

**TITLE/POSITION**
**SUPERVISOR**
**EVALUATION**
**CERTIFICATION REQUIREMENTS**
**ADDITIONAL REQUIREMENTS**
**QUALIFICATIONS**

**TERMS OF ADDENDA** Addenda/Extra Duty employment is term specific with no right of continuation. Remuneration is per the Board approved schedule. The administrator has the right to recommend a pro-rated addenda/extra-duty stipend based on completion of responsibilities. Should you be unable to fulfill your contractual obligation, the amount will be pro-rated upon actual days completed.

**ADDENDA TYPE**
**SELECT ONE**

 Flat Rate  
 Per Diem  
 Formula

**NOTES:**
**ITEMS REQUIRED  
 AT THE START OF  
 PROGRAM**
**DUE DATE:**
**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:**
**ITEMS REQUIRED  
AFTER THE START  
 OF PROGRAM**
**DUE DATE:**
**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:**
**ITEMS REQUIRED  
AT COMPLETION OF  
 PROGRAM**
**DUE DATE:**
**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**COMPLETION DATE:**
**COMPLETION OF ADDENDA**      **SUPERVISOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_