

SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

5622 RAY ELLISON BOULEVARD SAN ANTONIO, TEXAS 78242 (210) 977-7040

JP # _____

PART-TIME RECOMMENDATION

Date: _____ School/Department: _____

Position: _____

Recommendation: _____

Certified Degree Non-Certified/Non-Degree

Begin Date _____ End Date _____ *(See note)

Hours per day	Number of Days	Hourly Rate	Total Amount to Pay
		\$	\$

Funding Source:

***(Important) Note: If part-time employee works past end date. A new part-time recommendation form must be completed and submitted to Human Resource before employee continues to work and receive pay. _____ (Initials)**

Please check the appropriate boxes:

Federal Programs Rate for all certified positions (\$25.00 per hour) Degree (\$18.00 per hour)
 Local Rate for all Non-Certified/Non-Degree positions (\$10.00 per hour)
(After School Challenge, Tutoring, Sp. Ed. Teacher serving as Deaf Interpreter after hours)

Rationale and CIP:

Human Resources Use only:

Cleared Date: _____ Safeschool: _____

Schedule Date: _____ Time: _____ a.m. or p.m.

Begin work Date: _____ End Date: _____

Requested by: _____ Date _____
Executive Director/Campus Principal/Program Director

Approved by: _____ Date _____
CAO/CFO/Executive Director/Director

Approved by: _____ Date _____
Director of Human Resources