

Human Resources  
(402) 715-8240

Don Stroh Administration Center  
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(Fixed- Schedule and Flex Employees)

To: Building Principals & Part-time

\_\_\_\_\_ information below.

\_\_\_\_\_ By definition a fixed-schedule employee is a part-time certificated employee who works a set schedule each day and has an FTE of less than 1.0. Their duties include, without additional compensation, T.9RC.6 (es) (( Thei)2.6 (r)4Rdw6pensTc 0.asrD6 25.08 0e)10.5 (f10

Date \_\_\_\_\_

Staff Member Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Your Position F.T.E. (percentage) \_\_\_\_\_

Date Worked      Type of Activity      Extra time worked beyond ( \_\_\_\_\_ )

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