

Extra Pay for Extra Work (Extra Curricular) Change Form

(To be used after assignment sheets have been submitted to Human Resources)

To: Human Resources

From: School _____ # _____ Date: _____

ADDITION

TERMINATION

CHANGE

If position is split, please fill out one form for each staff member.

Name: _____ Employee I.D. Number: _____
Last First M.I.

Position Title: _____

If Department Head, number of sections: _____ FTE in Department: _____

Full stipend amount: _____

If partial stipend, percent of stipend or amount to be paid: _____

Beginning date: _____ Ending date: _____

All non-regular, hourly staff MUST be processed appropriately as a new hire or rehire per District procedures, including an online application, two telephone references, orientation and fingerprinting. No new employee may work in the buildings until all hiring is approved by HR and new employee paperwork is completed. For further information on this procedure, please contact Employment Services at extension 1214.

Prepared by (print name): _____

Principal's Signature: _____ Date: _____

Telephone number: _____