# Harleton ISD Athletic Extra Duty Pay

This form is to be submitted to the Principal's office the day following the Extra Duty assignment. This form must be completed with all information pertaining to the Extra Duty. Failure to do so will result in forfeiture of pay.

EMPLOYEE NAME:_____

EXTRA DUTY ASSIGNMENT:_____

DATE:_____DESTINATION:_____#Games_____

**PAY SCHEDULE:**

| | | | |
|---|---|---|---|
| Bus Driving: | $10 < 100 miles RT | or | $20 > 100 miles RT |
| Football Clock Keeper | | | $20 per game |
| Football Ticket Sales | | | $7.25 / hr ($25 min) |
| Basketball Clock / Book | | | $5 per game |
| Basketball Ticket Sales | | | $7.25 / hr ($25 min) |
| Tournament Ticket Sales | | | $7.25 per hr |
| Professional Security | | | $20 hr |

BEGINNING TIME_____AM/PM ENDING TIME:_____AM/PM

TOTAL HOURS WORK:_____ TOTAL DUE:_____

_____ EMPLOYEE #_____
SIGNATURE

_____
ADDRESS CITY /ZIP PHONE

PRINCIPAL / A.D. APPROVAL:_____

SUPERINTENDENT APPROVAL:_____

*Please note that Extra Duty Pay will be issued on the next month's regular payroll check. **See pay details & gatekeeper procedures on back of this form.