

**TEMPORARY/EXTRA DUTY**

**TEMPORARY EMPLOYEES HIRED TO THE DISTRICT MAY NOT BEGIN ANY WORK, TRAINING, ASSIGNMENT OR DUTY PRIOR TO EMPLOYMENT CLEARANCE THROUGH EMPLOYEE SERVICES**

\*Extra Duty Rates are set by the duty assigned not by the employees regular position or classification

\*Rate is based on the district approved hourly rates below

\*All hours should be recorded using swipe codes through the time clock or entered into Kronos and approved by the Campus/Department Administrator

\*Swipe codes are provided by contacting Payroll

\*Account codes are approved by the campus/department administrator

\*LISD DOES NOT HIRE EMPLOYEES UNDER THE AGE OF 16

\*AP PAY GRADES ARE NOT ELIGIBLE FOR EXTRA DUTY PAY WITHIN THEIR CONTRACT DAYS

\*CONTACT EMPLOYEE SERVICES COMPENSATION FOR INFORMATION OR REQUESTS NOT LISTED ON THE PAY SCHEDULE at [chaffint@lisd.net](mailto:chaffint@lisd.net)

TEACHER/PROFESIONAL DUTIES	<i>(Requires 7</i>	<b>\$25.00</b>
SUPPORT DUTIES	<i>(Non-Exempt/Non-Contract)</i>	
-LISD Employees working additional assignment during		<b>Employees Regular Hourly Rate</b>
-TEMP employees and LISD employees working outside		<b>\$15.00</b>
-High School Student Workers		<b>\$12.00</b>
Learning and Teaching		<b>Approved by Deputy Superintendent</b>
Communications		<b>Approved by Chief Communication Officer</b>
Special Education		<b>Approved by Executive Director SPED</b>
Athletics		<b>Approved by Director Athletics</b>
Fine Arts		<b>Approved by Director Performing Arts</b>
VLA		<b>Approved by Director Virtual Learning</b>