

1 **EXTRA DUTY & EXTRA DUTY ASSIGNMENTS FOR CERTIFIED EMPLOYEES**

2 **POLICY**

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4 The Board of Trustees may enter into a Supplemental Contract with a certified teacher to provide
5 for Extra Duty and Extra Duty Assignment(s). An “Extra Duty Assignment” is defined as any
6 assignment, which is not part of a certified teacher’s regular teaching duties. Extra Duty
7 Assignments include, but are not limited to, coaching, directing, or otherwise advising
8 extracurricular activities.

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10 Determining the qualifications for Extra Duty Assignments and selecting individuals to fulfill each
11 Extra Duty Assignment is the responsibility of the superintendent or designee.

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13 **EXTRA DUTY ASSIGNMENTS**

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15 Any Extra Duty Assignment will be made on an annual basis and is limited to the duration of the
16 school year or other relevant time-period as set forth on the Supplemental Contract. A contract
17 ("Supplemental Contract") for an Extra Duty Assignment shall be separate and apart from a
18 certified teacher’s regular annual or grandfathered renewable teaching contract and must be in a
19 form approved by the state superintendent of public instruction.

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21 A certificated professional teacher encompassed under the provisions of the master agreement,
22 who is contracted for a day(s) longer than the regular school year shall be paid the amount equal
23 to one additional daily rate of pay of their regular salary.

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25 A certified teacher shall have no property rights attached to an Extra Duty Supplemental Contract
26 and the certified teacher is not entitled to any review of the Board’s decision not to award an Extra
27 Duty Supplemental Contract to the employee.

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29 *Non-certified employees and/or other individuals who receive a notice of termination during a
30 contract period or they are not reissued a Supplemental Contract may not request an informal
31 hearing before the Board as they are considered “at-will” employees.

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33 Any individual who is assigned an extracurricular assignment shall be required to comply with all
34 applicable district policies and IHSSA regulations, and shall undergo a criminal history check.

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36 **EXTRA DAY ASSIGNMENTS**

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38 An Extra Day Assignment is an assignment of days of service in addition to the standard contract
39 length used for the majority of certificated employees of the district. Such additional days may or
40 may not be in service of the same activities of the employee’s regular teaching duties. The Board
41 shall have discretion to determine whether an Extra Day Supplemental Contract is necessary, the
42 length of such contract, and the responsibilities to be performed pursuant to such contract.

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44 Any such contract shall be separate and apart from an annual grandfathered renewable contract.
45 The Extra Day Supplemental Contract shall be in a form approved by the state superintendent of
46 public instruction.

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48 A certificated professional teacher who agrees to perform an assignment beyond that encompassed
49 in the individual standard teacher contract (i.e. teaching a class period before or after the typical
50 workday or during the certificated professional teacher’s preparation period) shall have his/her
51 salary augmented for such services via a stipend in an amount commensurate to the period of
52 additional assignment. The District or an Administrative Employee of the District may make a
53 request to any certificated professional employee regarding performance of such additional
54 assignment. However, any certificated professional teacher may decline such a request for
55 additional assignment without any adverse impact to the certificated professional teacher.

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57 A certified teacher shall have the same due process rights relative to an Extra Day Supplemental
58 Contract as provided by the underlying annual or grandfathered renewable contract held by the
59 employee.

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61 **LEGAL REFERENCE:**

62 Idaho Code 33-511(12), 33-514, 33-515, 33-515A

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65 October 19, 1999 (as a non-policy procedure)

66 **ADOPTED:** November 15, 2011

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Reviewed:

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REVIEW