

EXTRA-DUTY ASSIGNMENTS – SERVICE PERSONNEL

Definition:

For the purpose of this policy, extra-duty assignments are defined as irregular jobs that occur periodically or occasionally which are not part of their regular contract but are related to their employment classification.

Order of Call:

Decisions affecting service personnel with respect to extra-duty assignments shall be made in the following manner: An employee with the greatest length of service time in a particular category of employment shall be given priority in accepting such assignments, followed by other fellow employees on a rotating basis according to the length of their service until all such employees have had an opportunity to perform similar assignments. The cycle then shall be repeated: Provided, that an alternative procedure for making extra-duty assignments within a particular classification category of employment may be utilized if the alternative procedure is approved both by the Board and by an affirmative vote of two-thirds of the employees within that classification category of employment.

Payment:

The pay for extra-duty assignments shall be one-seventh of the employee's daily total salary for each hour the employee is involved in performing the assignment. The salary for any fraction of an hour the employee is involved in performing the assignment shall be pro-rated accordingly. When performing extra-duty assignments, employees who are regularly employed on a one-half day salary basis shall receive the same hourly extra-duty assignment pay computed as though such an employee were employed on a full-day salary basis.

Employees who miss all or a portion of their regular day in order to work an extra-duty assignment will not be paid for the time missed. However, no employee shall receive less than his/her or her regular salary by working on extra-duty assignments.

SOURCE: Board of Education Minutes

DATE: September 26, 1988 – June 18, 2001

LEGAL REFERENCE: West Virginia State Code §18A-4-8b