



Book	Policy Manual
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Revised Policy - Vol. 16, No. 1 - February 2024

4120.08 - EMPLOYMENT OF PERSONNEL FOR EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ personnel for extra-curricular assignments. 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, 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 assignments shall be made only by mutual agreement of the employee and the Superintendent, or designated representative, subject to Board approval.*

The employee and the Superintendent, or a designated representative, subject to Board approval, shall mutually agree upon the maximum number of hours of extra-curricular assignment in each school year for each extra-curricular assignment.*

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 assignment agreement and shall not be conditioned upon the employee's acceptance or continuance of any extra-curricular assignment proposed by the Superintendent, a designated representative, or the Board.*

The Board shall fill extra-curricular school service personnel assignments and vacancies in accordance with Board Policy 4120 and WV 18A-4-8b except that an alternative procedure for making extra-curricular school service personnel assignments within a particular classification category of employment may be utilized if the alternative procedure is approved by both Board and an affirmative vote of two-thirds (2/3's) of the employees within that classification category of employment.

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. 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. If the employee declines the assignment, the extra-curricular assignments shall be posted and filled pursuant to Board Policy 4120 and WV 18A-4-8b.

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:

- A. such person shall be employed under a contract with the ~~District~~-District 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 ~~district~~-District who accept similar duties as extra-curricular assignments and which provides for liability insurance associated with the activity

Such person shall not be considered employees of the Board for salary and benefit purposes other than as specified in the contract.

- B. such person completes an orientation program designed and approved in accordance with West Virginia State Board of Education rules**

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

~~Effective with the retirement of an employee on or after July 1, 2021, any~~ An extra-curricular contract of the an employee shall terminate when an the employee retires. Nothing prohibits a retired employee from applying for and, if they are the successful applicant, becoming employed in an extra-curricular assignment or other position with the Board consistent with the rules for the employment of retirees established by the consolidated public retirement board.*

The Superintendent shall establish administrative guidelines to implement this policy.

*This language comes directly from Statute, West Virginia Code 18A-4-16; policy provisions are mandated by the Statute.

**This language comes directly from Statute, West Virginia Code 18A-3-2a; policy provisions are mandated by the Statute.

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WV Code 18A-4-16, 18A-3-2a

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