PUYALLUP SCHOOL DISTRICT
Classified Employee
Extra Duty and Additional Pay Contract Information

This form is to be used for adding assignments for classified employees:
1) after you have offered the position to a certificated staff member
2) when agreeing to the terms of the position with a classified staff member.

Name: ________________________________________________________________
Bargaining Unit: ________________________________________________________________

(Fill in the assignment and hours to be worked in position)

2. ASSIGNMENT: __________________________________ BLDG: ___________
   BUDGET CODE: __________________________ AMOUNT: __________________
   $_________________ / $13.41 =   HOURS: ______________________
   (example $400/13.41 = 29.8 hours classified employee can work in assignment)

3. PAYMENT METHOD (*Out of district coaches receive payment at end of season.)
   _______________ Pay equal monthly payments
   _______________ One payment: specify month duty completed*

Approval for payment & agreement of hours that will be worked in the assignment:

_________________________________________  _____________________________
Administrator/Principal’s Signature            Date

_________________________________________  _____________________________
Personnel Signature                          Date