Extra Duty - Defined

GENERALLY, Extra Duty is defined as the pre-authorized work completed by an employee when: (1) it is outside of their Employee Assignment timeframe, or (2) is outside the scope of the employee's duties, or (3) are duties that are performed for another department.

"Outside of Employee Assignment timeframe"

-Employees who have a 10 or 11-month assignment working Board-approved Summer School programs

-Outside of scheduled hours

-Attending a training or workshop event

-IT Tech (Non-Exempt/IAP) setting up computers for an event

"Outside the scope of the Employee's duties"

-Bus Driver (Non-Exempt/ESP) working Custodial or Food Service

-Teacher (Exempt/IAP) driving a bus for Transportation as a Substitute

-Teacher Assistant (Non-Exempt/ESP) working as a Substitute Custodial

Changes made this year

OLD-these examples were not considered extra duty	NEW
Custodian (Non-Exempt/ESP) coming back to work as a Custodian (doing the same job at their default/home location) for a school-based event (ie, Parent Night).	**ALL ACTIVITIES OUTSIDE OF SCHEDULED TIME/ASSIGNMENT SHOULD BE RECORDED AS EXTRA DUTY**
Technician (Non-Exempt/Professional) setting up and running the Board meeting audio visual (doing the same job as part of their department duties).	**ALL ACTIVITIES OUTSIDE OF SCHEDULED TIME/ASSIGNMENT SHOULD BE RECORDED AS EXTRA DUTY**
Food Service (Non-Exempt/ESP) setting up for a breakfast event (doing the same job at their default/home location) for a school-based event (ie, Staff Breakfast).	**ALL ACTIVITIES OUTSIDE OF SCHEDULED TIME/ASSIGNMENT SHOULD BE RECORDED AS EXTRA DUTY**
Protection Service (Non-Exempt/Professional)being onsite during Board meetings (doing a similar job as part of their department duties).	**ALL ACTIVITIES OUTSIDE OF SCHEDULED TIME/ASSIGNMENT SHOULD BE RECORDED AS EXTRA DUTY**

"What about Internal Funds?"

Internal funds is the "bucket of money" that is paying for the activity.

In some situations, Extra Duty may be paid by Internal Funds - speak with School Internal Funds Accounting personnel in Accounting Operations.

Exempt (Instructional): can be paid to be a Ticket Taker or Stadium Manager. These events go on the Internal Funds tab and can be paid at a flat rate.

Overtime eligible ("Non-Exempt" which usually include ESP/Prof Non-Exempt): can be paid to be a Ticket Taker or a Stadium Manager. These events go on the Internal Funds tab and can be paid at a flat rate that is at least minimum wage. HOWEVER, if paid to do a regular Extra Duty (Substitute Custodial/Food Service/Bus Driver/Bus Aide/Activity Driver) which is NOT the employee's normal job, AND the funding is coming from Internal Funds, THEN the hours are added to the regular timesheet.

Form to use for Internal Funds Extra Pay

TIME SHEET – EXTRA PAY – INTERNAL FUNDS

Instructions: Please complete and submit to your school or department Timekeeper for processing. This should be attached to the Kronos Timesheet.

Name: *(please print)* _____
Employee ID Number: _____
School/Department: _____
Payroll Pay Period: **from:** **to:**

☐ Instructional ☐ Professional
☐ Educational Support ☐ SUB/Misc

Work Performed-*provide brief description*	Date Worked *(mm/dd/yy)*	Start Time / End Time	Total Hours	Rate of Pay	FUNDING SOURCE *(to be completed by School or Department)*							
					Fund	Type	Function	Object	Facility	Project	SubProj(YR)	Program
		a.m./p.m.				E						
		a.m./p.m.				E						
		a.m./p.m.				E					

What is the rate of pay for Extra Duty?

Exempt (Instructional) Employee

-Mandatory participation: Regular Rate of Pay

-Elective participation: Either $20/Hr or may be paid at Regular Rate of Pay if allowable and approved by the funding authority

-Substitute Custodial/Food Service/Bus Driver/Bus Aide: Substitute Rate of Pay for that position

-Ticket Taker/Stadium Manager: school discretion

-Activity Bus Driver: $20/Hr (must be approved to be eligible for this Extra Duty)

Overtime eligible (“Non-Exempt” generally includes ESP, Prof. Non-Exempt) Employee

-Mandatory participation: Regular Rate of Pay

-Elective participation: Regular Rate of Pay

-Substitute Custodial/Food Service/Bus Driver/Bus Aide: Substitute Rate of Pay for that position

-Ticket Taker/Stadium Manager: school discretion but no less than minimum wage

-Activity Bus Driver: School Bus Operator Starting Hourly Rate (must be approved to be eligible for this Extra Duty)

What about lunches during Extra Duty?

It is at the discretion of the department/school whether a lunch is paid or not.

IF a lunch is unpaid, the employees would need to:

*clock out for lunch

*upon returning, clock back in through Extra Duty

*clock out at the end of the event

Who approves Extra duty?

-Items on the “Internal Funds” tab are handled by the employee’s home/default School or Department

-Items on the “Regular” timesheet can be handled by the Cost Center Managers and/or employee’s home/default School or Department

(Example: employee is Non-Exempt ESP who was hired as a Teacher Assistant Special but also drives a bus in the afternoon and attended a workshop for ESE - that employee’s time entries would be approved by the School (scheduled hours); Transportation (Substitute Bus Driver); ESE (Workshop).