SAMPLE CONTRACT ADDENDUM FOR ADDITIONAL ROLE

[School Letterhead]

Addendum to Contract

I understand that should I perform additional duties in the \_\_\_\_\_\_[Before Care, After Care, etc.] program as defined by the Principal and/or Pastor, I am expected:

* to perform all duties as directed by the \_\_\_\_\_\_\_\_[Principal, Pastor, Before Care Director, After Care Director, etc.] and outlined in the attached job description (if applicable).
* to perform my regular [teacher or principal] duties as outlined in my contract. I understand my duties as outlined in my contract shall not interfere with my duties in the \_\_\_\_[Before/After Care] program.

I understand that should I perform additional duties in the \_\_\_\_\_\_[Before Care, After Care, etc.] program as defined by the Principal and/or Pastor, I will receive the following compensation:

* $[amount] per Before Care Program Session/Day, regardless of the number of hours worked.
* $[amount] per After Care Program Session/Day, regardless of the number of hours worked.

I understand that compensation for the additional duties as defined above will be paid on a monthly basis.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Employee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Supervisor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We hope you find this Best Practices Resource Guide to be a helpful tool. Please contact the Office of Parish and School Human Resources with any questions.

Parish and School HR Helpline   
414-389-88HR(47) [ParishandSchoolHR@archmil.org](mailto:ParishandSchoolHR@archmil.org)