

## **STAFF EXTRA-DUTY ASSIGNMENTS**

All staff members are expected to perform reasonable duties over and above their regular responsibilities when the District determines that such additional work is necessary to supervise students, monitor an event, assist in an emergency situation, meet business/operational needs, or otherwise further the District's education mission.

District administrative staff will carefully plan for staffing needs in advance, equitably distribute duties among qualified staff members when possible, and avoid situations where the District is obligated to pay overtime compensation when possible.

The District expects all employees to act professionally in all of their duties, regardless of whether it is the employee's regular position or an extra duty assignment and regardless of whether the employee is compensated an additional amount for the extra duty. An employee's actions while performing an extra-duty position may be used to determine the employee's suitability for continued employment within the District in any capacity.

### **Compensated Extra-Duty Assignments**

The Board may create compensated extra-duty assignments. An affirmative vote of a majority of the Board is necessary to assign an employee to a compensated extra-duty assignment. The Board will approve regular extra-duty assignments and compensation for those assignments on an annual basis unless provided for by a joint resolution or labor contract. No person will perform an extra-duty assignment until the Board takes action.

Extra-duty assignments may be at-will assignments, or the Board may enter into an employment contract for them. All compensated extra-duty assignments will be included in the annual budget to be approved by the Board or, if the budget has already been approved, be subject to Board approval as an additional position/assignment. Extra-duty assignments are subject to the provisions of the joint resolutions and labor contracts where applicable and are not subject to the provisions of the Teacher Tenure Act.

### *Occasional or Sporadic Extra Duties*

If the Board decides to compensate employees for occasional or sporadic extra duties, such as taking tickets at events, the Superintendent or designee will annually recruit current employees who are interested in earning additional compensation for these extra duties. The Board will approve the list of interested employees and will set compensation for these extra duties. After Board approval, the Superintendent or designee has the responsibility for equitably assigning approved employees to those extra duties throughout the year.

Adopted: January 9, 2018

Revised:

Cross Ref: Joint Resolutions

Legal Refs: Fair Labor Standards Act, 29 U.S.C. ' ' 201 - 216  
*Garcia v. San Antonio Metropolitan Transit Authority*, Nos. 82-1913, 82-1915,  
15LW4135