

STAFF EXTRA-DUTY ASSIGNMENTS

Definitions

Extended School Year (ESY) – Continuation of special education programming for the individual student, beyond the regular school year, that the IEP team determines is necessary to provide the student a Free Appropriate Public Education.

Regular school day/regular work day – that portion of the day when school is in session for students or employees or when employees are expected to be at work performing their job responsibilities.

Types of Employees

Exempt Employee– Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law and who are not eligible for overtime compensation or compensatory time.

Non-Exempt Employee - This includes all District employees not specifically identified as exempt under federal law. This generally includes noncertificated staff; however, in some circumstances noncertificated staff members may qualify for exempt status. The Board directs the Superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact the Human Resources Department.

Coach/Sponsor – An individual appointed by the Principal and receiving a specific contract to fulfill responsibilities related to student extracurricular athletics or other activities for a one-year time frame.

Types of Extra Duty

Extra Duty Assignment – specific duty aside from contractual responsibilities, that is assigned by the Superintendent, Director, Principal, Area Coordinator, or other administrator that are performed outside of the regular school day depending upon the actual assignment.

Emergency Extra Duty – specific duty, typically short-term or one-time and outside of the regular school day, assigned to fill some immediate need or respond to some emergency situation.

Temporary Extra Duty – specific duty aside from contractual responsibilities assigned short-term by the Superintendent or designee.

Occasional or Sporadic Extra Duty – specific duty, typically outside of the regular school or work day, performed on an occasional basis.

Types of Payment

Extra Duty Pay – Payment for performing one of the extra duty types defined above or defined in a joint resolution or labor contract. Payment will be subject to prior approval by a supervisor or according to the joint resolution or labor contract. Extra Duty Pay may be paid as a stipend or per hour.

Stipend - A form of extra duty pay that is a set amount paid one time or periodically throughout the year.

Budget Process

Each department or program will include expenditures for pay and benefits in that department's or program's budget. The following will be taken into account:

1. Budgeted amounts for coaches and sponsors will be determined according to the Board-approved stipend amounts (e.g. pay and benefits for soccer coach; pay and benefits for yearbook sponsor).
2. Budgeted amounts for temporary, emergency, occasional, or sporadic extra duty assignments will be based upon
 - a. the estimated number of occasions requiring a staff member be paid for extra duty
 - b. number of exempt and non-exempt employees required for each occasion
 - c. for non-exempt employees, the number of hours for each occurrence
3. Board-approved rates of pay or stipend amounts for each occasion
4. Payment amounts in the Districts Joint Resolutions or Labor Contracts.
5. Amounts for temporary, emergency, occasional, or sporadic extra duty may be budgeted in the aggregate (that is, an estimated amount needed for all extra duty) but will be listed separately.

Selection/Retention Process

1. Coaches and sponsors will be selected according to criteria jointly established by the District Athletic and/or Activities Director and Principal
2. Employees chosen for emergency, temporary, occasional, or sporadic extra duty will be selected by their supervisor. The supervisor will take into consideration the following:
 - a. The employee's familiarity with the task needed
 - b. The employee's familiarity with students necessitating the extra duty
 - c. The employee's availability to complete the responsibilities of the extra duty
3. The supervisor may require that employees complete extra duty so long as employees receive notice, when possible, of the duty and the responsibilities
4. The performance of each coach or sponsor will be evaluated annually by the Principal or other administrator designated by the Principal.
5. The Superintendent or designee will ensure that extra duties are assigned to employees equitably through the year.
6. Employees working in ESY programs will be selected in accordance with a joint resolution or labor contract.

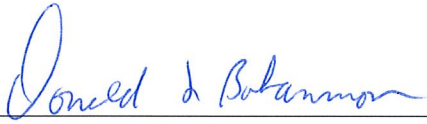
Board Approval Process

1. Budgeted amounts for stipends and extra duty pay will be included in the District budget submitted for Board approval.
2. The administrator assigning the extra duty will submit a completed Miscellaneous Pay Form to the Human Resources Department at least two weeks prior to their performing the duty.
3. Staff paid a specific stipend or extra duty amount (e.g. coaches or sponsors) for a specific extra duty will be submitted to the Board for approval prior to their performing the duty.
4. The names of staff paid for temporary, occasional, or sporadic extra duty will be submitted to the Board with a “not to exceed” amount and a description of their extra duty prior to their performing the duty.
5. Unless included in provisions of a joint resolution or labor contract, the names of staff who may perform emergency extra duty will be submitted as a group to the Board for approval at the beginning of the school or fiscal year. If possible, the Board will be informed before an employee performs the extra duty. If it is not possible, the Board will be informed as soon as possible afterward.
6. Employees working in ESY programs will be submitted as a group for Board approval as soon as possible after selection.
7. A report of extra duty types and amounts paid will be provided to the Board on a periodic basis.

Payment

1. A stipend or extra duty pay will not be paid to a staff member whose job description and regular work schedule require working outside of the regular school day unless addressed in a joint resolution or labor contract. (e.g. An employee whose job description includes meeting with parents in the evening will not be paid a stipend for doing so.)
2. A stipend or extra duty pay will not be paid to a staff member for fulfilling the requirements of that employee’s position.
3. When performing extra duties, a non-exempt employee will be paid for the hours worked at the employee’s regular hourly rate of pay until the employee exceeds 40 hours worked in a week. At that point the employee will be paid at the overtime rate.
4. Amounts to be paid for each extra duty will be submitted for Board approval annually unless specified in a Joint Resolution or Labor Contract.
5. Employees performing extra-duty work included in the Joint Resolution or Labor Contract will be paid according to the Joint Resolution or Labor Contract. Board approval is not necessary.
6. A stipend will not be paid for hours worked providing Homebound or SNAP services. Payment for these services will be paid according to the Joint Resolution or Labor Contract.
7. An employee performing work for a stipend will be paid according to the Board-approved amount.
8. Teacher-level staff performing extra duty will be paid an hourly rate pre-approved by the Board.
9. Unless otherwise specified, timesheets for extra work not clocked in using the approved District timekeeping system should be submitted to the Payroll Department for payment at the end of each pay period.

Date Implemented by the Superintendent: January 23, 2018

A handwritten signature in blue ink that reads "Donald D. Bohannon". The signature is written in a cursive style with a large initial 'D'.

Superintendent of Schools