



School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, Wisconsin 54235

Return to:
STEP Coordinator
School District of Sturgeon
Bay Office
1230 Michigan Street
Sturgeon Bay, WI 54235

Phone: (920) 746-2800
Fax: (920) 746-3888

STEP Contract

We understand that _____ hours have been approved for the STEP position of

Signed:

_____	_____	_____
STEP Employee	Date	Phone Number
_____	_____	_____
* Supervisor	Date	Phone Number
_____	_____	_____
Building Principal	Date	Phone Number
_____	_____	_____
STEP Coordinator	Date	Phone Number

Emergency Contact for STEP Employee: _____

STEP employee please check one line below:

____ I desire to receive two checks, one in January and one in June.

____ I desire to receive one check in June.

Work Schedule:

Days: _____

Times: _____

Supervisor

- ✓ You and the STEP employee complete the appropriate sections and sign.
- ