



Genesee Education Consultant Services

Salaried Employee Contract

**** Please complete this form along with the attached Salary Calendar**

Employee Name: _____ School Year: _____

Contract Effective Date/Employee's First Day: _____ District/Bldg/Dept: _____

Position Title: _____

CONTRACT INFORMATION

Contract Amount: _____ Contract Days: _____ Scheduled Hours per Day: _____

BI-WEEKLY INFORMATION

Contract Amount: _____ ÷ by Number of Pays: _____ Bi-Weekly Salary Amount: _____

ACCRUAL INFORMATION

Personal Days: _____ Sick Days: _____ Vacation Days: _____

Carry Over: Yes: _____ No No. of Days Carry Over: Yes: _____ No No. of Days Carry Over: Yes: _____ No No. of Days

Paid Inclement Weather Days? Yes: _____ No No. of Days

Paid Holidays? Yes No (If Yes, Please Check Holidays)

- | | | | |
|-------------------------------------------|-------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Independence Day | <input type="checkbox"/> Thanksgiving Day | <input type="checkbox"/> New Year's Eve | <input type="checkbox"/> Good Friday |
| <input type="checkbox"/> Labor Day | <input type="checkbox"/> Day after Thanksgiving | <input type="checkbox"/> New Year's Day | <input type="checkbox"/> Easter Monday |
| <input type="checkbox"/> Columbus Day | <input type="checkbox"/> Christmas Eve | <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> Memorial Day |
| <input type="checkbox"/> Veterans Day | <input type="checkbox"/> Christmas Day | <input type="checkbox"/> Presidents' Day | <input type="checkbox"/> Other (See Below) |

Additional Notes/Guidelines: _____

Supervisor's Signature: _____ Date: _____

2021/2022 Salary Calendar

** Please 'X' out non-scheduled/non-paid days on calendar. ** Please add 'H' on any paid holidays.

2021

July

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Number of Scheduled Days | | | | | | |

August

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| Number of Scheduled Days | | | | | | |

September

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| Number of Scheduled Days | | | | | | |

October

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| Number of Scheduled Days | | | | | | |

November

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| Number of Scheduled Days | | | | | | |

December

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| Number of Scheduled Days | | | | | | |

2022

January

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |
| Number of Scheduled Days | | | | | | |

February

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |
| Number of Scheduled Days | | | | | | |

March

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| Number of Scheduled Days | | | | | | |

April

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Number of Scheduled Days | | | | | | |

May

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| Number of Scheduled Days | | | | | | |

June

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------|-----|-----|-----|-----|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| Number of Scheduled Days | | | | | | |

Holidays

| | | | | | |
|--------------------|--------|------------------------|--------|------------------------|--------|
| Independence Day | Jul 4 | Day After Thanksgiving | Nov 26 | Martin Luther King Day | Jan 17 |
| Labor Day | Sep 6 | Christmas Eve | Dec 24 | Presidents' Day | Feb 21 |
| Columbus Day | Oct 11 | Christmas Day | Dec 25 | Good Friday | Apr 15 |
| Veterans Day | Nov 11 | New Year's Eve | Dec 31 | Easter Monday | Apr 18 |
| Thanksgiving Day | Nov 25 | New Year's Day | Jan 1 | Memorial Day | May 30 |
| Spring Break Dates | - | Winter Break Dates | - | | |