

4007.1

TASK ASSIGNMENT

A TASK ASSIGNMENT SHALL BE DEFINED AS AN EMPLOYEE PERFORMING SPECIAL DUTIES ~~OR~~ RESPONSIBILITIES THAT ARE SEPARATE AND DISTINCT FROM THE EMPLOYEE'S REGULAR JOB ASSIGNMENT, REPRESENTING A MATERIAL CHANGE IN THE RESPONSIBILITIES. TASK ASSIGNMENTS ARE FOR A LIMITED, SPECIFIED PERIOD OF TIME.

A TASK ASSIGNMENT MUST BE RECOMMENDED BY THE SUPERINTENDENT AND APPROVED BY THE SCHOOL BOARD. HOWEVER, THE SUPERINTENDENT MAY GRANT A TASK ASSIGNMENT UNTIL THE NEXT SCHEDULED BOARD MEETING WHEN THE BOARD MUST TAKE OFFICIAL ACTION.

RULES

1. A task assignment may only be given to a current Board employee. A newly-hired employee must successfully complete their probationary period prior to becoming eligible for a task assignment ~~cannot be immediately given a task assignment.~~
2. A task assignment must be for a minimum of thirty (30) calendar days and may not exceed one hundred and eighty (180) calendar days unless recommended by the Superintendent and approved by the School Board.
3. When a Board approved job description for the task assignment is not available, a description of the work to be performed must be outlined and submitted as part of the request for Board approval.
4. Employees on task assignment, may be required to perform their regular job duties in addition to the work associated with the task or may be relieved of their regular job duties to perform task assignments on a full-time basis.
5. Employees on task assignment may be eligible for additional compensation in the form of a base pay increase or supplement for the duration of the task assignment.
6. Base pay increases and supplements for task assignments are provisional and will end at the conclusion of the assignment.
7. Pay adjustments for task assignments shall take into consideration external market factors, the market reference salary, competitiveness, comparability, and internal consistency in making the final pay determination.
8. Recommendation of base pay increases or supplements for Task assignments shall be made by the Compensation Department on behalf of the Superintendent and submitted for approval by the Board.
9. All pay changes associated with a task assignment will be effective the day following Board approval.
- ~~10. If the task assignment corresponds to an existing Board approved job description and pay grade, the Superintendent may recommend and the Board may approve a salary anywhere within the affected pay grade for the duration of the task assignment.~~
- ~~11. If the task assignment has no corresponding Board approved job description, the Superintendent may recommend and the Board may approve a salary which they deem appropriate for the duration of the task assignment. The salary may be in the form of a supplement.~~
12. The All employees on appointed to task assignment shall be under the authority and direction of the Superintendent or his/her designee and shall be required to follow all Board policies, as well as State and Federal Laws.

AUTHORITY: F.S. 230.22 (1) (2)

RULES ADOPTED: 2/7/85