

Article 24

24.3 Extra Work Assignments

24.3.1 Extra work is defined as any work assigned over the contracted number of hours, which may include, activity and field trips, therapy and kindergarten runs and other related duties. All extra work hours, ~~excluding field trips~~, shall be added to the log of hours. **Field trip hours shall be added to the field trip log, to a separate log.** Employees who have received a written warning or are in another stage of discipline related to attendance or performance, shall not qualify for Extra Work Assignments. This employee would be eligible to sign up for extra work at the beginning of the following semester provided the employee is not in a progressive step of discipline at the next sign up period. *[DISTRICT OK, WITH REVISIONS] [CSEA PROPOSES CLARIFYING LANGUAGE BELOW]*

[CSEA COUNTER] 24.3.1 Extra work is defined as any work assigned over the contracted number of hours, which may include, activity and field trips, therapy and kindergarten runs and other related duties. All extra work hours shall be added to the log of **extra work** hours. **For purposes of assigning field trip rotations, field trip and/or activity trip hours shall be logged on a separate field trip hours log, in addition to the extra work hours log.** Employees who have received a written warning or are in another stage of discipline related to attendance or performance, shall not qualify for Extra Work Assignments. This employee would be eligible to sign up for extra work at the beginning of the following semester provided the employee is not in a progressive step of discipline at the next sign up period.

24.3.2 Extra work shall be rotated on the list of bus drivers, including contract relief positions who have signed up for extra work. Regular bus drivers/contract relief drivers may sign up for field and/or activity trips prior to the beginning of school and/or prior to the beginning of the second semester. Extra work and field trips and/or activity trip boards will be posted on a weekly basis. **The field trip rotation shall run separate from the extra work rotation.** *[DISTRICT OK] [Consensus Reached]*

24.3.2.1 Bus drivers and contract relief drivers declining seven (7) activities or trips shall be removed from the list. Bus drivers/contract relief drivers who have been removed from the roster may sign-up again either prior to the beginning of the next semester or at the beginning of school. **If a driver has been assigned a trip and has requested the day off with approval prior to trip assignment, the employee will be charged the hours of the trip and shall not be added as a decline.** *[DISTRICT OK] [Consensus Reached]*

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