

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.

<b>ADDENDA TYPE</b>	<b>SELECT ONE</b>	Flat Rate Per Diem Formula	<b>NOTES:</b>
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<b>ITEMS REQUIRED AT THE <span style="color: red;">START</span> OF PROGRAM</b>	<b>DUE DATE:</b>	<b>EMPLOYEE SIGNATURE:</b> _____
		<b>COMPLETION DATE:</b>

<b>ITEMS REQUIRED <span style="color: red;">AFTER</span> THE START OF PROGRAM</b>	<b>DUE DATE:</b>	<b>EMPLOYEE SIGNATURE:</b> _____
		<b>COMPLETION DATE:</b>

<b>ITEMS REQUIRED <span style="color: red;">AT COMPLETION</span> OF PROGRAM</b>	<b>DUE DATE:</b>	<b>EMPLOYEE SIGNATURE:</b> _____
		<b>COMPLETION DATE:</b>

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