BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

PAYROLL DEPARTMENT – ADDITIONAL & SUPPLEMENTARY DUTY

1900 East Price Road Brownsville, Texas 78521

(956) 548-8391 FAX (956) 550-0476

Career & Technical Education: Supplementary Duty Extra Pay Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Employee ID# |  | Date: |  |
| Campus: |  | Position |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FORM MUST NOT BE MODIFIED |  | Fall |  | Spring |  |
| **Career & Technical Student Organization Sponsorship (CTSO)** |  |  |  |  |
|  |  | **DATE(S)** |  | **AMOUNT(S)** |
| **Student Participation** – $30.00 per paid affiliated member. (Student(s) must be competing) **$600 max** |  |  |  |  |
|  |  |  |  |  |
| **Leadership Training Conference** (Club Officers Only)  |  |  |  |  |
| Sponsor / Chaperone attendance at Student Competitions Below ( All 3 Level)  |  |  |  |  |
|  |  |  |  |  |
| **Area / District Competition** (must be claimed in the same school year) |  |  |  |  |
| 1. Leadership and/or Skills ($75 ½ day & $150 all day)
 |  |  |  |  |
| Student Preparation **$450 max** |  |  |  |  |
|  |  |  |  |  |
| **State Competition** (must be claimed in the same school year) |  |  |  |  |
| 1. Leadership and/or Skills ($75 ½ day & $150 all day)
 |  |  |  |  |
| Student Preparation **$300 max** |  |  |  |  |
|  |  |  |  |  |
| **National Competition** |  |  |  |  |
| 1. Leadership and/or Skills ($75 ½ day & $150 all day)
 |  |  |  |  |
|  Student Preparation **$150 max** |  |  |  |  |
|  |  |  |  |  |
| **Community Service Event** |  |  |  |  |
| 1. Sponsor Attendance at Community Service Event  **$450 max**
 |  |  |  |  |
|  |  |  |  |  |
| **Professional Development** |  |  |  |  |
| 1. Regional or State Conference / Training ($75 ½ day & $150 all day)
 |  |  |  |  |
| 1. Program Required (PLTW, AYES, PT 1, OSHA, ATC, CC/CI, ALA)
 |  |  |  |  |
|  |  |  |  |  |
| **Professional Duties** |  |  |  |  |
| 1. AYES Intern Supervision – Non-contract day, $35 per site, once every two weeks  **$700 max**
 |  |  |  |  |
| 1. Career Preparation (CP) – non-extended year contract. Off-contract Coordination day - $150 ½ day & $300 all day. (Limited to 5 days per CP section taught)
 |  |  |  |  |
| 1. Coordination Periods (minimum of one) – One (1) per every 2CP sections taught **$6000 max**
 |  |  |  |  |
|  |  | Total Requested Amount |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Verifications & Approvals** |  |  |  |  |  |  |
|  Employee’s Signature |  |  | Date: |  |
|  Principal’s Signature |  |  | Date: |  |
|  CTE Administrator’s Signature |  |  | Date: |  |
|  |
| Special Notes: Employees will submit this form with a record of service performance to their campus Dept. Chair and Principal for preliminary approval in December for their first half of the supplemental duty pay period and in May for the second half of the supplemental duty pay period. Upon approval, the campus principal will then forward this form with the documentation of service and performance to the CTE Dept. for funding approval. Supplemental duty extra pay amounts allowed per CTSO sponsor **WILL NOT EXCEED** **$2,400.00 per school year**. Prior approval by the High School Principal and Career Technical Education Administrator is required!**\*CONTRACTUAL DAYS WILL BE ISSUED A RATE OF $75.00, AND NON-CONTRACTUAL DAYS WILL BE ISSUED A RATE $150.00.****Revised 10/23/2017** |