

LAS CRUCES PUBLIC SCHOOLS  
**INSTRUCTIONAL STAFF**  
**EXTENDED DAY AGREEMENT**  
SCHOOL YEAR \_\_\_\_\_

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

I, \_\_\_\_\_, agree to work in an after-  
Name (please print)  
school/after-hours tutoring program at \_\_\_\_\_, with  
Location  
the following stipulations:

- I understand that my normal contract day consists of 7-1/2 hours, which includes a duty-free 30 minute lunch period. (For Educational Assistants, the normal contract day consists of 7 hours, which does NOT include a lunch period.)
- I understand that I must complete my contracted hours each day in addition to any extra hours I may work in the after-school program.
- I understand that, with the approval of my principal/supervisor, I must adjust my daily schedule to accomplish the required contract hours in addition to the after-school program hours.

My normal work hours are from \_\_\_\_\_ to \_\_\_\_\_. When the after-school program begins before the end of my normal contract day, I will make up my normal contract hours from \_\_\_\_\_ to \_\_\_\_\_.

- I understand that my contract may be adjusted if I fail to fulfill my contract obligations.

Signed: \_\_\_\_\_

Principal/Supervisor: \_\_\_\_\_

Complete this form for each instructional staff member working in an after-school/after-hours program. Submit this form to Human Resources.