

Employee Service Agreement



The Board of Trustees of Asheville-Buncombe Technical Community College, hereinafter referred to as the College, and the individual listed in Section I, hereinafter referred to as the Employee, enter into this agreement for professional services as described below in Section II for the period and payment terms indicated below.

SECTION I: Employee Name and Information

The Employee listed here is Exempt or Non-Exempt?

Employee Name

Employee Main Department

Name of Requestor

Department of Requested Services

SECTION II: Terms and Payment

The employee agrees to provide professional services outlined below (fully describe services to be provided):

Rate of Pay:

of days or hours:

Total
Pay:

Period Covered:

From:

To:

Source of Funds - GL#:

The College agrees to make payment on the first scheduled pay date after completion of services rendered in Section II above, and upon certification by the responsible College official.

I attest I am the employee listed above, and I agree to the terms set forth in this Employee Services Agreement.

Employee Signature

Date

SECTION III: Approval

Approval Required*

Approved By:

Title:

Date

SEND TO HUMAN RESOURCES PAYROLL FOR PAYMENT