

Instructional Planning Time Request Form USD 203 Piper

Name:

Date:

Payment for extra duty shall be at the rate of \$24.00 per hour. Licensed regular classroom teachers who are required to accept responsibility for another teacher's class in addition to their own shall receive additional compensation at the rate of \$24.00 per hour (60 minutes), which would equate to a rate of 40¢ per minute. (Examples: HS Block of 88 minutes: $88 \times 40¢ = \$35.20$) (Elementary 25 minutes: $25 \times 40¢ = \$10$). In instances where teachers split a class for coverage purposes, they will each receive the percentage of the coverage pay equal to that of the class they covered. This provision shall also apply to librarians when they have full supervisory responsibility for two full classes. Elementary teachers that assume other teacher's students when a substitute teacher cannot be found will receive \$24.00 per hour.

Compensation for extra duty will be paid on the next available payroll after form is submitted. Extra duty pay request forms should be submitted to the principal or designee as soon as applicable. (Please do not hold these forms until the end of the year!)

Clearly describe the extra duty time by listing a specific beginning time and ending time. Please include the total hours for each day.

Activity Date	Activity Description	Duty Performed	Begin Time	End Time	Total Time	Office Use

Principal or Designee Signature

Staff Member Signature