

P4025 ADDENDUM CONTRACTS

BOARD POLICY:

When necessary to meet the needs of various educational programs, addendum days may be issued to teachers, as defined by the negotiated agreement, up to twice per contract year. Addendum days in excess of 20 days must be authorized in writing by the Superintendent of Schools or designee. Administrators and coordinators must work with budgeting coordinators to establish the number of addendum days that can be issued. Generally, all employees with the appropriate qualifications in the area of need at a given building or in a given program should share in the number of addendum days issued. In addition, the number of addendum days issued must be worked before and/ or after base contract but within the period of a given school year, i.e., August 1-July 31. Accountability procedures for employee time are the same for addendum days as for the work days in the employee's base contract.

Administrative Responsibility: Human Resources

Latest Revision Date: August 2019

Previous Revision Date: August 2012 P4025