

Policy 406.04: Certified Employee Compensation for Extra Duty

Status: ADOPTED

Original Adopted Date: 02/01/1980 | **Last Revised Date:** 02/02/2022 | **Last Reviewed Date:** 02/02/2022

A certified employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the certified employee. The board may, in its sole discretion, establish compensation for extra duty certified employee positions, keeping in mind the financial condition of the school district, the education and experience of the certified employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified certified employees to volunteer for the extra duty. If no certified employee volunteers for extra duty, the superintendent will assign the extra duty positions to qualified employees. The certified employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the superintendent to make a recommendation to the board annually as to which certified employees will have the extra duty, and the compensation for extra duty, for the board's review.
