Waco ISD Extra Duty Request Guidelines and Procedures

Please read the following guidelines. Once read ask any questions you may have, and sign below. This document is effective immediately for the 19-20 school year.

Extra Duty Request Form:

- You MUST have an Extra Duty Request (EDR) form approved prior to working.
- Read the job description, date(s) and time(s) very carefully on the EDR.
- You MUST stay within the approved time. Clocking in no more than 5 minutes before and 5 minutes after approved time.
- If no student arrives for tutoring after 10 minutes you MUST clock out.
- You will only be paid for the time you are serving students/tutoring.

Clocking In/Out:

- You must clock in and out daily in order to be paid.
- You will be provided a “function code” to enter on the time clock
- How to clock in (no more than 5 minutes prior to tutoring)
  - Press F3
  - Type your employee ID #
  - Hit Enter
  - Type your Function Code (provided)
  - Hit Enter
  - You will see a green checkmark letting you know you are clocked in.
- How to clock out (no more than 5 minutes after tutoring)
  - Press “OUT”
  - Type your employee ID #
  - Hit Enter
  - You will see a green checkmark letting you know you are clocked out.

Tutoring Documentation:

- Each week you will turn in documentation (required by TEA).
- The times need to be sequential in far left column
  - This is truly what took place, not the planned schedule.
- Each student must initial daily when he/she arrives.
  - If the student is absent, tutor writes “A” for that day
- A specific focus/skill of the day must be recorded
  - If the skill is the same you may put “” marks in the box
- Sign and date the bottom of the page(s) of the tutoring sheet.

Your signature indicates, you understand and will comply with all processes and procedures outlined above. Any questions should be directed to the school secretary/bookkeeper.

CES must receive this form along with an EDR signed and dated prior to work beginning.

Signature Date

Original- CES Copy- Tutor