



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

September 2007	<b>PAYMENT FOR EXTRA DUTY ASSIGNMENTS FOR NON-EXEMPT EMPLOYEES</b>	IV-F
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Non-exempt employees will be compensated at approved hourly rates for extra duty assignments. Extra duty assignments involve work that is different in kind from the employee's primary assignment, performed outside regular shift or work hours, and for which an extra duty rate has been established. Extra duty, as used in this procedure, does not refer to additional hours, including overtime hours, performed in connection with an employee's primary assignment. Notwithstanding this definition, extra duty assignments may be performed by persons not otherwise employed by the district. Extra duty hours must be recorded and submitted on a timesheet (HR-128).

If extra duty assignments result in a non-exempt employee working more than 8 hours a day or 40 hours a week, the extra duty hours in excess of 8 hours a day or 40 hours a week will be compensated at an overtime premium rate equal to one and one-half times the hourly rate for the extra duty assignment. The extra duty overtime rate will not be affected by the employee's hourly rate in his or her primary assignment.

*For example:*

An employee with a \$6 an hour extra duty assignment whose regular work schedule is six hours a day, 30 hours a week, would receive \$6 an hour for the first two hours a day or ten hours a week performing the extra duty assignment. He or she would receive one and one-half times \$6, or \$9 an hour, for any additional extra duty hours, i.e., hours that would result in the employee working more than 8 hours a day or 40 hours a week.

An employee with a \$6 an hour extra duty assignment whose regular work schedule is eight hours a day, 40 hours a week, would receive one and one-half times \$6, or \$9 an hour, for all hours worked performing the extra duty assignment.

As a condition for receiving extra duty assignments, non-exempt employees must sign a statement acknowledging that they understand and agree to this method of calculating the overtime premium for extra duty hours.