



Manor Independent School District

EXTRA DUTY PAY

DISTRICT GUIDELINES

Every Student. One Mission. Our Future

The Extra Duty Pay District Guidelines list general information and guidelines regarding extra duty pay for employees and substitutes, the Extra Duty Pay Schedule, and the Non-Regular Employee Table.

GENERAL INFORMATION

Extra Duty Pay is defined as payment made to employees and substitutes for work performed outside of the individual's regularly scheduled workweek.

Exempt and non-exempt employees are eligible to be paid extra duty with supervisor approval. Substitutes, temporary workers, and student workers are also eligible for extra duty assignments with supervisor approval.

Extra duty pay is earned when an employee works outside of their regularly scheduled workweek. An Authorization to Pay Form and an Extra Duty/Temporary Timesheet noting hours worked are required to be submitted to the Payroll department for payment. All forms must be authorized and signed by the appropriate supervisor. Extra duty is paid according to the pay schedules established by the Payroll department.

Pay rates for extra duty assignments are published in this Guidebook. Once the need for extra help is identified and an individual is selected, the pay rate should be communicated to the individual prior to the beginning of the assignment. Questions regarding rates that are not included in this Guidebook should be referred to Human Resource.

ADDITIONAL INFORMATION

- All individuals using the D32-B Authorization to Pay form must be active employees or substitutes.
- One (1) Authorization to Pay form and one (1) Extra Duty/Temporary Timesheet must be completed each month for the length of the assignment. A new Authorization to Pay form and Extra Duty/Temporary Timesheet must be completed if the individual starts a new assignment, even within the same month.
- Only pay rates listed on the Extra Duty/Temporary Pay Rate Schedule in this Guidebook are approved rates and may be quoted for assignments. All other pay rates must be approved by the Executive Director of Human Resource.
- The Authorization to Pay form must be completed by the supervisor before the assignment begins, and the employee must sign the form to indicate their acceptance of the approved pay rate.
- The Non-Regular Employee Table in this Guidebook may be used to review various assignments for substitutes, temporary workers, and consultants.

EXTRA DUTY/TEMPORARY PAY RATE SCHEDULE

Professional Daily Rates:

All positions are required to have prior approval by completing the Certified Long Term Substitute Request form or the Non-Teaching Certified Substitute Request form.

Position	Rate Per Day
Campus Administrator (Principal & Assistant Principal)	\$250.00
Certified/Licensed Counselor	\$225.00
Speech Therapist	\$200.00
Long Term Substitute Certified Teacher	\$125.00
Long Term Substitute Certified Librarian	\$150.00
Substitute Registered Nurse	\$120.00
Instructional Coach/Academic Interventionist	\$115.00

Professional and Non-Exempt Hourly Rates:

Position	Rate
Tutor (Non-Degreed/Degreed/Certified)	\$15, \$20, or \$25.00
Certified Teacher attending GRANT-FUNDED professional development during non-contract hours (max 8 hrs/day)	\$90.00 per day
Certified/Licensed Counselor, Social Worker, Diagnostician, LSSP, SLP, OT, and PT	\$32.00
Professional Exempt Employee	\$25.00
Professional Exempt Employee requiring specialized credential *	\$30.00 - \$35.00
Paraprofessional Support Level I <ul style="list-style-type: none"> • Basic office support, data entry, reception, filing, copying, and educational assistant • Other assignments similar to those in Pay Grades 2-3 	\$10.00
Paraprofessional Support Level II <ul style="list-style-type: none"> • Administrative/secretarial support and registrar • Other assignments similar to those in Pay Grades 4-6 	\$12.50
Paraprofessional Support Level III <ul style="list-style-type: none"> • Executive assistant support • Other assignments similar to those in Pay Grades 7-8 	\$15.00
Auxiliary Support- Custodial, Warehouse, Maintenance, & Print Services	\$10.00
PAC Technician	\$10.00
PAC Facility Supervisors	\$15.00
Plumber	\$20.00
Summer Student Worker	\$8.00

Emergency Rates Related to Natural Disasters/Catastrophic Events:

Position	Rate Per Hour
Shelter Manager/Incident Commander (limited to one individual per shift)	\$45.00
Other Exempt Employees	\$35.00

Fine Arts Rates:

All private music instructors must be approved by the Fine Arts department prior to performing duties to receive the rates below.

