

Muscatine Community School District

Request for Supplemental Personnel Action

This form must be completed for any aggregate annual payment

1. Name: Last First Middle			Birth Date	MCS D Employee # or Soc Sec #
2. Home Address: Street name/# City, State & Zip		Phone No.	Facility	Department
3. Type of Action Requested: Hire Other		Date of this Request:		Current MCS D Employee? NO YES
4. Supplemental Position Title:		Budget Code		Pay Rate/Hr or Event
5. Type and Position of appointment		Effective Date	Requested by: (payee signs here)	

6. The following are assumed to be NO, unless completed before seeking approval:

Bargaining Unit: YES NO Group?	Vacation: YES NO # Days	Sick Leave: YES NO # Days	Health Insurance: YES NO	IPERS: YES NO
			Disability Insurance: YES NO	Dental Insurance: YES NO

7. Was the position budgeted in your annual budget?

8. How is payment to be made?

9. Are there any other obligated costs associated with this position? We assume none unless indicated.

10. Department/Facility approval by:
Date: _____ Signature _____

11. Fiscal/personnel approval by:
Date: _____ Signature _____

***Lines 1,2,3,4,5,8,9,10 & 11 are mandatory prior to payment.**

Valid for use 9/1/19 to 8/31/20

Directions & Procedures for Supplementary Payment Form

All rates valid 9/1/19 to 8/31/20

This form does not replace payment vouchers. Payment vouchers are still required with the signature of the payee, the requesting party and/or supervisor. These forms must be completed on any social security number or employee number receiving supplemental pay:

THE FOLLOWING STAND RATES APPLY; AMOUNTS SUBMITTED IN EXCESS OF THESE WILL NOT BE PAID:

Summer Schools: (K-5), (6-8), (9-12), College for Kids, "XYZ" = BA Step 8/days/hours = \$25.09/hour
(*These rates include student contact hours, 4 hours prep time and 10 minutes before and after student contact time.*)

Summer Driver's Education are set by the AEA 9 contract rates.

Summer Agriculture Teacher's = Teacher's per diem rate for 8.0 hours per day.

Summer Counselors receive per diem rates if they request and are granted added days.

Home tutors receive hourly teaching rate of a sub teacher: FY19= \$131.13/8.0 hr day = \$16.39/hour

Certified staff who translate in meetings get \$14.67 per hour. Hourly staff receive their hourly rate of pay. All translators who translate documents receive \$10 per page.

Accompanist receives \$14.67 per hour or other arrangements mutually agreeable.

Scorekeepers, "chain-gang" crews, ticket takers are paid \$7.25 to \$14.67/hour based on experience.

Teachers who perform "extra duties" are paid \$14.67 per hour.

Game managers/officials are paid \$20-\$100/event based upon experience, nature of event or High School Athletic Association rates.

Steering committee members of the Teacher Quality Committee receive their per diem rates for committee meetings. Any and all other Teacher Quality activities are paid at the BA generator rate.

The hourly curriculum rate is \$22.58 per hour.

DIRECTIONS:

- Complete all information requested and submit in a timely manner so your supplemental workers will be paid in a timely manner.
- We cannot pay in advance. Please make no promises of payment on a specific date.
- District payrolls are the 1st, 15th, and 20th. Forms must be in hand five (5) days prior to these dates.
- Board meetings are the second and fourth Monday of each month, during the school year.