



**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 a registered competitor at the Area/District Conference.)	<b>\$600 max</b>	_____
<b>Leadership Training Conference (Club Officers Only)</b> Sponsor / Chaperone attendance at Student Competitions Below (All 3 Level)	<b>\$750 max</b>	_____
<b>Area / District Competition</b> (must be claimed in the same school year)		
1. Leadership and/or Skills (\$75 ½ day & \$150 all day)	<b>\$450 max</b>	_____
Student Preparation		
<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)	<b>\$1500 max</b>	_____
<b>Professional Duties</b>		
A. 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)	<b>\$6000 max</b>	_____
B. Coordination Periods (minimum of one) One (1) per every 2CP sections taught		
<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! Student preparation is prorated per student participation. Documentation will be required to verify student preparation. (Student Sign-in sheets, Employee Time Clock report.) Time Clock reports not to exceed allotted amount required.

\*CONTRACTUAL DAYS WILL BE ISSUED A RATE OF \$75.00 AND NON-CONTRACTUAL DAYS WILL BE ISSUED A RATE \$150.00.