Whitley County Schools

Extra Duty Assignment Form

**Principal/Director Completes**

Last: First:

Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address:

Home Phone: Cell Phone:

Extra Duty Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Replacing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location:

Administrator Submitting Recommendation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human Resources Completes**

New or Revision Start Date: Project Code:

Experience Level: \_\_\_\_\_ Extra Duty Pay Level:

Have you retired from any Kentucky Retirement System? Yes No Kentucky Retired Teacher? Yes No

Retirement: KTRS CERS 69% of days = days allowed by KTRS (DWT Letter Attached)

Date sent to Payroll:

Additional Comments:

Personnel Director: Date:

Superintendent: Date: