

**ZACHARY COMMUNITY SCHOOL DISTRICT
EXTRA DUTY/PART-TIME PRE-APPROVAL**

All requests for extra duty payments must be pre-approved regardless of funding source. (For large groups, you may attach a listing of employees and ID Numbers to this form.)

Name of Employee		ID #	
Location		Date of Request	

Please Select			
<input type="checkbox"/> Class Coverage (No Substitute) (1100) <i>Must attach a list with the backup information. (Name, ID, date, sub-system job number, and class period)</i>	Parent and Family Engagement Activities <input type="checkbox"/> Presenter (\$40) <input type="checkbox"/> Certified Facilitator (\$35) <input type="checkbox"/> Non-Certified Facilitator (\$20)		
Tutoring – Part-Time (1110, 1130, 1210) <input type="checkbox"/> Certified Teacher (\$30) <input type="checkbox"/> Degreed/Non-Certified Tutor (\$25) <input type="checkbox"/> Non-Degreed/Non-Certified Tutor (\$20)	Professional Development <input type="checkbox"/> Presenter (\$40) <input type="checkbox"/> Teacher Training (\$35) <input type="checkbox"/> Paraprofessional Training (\$20) <input type="checkbox"/> Other Support Training (\$15)		
Tutoring – After-School (1460) <input type="checkbox"/> Certified Teacher (\$35)	Curriculum Development <input type="checkbox"/> Project-Based*		
Summer School (1470) <input type="checkbox"/> Certified Teacher In-Person (\$40) <input type="checkbox"/> Paraprofessional In-Person (\$20) <input type="checkbox"/> Moderator In-Person (\$25) <input type="checkbox"/> Certified Teacher Virtual *	Assessment (1490) <input type="checkbox"/> Test Administrator (\$30) <input type="checkbox"/> Test Monitor (\$20)		
Summer Accelerated Program <input type="checkbox"/> Certified Teacher (\$35)	<input type="checkbox"/> Part-time clerical (\$20)		
Elementary Extended Day Program <input type="checkbox"/> Monitor (\$35) <input type="checkbox"/> LEAD (\$45)	**Overtime: Do not use this form. Must use overtime pre-approval form.		
*Special Assignment (Use attachment as needed): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			
Requested by		Date	
Funding Source	Approved	Date	
Supt./HR Approval		Date	
Budget Code			