



NEWCASTLE PUBLIC SCHOOLS

Supplemental Payroll Authorization

This Authorization should be completed and signed if an Individual is to receive payroll over and above any previously approved Base or Extra-Duty Employment Contracts:

Individual's Name

Date of Request

Description of Services or Adjustment

Time Frame for Services

\$ _____
Hourly Rate of Pay / Other Payroll Description

Maximum Number of Hours

Supervisor Signature / Date

Administration Signature / Date

Individual / Payee shall receive the Supplemental Payroll Compensation ("Compensation") shown above for the services as described. Such Compensation shall be in addition to any regular salary and shall be subject to applicable withholding requirements. Individual's compensation shall be paid as part of District's extra-duty payroll procedures.

This Authorization shall not grant to Individual any property interest in the assignment, is not subject to the continuing contract law of the State of Oklahoma, and is completely separate and severable from any other contract between Individual and District. This Authorization is an at-will contract which may be terminated by the Superintendent or applicable Supervisor at any time and with or without cause. No greater rights are intended to be provided by this Authorization unless expressly stated in this Authorization. If terminated prematurely, the Superintendent shall provide Individual with written notice of termination. No such notice shall be given upon the ending of the Authorization pursuant to completion of the Assignment or the end of the School Year. Individual shall have no right to renewal of this Authorization or Assignment.

Individual / Payee Signature Date