

<b>PRESTON COUNTY BOARD OF EDUCATION</b> <b>FILE: 8 – PERSONNEL MANAGEMENT</b> <b>File: 8-30 Service Personnel Extra Duty Assignments</b>	<b>Last Reviewed: 6-28-10</b> <b>Next Review: 7-01-12</b>
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Extra-duty assignments are defined as irregular jobs that occur periodically or occasionally such as, but not limited to, field trips, athletic events, proms, banquets and band festival trips. The minimum hourly rate of pay for extra duty assignments shall be no less than one seventh of the employee's daily total salary for each hour the employee is involved in performing the assignment and such payment shall be from local funds.

Service personnel extra duty assignments shall be made on the basis of seniority in a particular category of employment. The employee with the greatest seniority will be given priority in accepting extra duty assignments followed by fellow employees on a rotating basis, according to their seniority, until all employees have had an opportunity to perform similar assignments. Alternative procedures approved by the Board and two thirds of the employees in the affected classification may be utilized to make extracurricular assignments.

**(WVC §18A-4-8a and §18A-4-8b)**

[Home](#)

Adopted: June 28, 2010  
Amended/Revised: