



Non-Contract Licensed *Secondary* Teacher – HOURLY ONLY Employment Form

TO: **SECONDARY** HUMAN RESOURCES

FROM: _____
Principal School

_____	_____
Teacher Name	Social Security/Employee ID #
_____	_____
Position	Effective Date
BUDGET: _____	

TEACHING ASSIGNMENT:

- 1 Period (.125% FTE on 8 period schedule; .143% FTE on 7 period schedule)
- 2 Periods (.250% FTE on 8 period schedule; .286% FTE on 7 period schedule)

NON-TEACHING ASSIGNMENT:

Maximum of 19 hours per week. 1 period of FTE for each hour assigned per day.

Number of hours per day: _____

Principal or Supervisor's Signature

Date

Department Approval

Date

Human Resource Approval

Date