

2012 CONTRACTS

The Contract ***MUST*** be created in a Word Processing program. You ***MUST*** create a folder in the Mapp VOL002 directory called **contracts** and place all base contracts in that folder. All base contracts must be saved as “*Rich Text Format*” files. You may save your completed contract output file anywhere you would like such as your desktop, contracts folder or My Documents folder.

Variables that MAPP uses to construct your contract file are as follows:

FIELD DESCRIPTIONS

&01 – Name	&02 – Address	&03 – Address #2	&04 – City
&05 – State	&06 – Zip Code	&07 – Phone #	&08 – Employee #
&09 – Soc Sec #	&10 – Highest Degree	&11- Hours Since	&12 – Educ Cr (PDC)
&13 – Out State Exp	&14 – In State Exp	&15 – Prev Exp Allow	&16 - # Yrs Frozen
&17 – Exp Sal Incr	&18 – Cert Type A	&19 – Cert Expire A	&20 – Cert Type B
&21 – Cert Expire B	&22 – Hire Date	&23 – Yrs Employed	&24 – F.T.E.
&25 – Salary Schedule	&26 – Salary Step #	&27 – Sal Column #	&28 – Primary Location
&29 – Primary Pos	&30 – Primary Level	&31 – Base Salary	&32 – Longevity Incr
&33 – Education Incr	&34 – Adj Base Salary	&35 – Off Table Amt	&36 – Ext Day Amt
&37 – Contract Days	&38 – Hourly Rate	&39 – Hrs./Day	&40 – Job Descrp
&41 – Sup Loc Line 1	&42 – Sup Pos Line 1	&43 – Sup Lev Line 1	&44 – Sup Sal Line 1
&45 – Sup Hire Line 1	&46 – Sup Yrs Line 1	&47 – Sup Loc Line 2	&48 – Sup Pos Line 2
&49 – Sup lev Line 2	&50 – Sup Sal Line 2	&51 – Sup Hire Line 2	&52 – Sup Yrs Line 2
&53 – Sup Loc Line 3	&54 – Sup Pos Line 3	&55 – Sup Lev Line 3	&56 – Sup Sal Line 3
&57 – Sup Hire Line 3	&58 – Sup Yrs Line 3	&59 – Sup Loc Line 4	&60 – Sup Pos Line 4
&61 – Sup Lev Line 4	&62 – Sup Sal Line 4	&63 – Sup Hire Line 4	&64 – Sup Yrs Line 4
&65 – Sup Loc Line 5	&66 – Sup Pos Line 5	&67 – Sup Lev Line 5	&68 – Sup Sal Line 5
&69 – Sup Hire Line 5	&70 – Sup Yrs Line 5		

Use the following fields for totals 80,81,82 replace the & with one of the following symbols to include that field in the total. (^) (*) (~)

Ex (If you wanted to total Base Salary &31 and Off the table &35 you would use a ^31 and ^35 and a ^80 where you wanted it to print)

If you want the amount to be in the total but not shown on the contract then you would enter that field with a ^31&.

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^34& ^35& ^36&

EXAMPLE CONTRACT USD 999

This Contract is executed, in duplicate, this 1st day of June, 2011 between the Board of Education of Unified School District 999 and &01 for the school year 2011-2012 as defined and scheduled by the Board approved school year calendar. The Board and the Professional Employee agree that:

1. The Professional employee is employed as &40.
2. The Board shall compensate the Professional employee at the annual salary of ^80, to be paid in twelve equal installments, with all deductions required by law and authorized by the Professional employee in writing. The total compensation includes the Section 125 Cafeteria employer paid plan benefits provided for in the Negotiated Agreement in the amount of &68. Payment shall begin on or about he 15th of each month commencing in September according to Step &26, Column &27 on the current salary schedule &25 with the degree status as follows: &10 degree and &11 hours.
3. Other things you might want to enter into your contract.

WITNESS: By signing this contract, the Board and the &40 agree to the terms.

Board of Education
USD 999
Girard, Ks 66743

&01

Board President

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PRODUCING CONTRACTS

To create your contracts you will need to open MAPP and run the following menu options: [14-7-]

Select 1 for Payroll Employees Only
Select 2 for Personnel Employees Only
Select 3 to Print Instructions

Enter the name of your BASE Contract file: **symtch**

Enter the NEW name to save it under: TCH2012

Select 1 if you want to create a contract for ALL employees by CLASS
Select 2 if you want to select the employees you want to print a contract for.

If you Selected 1 then enter the CLASS and SUB CLASS you wish to create a contract for. (Press ENTER if you want ALL classes and Sub Class)

If you selected option 2 then you will enter each employee number that you want to have a contract created for.

During both processes you will have the option to print your step by either Numeric or Alpha. Select Yes for Numeric or No for Alpha.

Next you will have the option to print Columns in Numeric or Alpha, Select Yes for Numeric and No for Alpha.

Once the system is done creating your contracts you will need to go to the VOL002\Contracts folder to open the file you created.

If you need to make any corrections to the contract you can go in and make changes since it is now a word document.

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CREATING A SUPPLEMENTAL CONTRACT

You will create a base Supplemental contract the same way you create your regular contract we just have a couple of features to help you.

When building the document you will need to tell the base contract how many supplementals to print on the contract. This is done by adding a @05 where you want the supplemental to print. The @05 means it will print up to 5 supplementals on each contract.

If you want your total to be displayed on the contract you will use the total routines such as @05^ totals to &80, @05* to &81 and @05~ totals to &82.

Below is a sample supplemental contract.

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UNIFIED SCHOOL DISTRICT #999 COACH SUPPLEMENTAL CONTRACT

The supplemental contract, made and entered into, this 1st day of August, 2011, by and between the Board of Education of Unified School District #999, MACS County, Kansas, hereinafter called "Board" and &01, hereinafter called "Coach."

The parties hereto agree that the Coach shall be employed by the Board as an employee of said Unified School District #999 for the school year 2011-2012, whose supplemental duties as defined and scheduled by the Board, shall include the following Position, Location, and Salary:

@05^

For these services the Board agrees to pay the Coach \$&80 with half of the salary to be paid halfway through the season and the other half to be paid at the end of the season for which the supplemental salary applies.

Notwithstanding any other provision to the contrary, this contract is subject to termination by the employing board of education, without further proceedings and without reference to any other law or contractual arrangement, if the results of the criminal history records check required by state law reveal this employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 73-1397, and amendments thereto.

WITNESS OUR HANDS on the day and year first written.

By: _____
President

Date: August 1, 2011 By: _____
Clerk

Date: _____ Accepted: _____
Coach