

2024 - 2025
LISD Temporary/Extra Duty Schedule and Guidelines

| Assignment Description | Rate | Per |
|---|-------------------|------------------|
| Teacher/Professional Assignments | \$ 25.00 | Hour |
| Classroom During Conference Time (Teacher) - 25 minutes | \$ 17.50 | Minutes Interval |
| Classroom During Conference Time (Teacher) - 45 minutes | \$ 35.00 | Minutes Interval |
| Classroom During Conference Time (Teacher) - 60 minutes | \$ 45.00 | Minutes Interval |
| Classroom During Conference Time (Teacher) - 90 minutes | \$ 60.00 | Minutes Interval |
| HB1415 (Approval required by Chief Learning and Teaching Officer) | \$ 31.00 | Hour |
| Curriculum Writing & Administrator Assignments | \$ 35.00 | Hour |
| Instructional/Clerical Support Assignments - Employee performs extra duty <i>within</i> calendar work days | EE's Regular Rate | Hour |
| Instructional/Clerical Support Assignments - Employee performs extra duty <i>outside</i> calendar work days | \$ 15.00 | Hour |
| High School Student Employees | \$ 12.00 | Hour |
| Baseball, Ticket Scanner | \$ 35.00 | Game |
| Baseball, Scoreboard | \$ 35.00 | Game |
| Baseball, Pitch Count (Varsity) | \$ 35.00 | Game |
| Basketball, Supervisor (Max of 4) | \$ 35.00 | Game |
| Basketball, Ticket Scanner (Max of 3) - Only 1 entrance used at The Colony | \$ 35.00 | Game |
| Basketball, Official Book | \$ 35.00 | Game |
| Basketball, Clock | \$ 35.00 | Game |
| Football Varsity, Stadium Manager | \$ 400.00 | Game |
| Football Varsity, Assistant Stadium Manager | \$ 150.00 | Game |
| Football Varsity, Home Ticket Scanner (4) | \$ 80.00 | Game |
| Football Varsity, Visitor Ticket Scanner (2) | \$ 80.00 | Game |
| Football Varsity, Clock | \$ 60.00 | Game |
| Football Varsity, Announcer | \$ 60.00 | Game |
| Football Varsity, Pass Gate | \$ 60.00 | Game |
| Football 9th/JV, Stadium Manager | \$ 125.00 | Night |
| Football 9th/JV, Ticket Scanner (2) | \$ 35.00 | Game |
| Football 9th/JV, Clock | \$ 35.00 | Game |
| Football Middle School, Stadium Manager | \$ 125.00 | Night |
| Football Middle School, Ticket Scanner | \$ 35.00 | Game |
| Football Middle School, Clock | \$ 35.00 | Game |
| Soccer, Stadium Manager | \$ 125.00 | Night |
| Soccer, Ticket Scanner | \$ 35.00 | Game |
| Soccer, Clock | \$ 35.00 | Game |
| Softball, Ticket Scanner | \$ 35.00 | Game |
| Softball, Scoreboard | \$ 35.00 | Game |
| Volleyball, Supervisor (Max of 4) | \$ 35.00 | Game |
| Volleyball, Ticket Scanner (Max of 2) - Only 1 entrance used at The Colony | \$ 35.00 | Game |
| Volleyball, Official Book | \$ 35.00 | Game |
| Volleyball, Clock | \$ 35.00 | Game |
| Volleyball, Libero | \$ 35.00 | Game |
| Water Polo, Supervisor (Max of 4) | \$ 35.00 | Game |
| Water Polo, Ticket Scanner | \$ 35.00 | Game |
| Water Polo, Clock (2) | \$ 35.00 | Game |
| Water Polo, Table Worker (2) | \$ 35.00 | Game |

Payroll and Assignment Guidelines

- Rates are paid by the duty assigned not by the employee's position
- Payroll assigns swipe codes to extra duty assignments
- LISD does not employ individuals under the age of 16
- Hourly employees that perform Extra Duty *within* their calendar work days, may be eligible for overtime compensation
- Athletic extra duty assignments are assigned to one individual per game, unless otherwise noted in the assignment description
- All hours must be recorded by using the assigned swipe code at the time clock or reported to the Payroll Office
- Administrative/Professional Pay Grades are not eligible for Extra Duty during their contract days

Approval Guidelines

- Temporary Employees must be cleared by Human Resources prior to performing any work, training, or assignment
- Rate not listed may be requested by the Chief Executive Director of the Department and approved by the Chief Human Resource Officer.
- Rates for assignments paid through Federal Funding (Codes 221,255,263,289) will need to be approved by Federal Funding Coordinator
- Rates for all other 200 Federal Funding Codes will need to be approved by Director Compliance
- Account codes are approved by the campus/department administrator