

SCHOOL FACILITIES

DRAFT 5/23/2023

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Reporting Form for Employee Extra Pay

Name of Sponsoring Organization/Activity _____

Representative's Name _____

Facilities used by organization: ☐ gymnasium ☐ dining room/kitchen ☐ stadium
☒ auditorium ☐ classrooms(s) ☐ other, specify _____

Personnel assigned to the event: ☐ Custodian(s) ☐ Food Service Employee(s) ☒ Maintenance

☐ Supervisory personnel will be paid at not less than their regular hourly rate or regular overtime pay with pay beginning 30 minutes before and ending one (1) hour after the event or whenever the facility (including the stadium) is in good, useable order for the next day. Employee will be paid at Board approved rate for actual time worked for the event to include set up, preparation, event time, and clean up of the facility.

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SIGNATURES BELOW VERIFY SERVICE FOR THIS EVENT

_____ <i>Employee's Signature</i>	_____ <i>Date of Service</i>	_____ <i># of Hours Worked</i>
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For Central Office use only

Employee Name _____	# of Hours @ \$ _____	per hour	Total \$ _____
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Superintendent/designee's Signature

Date

Submit this form to the Central Office within one (1) week of the event.