

### **Hiring Extra Duty Personnel**

All extra duty staff who are regular employees shall be named on or before the August regular board meeting and their salaries for said services shall be divided into the number of payments as is their regular salary. Those failing to perform or complete their extra duty contract during the school year shall have the amount they failed to perform deducted from their final check of the school year. An employee's regular position is important in the smooth operation of a school or department and should be treated with that in mind.

Those persons hired for extra duty contracts, who are not regular employees of the district, shall have their salary divided and then paid by the number of months the contract is in effect.