McPherson USD 418 - Compensated Duty Form--Certified Staff Only

Payment will be provided whenever the duties listed below are performed outside the regular contract day, exceptions for payment during planning times are noted below. The employee's building principal or supervisor must approve all claims. The superintendent may grant exceptions.

| | 1) | | 1 11 | , | 0 1 | Ī | | Ī |
|---------------|-------------------|--------------------|---|----------------------|------------------|------------------|----------------------------|---|
| PLEASE PRINT | | | | | | | Certified Staff | |
| NAME | | | EMPLOYEE NUMBE | | | | Only | |
| EVERY FIELD M | UST BE FILLED OUT | IN ORDER TO GET PA | | OO <u>NOT</u> USE SO | CIAL SECURITY #) | ļ | Omy | |
| DATE | TOTAL HRS | BUILDING FOR | DESCRIPTION OF DUTY COMPLETED | | | Revision 9-18-19 | | |
| | WORKED | WHOM DUTY | | | Supervisor | | ! CENTRAL OFFICE USE ONLY! | |
| Month / Day | (No Clock Times) | WAS WORKED | SUB TIME MUST BE ON A SUB SHEET TO BE PAID! | Code | Approval | HRS | ACCT CODE | s |
| / | | | | | | | | |
| / | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| / | | | | | | | | |
| / | | | | | | | | |
| / | | | | | | | | |
| / | | | | | | | | |
| | | | | | | | | |
| / | | | | | | | | |
| / | | | | | | | | |
| ' | | | | | | | | |
| / | | | | | | | DO NOT WRITE IN THIS BOX! | |
| / | | | | | | | DO NOT WRITE IN THIS BOX! | |

DATE:

ALL FORMS MUST BE **APPROVED** AND TO **PAYROLL OFFICE** BY THE **16TH** OF EACH MONTH. IF THE FORM IS RECEIVED UNAPPROVED, IT WILL BE SENT TO THE SUPERVISOR FOR APPROVAL. IF IT'S NOT RECEIVED BACK IN TIME FOR PAYMENT, **IT WILL BE HELD UNTIL THE NEXT MONTH**. DUE TO HOLIDAYS, CHECK WITH US TO SEE IF TURN IN DATES HAVE CHANGED.

| 0 - 1 | Daniel de la constantion de la | Followites | Hourly |
|-------|--|--|---------|
| Code | Description | Explanation | Rate |
| A | Curriculum Work | Authorized by CCC or Cent. Office Adm (includes Professional | \$20.00 |
| | | Development) | |
| В | Elementary Teachers | Music programs, DARE, kdg. roundup and riding kdg. float | \$20.00 |
| С | District Wide Committees | See note A | \$20.00 |
| D | Extra-Duty Pay | See note B (beyond 8 hours per day requires adm, approval) | \$12.00 |
| E | GEI/IEP Meetings | See note C | \$15.00 |
| F | Homebound Instructor | Hourly Substitute Rate (\$90/7 hours) | \$12.86 |
| G | In-house substitute | Claim through building office | \$16.00 |
| Н | Packing/Moving Classrooms | See note D | \$15.00 |
| I | Site Councils/PTOs | | \$15.00 |
| J | Summer School Instructor | Does not include Extended School Year | \$15.00 |
| K | Tutorial Center Instruction | | \$15.00 |
| L | Weight Room Supervisor | | \$15.00 |
| М | Lunch Room Duty | | \$15.00 |
| N | Other | See note E | XXX |

Note A: Includes Assistive Technology Committee, Curriculum Advisory Council, Professional Development Council, District Technology Committee, Superintendent's Advisory Council, District Improvement Team, Building Redesign Teams, Building Improvement Teams,

Note B: Activity related (gate, score table, etc.) assigned by activities director

YOUR SIGNATURE:

Note C: Acknowledged by principal. Meeting must occur outside of the duty day or during a teacher's plan

Note D: Employees will be compensated up to 7.5 hours for work that involves packing and moving their classroom. This applies to employees changing classrooms off contract time

Note E: Staff using this code must attach a written explanation justifying that payment is eligible under the provisions of the Negotiated Agreement. Also include the expected hourly rate. The superintendent will make final decisions about payment.