

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 _____