

**3.9.3F2 – CERTIFIED EMPLOYEE DOCUMENTATION FORM FOR  
SUPPLEMENTAL NON-INSTRUCTIONAL DUTY**

**Van Buren School District  
School Year: \_\_\_\_\_**

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_

**Supplemental Non-Instructional Duty**

Teachers scheduled in excess of 60 minutes of non-instructional duties per week will complete a supplemental non-instructional duty form to detail the supplemental duty.

The teacher named above has been assigned to the following **SUPPLEMENTAL** non-instructional duty and is being compensated according to Arkansas law, AND/OR the teacher named above does not have a 30-minute duty-free lunch and is being compensated according to Arkansas law.

Day	Enter beginning and ending times for <b>Supplemental Non-Instructional Duty or Lunch Assignment</b>		Total Daily Minutes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<b>TOTAL SUPPLEMENTAL Non-Instructional Duty Minutes Per Week</b>			

Please comment as necessary:

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date