



# Anchorage School District

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## Education Center

5530 E. Northern Lights Blvd. • Anchorage, AK 99504 • 907-742-4000 • [www.asdk12.org](http://www.asdk12.org)

### MEMORANDUM

TO: ASD Principals and Supervisors

FROM: Matthew Teaford, Chief Human Resources Officer

DATE: April 23, 2020

SUBJECT: Added Duty Addenda

As the end of the school year approaches, I wish to remind all principals and supervisors about the process for releasing employees from their addenda at the conclusion of the activity, semester, and/or school year. Employees must be notified in writing by **May 21<sup>st</sup>** that they are being released from their addenda positions. A template written notice for releasing addenda is provided as the second page of this memo.

Proper written notification must be made in the case of release of any employee for addenda positions. Written notifications may be hand-delivered, emailed, or mailed. To ensure contractual compliance, the respective employees being released from their addenda must receive written notice no later than May 21, 2020. It is critical that you retain a copy of all written notifications in your unit files.

Please note that not all addenda positions need to be released. If an addendum is not released timely, it is owed the employee again the following year at the expense of the school or department.

Please contact the Labor Relations office at [LaborRelations@asdk12.org](mailto:LaborRelations@asdk12.org) with any questions.

# TEMPLATE

## RELEASE FROM ADDED DUTY POSITION

Date: \_\_\_\_\_

To: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is regarding your added duty position as \_\_\_\_\_.  
(position) at *location* \_\_\_\_\_. Your work, and that of many other staff members in our school, has made a positive difference in our students' lives.

Because your added duty position was based on the *school year* \_\_\_\_\_ budget, we do not know what we will be able to offer for next school year and beyond. Your position as *position name* \_\_\_\_\_ is terminated at the end of the current school year. Your application will be welcomed for future added duty position openings when they become available.

Thank you very much for your hard work. Your support of students this year is greatly appreciated. We hope that you have the chance to have fun and relax with family and friends before school begins again in the fall. Please feel free to share your thoughts about any facet of our school program.

Again, many thanks and best wishes.

\_\_\_\_\_  
*Administrator Signature*

**Note to Administrator:** *Proper written notification must be made in the case of release of any employee for addenda positions. Written notification may be delivered electronically, by hand, or by mail, and should be **received** by the respective employee being released no later than May 21, 2020. Retain a copy of all written notifications in your unit files.*