

CERTIFICATED EXTRA PAY

Employee Name	Employee ID	Building / Location

DIRECTIONS:

1. Enter personal information and work information.
2. Hours claimed must be worked before submitting to Human Resources.
3. Hours worked MUST be submitted by the last day of the month in which they were worked.
4. DO NOT submit more than ONE activity per form.
5. DO NOT submit hours for more than ONE month per form.
6. Complete form electronically or in blue/black ink only.
7. SUBMIT COMPLETED FORM TO HUMAN RESOURCES

Activity	☐ Extra Hours per CBA						
Date		Hours		Date		Hours	
Date		Hours		Date		Hours	
Date		Hours		Date		Hours	
Date		Hours		Date		Hours	
Account							

Employee

Date

This extra pay is made pursuant to RCW 28A.405.900 and in accordance therewith, and is not subject to the continuing contract provisions of Title 28A of the Revised Code of Washington. Services performed hereunder are beyond those called for by the employee's annual contract.

Employee certifies, under penalty of perjury, that this is a true and correct claim for labor performed herein, and that the claim is a just, due and unpaid obligation against Longview School District No. 122, and that no payment has been received by me on account thereof.

Building Administrator

Date

Program Administrator

Date

BY ORDER OF THE BOARD OF DIRECTORS OF
LONGVIEW SCHOOL DISTRICT NO 122,
COWLITZ COUNTY, WASHINGTON

FOR HUMAN RESOURCES USE					
Rate		Hours		Sub Total	
Rate		Hours		Sub Total	
Rate		Hours		Sub Total	
Rate		Hours		Sub Total	
TOTAL PAY					
ACCOUNT					

FORMS RECEIVED AFTER THE FIRST OF THE MONTH WILL BE PROCESSED THE FOLLOWING MONTH