



**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 a registered competitor at the Area/District Conference.)	\$600 max	_____
Leadership Training Conference (Club Officers Only) Sponsor / Chaperone attendance at Student Competitions Below (All 3 Level)	\$750 max	_____
Area / District Competition (must be claimed in the same school year)		
1. Leadership and/or Skills (\$75 ½ day & \$150 all day)	\$450 max	_____
Student Preparation		
State Competition (must be claimed in the same school year)		
2. Leadership and/or Skills (\$75 ½ day & \$150 all day)		
Student Preparation	\$300 max	_____
National Competition		
3. Leadership and/or Skills (\$75 ½ day & \$150 all day)		
Student Preparation	\$150 max	_____
Professional Development		
A. Regional or State Conference/Training (\$75 ½ day & \$150 all day)	\$450 max	_____
B. Program Required (PLTW)	\$1500 max	_____
Professional Duties		
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)	\$6000 max	_____
B. Coordination Periods (minimum of one) One (1) per every 2CP sections taught		
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! 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.**