



Administrative Guidelines

Department: Human Resources

Policy: GCRD

Topic: Dual Pay

Revised: July 2019

PROCEDURE

Employees of Marietta City Schools are prohibited from receiving dual pay for services rendered during the regular working hours during their scheduled work year. Should an employee receive more than one salary during regular working hours, the employee must forfeit his/her regular pay or the payment from the other agency, organization, fund, grant or individual.

Employees may receive payments for services rendered while on approved vacation leave, jury duty leave, personal leave, or for services performed other than during the regular working hours during their scheduled work year. Employees are not eligible to receive dual pay while on approved sick leave.

Employees are not eligible to receive dual pay 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.

Employees paid for extra-curricular responsibilities/services outside regular working hours (tutoring, athletics, after school program, driver's education, etc.) must comply with all relevant Board policies and administrative procedures. These services are applicable to the overtime provisions for non-exempt employees outlined in Policy GCRD and Administrative Guideline #18.

Employees must be paid through the District's monthly payroll process for any additional services rendered to Marietta City Schools.

School principals or central office supervisors should direct any questions regarding these procedures to their supervisor and to the Director of Finance.