

TASK ASSIGNMENT

A TASK ASSIGNMENT SHALL BE DEFINED AS AN EMPLOYEE PERFORMING SPECIAL DUTIES/RESPONSIBILITIES SEPARATE AND DISTINCT FROM THE EMPLOYEE'S REGULAR JOB ASSIGNMENT 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.

AUTHORITY: F.S. 230.22 (1) (2)
POLICY ADOPTED: 2/7/85

RULES

1. A task assignment may only be given to a current Board employee. A newly-hired employee 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. 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.
4. 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.
5. The employee on task assignment shall be under the authority and direction of the Superintendent or his/her designee.

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