



TIMESHEET

Full Name:	_____	(Office use only) AMOUNT TO PAY:
Last 4 SSN:	_____	
Class/Job Title:	_____	(Office Use Only) Class Type/Job Code: _____
Contract Hours:	_____	Payroll Period: _____ Rate of Pay: _____

Date	Start Time	Lunch Break (If applicable)	End Time	Total Hrs.
Example: 10/1/2013	8:00 a.m.	12:00 – 1:00 p.m.	3:00 p.m.	6 hours EXAMPLE ONLY
			Total Hours Worked	

Employee Signature: _____	Date: _____
NWTC Authorized Signature: _____	Date: _____

1801 Eleventh Street
Alva, OK 73717



801 S. Vo-Tech Dr.
Fairview, OK 73737

Statement of Understanding for Contracted Services

All Express Personnel adjunct instructors employed are contracted for a designated teaching assignment. Contracts and associated timesheets do not constitute full-time or ongoing employment and are valid only upon enrollment meeting the minimum number of students required for Northwest Technology Center to conduct the designated class.

In the event that enrollment is insufficient, Northwest Technology Center will make reasonable efforts to notify the instructor prior to the scheduled start of the class. However, as minimum enrollment is often not confirmed until the first scheduled session, instructors will be required to attend the initial class meeting. Northwest Technology Center assumes no financial obligation to the instructor if a class is canceled due to insufficient enrollment. Additionally, Northwest Technology Center reserves the right to modify class schedules as necessary.

Northwest Technology Center reserves the right to terminate an instructor's contract due to extenuating circumstances. In such cases, compensation will be pro-rated based on services rendered up to the date of termination.

The instructor agrees to the following obligations when signing this Timesheet:

1. To accept assignments and perform duties as directed by the Board of Education of Northwest Technology Center, in accordance with the applicable job description, available in the Central Office of each campus.
2. To comply with all rules, regulations, and policies established by the Board of Education.
3. To submit required reports as requested by the Board, Superintendent, or Administration and to cooperate fully with school officials and colleagues.
4. To adhere to any additional terms and conditions of employment as established by the Board of Education and Northwest Technology Center.

Northwest Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in the operation of its educational programs, activities, recruitment, admissions, financial aid, or employment practices. The following person has been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator/504 Coordinator - Colt Shaw, Asst. Superintendent, cshaw@nwtech.edu, at 801 Vo-Tech Drive, Fairview, OK 73737, 580-227-3708 or 1801 11th Street, Alva, OK 73717, 580-327-0344.