally increased
- The assignment is short-term and does not materially impact workload
- Compensation is already provided through another differential

Additional Guidelines

- **Minimum Duration:** Assignments exceeding 20 working days may be eligible for stipends
- **Proration:** Stipends are prorated based on the duration of the assignment
- **Consistency:** Similar assignments should receive comparable stipends to maintain internal equity
- **Approval:** All stipends require review by Human Resources and approval by the Superintendent

