

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**

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| TEACHER/PROFESSIONAL DUTIES | <i>(Requires Teacher Certification)</i> | \$25.00 |
| SUPPORT DUTIES | <i>(Non-Exempt/Non-Contract)</i> | |
| -LISD Employees working additional assignment during calendar work days | | Employees Regular Hourly Rate |
| -TEMP employees and LISD employees working outside calendar work days | | \$15.00 |
| -High School Student Workers | | \$12.00 |
| Learning and Teaching | | Approved by Deputy Superintendent |
| Communications | | Approved by Chief Comm. Officer |
| Special Education | | Approved by Ex Director SPED |
| Athletics | | Approved by Director Athletics |
| Fine Arts | | Approved by Director Fine Arts |
| VLA | | Approved by Director Virtual Learning |
| Natatorium | | *See Natatorium Pay Schedule |
| Teachers Covering Conference Periods | | |
| Send Email Request Directly to Payroll (Do not submit an Extra Duty Request Form) | | |
| Elementary Schools Heidi Hart-Williams (Hart-williamsh@lisd.net) | | |
| Secondary Schools Trisha Solis (solist@lisd.net) | | |
| 45 Minute Conference Period | | \$10.00 |
| 90 Minute Conference Period | | \$20.00 |