

# ADMINISTRATIVE PROCEDURE

## USE OF EMPLOYEE "SECOND" ASSIGNMENTS

4107  
Procedure No.

July 1, 2023  
Date

I. **PURPOSE:** To outline procedures for approval of employees to work Second Assignments.

II. **POLICY:**

- A. It is the intent of the Board of Education (Board) that students and staff members throughout Prince George's County Public Schools (PGCPS) work, learn, and interact in schools and worksites that affirm diverse backgrounds, acknowledge the disparity of opportunities for, both, the students and communities the system serves, as well as promote educational equity in achievement and performance. (Board Policy 0101)
- B. It is the intent of the Board to employ non-traditional methods, target untapped sources and design innovative approaches to attract, develop and retain high-quality employees representative of the cultural diversity of our PGCPS community. (Board Policy 0118)
- C. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board does not discriminate on the basis of race, color, national origin, citizenship status, religion, marital status, sex, sexual orientation, gender identity, disability, or age. (Board Policy 0125)

III. **BACKGROUND:**

- A. In certain circumstances, and with the approval of the Compensation and Classification Office, the Budget and Management Services Office and/or the Grants Financial Management Office, it may be necessary to request an employee to work additional hours on a **pre-approved** "Second Assignment." Only ten (10) and 11 month employees are eligible for a second assignment.
- B. Twelve (12) month employees, temporary employees, and substitute employees are **not** eligible for second assignments.

IV. **DEFINITIONS:**

- A. *Account Manager* - The individual assigned and authorized to approve and allocate costing string funds.
- B. *Exempt employees* – Positions of an executive, administrative, or professional capacity that are not subject to provisions of federal and state laws governing overtime.
- C. *Non-exempt employees* – Position classifications subject to provisions of federal and

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state laws governing overtime in which these employees are required to be paid one-and-a-half (1.5) times their hourly rate for all work performed over 40 hours per week.

D. *Overtime pay* – Payment for work over the 40 hour workweek. *Overtime pay* is administered according to the Fair Labor Standards Act and is applicable to support employees represented by the respective collective bargaining agreement requirements.

E. *Second assignment* –

1. A *second assignment* is additional time worked that is not part of an employee's core area(s) of responsibility. Ten (10) and eleven (11) month employees are eligible to work *second assignments* for specific special projects when needed and when pre-approved only if these additional hours are not directly related to, or are not a part of, the regular duty day of the employee.
2. Employees may have no more than one active *second assignment* at any time.
3. A *second assignment* is not overtime pay. Non-exempt employees who are paid an hourly rate and who work additional hours related to their primary duty must receive compensation for the additional hours and overtime pay for hours worked beyond 40 hours.

### V. PROCEDURES:

A. Requests for a second assignment must be completed on the Second Assignment Request form (Attachment #1). The form must be completed in its entirety. The assignment's expected start and end dates, the position type, the funding source, the employee's name, the employee's identification number (EIN), position/job title, the number of days per week, the hours per day, and the description of the duties to be assigned are required. Information must be typed into the fillable form; hand-written forms will not be accepted. Requests containing more than four (4) employees should provide the required information in the Second Assignment Data Entry Spreadsheet (Attachment #2) and be attached to the request form (Attachment #1).

B. Requests must be approved by the primary account manager and the appropriate Chief or Area Director before submission to the Compensation and Classification Office.

C. Forms must be submitted to the Compensation and Classification Office at least

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four (4) weeks prior to the proposed start date. Approval and processing of this form is necessary for the employee to be paid accurately and on time.

- D. The Compensation and Classification Office will determine the request's eligibility and provide the correct hourly rate based on the job description/duties on the Second Assignment Request form (Attachment #1).
- E. The Budget Office or Grants Financial Management Office will determine if funding is available to support the request.
- F. If funding is available to support the request, the Budget Office or Grants Financial Management Office will forward the request to the Data Quality Office to facilitate the set-up of the second assignment in Oracle. Once the second assignment has been set up in Oracle, the requestor will receive a notification from the Budget Office or Grants Financial Management Office that the assignment has been approved and set up.
- G. If funding is not available to support the request, the Office of Compensation and Classification will return the request to the requestor and note that funding is not available to support the request.
- H. Second assignments will end on the 'End Date' noted on the request form and no later than June 30 of each fiscal year. If there is a need for a continued second assignment, a new request must be made and is subject to the approval procedures described above.
- I. As an exception to non-exempt employees not receiving second assignments are ten (10) month school secretaries who may be permitted a *second assignment* for up to ten (10) days total during the summer to support the school and/or principal.
- J. Other Additional Payment Methods that are not considered a second assignment use the following elements for pay options:
1. Extended learning pay is a pay element that should be used for teachers performing additional teaching duties at their assigned school, on school premises or off school premises, outside of normal hours. This must be used for teachers working with children
  2. Workshop pay for teaching, attending, or facilitating professional development conducted after core business hours, including curriculum writing, shall be paid

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through the workshop pay element; only Prince George's County Educator's Association (PGCEA) and Association of Supervisory and Administrative School Personnel (ASASP) employees qualify. This pay element applies to ten (10), eleven (11), and twelve (12) month employees in the abovementioned unions.

3. Summer school pay, in which the Summer School Office sets up summer assignments.

### VI. MONITORING AND COMPLIANCE:

- A. The Account Manager will be responsible for monitoring the hours employees work and ensuring that employees work within the approved number of days/hours as indicated on the approved Second Assignment Request form.
- B. The Staffing and Data Quality Offices in Human Resources will terminate any active second assignments on June 30 of each fiscal year.

### VII. RELATED PROCEDURES:

- Administrative Procedure 4130.1, Performing Teaching Services for Professional Development
- Administrative Procedure 4132, Timekeeping and Leave Reporting.

### VIII. LEGAL REFERENCE:

Fair Labor Standards Act of 1938, 29 U.S.C. § 203 *et seq.*, as amended by Pub. L. 11028, Title VIII, § 8101, May 25, 2007, MD. CODE ANN., Labor and Employment § 3-415(a)

- IX. MAINTENANCE AND UPDATE OF THESE PROCEDURES: This administrative procedure originates with the Chief Human Resources Officer and will be updated as necessary.

- X. CANCELLATIONS AND SUPERSEDURES: This administrative procedure cancels and

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supersedes Administrative Procedure 4107, dated May 3, 2021.

**XI. EFFECTIVE DATE:** July 1, 2023

Attachments: 1. Second Assignment Request Form  
2. Second Assignment Data Entry Spreadsheet

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