



Craven County Schools

EXTENDED EMPLOYMENT PROCEDURE

Extended Employment is available to pay certified staff to complete additional duties outside of the contracted services such as summer school, homebound services, tutoring, etc... Extended employment is also available to assist with hard to fill positions by allowing a certified teacher to teach an additional period during the day.

The following shall apply:

- Extended employment is considered in your total allotment and with the additional classes; a school must not go over the number of teaching positions that have been allotted to that school.
- Any work that a teacher does in the confines of the school day, such as teach an additional class period, does not constitute extended day and therefore makes this time ineligible for extra duty pay using state funds. In addition, state funds may not be used to pay certified instructional personnel for a planning period that is outside of the regular instructional day. Therefore, if a school decides to require a teacher to teach an additional class and to schedule their planning period after the regular instructional day, no state funds may be used to provide additional compensation. All funds for such duties must be from local funding sources.
- Prior approval for extended employment must be given by the Assistant Superintendent for Human Resource Services before submitting a recommendation for processing.

Once approved, the following process shall be used by a **Director, Principal, Assistant Principal or Central Services Administrator** to recommend a teacher for extended employment:

1. The **Director, Principal, Assistant Principal or Central Services Administrator** will complete the recommendation for the extended employment and will verify the area of certification to ensure the teacher has the credentials necessary to fill the extended employment position.
2. All recommendations for extended employment must be submitted on a recommendation form with "Extended Employment" written on the "other" line to make clear the recommended position.

3. The clear **reason** for the recommendation should be noted in the appropriate blank on the recommendation form.
4. Provide exact starting and ending dates.
5. The recommendation should make clear the funding source for the position. A director's signature that oversees that budget code, as well as the cabinet member that supervises that division, must be on the recommendation **prior to** submitting to HR for processing.

Recommendation for Extended Employment	Director Signature Required
AIG	Jason Griffin <i>Director of Elementary Education/Federal Programs</i>
Career and Technical Ed. Employees	Holly Tolston Director of Career & Technical Education
ECP Employees	Lynn Hardison <i>Director of Exceptional Children's Program</i>
Federal Programs, Title I, Tutors (if Title I) and Elementary Positions	Jason Griffin <i>Director of Elementary Education/Federal Programs</i>
School Nurses, Driver's Ed. Teachers, Athletics	Debbie Hodges <i>Director of Student Services</i>
Evening School	<i>Director of Secondary Education</i>
Teaching an Additional Course at the Middle or High School Level	<i>Director of Secondary Education</i>

6. The Assistant Superintendent of Human Resources will review and sign off on the recommendation and forward it to the Superintendent. Once the Superintendent signs the recommendation for extended employment, the employees' name will be added to the Personnel Report that is approved by the Board of Education. Employees recommended for extended employment are not allowed to begin working until the Superintendent signs the recommendation. The status of a recommendation can be found by viewing the Recommendation for Employment Log in the Human Resources Google drive. Employees should be informed that the recommendation for extended employment has been approved, pending final approval of the Board of Education.