

**WINDHAM SCHOOL DISTRICT
CONTRACTED PERSONNEL
EMPLOYMENT AGREEMENT**

7.05-13
Board Adopted
(05-23-02)

I. BASIC SERVICE AGREEMENT

I, _____, agree to provide instructional services in the
(type or print name)
_____, for Windham School District, Texas Department of
Criminal Justice. This agreement is for the school year _____, commencing September 1, __ and
ending August 31, _____. The number of classes to be taught is at the discretion of the
Windham Administration.

II. SERVICES TO BE PERFORMED

Responsibilities of _____ will be to:
(type or print name)

1. Provide professional classroom instruction and maintain accurate records in all areas required by Windham School District and as needed on an individual basis.
2. Abide by the rules and regulations of Texas Department of Criminal Justice and Windham School District as outlined in:
 - A. The Texas Department of Criminal Justice Executive Directive, PD 22 "Employees General Rules of Conduct";
 - B. The Windham School District Policies and Procedures Manual; and,
 - C. The Windham School District Employee Handbook.

III. COMPENSATION

- A. Windham School District agrees to pay a fee of \$20.00 PER HOUR based on instructional time.
- B. Monthly payment is contingent upon receipt of the "CONTRACT INSTRUCTOR MONTHLY TIME SHEET" by the 1st of each month.
- C. Windham School District reserves the right to contract with other parties for these same or similar services.
- D. Neither Texas Department of Criminal Justice nor Windham School District is responsible for the payment of Social Security or any retirement fund for non-WSD instructors.

IV. EMPLOYMENT AGREEMENT

- A. This agreement is entered into for one school year as stated in the Basic Service Agreement Section.

- B. This agreement is separate from any other agreement or contract in effect with the Windham School District, Texas Department of Criminal Justice, or any other agency.
- C. This agreement may be terminated in writing by Windham School District at any time the instructor becomes unable to satisfactorily perform his/her duties in a timely manner.

V. THE UNDERSIGNED CONTRACTING PARTIES do hereby certify that:

- (1) these services will not be provided during, or interfere with, the employee's full-time working hours and
- (2) there is no conflict of interest in hiring the instructor.

By _____
(Superintendent's signature) (Instructor's signature)

(Social Security Number)

Date

Date