

**ALL TIME CLAIMS ARE DUE ON THE LAST WORKING DAY OF THE MONTH**

CALAVERAS UNIFIED SCHOOL DISTRICT  
P. O. BOX 788  
SAN ANDREAS, CA 95249

**EXTRA DUTY STIPEND TIME CLAIM**

Enter below the date and the activity for which an extra duty stipend is being claimed and the in and out devoted to one of the activities outlined in district policy #4143. Payment for these activities will be reimbursed in accordance with the CUEA or CSEA stipend schedule.

REF	DATE	ACTIVITY/EVENT	SITE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS

Approval of School Administrator \_\_\_\_\_ Date \_\_\_\_\_

Printed Employee Name \_\_\_\_\_

Employee ID# \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Classified or Walk-On</b>	
Schedule:	ACTIVITY
Add on:	ACTIVITY
Group:	12
Rate:	\$16.00 an hour

<b>Certificated</b>	
Schedule:	CE DAILY
Add on:	CE DAILY
Group:	8
Rate:	\$45.00 PER EVENT

REF	Effective Date	FUND	RES	Y	GOAL	FUNC	OBJ	SITE	MGR	EVENT	RATE	TOTAL

TOTAL:

## EXTRA DUTY STIPEND TIME CLAIM

PAGE 2

All extra duty time worked by either a certificated or classified employee, in addition to their contracted time, shall be logged on an Extra Duty Stipend Time Claim .

Activities which are paid at this rate include, gate, scoring, concession booth work at athletic events and officiating, as well as chaperoning duties. (See CUEA Article X, Section D)

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Time claims must be filled out as follows:

- 1.) Date of Service.
- 2.) Identify the type of work/activity performed.
- 3.) Location of the site where you performed the work/activity.
- 4.) Record what time the extra duty began and when it ended.
- 5.) The employee must print their name, sign the claim and write their employee ID# and work site.
- 6.) **Your time sheet must be approved by the secretary and/or the school site administrator at the school where you worked.** The time claim must be in to the district office Payroll Department by the last working day of the month. **It is the responsibility of the employee to ensure that their time claims are received by the Payroll Department.**