

**ADDITIONAL DAYS REQUEST
EVALUATION CRITERIA**



Name: _____

Title: _____

| Criteria | |
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| 1. What is the scope of this job - what is the number of teachers, students, schools, etc. served? Consider both the number that are eligible to be served, and the number that are actually served in a year. | |
| 2. What work can only be performed outside the traditional school year or when year-round school is not in session? With whom must this person work during those days (teachers, students, parents, vendors, other school staff, district staff, other agencies)? How many days of this work are required? | |
| 3. Can the base contract days be flexed to cover the time that must be worked outside the regular school year? If no, why not? | |
| 4. Is this position part of a team of people who can all flex their time to cover the work required outside the regular school year? If no, why not? | |
| 5. Compare to another position with similar responsibilities - are the same number of additional days required? | |

Human Resources Recommendation: