**Stewart County Board of Education**

**2021-2022 Employee Assignment**

E

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Employee \_\_\_\_\_\_\_ Continuing Assignment \_\_\_\_\_\_\_ Effective Date of Assignment \_\_\_\_\_\_\_\_\_\_\_

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finance Director 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.*