

Yough School District  
 915 Lowber Road  
 Herminie, PA 15637-1219

**Additional Work/Duty Form**

All work submitted on this sheet must be performed outside of the regular work day, unless the task is performed during prep time or lunch time, as guaranteed under the collective bargaining agreement. **In order to receive compensation for items preapproval must be obtained by the building principal or superintendent.**

Specific Duty Outlined in Contract	Date	Time	Signature for Preapproval	Amount to be Paid
Student Orientation (Maximum 2 Hrs.)				
Bus Duty (Minimum 15 Min.)				
IEP /IST Meetings				
Homebound Instruction				
Summer School				
Mentor Teacher				
Act 48 Professional Development Cmt.				
Additional Duty Outside of Contract	Date	Time	Signature for Preapproval	Amount to be Paid
Tutoring				
Detention Supervision				
Student Activities Supervision				
Grant Preparation				
YES/SAP				
Other**				
<b>(See back of form for additional space as needed)</b>			<b>Total</b>	<b>\$</b>

\*\*All forms **must** be submitted by the 15<sup>th</sup> of the following month for payment.  
 \*\*Any work performed that is mandated by the district that occurs beyond the contract year or day. (Reminder: All additional work needs preapproval by the building principal or superintendent)

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date	Activity Performed: Please fill out if front of form does not provide sufficient space.
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