

**Los Angeles Unified School District**  
*Human Resources*

**REQUEST FOR EXTRA DUTY PAY FOR ADMINISTRATORS**

**To: Local District Superintendent/Division Head**

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_  
Name Title Locn

***Employee Information***

*Name of Administrator:* \_\_\_\_\_ *Empl. #* \_\_\_\_\_

*Current Position:* \_\_\_\_\_ *Assignment Basis:* \_\_\_\_\_ *Location:* \_\_\_\_\_

**Proposed Classification: Professional Expert [ ] X/Z Basis [ ] Other [ ]**

***Provide description of services and rationale:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Dates of services: To*** \_\_\_\_\_ ***From*** \_\_\_\_\_ ***Days/Time of services:*** \_\_\_\_\_

***Proposed Hourly Rate:*** \_\_\_\_\_ ***Total Hours:*** \_\_\_\_\_ ***Total Compensation*** \_\_\_\_\_

Are non-administrative employees being compensated for similar services? Yes ( ) No ( )

Classification: \_\_\_\_\_ Hourly Rate of Pay: \_\_\_\_\_

Program name to be charged: \_\_\_\_\_ Program Code: \_\_\_\_\_

For important information regarding criteria and guidelines for qualifying for professional expert and X/Z basis pay, please refer to Personnel Policy E12, Employment of Professional Experts.

**This form must be submitted with a Request for Personnel Action "Greenie" and a Professional Expert Application form if applicable.**

( ) *Approved* ( ) *Not Approved*

\_\_\_\_\_  
*District Superintendent/Division Head*

\_\_\_\_\_  
*District Date*