

Stewart County Board of Education 2016-17 Employee Assignment

Employee Name: _____

New Employee _____ Continuing Assignment _____ Effective Date of Assignment _____

Certified Assignment
School:
Position:
Education Level:
Experience:
Instructional Days: 180
Professional Development Days: 5
Discretionary Days: 5
Paid Holidays: 10
Total Contract Days: 200
Base Salary:
Additional Assignments and Compensation:
Total Salary:
Insurance Benefits Status:
Sick Days:

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Director of Schools Signature: _____ Date: _____

Payroll Department Signature: _____ Date: _____

A copy of this completed form is to be forwarded to the secretary of the school where the employee is assigned, and the original placed in the employee's personnel file.