



Site Extra Duty

2500

Site: Garfield

***You only need to enter hourly rate and hours if a support employee is doing the duty

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Austin	Darcey	Breakfast/Facebook			700
Colberg	Sandi	Gym in Morning			600
Smith	Brandy	Morning greeter			600
Lutz	Miranda	Website			600

Shuttle Bus Duty (for applicable sites) \$700 before school and \$700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Hertzog	Lindsay	before			700
Austin	Darcey	after			700

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours