



FOUNDED 1862

RECOMMENDATION FOR
EXTRA-CURRICULAR POSITION

___ DISTRICT EMPLOYEE

___ NON-DISTRICT EMPLOYEE

Non-district employees must first apply through Human Resources as a new employee.
Send this sheet to Human Resources **after** notification of hire.

Information from employee:

Position: _____
EXTRA-CURRICULAR POSITION (SPECIFY HEAD, ASSISTANT, ETC.)

Shared Position: _____ Yes* _____ No
*If Yes, with whom? _____

School: _____
LOCATION OF SCHOOL WHERE ACTIVITY TAKES PLACE

Name : _____
LAST FIRST MI

PAYMENT SCHEDULE (PLEASE INITIAL):

_____ % OF BASE (NON-DISTRICT EMPLOYEES RECEIVE 95% OF THIS AMOUNT)

___ Paid in a lump sum after either first semester (first pay in December) or after second semester (first pay in June)
depending on the end date of activity _____

Signature of Employee

___ For year-long activities, the employee may choose to have one-half of the stipend paid after the first semester (first pay in December) and one-half of the stipend after the second semester in June (first pay in June) _____

Signature of Employee

___ Paid pro rata with each regular paycheck _____

Signature of Employee

Information from principal and employee:

Start Date: _____ End Date: _____

New to this position: _____ Yes* _____ No

*If Yes, Name of person replaced: _____

Signature of Employee Date

Principal Signature Date

Director of Human Resources