APPENDIX I

Supplemental Duty Pay – Federal Funds

At times, the district may allow for the pay of extra duties performed by staff to support the federally funded supplemental programs offered in Corsicana ISD *(i.e: Summer School, Night School, etc.)* if the program is an approved initiative.

If a plan is made to offer supplemental duty pay to support a program that requires the assistance of additional staff, approval from the Executive Director of Special Programs and the Director who oversees the department must be given. An extra duty pay agreement *(also known as a Supplemental Duty Pay Agreement)* must be on file for each employee who will perform the noncontractual supplemental duties outside of their scheduled calendar/duty days.

The extra duty pay agreement must be agreed upon and signed and dated by the employee in advance of performing supplemental work.

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The supplemental/extra duty pay agreement must include the following:

* The name of the program being offered *(i.e.; summer school, EOC Testing, Bilingual Summer Program, etc.)*
* The duties to be performed by the employee
* The rate of pay
* The days and hours the employee is required to work
* The federal grant budget number and grant name that the employee will be paid from

If a department needs assistance establishing an extra duty pay agreement, please contact the fiscal authority/budget manager of the funding to be used to support the program.

Once employees have agreed to work within a supplemental program, the staff member overseeing the program must follow the below steps at least 2 weeks prior to the start of the program:

1. Collect all signed extra duty pay agreements from employees who will work in the program and send them to the Special Programs department.
2. Provide the payroll department a list of:
	1. All employees who will work within the program
	2. The type of position each employee hold during the school year *(professional or a paraprofessional)*
	3. The dates and hours each employee will work *(including the lunch times)*
	4. The position the employee will hold in the program
	5. The rate of pay
	6. The budget number to be used to fund the supplemental pay
3. The payroll department will use this list to set up pay codes for supplemental work. For non-exempt employees, this pay code will usually be different than what the employee utilizes during their normal workday.

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All steps above must be followed for ALL work performed outside of an employee’s normal workday and at least 2 weeks prior to the start of work.

Approval Signatures

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Superintendent Date

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Deputy Superintendent Date

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Director of Finance Date