

**CONSOLIDATED SCHOOL DISTRICT NO. 2
JACKSON COUNTY, RAYTOWN, MISSOURI**

EMPLOYEE NOTICE OF APPOINTMENT

[Custom.FullName]

This is to inform you that the Raytown C-2 School District (The District) intends to appoint you to the following position(s) as an activity sponsor (The Sponsor):

BUILDING: [Custom.Primary_Building]

POSITION: [User.Title]

HOURLY RATE: [User.SalaryRate]

HOURS APPROVED: [Custom.Hours]

The Hours Approved are an estimate and you should not exceed those hours without prior written approval from XXX, XXX. You must manage your time so that you can fulfill the obligations of the Sponsorship without exceeding the Approved Hours. In addition to not exceeding the Hours Approved, you must have prior approval from XXX, XXX, to work more than 40 hours per week in fulfilling the duties of the Sponsorship. Compensation payable for such hourly duties shall be payable bi-monthly in arrears according to The District's 2022-2023 Payroll Processing Schedule. You must submit regular timesheets to payroll to be compensated for any hours worked.

Any compensation is subject to deductions and withholdings required by law or authorized by the District and the Sponsor. If the Sponsor does not fulfill any of the extra duties listed above for any reason, the amount of compensation associated with such unfulfilled extra duties will be immediately paid back by the Sponsor through either the Sponsor's next regularly scheduled payroll check(s) or by direct payment from the Sponsor, unless otherwise waived at the District's unfettered discretion.

You are required to comply with all the duties and responsibilities applicable to your Sponsorship as directed by the administration or your immediate supervisor and as stated in any applicable written performance standards, criteria, policies, rules and regulations of the District or any appropriate state regulatory association. You hereby acknowledge access to complete copies of all such standards, criteria, policies, rules, and regulations. This appointment is subject to change at the discretion of the District at any time and thus is not a commitment to or guarantee of any specific period of employment, hours, salary, job locations or job duties.

This notice is not an employment contract and is not intended to offer employment for a specific term or create specific contractual rights and obligations. You can assume this position will continue unless or until you are notified otherwise.

If you have any questions regarding this position, please contact Dr. Marlene DeVilbiss Assistant Superintendent of Human Resources.