

4.5.4P

ADDITIONAL WORK ASSIGNMENTS

ADOPT: MARCH 13, 1989

REVIEWED: MAY 14, 1990

REVISED: APRIL 10, 2001

REVIEWED: DECEMBER 9, 2008

PROCEDURE FOR ADDITIONAL WORK ASSIGNMENTS**I. PURPOSE**

This procedure is required to insure the District is in compliance with the Fair Labor Standards Act (FLSA), current Agreement(s), and other District employment procedures.

II. AUTHORIZATION

No additional work outside of the scope of the employee's regular job description shall be performed prior to the completion of a Personnel Action Form (PAF) with the appropriate approved signatures including the Director of Human Resources.

III. TYPE ASSIGNMENT

- A. The task/work to be performed must not be duties which current employees perform as part of their normal job tasks
- B. The task/work to be performed must be different than their regular assignment.

IV. COMPENSATION

The appropriate hourly pay rate will be determined by:

- Utilization of the current short-term non-continuing salary schedule; or part-time hourly non-teaching salary schedule.
- If task/work is not listed on this schedule, the Director of Human Resources will develop an hourly rate based upon the pay rates of the community and with consideration of other established rates already on the STNC salary schedule.
- Employees will not be paid on an overtime basis for work performed under this policy.

See also: Reclassification, Collective bargaining agreement, Short-term Non-continuing Employment Procedure.