

## EMPLOYEE CONTRACTUAL SERVICES

(For Existing Employees or Retirees Providing Additional Services)

This Contract, entered into by and between the PITT COUNTY BOARD OF EDUCATION and \_\_\_\_\_ \* Employee Name \_\_\_\_\_ (hereinafter called the CONTRACTOR), is for the purpose of providing certain professional services on certain dates and times as follows (the "Services"): **\*\*\*Be descriptive with type of job/service provided and hours/days per week. For example: Math and Reading Remediation Tutor: Monday through Thursday, 8:00 am to 12:00 pm, October 2017 through May 2018. \*\*\***

\_\_\_\_\_  
Retiree  
\_\_\_\_\_  
Employee

The PITT COUNTY BOARD OF EDUCATION will pay CONTRACTOR a fee of **\*\* In addition to the rate of pay on this line, you must include a "Do Not Exceed" amount. Do not include social security in the "Do Not Exceed" amount. \*\***

It is stipulated that the PITT COUNTY BOARD OF EDUCATION will deduct all appropriate Federal and State income taxes and Social Security payments applicable to the compensation received for the Services provided under this Contract. By acceptance of this contract, the CONTRACTOR affirms they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58, regarding investment activities in Iran.

This Contract is independent of the regular employment duties of Contractor and therefore may be terminated at any time by notice in writing from PCS to Contractor. If the Contract is terminated by PCS, as provided herein, the Contractor will be paid for Services rendered through the date of termination.

This Contract shall go into effect when signed by both parties to the Contract.

THE TERMS OF THIS CONTRACT ARE ACCEPTED BY:

PITT COUNTY BOARD OF EDUCATION

CONTRACTOR

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Contractor

**\*\* Use last 4 of Social Security Number**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

No indebtedness of any kind incurred or created by PCS shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of PCS shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

Complete this form and attach to appropriate contract. (This form is to be used for both the Contractual Services and Employee Contractual Services forms.)

## PITT COUNTY SCHOOLS NOTICE TO PAY CONSULTANT

This verifies that \*Employee Name

Social Security # \*\* use ID number \*\* fulfilled the contract for the workshop/service entitled, \*\*name workshop or service provided, ex. Remediation Tutor \*\*

at \*School Name on \*\*date or month of service \*\*  
Location Date

Total Payment Due: \$ \*\* confirm this matches timesheet \*\*

Source of Funds: ex: Title 1, State Remed. Budget Code: \*must include budget code before submitting

\_\_\_\_\_  
Signature of Workshop Contact

\_\_\_\_\_  
Program Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Send Check To:

Name:

Address:

City/Zip:

# **CONTRACT EMPLOYEE DAILY AND MONTHLY TIME REPORT**

October 2017		MORNING		AFTERNOON		EVENING			
DAY OF WEEK	DATE	Start	Stop	Start	Stop	Start	Stop	TOTAL WK HRS	Remarks
Monday	10/02/17							0.00	
Tuesday	10/03/17							0.00	
Wednesday	10/04/17							0.00	
Thursday	10/05/17							0.00	
Friday	10/06/17							0.00	
Saturday	10/07/17							0.00	
Sunday	10/08/17							0.00	
<b>WEEKLY TOTAL</b>								<b>0.00</b>	
		Start	Stop	Start	Stop	Start	Stop		
Monday	10/09/17							0.00	
Tuesday	10/10/17							0.00	Early Rel.
Wednesday	10/11/17							0.00	
Thursday	10/12/17							0.00	
Friday	10/13/17							0.00	
Saturday	10/14/17							0.00	
Sunday	10/15/17							0.00	
<b>WEEKLY TOTAL</b>								<b>0.00</b>	
		Start	Stop	Start	Stop	Start	Stop		
Monday	10/16/17							0.00	
Tuesday	10/17/17							0.00	
Wednesday	10/18/17							0.00	
Thursday	10/19/17							0.00	
Friday	10/20/17							0.00	
Saturday	10/21/17							0.00	
Sunday	10/22/17							0.00	
<b>WEEKLY TOTAL</b>								<b>0.00</b>	
		Start	Stop	Start	Stop	Start	Stop		
Monday	10/23/17							0.00	
Tuesday	10/24/17							0.00	
Wednesday	10/25/17							0.00	
Thursday	10/26/17							0.00	
Friday	10/27/17							0.00	
Saturday	10/28/17							0.00	
Sunday	10/29/17							0.00	
<b>WEEKLY TOTAL</b>								<b>0.00</b>	
		Start	Stop	Start	Stop	Start	Stop		
Monday	10/30/17							0.00	
Tuesday	10/31/17							0.00	
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
<b>WEEKLY TOTAL</b>								<b>0.00</b>	
<b>MONTHLY TOTAL HOURS:</b>								<b>0.00</b>	

<b>RATE OF PAY: \$ -</b>								<b>\$ -</b>
SCHOOL/SITE: 0 Budget Code: 0  NAME: 0 SS. # : XXX-XX- 0      ID #: 0 ADDRESS: 0 POSITION: 0						I hereby certify that the above report of time is a correct statement and includes total hours worked each workday for the period covered as indicated at the top of this page.		
FOR 4TH MONTH OR PERIOD      10/03/17      through      10/31/17 NORMAL WORKING HOURS:      0:00      to      0:00						SIGNATURE		DATE
						SUPERVISOR		DATE

## **CONTRACTS/NOTICE TO PAY**

- **Employee can't start work prior to contract being stamped and approved by Human Resources.**
- **Notices to pay, time sheets, and contracts are due to payroll by the 10<sup>th</sup> of each month.**
- **All contracts paid with federal funds must first be submitted to Sandra Morris. Federal notices to pay, time sheets, and contracts are due to Sandra Morris by the 5<sup>th</sup> of each month.**
- **Please make sure you staple your notice to pay, time sheet, and contract together before submitting to payroll. Please staple the notice to pay on top.**
- **The EXCEL contract time sheet should not be downloaded as a Google doc. The formula doesn't work with a Google doc.**
- **The signature dates for the workshop contact and/or the program signature should not precede the date/month of service on the notice to pay. For example, if the program is for the month of October, the signatures should not be dated before October 31<sup>st</sup>.**