Waco ISD Extra Duty Request Guidelines and Procedures

Please read the following guidelines. Once read ask any questions you may have.

Extra Duty Request Form:

- You MUST have an Extra Duty Request (EDR) form approved prior to working.
- Read and follow the job description, date(s) and time(s) very carefully on the EDR.
- Work only the specific hours allowed on EDR.
- You MUST stay within the approved time. Clock in/out no more than 5 minutes before and 5 minutes after approved time.
- If no student arrives for tutoring after 10 minutes you MUST clock out.
- You will only be paid for the time you are serving students/tutoring-as stated on the EDR.

Clocking In/Out

- You must clock in and out daily in order to be paid.
- You will be provided with a "function code" to enter on the time clock
- Do not clock in/out more than 5 minutes before and after approved time.
  Use either time clocking in/out preference.

Time Clock

- **Clock In:**

Press "F3"
Enter Employee ID #
Press "Enter"
Enter Function Code from approved EDR
Press "Enter"
Green Check mark will appear

- **Clock out:**

Press "OUT"
Enter Employee ID #
Press "Enter"
Green Check mark will appear

Time Stamp:

- **Clock In:**
  Log into TEAMS (Frontline)
  Click on Circle next to arrows on top right hand corner.
  Enter Function Code from approved EDR
  Enter Location ID #_____
  SUBMIT

- **Clock out:**
  Repeat above steps

Non exempt employees will not have access to time stamp without principal approval.

Tutoring Documentation:

- Turn in the weekly tutoring log to your campus secretary each week (required by TEA).
- The times need to be sequential in far left column
  - This is what took place, not the planned schedule.
- Each student must initial daily when he/she arrives.
  - If the student is absent, tutor writes "A" for that day
- A specific focus/skill of the day must be recorded
  - If the skill is the same you may put " " marks in the box
- **Sign and date** the bottom of the page(s) of the tutoring sheet and turn into your campus secretary.
- Time card will not be approved without the signed weekly tutoring log.
- Log into the Employee Service Center to verify time worked is correct.
- Monitor time card in Employee Service Center to make sure time has been approved by workflow after paperwork has been turned in.

All Signatures required before Performing duties

Waco Independent School District
Request for Extra Duty Compensation
(NON SUMMER SCHOOL)

New Hire? ☐ No ☐ Yes If yes, not eligible for extra duty prior to official start date

ID #:_____ **Employee Name:** _____

Campus: _____ **Current Position:** _____

Extra Duty Assignment: _____**Time Clock Function:** _____

Specific duties to be performed:	**Specific dates & times:**
CIP:_____	**Total Hours Allowed:**_____

Please check the rate of pay based on qualifications and job assignment:

Temp Hire Tutor:

- ☐ No College - $10.00
- ☐ 9+ hours core - $17.00
- ☐ Degreed - $22.00
- ☐ Music-Degreed - $30.00
- ☐ Certified - $30.00

OR

District Employee:

Para's must work 40+ hours to receive OT rate:
(Contact HR for hourly rate)

- ☐ Para (hourly rate): $_____Reg $_____Overtime
- ☐ Prof Extra duty: Non-Instructional, Library Media Specialist - $30.00
- ☐ Prof Extra Duty: Teachers, Counselor, Nurse-RN, Librarian Dyslexia, Instructional Specialist, Dyslexia Specialist - $35.00
- ☐ Prof: Curriculum Writing - $35.00

Read Before Signing: I understand the above job description. I commit to performing the above duties during the dates & times indicated. I understand that I do not have the preapproval to work duties & times beyond the scope of this document.

Employee Signature _____ **Date** _____

(Use these percentages to calculate benefit amounts: ESSER & TITLE .14456/ SCE & LOCAL .13206)

_____ X_____= $_____+_____= $_____ _____

Pay Rate | Total Hours | Total | Benefit | Total | Budget Code to Be Charged

I understand that if employee works beyond the scope of this document it will be charged to the campus local budget.

_____ _____ _____ _____

Principal/Department Head **Date** **Program/Grant Administrator** **Date**

_____ _____

Budget Department **Date**

S&F-8/2025