

## **NEPTUNE TOWNSHIP SCHOOL DISTRICT**

### **Employee Extra Compensation Guide**

In addition to their regular salary payments, many fulltime employees are also eligible for “Extra Compensation.” Employees should be aware of the procedures governing this type of compensation and follow them carefully in order to receive accurate compensation on a timely basis.

#### Types of Extra Compensation

The following are considered “Extra Compensation” when paid to salaried employees:

Aquatic Center Assignments, Overtime, Home Instruction,  
Class Coverage, Per Hour Assignments, Stipends

#### Prior Approval is Required

- Prior approval is required for all types of Extra Compensation – work undertaken without such approval will not be compensated.
- In most cases approval is granted by formal Board motion on Document D1 of the monthly Board Agenda, via motions which typically specify the maximum payment amount. The Payroll Office does not have authority to issue payment for unapproved assignments, or to exceed the stipulated maximum payment amounts.
- Class Coverage and Overtime are approved by assignment of these duties by the building principal or her/his designee.

#### Payment Requests

- For all types of Extra Compensation other than Stipends, the employee performing the work is responsible for completion of the payment request, and for timely submission of that request to the building principal or responsible administrator.
- Requests for payment of Stipends are prepared by the supervising administrator and do not require employee signatures. Employees may be required to submit activity reports to the supervising administrator prior to payment approval.
- Payment requests must be submitted on the current version of forms provided by the Payroll Office, all of which are posted on the Human Resources web site.
- Submitted payment forms must be complete and legible. Forms with missing information will be returned to the submitter and payment may be delayed. Employees are encouraged to keep copies of both the original posting and board approval documents for reference in completing payment requests.
- Hourly compensation does not include lunch or other breaks. Reported start and end times should reflect time actually spent on-task.

### Submission Deadlines

- Requests for payment of Extra Compensation, including administrative approvals, are due in the Payroll Office two workdays following each scheduled pay date. Late submissions will be held for the following payroll cycle.
- Employees should make a personal copy of each payment request form for payment reconciliation purposes. The Payroll Office does not provide copies of previous submissions, or of the remaining not-to-exceed balance.
- When Extra Compensation assignments extend over several weeks or months, payment requests should be submitted twice each month. Except as noted below, payment requests submitted more than 90 days following the actual work date **WILL NOT BE PAID!**
- Special submission and payment protocols are used for Curriculum and Yearbook projects. Payment requests for these projects should be submitted to the supervising administrator with the final work product. Payments will be issued following administrative approval.

### Other Information

- Extra Compensation assignments are subject to modification or termination based on various factors including program modification, changes in state aid or grant funding, or delays in other funding streams.
- If the Board motion approving an Extra Compensation assignment includes both a maximum number of hours and maximum payment amount, and those two numbers do not correlate exactly due to a change in contract terms, the maximum payment amount will be the controlling number.
- With the exception of Class Coverage, all Extra Compensation work must be performed outside of the normal workday or contractual work year.
- Extra Compensation duties may not be performed on any day the employee is absent due to Personal Illness or Workers Compensation status, or when the employee is on disability leave.
- As required by the Internal Revenue Service, Extra Compensation payments are subject to estimated Federal Income Tax deductions of 22%. Work performed by 10-month employees during July and August will be processed at the lower, "tax table" amounts.
- The annual Payroll Schedule is posted on the Human Resources web site.
- The second June payroll will be issued one week following the last day of school for students, or on June 30<sup>th</sup>, whichever comes first.
- Processing schedules for Extra Compensation may vary immediately preceding Winter Recess and Spring Recess.

# Neptune Township School District

## Request for Payment - Per Hour Compensation

Employee Name		Assignment Location
Assignment Name	Board Approval Date / Item #	Posting #
Date Submitted	Budget Account	Original Maximum Payment

Date Worked	Start Time	End Time	Hours Worked

Previous Not to Exceed Balance	
Current Payment Request	
New Not to Exceed Balance	

Total Hours	
Hourly Pay Rate	
Total Payment	

### Signatures

Employee	Supervisor/Coordinator
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# Neptune Township School District

## Payment Request - Class Coverage

Employee Name	
Date Submitted	School

ECC - 13090

GAB - 6982

GG - 6986

MCES - 6977

SRH - 6989

SUM - 6993

MS - 6997

HS - 7003

Date Worked	Type A	Type B	Type C	Type D	Explanation - Who / Why

A = Teach in Lieu of Prep

B = Teach in Lieu of Duty

C = Additional Students in Class

D = Duty in Lieu of Prep

Period Type	Total Days	Rate	Amount
A + B + C		\$ 42.00	
D		\$ 28.30	

Grand Total

\$

### Signatures

Employee	Building Administrator
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*Single Part Form - Duplicate Completed Forms for Records as Necessary*