MSD: Extra-Duty Appointment Status, Due- Process Limits, and PTO Coordination

For an employee who is otherwise eligible under this policy and applicable law to accept an extra-duty appointment, the appointment is temporary and separate from the employee's primary District assignment. A teacher or other eligible employee serving as a coach, activity advisor, or comparable extra-duty appointee does not acquire career status, tenure, or an expectation of continued employment in the extra-duty appointment beyond the primary assignment.

Release, nonrenewal, or removal from a coaching, extracurricular, or other extra-duty appointment may be made at District or Board discretion and does not by itself affect the employee's primary employment. Any process or remedy connected to the extra-duty appointment is limited to what is expressly provided by applicable law, a written extra-duty agreement, the Board-approved extra-duty schedule, or District policy.

Extra-duty coaching assignments are not annual contracted positions for purposes of the Board-approved Unified PTO Model. An employee does not accrue PTO, Medical Leave Bank benefits, or leave rights from an extra-duty assignment unless the employee is otherwise eligible because of a separate primary contracted District position.

Source: MSD Policy 4440, approved 2020; MSD Policy 4240, approved 2026.