Position	Rate
Private Music Lessons	\$20.00 per ½ hour
Accompanist	\$30.00 per hour

Special Education Rates:

Position	Rate
Consultant - Special Education	See consultant rate
In-Home Trainer	Hourly rate
Language Interpreters/Translators	\$25.00
Job Coach	\$12.50
Respite Care	See Special Education Director

Community School Rates:

Position	Rate
Enrichment/Summer Classes Requiring Certified Instructors	\$25.00 per hour
Enrichment/Summer Classes Not Requiring Certified Instructors	\$18.00 per hour
Enrichment/Summer Classes Conducted by Vendors	Refer to Vendor/District Contract
Non-Exempt Employees	Hourly rate
Site Supervisor	\$20.00 per hour

Athletics Rates:

Manor ISD Varsity Football

Position	Rate
Announcer	\$50.00 per game
Media Check-In	\$50.00 per game
Press Box Host/Hostess	\$50.00 per game
Referees	TASO rate
Security	\$23.00 per hour
Site Supervisor	\$150.00 per game
Spotter/Scoreboard	\$40.00 per game
Ticker Seller (Until Half Time)	\$50.00 per game
Ticket Seller (Entire Game)	\$60.00 per game
Ticket Taker (Until Half Time)	\$50.00 per game
Ticket Taker (Entire Game)	\$60.00 per game
Usher	\$40.00 per game
Video Operator	\$150.00 per game

Other Manor ISD Athletic Events (Tournaments & Sub-Varsity)

Position	1 Game	2 Games	3 Games
Bookkeeper	\$20.00	\$30.00	\$40.00
Referees	TASO Rate	TASO Rate	TASO rate
Scoreboard Operator	\$20.00	\$30.00	\$40.00
Site Supervisor	\$50.00	\$75.00	\$100.00
Ticket Seller	\$25.00	\$35.00	\$45.00

Outside Facility Rentals and Summer Camps

Position	Rate
Site Director	\$30.00 per hour
Security	\$23.00 per hour
Site Supervisor - Administrator	\$25.00 per hour
Site Supervisor - Non-Exempt	Hourly rate



NON-REGULAR EMPLOYEE TABLE 2016-2017

Description	Selected By	Fingerprints Required?	Forms Needed for Payment	Pay Determined By	Badge?
Campus Substitute	Substitute Application	Yes	Substitute Packet, Including W-4	Standard Rate (Compensation Plan)	No, Blue Sub Badge (no pic)
Certified/Licensed Long Term Substitute	Active Certified Sub List, Campus	Yes	Substitute Packet, including W-4	Standard Rate (Compensation Plan)	No, Blue Sub Badge (no pic)
TEMPORARY EMPLOYEE					
Description	Selected By	Fingerprints Required?	Forms Needed for Payment	Pay Determined By	Badge?
General Extra Help Special Ed consultant, tutor, hearing officer, temporary workers	Temporary Application Campus or Department	Yes	Substitute Packet, including W-4	Extra duty rate for Assignment- See Comp. Schedule	No
Student Worker	Campus or Department	No	Substitute Packet, including W-4	Student worker rate	Temp Badge
CONSULTING EMPLOYEE					
Description	Selected By	Fingerprints Required?	Forms Needed for Payment	Pay Determined By	Badge?
Consultant Presenters, staff development providers	Campus or Department	Some	W-9 and Contracted Service Agreement or Purchase Order	Campus/Dept sets rate	No
Contractor Special services, construction, outside vendor	Campus/ Department/ bid process/ approved vendor	Yes	W-9 and Contracted Service Agreement or Purchase Order	Bid or Invoice	Access only (some), with approved form
Fine Arts Instructor Drill team, color guard, choreography, specialized techniques, private music lessons	Campus or Department	Yes	W-9 and Contracted Service Agreement or Purchase Order	Campus/Dept sets rate	No
Business Owners or Sole Proprietors	Campus or Department	Some	W-9 and Contracted Service Agreement	Campus/Dept sets rate	No
Judge Cheerleader tryouts, contests, UIL	Campus or Department	No	W-9 and Contracted Service Agreement	Campus/Dept sets rate	No
Athletic Official or Worker Referee, umpire, other assignments	Campus/ Department	No	W-9 and Contracted Service Agreement	District Rate	No
One-day Assignment Workers	Campus or Department	Some	W-9 and Contracted Service Agreement	District Rate	No

- Substitutes are paid through AESOP and Temporary employees are to be paid with an Authorization To Pay form and an Extra Duty/Temporary Timesheet through payroll. Contractors/Consultants are not required to go through the substitute process and are instead paid with a W-9 and Contracted Services Agreement or Purchase Order through Accounts Payable.
- The fingerprint requirement for contractors is determined by type of assignment and whether the individual will be left alone with students.

