

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	10/05/22	New	
2nd Reading	11/09/22	Revised	
Approved	11/09/22	Substitute	X

005.0530 EXTRA DUTY ASSIGNMENTS FOR CLASSIFIED EMPLOYEES

REPLACES POLICY 005.0530 EXTRACURRICULAR ASSIGNMENT AND PAY (LAST APPROVED 11/15/2011)

1.0 GENERAL POLICY STATEMENT

1.1 The purpose of this policy is to ensure the application of the Fair Labor Standards Act when employing classified employees in extra duties or assignments.

2.0 DEFINITIONS

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

2.2 For purpose of this policy, “volunteer” is a person who donates services without pay or other compensation except expenses actually and reasonably incurred, reasonable benefits and/or a nominal fee.

2.3 The “nominal fee” shall be established by resolution of the Board of Education annually.

3.0 EXTRA DUTY ASSIGNMENTS FOR CLASSIFIED EMPLOYEES

3.1 Classified employees are prohibited from being employed in an extra duty position. Although a classified employee is prohibited from being employed under an extra duty contract appointment, a classified employee may be approved to receive a nominal fee if the conditions outlined in the Classified Employee Request to Volunteer in Extra Duty Assignment are met.

4.0 CAREER STATUS NOT AVAILABLE IN EXTRA DUTY ASSIGNMENT

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

5.0 REFERENCES TO ADMINISTRATIVE GUIDELINES

5.1 The district shall establish procedures to ensure employees adhere to and accurately follow contract dates and hours of work. USD policy 005.1100