

RICHMOND HEIGHTS LOCAL SCHOOLS

2023 – 2024



PAYMENT FOR EXTRA ASSIGNMENTS



The form must be received in the Payroll Office by the 1st or 15th of the month. **KEEP A COPY FOR YOUR RECORDS.**

Employee Name: _____ Last 4 of SSN#: _____

Extra Assignment: _____ Location: _____

Description of Assignment (include date and time):

Account # **SALARY** _____
 to be **STRS** _____
 charged: _____

Fund	Function	Object	SPCC	Subject	OPU	IL	Job Code
------	----------	--------	------	---------	-----	----	----------

Date of Service	Hours or # of Days	Rate of Pay		Total Amount Due
Total Extra Pay Due				

The employee who has worked on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation. As the supervisor, I hereby certify that the employee signed in above worked solely for the single cost objective covered by the Federal Fund for the time designated above.

Signature of Staff Member Requesting Payment

Date

Signature of Administrator

Date

Signature of Superintendent

Date

Rates: Approved meetings for teachers beyond contractual hours - \$23/hr.; Summer School Teachers - \$25/hr.; After School/Weekend Intervention Tutors - \$20/hr.; Home School Instructors - \$20/hr.; LPDC meeting - \$35.86/hr.; IEP/IAT meetings that extend beyond the contractual day - \$20/hr.; Curriculum Writing - \$32.31/hr.

FORMS: EXTRA ASSIGNMENTS Aug 2023