

Riverside School District

300 Davis Street, Taylor, PA 18517

p. 570.562.2121 f. 570.562.3205 • www.riversidesd.com

TODAY'S DATE: _____

SUMMER HOURS - 2021 - 2022 School Year

This employee's work is approved by the building/department:

YES / NO _____ (ADMIN SIGNATURE)

Employee's Name: _____ Rate: \$ _____ / hour (teachers = \$26 / other = current or designated rate)

BUILDING	WORK Request Date	Start Time	End Time

Description of the work to be completed:

DO NOT work unless an executed form is completed in advance in its entirety or else you will NOT be paid

Total Hours to be PAID for this DAY: _____

EMPLOYEE'S SIGNATURE

DATE

THIS WORK IS APPROVED FOR PAYMENT BY:

Superintendent (or Business Manager Signature)

PLEASE FORWARD THESE REQUESTS TO:

riverssd@riversidesd.com and cc'
wdrazdowski@riversidesd.com

For OFFICE USE ONLY

