

**To: All SCC Pre-K Through 12 Certified and Classified Staff- PLEASE READ ALL OF THIS DOCUMENT!**  
**From: Brian Knapp, Asst. A.D.**  
**Re: Process to be used for signing up for 2020-2021 Extra Duty Assignments**

With the current situation related to COVID-19 and the fact that SCC will not be having an all-staff gathering the first day of teacher work days, we will be using an alternative method for staff to sign up for extra duties. **PLEASE READ ALL OF THE FOLLOWING AND PLEASE PAY SPECIAL ATTENTION TO HOW STAFF IN EACH CATEGORY (i.e., Classified, Certified ARE TO SIGN UP.**

**FOR THIS YEAR ONLY**, we **WILL NOT** be using seniority as the basis for having staff sign up for extra duties. Both the administrative offices and the president of the SCCEA are aware of this and have agreed that we follow this practice for this year only.

Beginning on **Monday, August 17**, there will be a tab located on the district website under **“District” and “Staff” entitled EXTRA DUTY SIGN UP**. This is a google doc that will be open to edit. Place your **FULL NAME** next to the duty(s) you have selected. This will be completed on a **FIRST COME, FIRST SERVE** basis. **PLEASE CHOOSE FROM EITHER YOUR FIRST OR SECOND “PREFERENCE” THAT YOU INDICATED EARLIER IN THE SPRING/SUMMER.**

**HOWEVER, BECAUSE THIS IS A DOCUMENT THAT CAN BE EDITED BY ANYONE ON STAFF, YOU ARE NOT TO MOVE ANY OTHER STAFF MEMBER’S NAMES TO ACCOMMODATE YOUR PERSONAL EXTRA DUTY CHOICE. WE EXPECT YOU TO SELECT BASED ON YOUR HONOR AND INTEGRITY.**

The following is specific information that applies to either Classified or Certified, and/or both.

**AGAIN, PLEASE READ THIS THOROUGHLY!!!**

1. ¶ **ALL CERTIFIED STAFF** are **REQUIRED** by contract to sign up for a minimum of **TWO (2)** extra duties. Please make sure you have placed your name next to **TWO (2)** dates/duties.
  - a. **IF YOU WISH TO PAY SOMEONE** \$50.00 total (\$25.00 per duty) to work your extra duties, you **MUST** sign up for a specific date/duty that has someone available to work duties for you. This allows us to keep track of who is paying someone to complete their duties. **Examples** – Terresa Knapp does all the home varsity and junior varsity basketball scorebooks. Marleta Smith does most of the home varsity/junior varsity volleyball scorebooks. Angi Brus will be doing some with HS Volleyball Duals Scoreboard.
  - b. Mr. Knapp has record of all certified staff who have signed up to work extra duties for someone else. You will be notified of where you are needed and/or what is available at a later date.
  - b. **EXTRA-EXTRA** duties are your opportunity to work additional duties beyond your required minimum and receive \$25.00 per duty. I will make the list of dates/duties available after the initial sign up.
  - d. **CLASSIFIED STAFF!!** You may work two (2) extra duties and received your Activity Passes **AND** you may also work EXTRA-EXTRA duties for the additional \$25.00 per duty. Classified support staff are not required to work any duties.

**PLEASE MAKE YOUR DUTY SELECTIONS BY NO LATER THAN THURSDAY, AUGUST 20 AT 3:00 P.M.**

Any questions, please contact me by email at [bknapp@scc.k12.ia.us](mailto:bknapp@scc.k12.ia.us).

Thank you for your cooperation with this process during this challenging time.

Brian Knapp – Asst. Athletic Director