



Serving the schools of Boone, Butler, Colfax, Merrick, Nance, Platte, and Polk counties

Employee Non-Contract Request

1. Fill out the form for non-contract hours prior to the event.
2. Email the form to the SPED Director for approval.
3. After non-contract hours are completed email the approved form to the SPED Bookkeeper with documentation.

Activity/Event/Request: _____

Location: _____

Date(s): _____

ESU 7 Contact(s): _____

A rationale for this request must be included: _____

ESU 7 EMPLOYEES/SUBS ONLY:

ESU 7 Certified Sub: Half-Day (4 hours) Full Day (8 hours)

(\$170 per eight-hour day/\$21.50 per hour)

ESU 7 EMPLOYEES/SUBS ONLY:

ESU 7 Classified Sub: Half-Day (4 hours) Full Day (8 hours)

(\$94 per eight-hour day/\$11.75 per hour)

ESU 7 Classified Sub: _____ hrs. x _____ (IRS Rate)

ESU 7 Non-Contracted Hour(s): _____ X _____ (Hourly Wage)

ESU 7 Non-Contracted Day(s): _____ X _____

All necessary paperwork included

Employee Name: _____ **Email:** _____

Participant Signature: _____ **Administrator Signature:** _____

Office Only:

Code: _____

Darus Mettler-SPED Director-Approval