Extra Duty Compensation and Payroll Compliance

The District compensates employees in accordance with federal and state wage and hour laws, utilizing established payroll schedules to ensure employees are paid timely and accurately for all authorized hours worked.

Extra Duty Compensation Definition

As outlined in the Duncanville ISD Staff Handbook, extra duty pay is defined as compensation for nonexempt and exempt staff members who perform duties outside their assignment schedule and are not related to their primary job assignment. All extra duty work must be recorded accurately to ensure proper payment processing.

- **Recording Time:** All time worked must be recorded on the revised Payroll Payment Request Form (PPR) as of November 1, 2026.
- **Approval:** PPRs must be approved by the staff member's immediate supervisor or the requester of the work performed.
- **Chief, Deputy Chief, or Executive Director Signature:** Once the approval signature is obtained, the PPR must be signed by the Chief, Deputy Chief, or Executive Director.
- **Compensation Rates:** Extra duty rates are compensated at the approved predetermined rate listed in the district compensation manual. Rates cannot be determined or promised at the campus or department level.
- **Overtime:** For nonexempt staff, hours physically worked over 40 within a single work week will be compensated at 1.5 times the regular rate of pay in accordance with DOL guidelines.

Important Restrictions and Compliance

To remain compliant with labor laws and district policy, the following rules apply to all extra duty assignments:

1. **Compensatory Time:** Comp Time cannot be offered or accepted in lieu of extra duty compensation.
2. **No "Banking" of Hours:** Employees are strictly prohibited from "banking" PPRs to receive a single lump sum payment at a later date. This practice is not legally compliant with federal and state labor laws. The Texas Payday Law requires employees to be paid in full and on a regular, predictable pay schedule. To comply with this law, the district has an established and posted pay schedule, which includes when PPRs are to be submitted to ensure payment as indicated on the pay schedule.
3. **Internal Control Weakness:** Failure to follow established PPR submission procedures may cause internal control deficiencies and increase the District's risk of audit findings related to compliance, documentation, and financial oversight.

Submission Procedures and Deadlines

Accuracy and timeliness in submitting Payroll Payment Request forms are critical for payroll processing.

- **Submission Deadline:** All PPRs, including all required signatures, are due to the district payroll office by the end of the second week worked on the PPR.
- **Final Monthly Cutoff:** In no instance should a PPR be submitted later than the official monthly due date listed on the District Payroll Schedule. This schedule is available on the district website and referenced in the staff handbook.
- **Late Processing:** PPRs received after the scheduled deadline will not be processed in the current pay cycle; these will be paid on the following pay period.

Required Item	Deadline / Policy	Reference
PPR Submission	End of 2nd week worked	District Payroll Office
Monthly Cutoff	Per District Payroll Schedule	District Payroll Schedule
Late Forms	Processed on next paycheck	PPR Guidelines
Signatures	Approver **AND** Chief, Deputy Chief, or Executive Director approval required	PPR Guidelines

For specific dates regarding pay cycles, please refer to the updated pay schedule which details payroll payment request due dates for both monthly and biweekly cycles.