

Kenai Peninsula Borough School District
 Agreement for Employee Services Outside of their Assignment and Instructional Day
TUTORS OUTSIDE OF THE INSTRUCTIONAL DAY - CERTIFIED EMPLOYEES ONLY

- INSTRUCTIONS FOR USE: This form is for payment of tutoring services beyond the instructional day, for certificated employees at a rate of \$25.00 an hour.
- Must be submitted to the appropriate District Office Director for prior approval. Forms submitted for payment without prior District Office approval will not be paid.
- Form and monthly timesheet must be submitted to payroll on a monthly basis before the 10th of the month to be included in current month payroll.

I. Initial Request

Date	Name
E#	Location
Account #	Date(s) of service:

Pay Periods: Please mark the pay period that corresponds with the attached Time Sheet. Dates of service must be submitted on a monthly basis, match timesheet, & fall within payroll period

August 16 to September 15	<input type="checkbox"/>	November 16 to December 15	<input type="checkbox"/>	February 16 to March 15	<input type="checkbox"/>
September 16 to October 15	<input type="checkbox"/>	December 16 to January 15	<input type="checkbox"/>	March 16 to April 15	<input type="checkbox"/>
October 16 to November 15	<input type="checkbox"/>	January 16 to February 15	<input type="checkbox"/>	April 16 to May 15	<input type="checkbox"/>

At District request _____ (# of hours) Rate of Pay: \$25.00/hour Total \$

II. Initial Approval Signature(s)

Department Director Signature: _____ Date: _____

III. Work Completion Signatures

I certify all work has been completed as noted above:

Employee: _____ Date: _____

Administrator: _____ Date: _____

IV. Review Work Completion

Department Initial: _____ Date: _____

V. Internal Office Use Only

Human Resources Director: _____ Date: _____

DIRECTIONS:

- Step 1: Administrator completes Section I Initial Request and sends the form to the Department Director for review.
- Step 2: The Department Director will review and return the form to the Building Administrator.
- Step 3: After the work is completed, both the Building Administrator and employee must sign the form under Section III and then return it to Department Director for processing along with corresponding timesheet for that pay period.