

Section: Personnel
Title: Staff Extra Duty Assignments
Number: GBAA – Critical
Legal: Fair Labor Standards Act, 29 U.S.C. Sections 201 - 216
Garcia v. San Antonio Metropolitan Transit Authority, Nos. 82-1913, 82-1915, 15LW4135
Adopted: March 9, 2017

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 or otherwise further the district's education mission. 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 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

The Board may decide to create a compensated extra-duty position in accordance with the Board's Negotiated Agreement or other applicable agreements. 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 recruit current employees who are interested in earning additional compensation for these duties. The Board will approve employees' extra duty assignments and compensation. The superintendent or designee has the responsibility for equitably assigning approved employees to those extra duties throughout the year.

Park Hill School District, Platte County, MO