

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 8 – PERSONNEL MANAGEMENT File: 8-29 Extracurricular Assignments</p>	<p>Last Reviewed: 6-28-10 Next Review: 7-01-12</p>
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General Guidelines

Extracurricular assignments shall mean, but are not limited to, any activities that occur at times other than regularly scheduled working hours and occur on a regularly scheduled basis. Such activities include coaching, chaperoning, escorting, providing support services or caring for the needs of students. All service personnel assignments except those regular position assignments defined in §18A-4-8 and extra-duty assignments defined in §18A-4-8b shall be considered extracurricular assignments.

Extracurricular duties that occur at times other than regularly scheduled working hours and breakfast duties shall be compensated according to a schedule adopted by the Preston County Board of Education. Personnel performing these duties shall enter into a separate contract by mutual agreement of the employee and the superintendent subject to board approval prior to the beginning of such duties. All contracts for extracurricular assignments shall be governed by West Virginia Code §18A-4-16. It is also recognized that certain extracurricular activities may be scheduled within regularly scheduled working hours and will be considered professional obligations.

The employee's contract of employment shall not be conditioned upon the employee's acceptance or continuance of any extracurricular assignment proposed by the Superintendent, his/her designee or the Board.

All extracurricular assignment contracts are for one year duration only. As stated in West Virginia Code §18A-4-16 they have to be mutually agreed upon each year.

The employee and the Superintendent or his/her designee subject to Board approval, shall mutually agree upon the maximum number of hours of service to be performed in each school year for each extracurricular assignment. The terms and conditions of the agreement shall be in writing and signed by both parties.

A written statement from the principal of each school will be submitted to the Superintendent when the assignments are completed verifying that a coach, or other employee, has completed his/her assignment for the year and requesting payment for these services.

Generally, coaches whose teams are not competing in tournament games will not be permitted to be absent from their teaching assignment to attend any such games without use of personal leave time. However, the head coach of a sport may attend State tournaments without the use of personal leave provided they secure coverage for their classes without cost to the Board of Education. In all situations the principal must approve the absence.

Special Conditions for Service Personnel Assignments

All service personnel assignments except those regular position assignments defined in §18A-4-8 and extra-duty assignments defined in §18A-4-8b shall be considered extracurricular assignments.

Service personnel extracurricular assignments shall be made on the basis of seniority in a particular category of employment. The employee with the greatest seniority will be given priority in accepting extracurricular assignments followed by fellow employees on a rotating basis, according to their seniority, until all employees have had an opportunity to perform similar assignments. Alternative procedures approved by the Board and two thirds of the employees in the affected classification may be utilized to make extracurricular assignments.

Service personnel fulfilling an extracurricular assignment during the previous school year shall have the option of retaining the assignment if it continues to exist in succeeding years.
(WVC §18A-4-16)

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Adopted: May 23, 1994
Amended/Revised: June 28, 2010