



Additional Responsibility and Extra Duty Assignments/Compensation

Revised 10/3/19
Form Owner: Human Resources
Form Location:

http://www.4j.lane.edu/files/forms/hr/4j_hr_current_employee_changes.doc

USER INSTRUCTIONS

Form Purpose: Use this form to notify Human Resources of Additional Responsibility or General Extra Duty Assignments/Compensation (non-coaching) under Article 5 of the EEA/4J Collective Bargaining Agreement. If a change to an existing assignment is being reported, please document the "old" information in the "comments" section.

How to Complete this Form: Fill out this form online. Alternately, print this form and complete it by hand. Please fill out the information as completely as possible using the prompts at the top of each section.

How to Submit this Form: Submit this form either electronically or on paper.

Where to Send this Form: Email the completed form to hr@4j.lane.edu or submit a hard copy to HR.

Deadline: This form is due in the Human Resources office by 5:00 p.m. of the "Field Cutoff" date to meet the respective monthly pay date. Field Cutoff dates vary month by month, and calendars are sent out monthly to notify district personnel of these dates.

EMPLOYEE INFORMATION – Fill out completely

Last Name	First Name	Employee #	Effective Date of Assignment

POSITION INFORMATION - Check all that apply

Building (fill in building name)	
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Extra Duty Assignments	Reason for Extra Duty Assignment												
<input type="checkbox"/> Athletic Early Return (2%)	Responsible for returning 8 or more days before the first reporting date for licensed staff to begin fall coaching duties. Also available to the marching band director if returning early. Not available to Athletic Directors or Walk-On Coaches.												
<input type="checkbox"/> Band (HS 10%/MS 4%)	Responsible for two concerts per year, PEP band and all home league football and basketball games.												
<input type="checkbox"/> Choir (HS 8%/MS 4%)	Responsible for two concerts per year.												
<input type="checkbox"/> Drama/Play (MS 2%-up to 4 plays per year)	Responsible for a drama/stagecraft performance. This is a 2% stipend for each performance. Up to four performances per school per year.												
<input type="checkbox"/> Drama/Stagecraft (HS 6% each play/max 2 Plays)	Responsible for a drama/stagecraft performance. This is a 6% stipend for each performance, up to two performances per school year.												
<input type="checkbox"/> Elementary Testing Coordinator Amount of building ESC FTE: _____ <table border="1" style="margin-left: 20px; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Building's ESC FTE</th> <th style="width: 15%;">Stipend Percentage</th> </tr> </thead> <tbody> <tr><td>0.5 or more</td><td>0.0%</td></tr> <tr><td>0.4 to < 0.5</td><td>0.5%</td></tr> <tr><td>0.3 to < 0.4</td><td>1.0%</td></tr> <tr><td>0.2 to < 0.3</td><td>1.5%</td></tr> <tr><td>0 to < 0.2</td><td>2.0%</td></tr> </tbody> </table>	Building's ESC FTE	Stipend Percentage	0.5 or more	0.0%	0.4 to < 0.5	0.5%	0.3 to < 0.4	1.0%	0.2 to < 0.3	1.5%	0 to < 0.2	2.0%	Responsible for coordinating all essential skills testing.
Building's ESC FTE	Stipend Percentage												
0.5 or more	0.0%												
0.4 to < 0.5	0.5%												
0.3 to < 0.4	1.0%												
0.2 to < 0.3	1.5%												
0 to < 0.2	2.0%												
<input type="checkbox"/> Health SVCS. Chair (11%)	Responsible for convening monthly groups of individuals to facilitate and collaborate planning and problem solving.												
<input type="checkbox"/> IHS Head Teacher (11%)	Responsible for coordinating the IHS program.												
<input type="checkbox"/> Instrumental Music (Elem-1%)*	Responsible for one performance.												
<input type="checkbox"/> Journalism (MS 4%)	Responsible for the middle school yearbook.												
<input type="checkbox"/> Middle School Track Coordinator (2%)	Responsible for registration, sending out packets, reserving facilities, ext.												
<input type="checkbox"/> Music (Elem-2%)	Responsible for one performance each semester. One performance during each half of the school year.												
<input type="checkbox"/> Musical (High School) (6% for 1 musical to be divided among drama/stagecraft, orchestra, & vocal)	Responsible for a musical performance. Limit of one musical per school per year.												
<input type="checkbox"/> High School Testing Coordinator (2%)	Responsible for working additional days outside the regular work day to coordinate high school testing.												

<input type="checkbox"/> Middle School Testing Coordinator (2%)	Responsible for working additional days outside the regular work day to coordinate middle school testing.
<input type="checkbox"/> Orchestra (HS 4%/MS 3%)	Responsible for one concert per term.
<input type="checkbox"/> Senior High Newspaper/News Media (HS 10%)	Responsible for senior high newspaper or news media.
<input type="checkbox"/> Senior High Athletic Director (22%)	Responsible for extensive athletic coordination work during break periods including but not limited to summer break, winter break, and spring break.
<input type="checkbox"/> Speech (HS 12%)*	Responsible for debate team.
<input type="checkbox"/> Yearbook (HS 10%)	Responsible for the high school yearbook.

The below extra duty assignments are based off days worked. Please provide how many days they will be working in the comments and they will be paid via a stipend distributed throughout the year. NO extended contacts will be accepted for these days. All days must be in the building/program they are currently assigned.

<input type="checkbox"/> Senior High Counselor (up to 14 days per building, ECCO up to 10 days)	Responsible for working additional days outside the licensed work year calendar (over summer or breaks) to provide additional counselor support.
<input type="checkbox"/> Middle School Counselor (up to 3 days per building)	Responsible for working additional days outside the licensed work year calendar (over summer or breaks) to provide additional counselor support.
<input type="checkbox"/> District Athletic Director (up to 10 days)	Responsible for additional and extensive work leading athletics at the District level both during the school year and during break periods including but not limited to summer break, winter break, and spring break.
<input type="checkbox"/> Senior High Media Specialist (up to 15 days)	Responsible for working additional days outside the licensed work year calendar (over summer or breaks) to set up and/or take down school media.
<input type="checkbox"/> Middle School Media Specialist (up to 15 days)	Responsible for working additional days outside the licensed work year calendar (over summer or breaks) to set up and/or take down school media.
<input type="checkbox"/> Elementary School Media Specialist (up to 4 days)	Responsible for working additional days outside the licensed work year calendar (over summer or breaks) to set up and/or take down school media.

* Must be club funded.

All extra duty assignments are calculated off the extra duty salary schedule reflecting a 1.0 FTE. Work is expected to be done outside the regular work day.

FUNDING SOURCE/ACCOUNT INFORMATION (If not District funded)

<input type="checkbox"/> Building Funds Account Number:	<input type="checkbox"/> Reimbursable (Club Funds, 899) Amount to be Billed: \$
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COMMENTS

SIGNATURE required if submitted in hard copy. **No Signature** required if submitted electronically.

Requesting Administrator Signature

Date