

REFERENCE COPY

FILE: GCKA **GBAA**
Critical

EXPLANATION: STAFF EXTRA-DUTY ASSIGNMENTS

MSBA has updated this policy to apply to all district employees, recoded and retitled it, and revised the language for clarity and consistency with updated policy GCBA. Some information has been removed from this policy because it is covered more thoroughly in GCBA and new policy GDBA.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
X	Board Secretary	X	Business Office	X	Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

DRAFT

FILE: GCKA **GBAA**
Critical

REFERENCE COPY

DRAFT

REFERENCE COPY

FILE: GCKA **GBAA**
Critical

PROFESSIONAL STAFF EXTRA-DUTY ASSIGNMENTS

Professional **All** staff members will be **are** expected to **assume perform** reasonable duties over and above their regular teaching responsibilities **when the district determines that such additional work is necessary to supervise students, monitor an event, assist in an emergency situation or otherwise further the district's education mission.** Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Schedules of supervision, sponsorships and activities will be assembled by the building principals. Administrators will strive to equalize those duties among teachers.

Pay to staff members outside the school day for extra duty for such activities as gate keepers, academic competitions and approved activity trips will be paid at a rate established annually by the Board. All such activities must be approved in advance by the building administrator for payment and a time card must be submitted. All such activities must clearly be over and above the required duties of the school day and be activities for which the teacher is not receiving extra duty pay.

Extra duty assignments which make *major* demands on a teacher's time shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but considered as a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignment, its duration and the compensation to be paid. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate. **For example, employees may be assigned to sell tickets for extracurricular events or supervise students at district activities as part of their regular job duties.**

The Board directs the district administrative staff to 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 and regardless of whether the employee is compensated an additional amount for the duty. An employee's actions while performing an extra-duty position will be included in the employee's regular performance evaluation and may be used to determine the employee's suitability for continued employment in the district in any capacity.

Compensated Extra-Duty Positions

If the Board determines that a particular assignment would make a major demand on an employee's time, the Board may decide to create a compensated extra-duty position. An affirmative vote of a majority of the Board is necessary to assign an employee to a compensated extra-duty position. The Board will approve regular extra-duty assignments and compensation for those assignments on an annual basis.

Extra-duty positions may be at-will positions, or the Board may enter into an employment contract for them. Employees will be compensated as directed in policies GCBA and GDBA. The district will avoid assigning extra duties to an employee if such assignment would result in payment of overtime compensation, unless the superintendent or designee determines the assignment is necessary and the additional amount is included in the budget for extra duties. Extra-duty positions 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 duties. The Board will approve the list of interested employees and will set compensation for the duties. After approval, the superintendent or designee has the responsibility for equitably assigning approved employees to those extra duties throughout the year. A time card must be submitted by the employee in order to receive compensation.

The factors considered in determining the amount of stipends shall include such items as: the training, experience and ability of the staff members; the time required for the assigned duty; and the number of students participating in the activity.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 10/13/1997;

Legal Refs: Fair Labor Standards Act, 29 U.S.C. §§ 201 - 216

REFERENCE COPY

FILE: GCKA **GBAA**
Critical

Garcia v. San Antonio Metropolitan Transit Authority, Nos. 82-1913, 82-1915,
15LW4135

Camdenton R-III School District, Camdenton, Missouri

DRAFT