

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Entering Into Contracts and Agreements – Employment -- Special Contracts	<u>Number</u> 113
Related Policy:	Contracts – 6Hx20-1.011	<u>Page</u> Page 1 of 1

I. Purpose

To pay a rate other than one in the approved salary schedule, a special contract requiring Board of Trustees approval before work commences is required.

II. Procedure

The department will complete a Special Contract Form, attach it to the contract, and forward the documents for appropriate signatures.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017