

Stewart County Board of Education
2016-17 Employee Assignment

Employee Name: _____

New Employee _____ Continuing Assignment _____ Effective Date of Assignment _____

Non-Certified Assignment
School:
Position:
Contract Pay Rate:
Contract Days:
Contract Hours/Day:
Paid Holidays:
Staff Development Days:
Total Days Paid:
Total Salary:
Sick Days:
Insurance Benefits Status:
Additional Assignments and Compensation:

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.