

Extra Work Assignments (Extra-Curricular) for 2011-2012

Please send completed forms to Human Resources for processing. Completed forms will be processed for pay within the HR processing dates attached. Please note forms are now available in a fill-able format.

Please provide the following information for each assignment:

1. Full name (legal name), employee number, amount of stipend and number of sections/F.T.E. in departments for instructional leadership/department head or if a stipend is divided among multiple staff members. Otherwise, it will be assumed that the person listed should receive the full stipend as printed on the form. Please mark the correct box for employee status, Cert for certificated and Class for classified and ensure that certificated positions are assigned to certificated staff only. Enter start date and end date of Activity performed or mark the "Full Year" box to indicate the activity is performed from the first student day to the last student day of the school year.
2. **Classified staff:** As an outcome of the Castle Rock Decision of 1995, any position which does not require a certificate is subject to the rules and regulations of the Fair Labor Standards Act (FLSA). What this means for the District is that all classified staff awarded an Extra Work for Extra Pay assignment can no longer be paid using a stipend. All work must be paid hourly at the employee's current hourly rate. In addition, the assignment pay rate is subject to overtime regulations (1½ times the rate of pay) for all hours worked over 40 hours per week. Assignments submitted to HR will be set up into Lawson to show on the TIP timekeeping system for the next opening of TIP. If you have employees who have already performed work in an Extra Pay for Extra Work assignment and the assignment does not show in TIP yet, the employee may submit those hours on a non-standard timesheet for payment in the current pay period. It is important that on the non-standard timesheet, under Purpose, you enter: **Extra Pay for Extra Work Classified**. This will assist payroll in ensuring that the employee is paid correctly. As a reminder, you will need to track the number of hours worked to ensure that the employee does not earn more than the allowable stipend. Pay beyond the stipend will be charged to the building budget.
3. Extra Pay for Extra Work Change form is also available online for any changes, additions or deletions after the initial forms have been submitted.
4. As a reminder, 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.

If you have any questions, please feel free to contact your HR Support Team!

Tacoma Public Schools
Extra Pay for Extra Work (Extra Curricular) 2011-12
Elementary Schools

 School

 Student Enrollment

 Prepared by (please print)

 Principal's Signature

 Date

 Extension

Activity	Employee ID #	Legal Name (Last, First)	Total Amount Authorized	Check either full year OR enter start/end dates		Employee Status		HR Use
				Full Yr.	Start/end	Cert	Class	
Technical Support Enrollment up to 500			\$782				Cert only	
Enrollment 501 or more			\$1,041				Cert only	
Pupil Appraisal Coordinator			\$1,300				Cert only	

