

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 _____