



Site Extra Duty

2500

Site:

UNION

*****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
Hopkins	Angela	Union Leaders Teacher			700
Davis	Jessica	Union Leaders Teacher			700
Fezer	Shanna	Tech/Communications/Social Media			700
Thatcher	Ashley	Sign/Communication			200
Lambert	Janie	School Incentives			200
Martin	Kaylee	Morning/After School Duties			400

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
Lambert	Janie				700
Womack	Ayla				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