



## Procedure 407

### Summer Employment of Certificated Staff

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#### Background

On occasion there will be an opportunity for certificated staff members on ten month contracts to participate in projects that must be completed over the summer months.

#### Procedures

1. Certificated staff members wishing to be considered for summer employment must submit a request in writing to the superintendent prior to June 1<sup>st</sup>.
2. The request shall:
  - 2.1 Describe the project that the staff member wishes to complete over the summer months.
  - 2.2 Outline the reasons for the necessity of completing the project over the summer months.
  - 2.3 Specify the time required to complete the project.
  - 2.4 Identify the involvement of any other staff members that might be necessary for the completion of the project.
  - 2.5 Describe the intended use of the project and its benefit to the division.
3. The superintendent may approve the request for summer employment and shall determine the amount and method of compensation for services.
4. The approval of the superintendent in writing must be received prior to the beginning of any proposal.