



Department: Human Resources
Policy Number: HUM-A040
Effective Date: 8/29/05

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.

If an administrator assigns or requires an employee to work as the ticket taker or ticket seller for high school basketball games, high school football games or middle school basketball games, the employee will earn compensation or a salary supplement when the duties are performed beyond their standard work assignment, workday or calendar. 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

Associated Documents: Extracurricular Events Invoice Request [ACC-F008](#)

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<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.
7/24/13	C	Add Note statement to Revision History
7/1/14	D	Remove "and other duties concerned" from first sentence of last paragraph; Add Associated Documents Extracurricular Events Invoice Request ACC-F008; updated wording in first sentence of third paragraph
7/1/15	E	Clarified process for employee compensation and which events it applies to.

*** End of Policy ***