

Condon School District 25J

Code: **GCKA**
Adopted: 7/8/86, 4/12/94
Readopted: 11/9/05; 11/12/08
Orig. Code(s): GCKA-AR

Extra Duty Evaluations

The performance of employees who have extra duty assignments for which they receive monetary compensation from the district is to be evaluated by the district administration. The necessity for a detailed evaluation procedure like that for teachers, however, is not considered to be necessary.

The superintendent shall be responsible for the evaluation of employees in their performance of extra duty assignments.

Extra duty job descriptions will be written for those positions for which monetary allowance is made.

The superintendent shall evaluate personnel on their performance based upon this job description and accompanying assessment form. A copy of the evaluation shall be given to each person within a reasonable time following their job performance.

The superintendent shall keep the Board informed of staff performance on a timely basis and shall make recommendation for renewal or nonrenewal no later than the July Board meeting following the close of each school year.

The offer of a contract for extra duty assignments shall be made by the Board on an annual basis. The initial assignment, renewal or nonrenewal will be made only after recommendation of such action is given to the Board by the superintendent.

Retention of licensed/certified staff as teachers or classified staff as district employees is not dependent upon satisfactory performance of their extra duty assignments.

END OF POLICY

Legal Reference(s):

[ORS 279.340](#)

Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Sections 206 and 207.