# EMPLOYEES UNDERTAKING OUTSIDE ENGAGEMENT (INCLUDING TEACHERS) FEES - PAYMENT AUTHORISATION FORM

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| School Name |  | |
| Employee Name |  | |
| Post Title |  | |
| Employee Personal No. |  | |
| Type of external work undertaken  (Please give full description including the name of the relevant body). |  | |
| Has the governing body agreed for the employee to undertake this work?**\*** | **Yes** |  |
| **No** |  |
| Date/s when work was undertaken |  | |
| The total number of hours worked |  | |
| **OUTSIDE ENGAGEMENTS DURING SCHOOL DAY** | | |
| Was all work undertaken during school hours? | **Yes** |  |
| **No** |  |
| If all work was undertaken during school hours was the employee granted unpaid leave to undertake the work? | **Yes** |  |
| **No** |  |
| If all work was not undertaken during school hours in proportion to total work undertaken, how much, as a percentage, was work undertaken outside school hours? |  | |
| OUTSIDE ENGAGEMENT OUTSIDE OF SCHOOL DAY | | |
| Was all work undertaken outside school hours? | YES | NO |
| If all work was not undertaken outside of school hours in proportion to total work undertaken, how much, as a percentage, was work undertaken during school hours? |  | |
|  |  | |
| How much in fees have been received for the work? |  | |
| Who is to receive fees for this work? (please encircle) | SCHOOL/EMPLOYEE/SHARED | |
| If shared, how is payment split? |  | |
| What is rationale for payment arrangement?**\*** |  | |

**\***Please attach a copy of the governing body minutes agreeing to the employee undertaking external work and to the payment of fees, email to Birmingham City Council for approval.

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|  | **Chair of Governors** |
| Name |  |
| Signature |  |
| Date |  |