FREQUENTLY ASKED QUESTIONS

- **I have a professional contact who will provide services to the district. How do I know if they will be a substitute/temporary worker or a consultant?** The process the individual will follow depends on the following factors:
- The type of work they will be performing
 - Whether they have ever worked for Manor ISD or have retired through TRS

The Non-Regular Employee Table was designed to help administrators determine how an individual should be processed based on these factors. Essentially, individuals who (1) are former Manor ISD substitutes or employees, **OR** (2) are TRS retirees, regardless of where they worked, **OR** (3) do not own their own business, must be hired as substitutes/temporary workers and paid with an extra duty form and timesheet through Payroll. Otherwise, they are not required to go through the substitute/temporary worker process and are instead paid with a W-9 and Contracted Services Agreement through Accounts Payable.

- **What is the difference between a substitute/temporary worker and a contractor?** A contractor generally has a Federal ID number or is associated with one and a substitute/temporary worker does not. However, the rules on the Non-Regular Employee Table will make the final determination.
- **Why are temporary workers also processed by the Human Resources Office?** Although the Human Resources office primarily processes campus and certified long term substitutes, temporary workers are required to meet similar requirements and are processed in the same manner using substitute paperwork and payroll processes. However, the assignments are different from each other:
- Campus and Certified/Licensed Long Term Substitutes: Campus substitutes accept daily and long-term assignments using AESOP. Certified/Licensed Long Term Substitutes have to meet specific requirements to accept substitute assignments at a different rate.
 - Temporary Workers: These individuals are hired using the substitute process but perform specific tasks at assigned rates. They are not included in or contacted by the AESOP, and assignments are not always at a campus.
- **Why are private music instructors processed as temporary workers?** If an individual will be performing work that will be or could potentially be paid by the district, the individual will be processed as a temporary worker. Because scholarships are funded by the district, private music instructors could potentially be paid by the district.
- **It sounds like my consultant will need to be processed as a temporary worker. What do I need to do to get him/her on board?** A recommendation from the campus principal or director will be required to request approval for processing. If you are not a campus principal or director, you will need to request this recommendation be sent to the Human Resources Office. Once the recommendation is approved, the individual's application will be reviewed for completion, qualifications, and contact information. The process will not begin until the applicant has submitted a current substitute application, as paperwork will be sent to electronically using the email address on the application. The length of the process is dependent on how promptly the individual responds to complete paperwork, whether all required documents have been submitted, and when fingerprinting is completed. An individual may not report for work until he/she has received written verification from the Human Resources office of active status. If the applicant has a question regarding the process, he/she should contact the Human Resources office at (512) 278-4279.

FREQUENTLY ASKED QUESTIONS

- **My consultant will only work one time for the district. How does he/she get processed?** The individual will be processed by Accounts Payable using a Form W-9, a Contracted Services Agreement and a Purchase Order if the cost is \$500 or greater, unless the individual is a TRS retiree, regardless of where they worked. In that case, the individual will be processed as a temporary worker. The individual may also be required to complete the fingerprinting process.
- **Will my consultant have to reapply every year?** Substitutes and temporary workers are sent a Letter of Reasonable Assurance during the first week of May every year inquiring whether they intend to return the following year. If it is likely the individual will perform services for the district the following year, it is recommended that they return the LRA prior to the deadline. In that case, they will remain active from year to year and will not have to apply again. If they do not respond to the LRA they receive in May, it will be considered a resignation and they will be inactivated. If they want to return to perform services for the district at a later time, they will need to reapply and complete the process again. Therefore, they will not have to reapply if they watch for and return their LRA once a year.
- **My consultant was fingerprinted last year as a contractor for Manor ISD. Does he have to be fingerprinted again to be a substitute/temporary worker?** If an individual's fingerprints can be found in the database, even if they were a contractor when they were fingerprinted, they will not need to be fingerprinted again. The individual should notify the Human Resource of this status at the information session to make this determination.
- **My consultant will be considered a contractor. What is the process for contractors?** An individual who will be performing duties as a contractor should begin the process by contacting the department who will be hiring them and submitting a compliance form. Once processed, the individual will receive a Fast Pass from Human Resources via email with additional instructions on the fingerprinting process. Once fingerprints are complete and the receipt is returned to HR, the department will be notified that the individual has completed the process.
- **How are pay rates determined for Extra Duty work?** Pay rates for extra duty assignments are determined according to the Extra Duty/Temporary Pay Rate Schedule. If you are unsure what the individual should be paid for the type of work to be assigned, discuss this with the campus principal or department director for assistance. Always confirm the rate to be paid for the duties to be assigned prior to communicating them to the employee and assigning work.
- **What are temporary workers?** Temporary workers are paid semi-monthly. Temporary workers are only approved for the following departments: Purchasing, Distribution, Textbooks, Maintenance, and Print Services.
- **When should payment documents be submitted?** Payment documents, such as the Authorization To Pay form and an Extra Duty/Temporary Timesheet, should be submitted to the Payroll Office for payment based on the payroll schedule. Failure to submit documents in timely manner may result in delayed payment or even non-payment, depending on account balances.