

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:
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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** _____