



EXTENDED SERVICES CONTRACT

LICENSED STAFF / DALLAS COMMUNITY SCHOOLS / SPECIAL CONTRACTS

The undersigned employee/contractor agrees to provide services as described below during the specified period. The employee shall be compensated an hourly rate for the total hours worked up to the maximum number of hours set forth below. Additional work performed by the employee shall not be compensated unless otherwise agreed to in writing by both parties. The employee shall be compensated upon satisfactory completion of all duties and tasks. Payment shall be issued on the next regular payroll after all contracted activities are completed and a claim for hours worked is approved by contract supervisor and received by the Business Office/Payroll for Dallas School District.

EMPLOYEE/CONTRACTOR _____

SERVICE/NATURE OF WORK _____

RATE OF PAY _____ Per day
Per hour

LONG-TERM CONTRACT BEGIN DATE _____ END DATE _____

Maximum Hours _____ (use only in long-term contract – still need monthly working hours listed below to pay)
Both parties agree to the terms stated above, and this contract becomes binding once signed by both parties. Either party may terminate this agreement by written notice.

EMPLOYEE/CONTRACTOR:

Signature: _____

Name (Print): _____

Date: _____

SUPERVISOR/APPROVER:

Signature: _____

Name (Print): _____

Date: _____

DATE	HOURS	INFORMATION / NOTES

P: Time cards/extended services contract

Updated 11/29/16

~~~~~ DISTRICT OFFICE USE ONLY ~~~~~

Account Codes \_\_\_\_\_

Date Received \_\_\_\_\_