

TYLER COUNTY POLICY: GAW

EXTRA DUTY – PROFESSIONAL PERSONNEL

Teachers are expected to assume reasonable, necessary duties over and above their regular classroom responsibilities. However, every effort will be made to keep extra duties to a minimum. The definition of “extra duty” shall include, but not be limited to supervision of students during lunch, recess, early or late bus duty. Extra duty shall not be given when that assignment denies a teacher of his or her duty free lunch or planning period, or when such an assignment would exceed an eight-hour work day.

Caution shall be exercised so as not to overload teachers with extra duties to the point that those duties are detrimental to teachers’ instructional efficiency.

The principal shall have authority to make such assignments, which shall be distributed as equitably as possible among teachers, except for “extracurricular assignments” as defined by state code. Extracurricular assignments shall be made only by mutual agreement of the employee, superintendent, and immediate supervisor, subject to Board approval. This agreement shall be in writing and contain the conditions set forth by law.

REFERENCE: School Laws of West Virginia 18A-4-16; Tyler County Polity GS:  
Duty-Free Lunch and Daily Planning Period

DATE: 10/1/18, 4/07/15, 4/2/07, 5/6/96