

# Supplementary Duty Pay Check-off Submission Form

Teacher/Sponsor: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Campus: \_\_\_\_\_

CTSO/Conference: \_\_\_\_\_

## Career & Technical Student Organization (CTSO) Sponsorship

- Supplemental Duty Pay Form COMPLETED correctly **Note:** must be signed by campus principal.
- Copy of approved Professional Leave(s) **Note:** one for each conference.
- Official CTSO Conference Registration Invoice(s) w/student member names (list). **Note:** one for each conference.
- Student sign-in sheet for preparation **Note:** must be during non-instructional time **AND** one for each conference

## Professional Development

- Supplemental Duty Pay Form. **Note:** not included with CTSO Sponsorship.
- Copy of approved Professional Leave(s)
- Copy of Conference Registration Invoice
- Copy of Certificate of Completion

## Professional Duties

- Supplemental Duty Pay Form
- Copy of Time Clock Hours

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

### For CTE Office Use Only

Coordinator: \_\_\_\_\_

Date Received: \_\_\_\_\_

Approve for Processing \_\_\_\_\_

Correction(s) Needed \_\_\_\_\_

Notes: \_\_\_\_\_

**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)
<b>Student Participation</b> – \$30.00 per paid affiliated member. (Student(s) must be competing)		<b>\$600 max</b>
_____	_____	_____
<b>Leadership Training Conference (Club Officers Only)</b>		<b>\$750 max</b>
_____	_____	_____
Sponsor / Chaperone attendance at Student Competitions Below ( All 3 Level)		
<b>Area / District Competition</b> (must be claimed in the same school year)		
1. Leadership and/or Skills (\$75 ½ day & \$150 all day)		
Student Preparation		<b>\$450 max</b>
_____	_____	_____
<b>State Competition</b> (must be claimed in the same school year)		
2. Leadership and/or Skills (\$75 ½ day & \$150 all day)		
Student Preparation		<b>\$300 max</b>
_____	_____	_____
<b>National Competition</b>		
3. Leadership and/or Skills (\$75 ½ day & \$150 all day)		
Student Preparation		<b>\$150 max</b>
_____	_____	_____
<b>Professional Development</b>		
A. Regional or State Conference / Training (\$75 ½ day & \$150 all day)		<b>\$450 max</b>
_____	_____	_____
B. Program Required (PLTW, AYES, PT 1, OSHA, ATC, CC/CI, ALA)		<b>\$975 max</b>
_____	_____	_____
<b>Professional Duties</b>		
A. AYES Intern Supervision – Non-contract day, \$35 per site, once every two weeks		<b>\$700 max</b>
_____	_____	_____
B. 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)		
_____	_____	_____
C. Coordination Periods (minimum of one) – One (1) per every 2CP sections taught		<b>\$6000 max</b>
_____	_____	_____
<b>Total Requested Amount</b>		_____

**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.**