

Non-Teaching Extracurricular Personnel - Provisions for Employing

Section 1. General.

1. After proper posting, the building administrator should initiate the employment process by using form Pe-14E.

Section 2. Hiring Procedure.

1. The extracurricular salary schedule to use for Pe-14E is titled "Contract Salary," and is listed in the Teacher Contract.
2. Once Pe-14E has been signed by the building administrator and the employee, it is forwarded to the Director of Human Resources for approval.
3. Once Pe-14E has been approved, pending a successful background check, and signed by the Director of Human Resources, it will be forwarded to payroll for assignment of pay dates.
4. A fully completed copy of Pe-14E will be distributed to the Director of Human Resources, the building administrator and the employee.