

## EXTRA DUTY HELP PRE-AUTHORIZATION

Prior to calling in extra help above the AESOP substitute workers that are filling in for employees that are absent from duty, you must get pre-authorization from the central office. The only exceptions are our full time employees fulfilling regular extra jobs such as Saturday school, homebound teachers, athletic gate and scorekeepers, or UIL academic coach stipends. **All other extra duty help** such as tutors, additional DAEP instructional help, TAKS testing administration, remediation, covering or relieving for TAKS testing, TPRI or other testing help, power subs or floaters for ARDs, additional temporary help needed for special education children, extra office help, or etc must be authorized *before* you call them. Special education needs must be authorized by the special education director; all others must be authorized by the superintendent or assistant superintendent in charge of the fund they are to be paid from.

This request can cover more than one period. Just list the periods the help will be used, the approximate total cost, and the budget the money is to be paid from. Then make copies of this form and attach it to the monthly Extra Duty Pay Coversheet sent to payroll each month.

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### REQUEST

Campus requesting extra help: \_\_\_\_\_ Date: \_\_\_\_\_

Reason extra help is needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of extra help: \_\_\_\_\_

\_\_\_\_\_

Approximate cost: \_\_\_\_\_

Budget Account Code: \_\_\_\_\_

Requested by: \_\_\_\_\_

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### AUTHORIZATION

Central Office or Special Ed Central Office Authorization: \_\_\_\_\_

If not authorized, please check below and return a copy to the campus requesting the extra help.

Request is Not Authorized Rejected by: \_\_\_\_\_