

NORTHWESTERN LOCAL SCHOOL DISTRICT  
5610 Troy Road  
Springfield, Ohio 45502-9022

LETTER OF APPOINTMENT  
2014-2015  
Certified

This is your letter of appointment for the 2014-2015 school year as a part-time employee.

You are appointed subject to all rules and regulations of the Northwestern Local Board of Education and the provisions of the Revised Code of Ohio pertaining to the School Employees' or the State Teachers' Retirement System of Ohio.

REQUIREMENTS FOR SUBSTITUTES AND TUTORS: (Must be submitted before salary is paid)

1. Current Ohio Teaching Certificate - On file with County Office
2. W-4 and retirement forms - File with the Treasurer
3. THIS signed letter of appointment - File with the Treasurer
4. I-9 Form - File with the Treasurer
5. Clark County Schools' Employee Background Search Release and Report - On file with County Office
6. Finger Print Check (**both BCI and FBI**)

Gene Pencil, President

David S. Bollheimer, Treasurer

**Please sign and return this letter to the Northwestern Board Office as soon as possible.**

I accept this appointment subject to the conditions specified.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**CURRENT SALARY SCHEDULES**

Substitutes                      \$75.00 per day

Classroom Tutors              \$21.00 per hour

The Treasurer's Office is not responsible for payment if "Time Sheets" are not turned in to the Treasurer's Office by the payroll-processing deadline. Late time sheets will be processed for the next available time period.

Effective October 1, 2001 all substitutes and tutors must be paid by direct deposit.

**We will no longer be mailing direct deposit notices. If you would like to receive your notice via e-mail, please fill in your e-mail address below.**

\_\_\_\_\_  
e-mail address

revised 11/3/14