



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: \_\_\_\_\_

**In the event of separation from employment before contract is satisfied and wages have been advanced, employee will be required to reimburse GECS the amount of wages not earned by employee.**

### 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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# 2023/2024 Salary Calendar

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

## 2023

### July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	5	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						

## 2024

### 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	29		
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

(Please mark the date above that the district is observing the holiday. The following dates are the actual date of the holiday for your reference.)

Independence Day	Jul 4	Day After Thanksgiving	Nov 24	Martin Luther King Day	Jan 15
Labor Day	Sep 4	Christmas Eve	Dec 24	Presidents' Day	Feb 19
Columbus Day	Oct 9	Christmas Day	Dec 25	Good Friday	Mar 29
Veterans Day	Nov 11	New Year's Eve	Dec 31	Easter Monday	Apr 1
Thanksgiving Day	Nov 23	New Year's Day	Jan 1	Memorial Day	May 27
Spring Break Dates	-	Winter Break Dates	-		