

Notice of Assignment

At - Will Employee

Summer Non-Licensed Staff Contract

Date: May 1, 2024

To: Nikki Adegun

From: South Koochiching/Rainy River ISD #363

1. The basic assignment for this position will be school secretary duties. Work associated with this position may include assisting with a variety of clerical tasks requiring detailed knowledge of school procedures and policies. Other duties may include assisting with summer school, such as Academic Support, Teacher-Aide Support, Type III driving, Food Service Assistance and other duties as assigned by administration. Professional Development and training may also be included as part of this work experience. Work shall be limited to no more than 24 hours per week, unless there is prior administrative approval for additional time. The length of this employment will run from June 10, 2024 through Aug 22, 2024.
2. Ms. Adegun will need to use the TimeTracker program to clock in. An hourly wage at the rate of **\$16.94** per hour worked will be paid to Ms. Adegun. There are no additional benefits associated with this position.
3. This is an at-will assignment and not subject to the terms of any bargaining agreement.
4. Modifications or adjustments in the above assignment and compensation can be made by School District directive.

I hereby agree to the above assignment.

Signature of Superintendent

Signature of Assignee

Original Personnel File

Cc: Assignee _____

B Mgr _____