

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

P O L I C Y

**CLASSIFIED WORKDAY REQUIREMENTS INCLUDING EXTRA DUTY &
IN-SERVICE**

WORKDAY

Classified employees will work in accordance with their Job Code Title Work Calendar Schedule as established by the District Administration.

EXTRA DUTY & EXTRA DUTY ASSIGNMENTS

Extra Duty Assignments include but are not limited to coaching, directing, or otherwise advising extracurricular activities in addition to regular school day duties.

1. Classified employees workday may include Duty Time for recess, Lunchroom Duty, or monitoring student bus loading and unloading, and any other Additional Duties required of them.
 - a. With the approval of the building principal, employees' work times before, during, and after school may be adjusted.
 - b. Classified Employees may be authorized a stipend should their Extra Duty cause their Job (code) Title Work Calendar Schedule to extend past the regular required amount of workdays.
 - c. All Classified Employee Stipends must be approved by the building administrator and the District Office.
 - d. Non-certified employees and/or other individuals who receive a notice of termination during a contract period or they are not reissued a supplemental contract may not request an informal hearing before the Board as they are considered "at-will" employees.

March 1, 2001 (as non-policy procedure In-service Days/Classified Employees)

Revised: April 10, 2006 (as non-policy procedure)

Reviewed: November 8, 2010 (as non-policy procedure)

ADOPTED: November 15, 2011 (as policy)

Reviewed: November 19, 2013