





# Intradistrict Communication

DATE: May 12, 2016

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

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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 must choose either the School Administrative Assistant-Attendance OR the School Administrative Clerk (Correspondence Secretary) to use the additional summer pool hours. The hours may not be split between the two positions.
- 2) The HS Principal must notify Brad Sorensen's office by June 3, 2016 and report which assistant will work these additional summer pool hours.
- 3) There is a maximum of 100 hours which may only be used after the 206 contract ends June 10, 2016 and before the contract begins August 1, 2016. The employee may not exceed 40 hours in any week and any time not used will be forfeited.
- 4) No other assistant (full or part time) may use these pool hours.
- 5) All hours to be paid must be submitted on a time sheet to Brad Sorensen for approval. All hours will be tracked by Brad Sorensen's office to ensure the hours are not exceeded.

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