

Stewart County Board of Education
2023-2024 Employee Change of Status Form

Employee Name: _____ Effective Date for Change of Status: _____

Current Assignment

School: _____

Position: _____

Contract Pay Rate: _____

Contract Days: _____

Contract Hours/Day: _____

New Assignment

School: _____

Position: _____

Contract Pay Rate: _____

Contract Days: _____

Contract Hours/Day: _____

Paid Holidays: _____

Staff Development Days: _____

Total Days Paid: _____

Total Salary: _____

Sick Days: _____

Additional Assignments and Compensation: _____

Employee Signature: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Finance Director: _____ Date: _____

Payroll Department: _____ Date: _____

**A copy of this completed form is to be forwarded to the secretary of the school where the employee is assigned and the original placed in the employee's personnel file.*