

Intradistrict Communication

DATE: May 1, 2019

TO: High School Principals

FROM: John Larsen, Business Administrator
June LeMaster, Administrator, Human Resources
Brad Sorensen, Administrator of Schools
Brent Burge, Human Resource Administrator, Classified

SUBJECT: Additional Summer Pool Hour Request - High Schools

This is a reminder to all HS principals of the additional 100 summer pool hours previously approved. The following guidelines are to be followed to ensure consistency and proper use of the additional pool hours:

- 1) The HS Principal may choose the School Administrative Assistant-Attendance and/or the School Administrative Clerk (Correspondence Secretary) to use the additional summer pool hours.
- 2) There is a maximum of 100 hours that may only be used after the 206 contract ends June 12, 2019 and before the contract begins July 29, 2019. The employee may not exceed 40 hours in any week and any time not used will be forfeited.
- 3) No other assistant (full or part time) may use these pool hours.
- 4) These hours must be reported through TrueTime under the heading of "Contract Pool Hours" and will be charged to 10-E-xxx-0050-2483-152.

We hope these additional summer pool hours will help you provide adequate coverage for the students and patrons you serve. Please contact Human Resources if you have any questions.

Cc: Cabinet
Payroll