

# EXTRA DUTY ASSIGNMENT

FORM EDA - 1  
REVISED 7/2018  
ISD #319

## WRITTEN APPROVAL MUST BE OBTAINED BEFORE WORK BEGINS.

- 1) Any District employee assigned to a special project for which additional compensation will be paid must receive prior written authorization.
- 2) Principals or Directors will submit this completed Extra Duty Assignment form (EDA-1) to the Superintendent
- 3) Receipt of this form with the "Approved by" box completed gives authorization for work to begin.
- 4) Once the assignment has been completed, employees need to request payment by submitting a C-7 claim form to the payroll department.

PAYROLL #	EMPLOYEE NAME	SCHOOL OR DEPARTMENT

EXTRA DUTY ASSIGNMENT. Explain type of work to be done and reason work is required.

DETAIL OF TIME INVOLVED. Be specific. Indicate dates to be worked, hours involved, etc.

RATE OF PAY. Complete only one.

Rate per hour: \_\_\_\_\_ Rate per day: \_\_\_\_\_ Project Stipend: \_\_\_\_\_

BUDGET CODE:

### Requested by:

Principal/Director Signature

Date Submitted

### Approved by:

Superintendent/Designee Signature

Date Submitted

### Distribution of Approved Copies

Employee ☐

Principal/Director ☐

Payroll Department ☐

Other \_\_\_\_\_