



Full-time Salaried Employees performing other job duties in addition to regular job duties

Governance Council Policy #2007.1

The school has an interest and a need in having full time salaried employees perform other job duties beyond their regular full-time contract, and to be compensated for these duties.

The employee's primary full-time job is always the first priority, and taking on additional work must not hinder primary job performance. An employee that elects to take on additional work must demonstrate a high level of excellence in job performance, both in the main job and the additional duties.

In order to ensure high quality work, employees who elect to perform additional services, must be evaluated quarterly in the first year. If it is determined, after the first year that the employee has shown exemplary performance in both jobs, the employee may continue his/her arrangement and then will be evaluated yearly. If the employee has less than exemplary performance in either job, the employee has 30 days to bring his/her performance up. If the problem is not corrected, the employee will be relieved of the extra duties.

As GECS is a member of STRS, the employee's Full-time job will be reported to STRS as their base salary. Any additional job duties that the employee is compensated for will be reported to STRS as Defined Benefit.