

Administrator Work Compensation Request

Administrator: _____

Date Submitted: _____ for _____ school year.

Required Work Days

Article XIII:

Middle School Principal, Middle School Assistant Principal, High School Assistant Principal, Elementary Principals and Curriculum Director: *4 additional days as agreed upon by the administrator and assigned by the Superintendent of Schools.*

Athletic Director: *3 additional days as agreed upon by the administrator and assigned by the Superintendent of Schools.*

Date(s):

Additional Work Days

When Administrators are required to work beyond their regular contracted year, they shall be paid at the per diem rate, if said Administrator makes such request in writing. Worksheets for compensation must also be submitted.

Date

Purpose

Approved

Denied

Superintendent of Schools

Date

Note:

Both conditions must have prior approval by the Superintendent