

**Contract and Time Sheet Maintenance
Extended Day Programs
Elementary Schools**

Contracts

1. Supplemental Program Teachers are placed on District Employee Contract for Extra-Duty Pay. Complete the following sections:

- a. Employee
- b. Work Site
- c. Description of Extra-Duty Services: Social Promotion/Retention Supplemental Instruction
- d. Anticipated date(s) of service:

- Traditional Session: January 7 – March 28 (10 weeks)
Total Hours: 20 @ \$25.38

10 @ \$23.52

Total: \$742.80

- YRE Session: (10 weeks)
Total Hours per schedule: 20 @ \$25.38

10 @ \$23.52

Total: \$742.80

e. Payment on Time Sheet: circle Yes

f. Signatures:

- 1) Employee and date
- 2) Administrator Requesting Services and date

2. Forward contract to Educational Services Department.

Time Sheets

1. Supplemental Program Teachers complete two time sheets; one for instructional hours and one for non-instructional hours.

2. Complete the following sections:

- a. Legal Name
- b. Employed As: Social/Promotion/Retention Program Teacher
- c. Social Security #
- d. School
- e. Purpose: Social Promotion/Retention Supplemental Instruction
- f. Period Ending
- g. Employee's Signature
- h. Principal's/Supervisor's Signature

3. Forward completed time sheets to Educational Services Department on the 1st of each month.