

Policy ~~4250~~ 514 – Extra-Duty Assignments

Revised policy effective July 1, 2019

1st reading May 23, 2019

2nd reading

3rd reading

Statutory authority West Virginia Code 18A-4-8b (f)

Administrative Guidelines

(none)

The Board of Education may find it necessary to employ personnel to extra-duty assignments, which "Extra-duty assignments" are defined as "irregular jobs that occur periodically or occasionally such as, but not limited to, field trips, athletic events, proms, banquets and band festival trips." Only service personnel are eligible to be assigned to extra-duty assignments.

~~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 extra-duty assignments, followed by other fellow employees on a rotating basis according to the length of their service time until all such employees have had an opportunity to perform similar assignments. The cycle then shall be repeated. 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 (2/3's) of the employees within that classification category of employment. The Superintendent shall cause extra-duty assignments to be made on a rotating basis in order of regular seniority within each service personnel classification, unless an alternative procedure is approved by the Board and two-thirds of the employees in a particular classification. Such approved procedures shall be made known to all service personnel in the affected classifications.~~

~~The minimum hourly rate of pay for extra-duty assignments shall be no less than one-seventh (1/7) of the employee's daily total salary for each hour the employee is involved in performing the assignment and paid entirely from local funds. However, an alternative minimum hourly rate of pay for performing extra-duty assignments within a particular category of employment may be utilized if the alternate hourly rate of pay is approved both by the Board and by the affirmative vote of a two-thirds (2/3's) majority of the regular full-time employees within that classification category of employment within that county. The vote shall be by secret ballot if requested by a service personnel employee within that classification category. The salary for any fraction of an hour the employee is involved in performing the assignment shall be prorated accordingly. When performing extra-duty assignments, employees who are regularly employed on a one-half (1/2) day salary basis shall receive the same hourly extra-duty assignment pay computed as though the employee were employed on a full-day salary basis. Service personnel shall be paid one-seventh of their daily rate for actual time worked in an extra-duty assignment, subject to rounding under the Board's convention for work time increments. Time worked in an extra-duty assignment shall be added to each service personnel's weekly time after the computation of time worked under his / her regular work schedule and any extracurricular assignments. If time worked in an extra-duty assignment is then eligible to be paid at a higher rate, such as "time-and-a-half" by virtue of being considered "overtime" or occurring on a Saturday, Sunday, or state holiday, this time shall be paid at the higher rate.~~

The Board shall approve a salary schedule for extra-duty assignments.

~~WV Code 18A-4-8b(f)~~