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**Limitations on Employee Extra Duty Assignments**  
**Policy Series: 5000 Personnel**

**Policy No. 5082**

10 **Purpose:**

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12 The purpose of this policy is to establish clear expectations regarding the assignment of extra  
13 duty responsibilities to employees. The Board recognizes the importance of maintaining  
14 reasonable workloads for employees while ensuring that schools are able to provide high-quality  
15 programs, services, and extracurricular opportunities for students.

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17 This policy is intended to promote fairness, transparency, and consistency in the assignment of  
18 extra duty responsibilities by establishing guidelines for the distribution and approval of such  
19 assignments. The Board seeks to ensure that extra duty assignments do not interfere with  
20 employees' primary professional responsibilities or compromise the effective operation of the  
21 school program while supporting employee well-being and organizational effectiveness.

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24 **Definitions**

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26 For purposes of this policy, "extra duty assignment" means an **assignment** appointment which is  
27 in addition to the regular work duties of the employee, such as an assignment for coaching or  
28 directing athletics, choirs, bands, debate programs, drama and similar extracurricular activities.

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30 For purposes of this policy, "volunteer" is a person who donates services without pay or other  
31 compensation except expenses actually and reasonably incurred, reasonable benefits and/or a  
32 nominal fee.

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35 **Extra Duty Assignments for Licensed Professionals**

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37 Licensed employees may support a school or the district in an extra duty assignment. Because  
38 licensed employees are exempt, they are not eligible for overtime for completing these extra  
39 duty assignments. Licensed employees who serve on committees or agree to coach or advise  
40 extracurricular or co-curricular activities will be compensated according to a stipend schedule.

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**Extra Duty Employment for Education Support Professionals**

Education support professionals may support a school in an extra duty position provided that the assignment is significantly different from their current job description and if the compensation is a stipend and similar to that offered to licensed employees. If the extra duty assignment is similar to their current job assignment, then the district would be required to compensate the employee at the overtime rate.

**Career Status Not Available in Extra Duty Assignment**

Certified employees do not acquire an expectation of continued employment or career status in the extra duty portion of any contract. The District retains the right to terminate extra duty appointments assignments and the pay for such extra duty appointments assignments within its sole discretion at the end of a contract term.

**Board Approved:** April 21, 2026

