

Lincoln County Schools Bylaws & Policies

-----INCLUDES POSSIBLE CHANGES-----

4120.08 - EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ personnel for extra-curricular duties. Extra-curricular duties shall mean, but not be limited to, any activities that occur at times other than regularly scheduled working hours, which include the instructing, coaching, chaperoning, escorting, transporting, providing support services or caring for the needs of students, and which occur on a regularly scheduled basis.

The assignment of service personnel to extra-curricular duties shall be made only by mutual agreement of the employee and the Superintendent, or designated representative, subject to Board approval.

Extra-curricular duties by definition are to occur at times other than regularly scheduled working hours. Service personnel will not be eligible to be assigned to an extra-curricular duty if that assignment would require a substitute to be employed by the Board of Education to perform that service persons regular job duties. Extra-curricular duties will not be awarded to persons unable to accept them and also perform their regular job duties.

Nothing in this policy prevents substitute employees from being used to perform an extra-curricular duty if no regular employee has applied for or is able to perform the extra-curricular duty.

If it is determined that the employee is able to perform their regular job and accept an extra-curricular duty without utilizing a substitute then the employee and the Superintendent, or a designated representative, subject to Board approval, shall mutually agree upon the maximum number of hours in each school year for each extra-curricular duty.

The terms and conditions of the agreement between the employee and the Board shall be in writing and signed by both parties.

An employee's contract of employment shall be separate from the extra-curricular duty agreement and shall not be conditioned upon the employee's acceptance or continuance of any extra-curricular duty proposed by the Superintendent, a designated representative, or the Board.

An employee who was employed in any service personnel extra-curricular assignment during the previous school year shall have the option of retaining the assignment if it continues to exist in any succeeding school year so long as the employee meets all requirements under this policy to hold the extra-curricular assignment. The Board may terminate any school service personnel extra-curricular assignment for lack of need pursuant to WV 18A-2-7. If an extra-curricular contract has been terminated and is reestablished in any succeeding school year, it shall be offered to the employee who held the assignment at the time of its termination so long as the employee meets all requirements under this policy to hold the extra-curricular assignment. If the employee declines the assignment, or is unable to complete

the assignment and also perform their regular job duties then the extra-curricular assignments shall be posted and filled pursuant to Board Policy [4120](#) and WV 18A-4-8b.

- A. Such persons shall be employed under a contract with the County Board of Education which specifies the duties to be performed, which specifies a rate of pay equivalent to the rate of pay for professional educators in the county who accept similar duties as extra-curricular assignments and which provides for liability insurance associated with the activity.
- B. Such persons shall not be considered employees of the Board for salary and benefit purposes other than as specified in the contract.
- C. Such persons shall be selected in compliance with applicable law and state board policy.
- D. Such persons shall complete an orientation program designed and approved in accordance with State Board rules.

This policy does not preclude the Board from entering into an extra-curricular coaching assignment agreement with an individual employed by another county's board of education provided both county boards of education agree to the proposed arrangement.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

WV Code 18A-4-16

WV Code 18A-4-15

West Virginia Board of Education Policy 5202

Within the category of other certificates and permits, the State Superintendent may issue certificates for persons to serve in the public schools as athletic coaches or other extra-curricular activities coaches whose duties may include the supervision of students, subject to the following limitations: