

**EMPLOYEES**

**Series 400**

Policy Title Licensed Employee Compensation For Extra Duty Code No. 406.04

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A licensed employee may volunteer or be required to take on extra duty, with the extra duty being secondary to the major responsibility of the licensed employee. The board will establish a salary schedule for extra duty licensed employee positions, keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and other considerations as determined by the board.

Vacant extra duty positions, for which extra compensation will be earned, will be posted to allow qualified licensed employees to volunteer for the extra duty. If no licensed employee volunteers for extra duty, the superintendent will assign the extra duty positions to qualified licensed employees. The licensed employee will receive compensation for the extra duty required to be performed.

It is the responsibility of the superintendent to make a recommendation to the board annually as to which licensed employees will have the extra duty, and the salary schedule for extra duty, for the board's review.

The requirements stated in the Master Contract between licensed employees in the certified collective bargaining unit and the board regarding compensation for extra duties of such employees will be followed.

**Legal Reference:**

Iowa Code §§ 20.1, .4, .7, .9; 279.8, 113-.15, .19A-B (2009).

**Cross Reference:**

405.00 Licensed Employees - General

406.00 Licensed Employee Compensation and Benefits

Date of Adoption: November 4, 2009

Related Administrative Rules and Regulations:

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