

**MONROE COUNTY BOARD OF EDUCATION**

**Extra-Curricular/Extra Duty Time Sheet**

Department: \_\_\_\_\_ Workweek: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Day of the Week	Date	Type of Duty	Beg. Time (Hour/Min)	Mid-Duty Stop Time (Hour/Min)	Mid-Duty Start Time (Hour/Min)	Ending Time (Hour/Min)	Hours Worked
Monday		EC					
		ED					
Tuesday		EC					
		ED					
Wednesday		EC					
		ED					
Thursday		EC					
		ED					
Friday		EC					
		ED					
Saturday		EC					
		ED					
Sunday		EC					
		ED					
<b>Total Extra-Curricular Hours Worked</b>							
<b>Total Extra-Duty Hours Worked</b>							

I hereby certify that this is a true and accurate representation of all extra-curricular and extra-duty hours that I have worked on behalf of the Board of Education during the designated workweek.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify to the best of my knowledge that this is a true and accurate representation of all extra-curricular and extra-duty hours worked by this employee during the designated work week.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Note: 1) Any changes must be initialed by both employee and supervisor.  
2) Type of Duty: Extra-Curricular Duty - EC (Separate Contract); Extra Duty - ED