

Hays Consolidated Independent School District

FEDERAL PROGRAMS OFFICE

Extra-Duty Employment Agreement

2022-2023



Campus Name: _____ Semester: ___ Fall/ ___ Spring/ ___ Summer

Employee Name: _____ Employee ID: _____

I certify that during the period beginning _____, **202** and ending _____, **202**, I agree to work for Hays CISD outside my regular duty schedule (e.g. before/after regular work hours, Saturdays) for pre-approved supplemental duties directly pertaining to the activities selected below to improve the academic achievement of students at the district approved rates. This is an extension of my work agreement with HAYS CISD, and I will follow all rules and regulations that are expected of me as part of my regular duties. I agree to provide the required timesheets and all other supporting documentation upon request. I understand that it is my responsibility to ensure that my timesheets and supporting documents reflect actual hours worked and activities performed.

Fund: ___ Title I, Prt.A ___ Title II ___ Title III ___ Title IV ___ ESSER ___ State Comp Ed
___ RDSPD ___ IDEA-B ___ Other: _____

Please check all that apply:

_____ **Tutoring – Extended Day/Week/Year**

- Instruct and/or facilitate tutoring sessions to meet the academic needs of students
- Requires submission of Timesheet and Attendance form (with TEKS and Student Roster)
- Minimum of 3 students in a session (unless HB4545 - must note on Tutoring Log)

_____ **Parent & Family Engagement / Outreach**

- Instruct, supervise, facilitate, or plan allowable PFE or family outreach activities
- Supervise children of families who are participating in allowable PFE activities
- Requires submission of Timesheet, Agenda, Minutes, Handouts, & Attendance/ Sign-In

_____ **Summer School**

- Instruct students who meet at-risk criteria outside of the regular school year
- Requires submission of Timesheet, Summer School schedule, and Student Roster(s)

_____ **Curriculum Development/Planning**

- Develop/plan academic curricula outside of regular work day or work calendar
- Requires submission of Timesheet, Agenda, Minutes, Handouts, & Attendance/ Sign-In

_____ **Professional Development**

- Instruct, facilitate, plan, or participate in professional development training
- Requires submission of Timesheet, Agenda, Handouts, & Attendance/ Sign-In

Pay Rate will be determined in accordance with the currently adopted HCISD Compensation Plan, dependent upon employee classification and work activity performed.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Federal Programs Approval: _____

Date: _____