

EXTRA DUTY TIMESHEET

EMPLOYEE NAME _____ BUILDING / LOCATION _____

ADDRESS _____

| DATE OF SERVICE | DESCRIPTION OF DUTY | TIME IN | | TIME OUT | TOTAL HOURS | HOURLY RATE | TOTAL EARNED |
|--|---------------------|---------|--|----------|-------------|-------------|--------------|
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| EMPLOYEE CALCULATED GRAND TOTAL EARNINGS | | | | | | | |

| SUPERVISION OF STUDENTS/ACTIVITIES | | OTHER DUTIES & RESPONSIBILITIES | |
|--|---------------|--|------------|
| DESCRIPTION | RATE | DESCRIPTION | RATE |
| SCOREKEEPER, CLOCK OPERATOR, TICKETAKER, CROWD CONTROL | \$16.50/HR | ADMINISTRATOR SUPERVISION / FACULTY REP IN CHARGE | \$17.50/HR |
| AFTER SCHOOL DETENTION, NIGHT SCHOOL & SATURDAY SCHOOL SUPERVISION | \$16.50/HR | ABOVE APPOINTED BY & ASSUMES DUTIES OF ADMINISTRATOR | |
| STUDENT SUPERVISION AFTER 4PM (NOT PART OF SUPPLEMENTAL) | \$16.50/HR | SUMMER TECHNOLOGY ASSISTANTS | \$17.50/HR |
| LUNCHROOM SUPERVISION | \$6.00/LUNCH | SUMMER SCHOOL - LEAD TEACHER | \$23.50/HR |
| EXTRA CLASS COVERAGE DURING CONTRACT DAY (0-60 MINUTES) | \$30.00/CLASS | SUMMER SCHOOLTEACHER / HOMEBOUND INSTRUCTOR | \$21.50/HR |
| EXTRA CLASS COVERAGE DURING CONTRACT DAY (61-90 MINUTES) | \$45.00/CLASS | PROFESSIONAL DEVELOPMENT PRESENTER | \$17.50/HR |
| EXTRA CLASS COVERAGE DURING CONTRACT DAY (90-121 MINUTES) | \$52.50/CLASS | NON-CONTRACT TRAINING TIME | \$17.50/HR |
| EXTRA CLASS COVERAGE STUDENT FOLD IN ½ DAY | \$30.00 | SUMMER OPS/GROUNDS/MAINTENANCE | \$17.50/HR |
| EXTRA CLASS COVERAGE STUDENT FOLD IN FULL DAY | \$52.50 | SUMMER CUSTODIAL | \$13.50/HR |

EMPLOYEE SIGNATURE: _____ DATE _____

AUTHORIZED BY: _____ DATE _____

CENTRAL OFFICE APPROVAL: _____ DATE _____