

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)-2011-2012

Senior High Schools

Instr. Leadership 12 or fewer sections:		Department Head 13+ sections	
Dept. Sections	Rate	Dept. FTE	Rate
3-5	\$418	0-2	N/A
6	\$499	3-5	\$1,919
7	\$584	6-10	\$2,670
8	\$666	11-15	\$2,930
9	\$747	16 +	\$3,905
10	\$828		
11	\$913		
12	\$995		

School _____ Location # _____ Date _____

Prepared by (please print) _____ Ext. _____

Principal's Signature _____ Date _____

Position # (HR use only):

Instr. Leadership/ Department Head <i>Certificated Staff only</i>	Employee ID #	Legal Name (Last, First)	Stipend Amount	Check either full year OR enter start/end dates		# Sections	# FTE Staff	HR Use
				Full Yr.	Start/End			
Art								
Business Education								
English/Lang. Arts								
Foreign Languages								
Health								
Home Economics								
Industrial Arts								
Mathematics								
Music								
Physical Education								
Science								
Social Studies								
Special Education								
Student Services								

SPECIAL NOTES:

1. Assignments may be shared by more than one person with the principal's approval; however each will receive only a prorated share of the authorized stipend.
2. All assignments shall be posted with consideration given to members of the bargaining unit prior to hiring candidates from outside sources.
3. No employee shall receive compensation from more than one source of funds to supplement pay for the same extracurricular assignment.

Tacoma Public Schools
Extra Pay for Extra Work (Extra Curricular)-2011-2012
Senior High Schools

School _____

Prepared by (please print) _____

Principal's Signature _____

Date _____

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	
Other, Annual-Combined			\$3,580				Cert only	
Band & Marching Group			\$3,905				Cert only	
Chemical Hygiene Ofcr.			\$1,000				Cert only	
Choral			\$3,905				Cert only	
Newspaper-Combined			\$3,255				Cert only	
Orchestra			\$3,580				Cert only	
Pupil Appraisal Coord.			\$1,300				Cert only	
*Book Room			\$2,604					
*Cheerleader Advisor			\$4,232					
*Debate			\$2,604					
*Drama			\$3,255					
*Drama-Assistant			\$2,279					
*HS Activities Coord.			\$6,608					
*Visual Education			\$1,953					

*Negotiations for Coaches and Extra-Curricular Leaders Association have not been completed. Rates are subject to change.

