

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

BEFORE  
PROGRAM

DUE DATE:

EMPLOYEE SIGNATURE: \_\_\_\_\_

COMPLETION DATE:

ITEMS REQUIRED

DURING  
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 \_\_\_\_\_