

2024 - 2025
LISD Temporary/Extra Duty Schedule and Guidelines

Assignment Description	Rate	Per
Teacher/Professional Assignments	\$ 25.00	Hour
Classroom During Conference Time (Teacher) - 25 minutes	\$ 17.50	Minutes Interval
Classroom During Conference Time (Teacher) - 45 minutes	\$ 35.00	Minutes Interval
Classroom During Conference Time (Teacher) - 60 minutes	\$ 45.00	Minutes Interval
Classroom During Conference Time (Teacher) - 90 minutes	\$ 60.00	Minutes Interval
HB1415 (Approval required by Chief Learning and Teaching Officer)	\$ 31.00	Hour
Curriculum Writing & Administrator Assignments	\$ 35.00	Hour
Instructional/Clerical Support Assignments - Employee performs extra duty <i>within</i> calendar work days	EE's Regular Rate	Hour
Instructional/Clerical Support Assignments - Employee performs extra duty <i>outside</i> calendar work days	\$ 15.00	Hour
High School Student Employees	\$ 12.00	Hour
Baseball, Ticket Scanner	\$ 35.00	Game
Baseball, Scoreboard	\$ 35.00	Game
Baseball, Pitch Count (Varsity)	\$ 35.00	Game
Basketball, Supervisor (Max of 4)	\$ 35.00	Game
Basketball, Ticket Scanner (Max of 3) - Only 1 entrance used at The Colony	\$ 35.00	Game
Basketball, Official Book	\$ 35.00	Game
Basketball, Clock	\$ 35.00	Game
Football Varsity, Stadium Manager	\$ 400.00	Game
Football Varsity, Assistant Stadium Manager	\$ 150.00	Game
Football Varsity, Home Ticket Scanner (4)	\$ 80.00	Game
Football Varsity, Visitor Ticket Scanner (2)	\$ 80.00	Game
Football Varsity, Clock	\$ 60.00	Game
Football Varsity, Announcer	\$ 60.00	Game
Football Varsity, Pass Gate	\$ 60.00	Game
Football 9th/JV, Stadium Manager	\$ 125.00	Night
Football 9th/JV, Ticket Scanner (2)	\$ 35.00	Game
Football 9th/JV, Clock	\$ 35.00	Game
Football Middle School, Stadium Manager	\$ 125.00	Night
Football Middle School, Ticket Scanner	\$ 35.00	Game
Football Middle School, Clock	\$ 35.00	Game
Soccer, Stadium Manager	\$ 125.00	Night
Soccer, Ticket Scanner	\$ 35.00	Game
Soccer, Clock	\$ 35.00	Game
Softball, Ticket Scanner	\$ 35.00	Game
Softball, Scoreboard	\$ 35.00	Game
Volleyball, Supervisor (Max of 4)	\$ 35.00	Game
Volleyball, Ticket Scanner (Max of 2) - Only 1 entrance used at The Colony	\$ 35.00	Game
Volleyball, Official Book	\$ 35.00	Game
Volleyball, Clock	\$ 35.00	Game
Volleyball, Libero	\$ 35.00	Game
Water Polo, Supervisor (Max of 4)	\$ 35.00	Game
Water Polo, Ticket Scanner	\$ 35.00	Game
Water Polo, Clock (2)	\$ 35.00	Game
Water Polo, Table Worker (2)	\$ 35.00	Game

Payroll and Assignment Guidelines

- Rates are paid by the duty assigned not by the employee's position
- Payroll assigns swipe codes to extra duty assignments
- LISD does not employ individuals under the age of 16
- Hourly employees that perform Extra Duty *within* their calendar work days, may be eligible for overtime compensation
- Athletic extra duty assignments are assigned to one individual per game, unless otherwise noted in the assignment description
- All hours must be recorded by using the assigned swipe code at the time clock or reported to the Payroll Office
- Administrative/Professional Pay Grades are not eligible for Extra Duty during their contract days

Approval Guidelines

- Temporary Employees must be cleared by Human Resources prior to performing any work, training, or assignment
- Rate not listed may be requested by the Chief Executive Director of the Department and approved by the Chief Human Resource Officer.
- Rates for assignments paid through Federal Funding (Codes 221,255,263,289) will need to be approved by Federal Funding Coordinator
- Rates for all other 200 Federal Funding Codes will need to be approved by Director Compliance
- Account codes are approved by the campus/department administrator