

# Notice of Assignment

At - Will Employee

Summer Non-Licensed Staff Contract

Date: May 25, 2023

To: Becky Kallio

From: South Koochiching/Rainy River ISD #363

1. The basic assignment associated with this at-will position is to provide assistance to the individual(s) responsible for maintaining the District's Media items (Chromebooks, ipads, computers, interactive whiteboards, books etc...). Work associated with this position may include assisting with organizing, packing and creating an inventory of the District's Media items. Other duties may include office clerical support, 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 32.5 hours per week, unless there is prior administrative approval for additional time. The length of this employment will run from May 30, 2023 through Sept 1, 2023.
2. Becky Kallio will need to use the TimeTracker program to clock in. An hourly wage at the rate of **\$17.59** per hour worked will be paid to Becky Kallio. 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 Assignee

\_\_\_\_\_  
Signature of Assignee

\_\_\_\_\_  
Signature of Superintendent

Original Personnel File

Cc: Assignee \_\_\_\_\_

B Mgr \_\_\_\_\_

Payroll \_\_\_\_\_