

Seward County Community College ♦ Area Technical School

CONTRACT REQUEST

(To be completed in full by the supervisor upon hiring an exempt employee)

EMPLOYEE INFORMATION	Name: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-left: 20px;"> First Middle Last </div> Address: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-left: 20px;"> Street Number/Route/PO Box City State Zip Code </div> Telephone: _____ Banner ID Number: _____															
CONTRACT INFORMATION	Position Title: _____ Department: _____ FOAPAL: _____ Contract Amount: \$ _____ Contract Begin Date: _____ Contract End Date: _____ Contract Duties/Assignments: _____ _____ _____ Conditions of Contract <i>(if any)</i> : _____ _____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; font-size: x-small;">CONTRACT STATUS</th> <th colspan="3" style="text-align: left; font-size: x-small;">CONTRACT LENGTH</th> </tr> </thead> <tbody> <tr> <td style="width: 33%;"><input type="checkbox"/> Faculty</td> <td style="width: 33%;"><input type="checkbox"/> Administrator</td> <td style="width: 11%;"><input type="checkbox"/> 9 Month</td> <td style="width: 11%;"><input type="checkbox"/> 9 ½ Month</td> <td style="width: 12%;"><input type="checkbox"/> 10 Month</td> </tr> <tr> <td><input type="checkbox"/> Supplemental</td> <td><input type="checkbox"/> Addendum</td> <td><input type="checkbox"/> 11 Month</td> <td><input type="checkbox"/> 12 Month</td> <td></td> </tr> </tbody> </table> </div>	CONTRACT STATUS		CONTRACT LENGTH			<input type="checkbox"/> Faculty	<input type="checkbox"/> Administrator	<input type="checkbox"/> 9 Month	<input type="checkbox"/> 9 ½ Month	<input type="checkbox"/> 10 Month	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Addendum	<input type="checkbox"/> 11 Month	<input type="checkbox"/> 12 Month	
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APPROVAL	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f9cb9c;"> <tr> <td style="width: 60%; padding: 5px;">SUPERVISOR:</td> <td style="width: 40%; padding: 5px;">DATE:</td> </tr> <tr> <td style="padding: 5px;">ADMINISTRATOR:</td> <td style="padding: 5px;">DATE:</td> </tr> <tr> <td style="padding: 5px;">PRESIDENT:</td> <td style="padding: 5px;">DATE:</td> </tr> </table>	SUPERVISOR:	DATE:	ADMINISTRATOR:	DATE:	PRESIDENT:	DATE:									
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Processed in Human Resources Office: _____