

**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/PROFESSIONAL DUTIES	<i>(Requires Teacher Certification)</i>	<b>\$25.00</b>
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SUPPORT DUTIES	<i>(Non-Exempt/Non-Contract)</i>	
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-LISD Employees working during scheduled calendar work days	<b>Employees Regular Hourly Rate</b>
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-All TEMPS and LISD employees working outside calendar work days	<b>\$15.00</b>
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-High School Student Workers	<b>\$12.00</b>
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Learning and Teaching	<b>Approved by Deputy Superintendent</b>
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Communications	<b>Approved by Chief Comm. Officer</b>
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Special Education	<b>Approved by Ex Director SPED</b>
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Athletics	<b>Approved by Director Athletics</b>
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Fine Arts	<b>Approved by Director Fine Arts</b>
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VLA	<b>Approved by Director Virtual Learning</b>
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Natatorium	<b>Regular/Part-Time</b>	<b>*See Natatorium Pay Schedule</b>
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Seasonal / Temporary	<b>Live Guard</b>	<b>\$10.25</b>
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	<b>SR Lifeguard</b>	<b>\$11.25</b>
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	<b>Swim Instructor</b>	<b>\$12.50</b>
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	<b>Private Swim Coach</b>	<b>\$35.00</b>
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	<b>Rentals (non LISD events)</b>	<b>\$40.00</b>
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	<b>Swim Aide</b>	<b>\$10.00</b>
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	<b>Swim Teacher</b>	<b>\$25.00</b>
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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	<b>\$10.00</b>
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90 Minute Conference Period	<b>\$20.00</b>
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