

**WINDSOR PUBLIC SCHOOLS**  
**EXTRA PAY / EXTRA WORK FORM**  
**JULY 1, 2023 - JUNE 30, 2024**

Hours worked must be rounded to the quarter hour. Timesheets must be received complete and accurate by the payroll deadline. Incomplete or illegible timesheets may be returned and result in delayed payment. A duplicate should be kept for your records.

Employee #: \_\_\_\_\_ Pay Period Beginning: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ School/Site: \_\_\_\_\_

**CHECK ONE AND PROVIDE ALL REQUIRED INFORMATION:**

- Staff Work on Curriculum Projects \$43.00 rate
- Compensated Staff Development \$43.00 rate
- Approved Work with Students in Instructional Clusters, (before/after school) \$43.00 rate
- Attendance to PPT meetings/evaluations/other Special Education related work \$43.00 rate

Compensation: Hours worked: \_\_\_\_\_ @ \$43.00 = \$\_\_\_\_\_ Total

Dates worked and hours each day: \_\_\_\_\_  
\_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                    |      |  |      |
|--------------------|------|--|------|
| Employee Signature | Date | Supervisor Signature   | Date |
|                    |      | <i>(Signature of Supervisor indicates satisfactory completion of work)</i> |      |

|              |      |                               |                |
|--------------|------|-------------------------------|----------------|
| Site Manager | Date | Org. # _____                  | Object # _____ |
|              |      | Project # if applicable _____ |                |

ARTICLE 25

SPECIAL SCHOOL PROGRAMS

25.4 Hourly rates for work beyond the teacher work year for 2022-2025 are:

25.4.1 Staff work on curriculum projects, compensated staff development and approved work with students in instructional clusters shall be:

| <u>2022-2023</u> | <u>2023-2024</u> | <u>2024-2025</u> |
|------------------|------------------|------------------|
| \$42.00          | \$43.00          | \$44.00          |

25.5 Staff development activities may be made available on a voluntary basis without compensation.