



OWEN COUNTY BOARD OF EDUCATION

1600 Highway 22 East ~ Owenton, Kentucky 40359

EXTRA-SERVICE AGREEMENT

This agreement is entered into annually between certain staff members, school principal and the Board of Education concerning the performance of extra work by the staff member in connection with extra curricular activities. This agreement is not a part of the regular contract and tenure laws do not apply to this phase of the staff member's work. Payment for full-time employees will be divided among the number of checks to be received. A standard invoice must be signed and sent to the Central Office before payment can be made to any person that is not a full-time employee of the Board. This should be done at the conclusion of the activity. **All payments will be made through payroll with taxes being withheld.**

EMPLOYEE NAME _____ SOC SEC # _____

ADDRESS _____

ACTIVITY/ACTIVITIES	COMPENSATION

_____, Signature of Employee Date _____

_____, Signature of Principal Date _____

FOR CENTRAL OFFICE USE ONLY

I have examined this agreement and certify that it meets the guidelines established by the Board of Education regarding salary schedules, etc.

_____, Superintendent Date _____

*****BEFORE PAYMENTS ARE RENDERED & EMPLOYMENT IS GRANTED; ALL FEDERAL AND STATE TAX FORMS MUST BE COMPLETED & ON FILE AT THE CENTRAL OFFICE. THIS INCLUDES CRIME CHECKS.*****