

REGULATION

AUSD10

GCBC-R

PROFESSIONAL STAFF ADDENDUM ~~SUPPLEMENTARY~~ PAY PLANS (extra-duty pay)

Addendum Contracts

All openings for addendum-contract positions will be publicized in each school building by the director of human resources, as the need arises. Teachers who have applied for such positions will be notified of the action taken regarding their application as early as practicable, and in any event, prior to appointment to the position.

The following stipulations will apply to addendum-contract positions:

- Whenever possible Addendum-contract positions will be filled by regularly appointed teachers in the school, consistent with the educational needs of the system.
- In filling such positions, consideration will be given, but not limited to, a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the school system.
- Pay for addendum contracts will be received during the period of time the addendum functions are actually being performed, in conjunction with standard pay periods.
- Teachers resigning addendum-contract positions are expected to provide adequate notice to secure satisfactory replacements without undue interruption of the positions.
- Addendum-contract teachers who do not receive notice to the contrary prior to April 15 may assume that their assignments will be continued for the coming year.
- Department head positions shall be limited to a period of five years.

Principals may request an exemption from the five-year limitation but must be able to justify their requests in writing to the Superintendent. Principals should encourage their staff members to actively seek department head positions when available to ensure departmental and individual growth.

- An addendum contract may be terminated at the discretion of the administration upon 30 days notice, if practicable.

Adopted: _____