

Contract No: _____

Department: _____



Miscellaneous Assignment

Last Name First Name Middle Name Department Supervisor

Address City State Zip Telephone

The employer hereby agrees to pay the employee the sum of: _____ for services rendered.

The total number of hours for this assignment is: _____

The agreed hourly rate used to calculate payment is: _____

The payroll schedule for payment is: _____

The contract will begin on _____ and end on or about _____ unless terminated at an earlier date according to the Texas At Will doctrine.

Nature of assignment: _____

Days/times of assignment: _____

It is understood and agreed that the employee shall be governed by and discharge the duties required by the school laws of this State and such local rules and regulations as are in effect at this time and may be adopted by Grayson College.

In most cases, if you are a FULL-TIME, SALARIED employee with Grayson College and you are teaching or providing support during your regular hours of work, you are required to request Vacation or Personal Time for the hours you are under this agreement.

Are you currently a contributing member of the Teacher Retirement System of Texas? Yes No

If yes, where are/were you employed? _____

		Account Number	%	Department
Employee	Date			
Dean/Director	Date			
VP/President	Date			
Human Resources	Date			

This form is to be submitted to HR for processing of payment via payroll.