



Department: Human Resources
Policy Number: HUM-A040
Effective Date: 07/01/11

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

EXTRA DUTY

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to assign extra duty to select personnel relating to activities outside of the regular work assignment or workday.

Teachers will be given certain duties related to student activities which occur during the regular workday but outside the regular classroom. The building principal will assign teachers extra duty assignments such as lunchroom (provided teacher(s) has a duty free lunch), corridor, playground, club and student organization supervision, and sponsorship duties. The building principal will make these extra duty assignments on an equitable basis, so that all staff members can share in this total responsibility.

Assignments may also be made for ticket taking, ticket selling, and other duties concerned with pay programs which are open to the public. Where appropriate, individuals will receive compensation or salary supplements for duties performed outside of the regular work assignment or workday in the operation of school activities or functions or at any school sponsored activity. In such cases, funds are paid according to the appropriate wage and hour rules and in accordance with the Accounting Manual for the Tennessee Public School Systems and Financial Accounting Manual for Local and State School Systems (Federal Handbook II). Such payments are subject to the approval of the Chief Human Resources Officer and disbursed by the Chief Financial Officer in accordance with applicable policies and laws.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/29/05		Initial Release
3/3/10	A	Change title of Director of Human Resources to Chief Human Resources Officer in last paragraph.
7/01/11	B	Deleted reference to "Memorandum of Agreement between the Board of Education and the Clarksville-Montgomery County Educational Association" in the second sentence of the second paragraph.

***** End of Policy *****