

2011-2012 SPECIAL PAY REQUEST

To: _____ Joe Powers
_____ Jeff Branch
_____ Eric Tunney
_____ Donna Boughner
_____ Melissa Stone
_____ Paul Brunell

Please authorize payment for _____ as per Teacher's
Specify activity
Contract "Schedule B - Pay for Extra Services".

DATE: _____

Employee Signature

AUTHORIZATION

DATE: _____

Administrator Signature

IMPORTANT NOTE: Special pays will *only* be processed *after* the completion of the extra service. (i.e. class advisor or chairperson - at the end of the school year, coaching - after that particular sport season is over). Please be sure that paperwork is sent to Melanie Dannenberg, Human Resources Secretary **on or before the last day for request turn-in date listed below**. Any authorizations received after that date will be held until the next special pay date.

**LAST DAY FOR
REQUEST TURN-IN**

November 4, 2011
January 6, 2012
March 9, 2012
May 11, 2012
June 8, 2012

**CHECKS
AVAILABLE**

November 18, 2011
January 20, 2012
March 23, 2012
May 25, 2012
June 22, 2012