

MEMORANDUM OF UNDERSTANDING

oo \_\_\_\_\_

I agree to accept the extra-duty activity of \_\_\_\_\_  
(show code, title, and hourly range) for the School Year \_\_\_\_\_. I understand the amount to be paid for this activity is \$ \_\_\_\_\_, and shall be adjusted upward based on the new salary schedule. The estimated number of hours predicted for this duty is \_\_\_\_\_ hours. The time worked will be in addition to, and not as part of, a regular full- or part-time teaching assignment and cannot be during duty hours when school is in session.

DESCRIPTION OF TASKS TO BE PERFORMED:

As soon as the activity is completed, I will notify the Principal and he/she shall arrange that I be paid by separate check not later than the next regular pay period for employees.

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Name (please print)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date Employee Signed

\_\_\_\_\_  
Date Principal Signed