

**COLUMBUS MUNICIPAL SCHOOL DISTRICT
EMPLOYEE WORK SCHEDULE
July 1, 2012-June 30, 2013 School Term**

Employee name _____

Social Security number _____

Position _____

Location _____

Date schedule begins _____

The workweek is from Sunday through Saturday.

	IN	LUNCH OUT (If applicable)	LUNCH IN (If applicable)	OUT	HRS/PER DAY
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
HOURS PER WEEK (NOT TO EXCEED 40)					

This schedule is subject to change based on the needs of the District, or extenuating circumstances.

If an employee has 2 positions with the District, 2 forms must be completed.

Employee signature / Date

Principal / Supervisor signature / Date