



Heber-Overgaard Schools

"Home of the Mustangs"

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www.heberovergaardschools.org

Extra Duty Assignment Checklist

(To be completed by Principal / Supervisor and submitted to HR)

Employee Information

- Name: _____
- Extra Duty Assignment: _____
- Campus: _____ Grade(s): _____
- Start Date: _____ End Date: _____

1. Hiring Procedures

- Application / Email with job interest has been received.
- Job Description has been given to Employee
- (If needed) Background check completed/verified along with reference checks completed/verified
- Placement on Salary Schedule \$ _____

2. Technology & Key Access

- If needed, key access for gym, storage and equip (Kelly)
- Key card/fob - building access issued (Amanda)

***I VERIFY THE ABOVE NEW HIRE PROCEDURES HAVE BEEN COMPLETED**

Principal / Supervisor Signature: _____

Date: _____

*Potential Employees will not be allowed to begin their extra duty assignment(s) until the above items have been completed.