

Part-time Contract

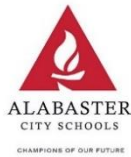
CHECK HERE

Contract Renewal

CHECK HERE

Retired Employee

CHECK HERE



Extra Services Contract

(for current employees of ACS performing additional services)

CHECK HERE

Kelly Services Employee

CHECK HERE

Alabaster City Schools Part-time (19.5 hours or less) / Extra Services Contract

Alabaster City Board of Education
1953 Municipal Way, Suite 200
Alabaster, AL 35007

Check the Part-time Employee Contract for persons who will be employed to perform services on a part-time basis not to exceed 19.5 hours per week. Background check must be complete before contract is signed.

Check the Extra Services Contract box for persons already employed by ACS who will perform services in addition to those of their primary position (such as Homebound Services, After School Tutoring, etc.)

Name (Print) _____ Email Address _____

Social Security Number _____ Position _____ Phone Number _____

Mailing Address _____

For Services Provided: *Describe or List* _____

Cost Center/Site of Service: _____ Length of Contract _____

Beginning Date of Contract: _____ Ending Date: _____

To be paid from:

Payroll or Invoice/Accounts Payable

Contract Amount: \$ _____ per _____ (Include rate of pay x number of hours, days, sessions, etc.)

Do NOT Exceed: \$ _____

_____	_____
Principal or Coordinator Recommendation	Date
_____	_____
Employee Signature	Date
_____	_____
Coordinator of Human Resources Signature	Date
_____	_____
Chief School Financial Officer	Date
_____	_____
Superintendent or Designee	Date

Step One: Coordinator or Administrator completes this form and obtains employee signature.

Step Two: Employee completes the online application in SearchSoft and applies for the desired job.

Step Three: Coordinator or Administrator submits original contract to Human Resources to obtain remaining signatures and initiate electronic onboarding documents.