



Co-Curricular Extra Compensation Appeals Form

Appeals must be made on the basis of the job description. You will need to include a copy of your current job description with this form. If your principal does not have a copy of your job description, please send a written request to the Human Resources Department.

Appeals are strongest when they are based on a consensus of all individuals in the District who hold that position. If you wish to file an appeal, you should work with other people holding the same position and come to an agreement about your proposed changes and rationale. All people who work on the appeal should sign the form. In addition, an Administrator's signature is required.

Name: _____

Location: _____

Date: _____

Level: (please check one box below)

- Elementary
- Middle School
- High School
- Other (specify): _____

Administrator: _____
(please check one box below; Administrator needs to provide signature in Q5)

- Supports this appeal
- Does not support this appeal

1. Position for which the appeal is being made:

2. Type of Request: (please check only one)

- Extra Compensation (go to Q3, skip Q4)
- Extended Contract (go to Q4, skip Q3)
- Both (answer both Q3 and Q4)
- Time within the workday (skip to Q5)

3. Basis of appeal for change in **extra compensation** (must be based on extra time required to fulfill the job description as written).

4. Basis of appeal for change in **extended contract** (please fill in the information below).

Days Required Beyond the School Year	Job Description Item Number and Specific Duty

5. Signature(s) and title(s) of people contributing to the appeal (**Administrator's signature required**).

Signature	Title

6. Comments/additional Information.

Please return this form to the Human Resources Department.