



Extra-Duty Assignments Policy

Policy Number: 4301

I. Purpose

The Summit Academy Board of Trustees has established a general guideline for extra-duty assignments when supplemental pay is provided. These are formal, scheduled events that are part of the school program.

II. Policy

Extra-duty assignments for which teachers or other staff members receive extra compensation for time outside the normal workday. Authorized extra-duty assignments that involve extra pay are assigned at the school level and are renewed or reassigned at the discretion of the administration.

IV. Guidelines

A. There is not an expectation of continued employment or any extra-duty assignment.

B. Board authorized extra-duty assignments:

1. Team Leader
2. Department Chair
3. Student Council Advisor
4. Teacher Development Coordinator
5. Athletic Director or Coach
6. Dual Immersion Leader
7. Teacher Prep Buyout

V. References

N/A

VI. Attachments

N/A

VII. Revision History and Approval Dates

Version 1: July 2010: Original Date of Approval

Version 2: 17FEB2022: Updated for formatting and additional assignments