

## EXTRA DUTY ASSIGNMENTS FOR SERVICE PERSONNEL

### 1.0 PURPOSE:

Wirt County Schools recognizes the need to establish a uniform system of employee compensation and assignment for extra duties for service personnel.

### 2.0 DEFINITIONS:

The following definitions provide clarification for terms used throughout this policy:

**2.1 Extra duty assignments** – Defined as irregular jobs that occur periodically or occasionally such as, but not limited to, field trips, athletic events, proms, band festival trips.

**2.2 One-seventh daily rate**-The minimum hourly rate of pay shall be no less than one-seventh of the employee's daily total salary per hour.

**2.3 Seniority Decisions**- Decisions affecting personnel with respect to extra duty assignments shall be made in accordance with School Law 18-4-8b.

### 3.0 PROCEDURE:

**3.1 Assignment of extra duty:** 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.

3.1.1 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 of category of employment.

**3.2 Compensation:** Any employee performing extra duty assignments shall be compensated at a rate of no less than one-seventh of the employee's daily total salary per hour or fraction thereof rounded to the nearest quarter hour.

### 4.0 SEVERABILITY:

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy. Any changes or modifications due to legislative or state policy change may cause a modification to this policy by the superintendent.

### 5.0 REVIEW SCHEDULE:

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

**Authority:** West Virginia Code: §18A-4-8b. State Board Policy 4336, Fair Labor Standards Act.

**Replaces:** Wirt BOE Policy DEB-R, October 12, 1998