

**United Independent School District
 Notice of Assignment of Exempt Personnel to Supplemental Duties,
 2025-2026**

This is to notify you of your supplemental duty assignment(s), which you have voluntarily accepted, effective for the **2025-2026** school year. A *supplemental duty* is a duty not included in your "Assignment" under your employment contract. We appreciate your willingness to serve our students in this extra capacity.

You are assigned and voluntarily agree to the following supplemental duty(ies), with the annual stipend amount(s) indicated of:

Employee / ID No. / Campus

LAST NAME, FIRST NAME – ID # –/ CAMPUS LOCATION

<i>Duty</i>	<i>Assignment(s)</i>	<i>Dates</i>	<i>Stipend Amount</i>
#1	<i>Stipend</i>		
#2	<i>Stipend</i>		
	<i>Totals</i>		

In accordance with the supplemental duty pay schedule approved by the Board and as indicated above, this stipend will be paid in equal installments and is in addition to your regular pay. You will continue to receive this stipend for as long as you have this/these supplemental duty assignment(s). Your stipend is conditioned upon maintaining any and all required certifications for the position throughout the term of your supplemental duty assignment(s). Your stipend includes payment for all duties, responsibilities, and additional time this/these supplemental duty assignment(s) require(s). A stipend associated with a particular supplemental duty may be prorated if you do not complete the assignment(s) or your assignment(s) is/are terminated for any reason.

Your supplemental duty assignment(s) is/are at-will and is/are not a part of your employment contract with the District. There is no property right to your continuation of this/these supplemental duty assignment(s). Your supplemental duty assignment(s) may require work before the start date or after the end date of your employment contract Assignment. In the event the District is closed due to a government or Board order, your supplemental duty assignment(s) shall require you to work from home and perform all duties necessary to fulfill all obligations to perform your supplement duty/duties assignment(s). You shall be required to use personal equipment, including but not limited to personal cellular phones, personal computers, and personal internet service, when working from home is required during a District closure due to a government or Board order, or when there is an emergency taking place during normal District operations. Your supplemental duty assignment(s) is/are noncontractual and may be discontinued by either party at any time, in accordance with Board Policy DK (Local). If you wish to relinquish a paid supplemental duty, you must notify the Superintendent or designee in writing. You hold no expectation of continued assignment(s) to any paid supplemental duty.

You agree to keep a current permanent address and e-mail address on file with the District's Personnel office. You agree that the District may meet any legal obligation it has to give you written notice regarding your supplemental duties by hand-delivering the notice to you or by sending the notice by e-mail, fax, certified mail, regular mail, and/or express delivery service to your permanent address of record.

Please sign below to acknowledge your supplemental duty assignment(s) and return this document to the Superintendent or designee.

Employee: _____ Date: _____

UNITED INDEPENDENT SCHOOL DISTRICT

By: _____ Date: _____
 Superintendent or Designee