

# Levelland Independent School District

**Jerry Beard**

704 11<sup>th</sup> Street

Levelland, Texas 79336

(806) 894-9628 Ext. 218

Fax (806) 894-2583

[jbeard@levelland.isd.tenet.edu](mailto:jbeard@levelland.isd.tenet.edu)

DATE; August 30, 2011

TO: Dr. Brooks and Building Principals

SUBJECT: Federal Extra Duty Pay

The attached form needs to be used for employees engaged in extra duty pay activities that is paid for with federal money. Examples of these include the following:

- TAKS Remediation
- Summer School
- Migrant Saturday Classes
- ESL /Migrant Tutorials at Carver

\*\*\*\*\*  
FEDERAL EXTRA DUTY PAY ONLY\*\*\*\*\*

EMPLOYEE NAME:

SOCIAL SECURITY NUMBER:

DEPARTMENT:

**SCHOOL ASSIGNED:**

**CHECK IF EMPLOYEE IS  
SUBSTITUTE:**

1

[illegible]

Total overtime hours worked

Total overtime hours paid in cash

### Beginning compensatory hours balance

Total compensatory hours accrued

Total compensatory hours used

### Ending compensatory hours balance

Beginning vacation days

Total vacation days used

## Ending vacation days

TOTAL HOURS  
FOR WEEK

Principal or Supervisor Signature \_\_\_\_\_

DATE \_\_\_\_\_

Central Office Signature

DATE \_\_\_\_\_

I hereby certify that to the best of my information, knowledge, and belief the above time schedule is correct.

DATE \_\_\_\_\_

Employee Signature \_\_\_\_\_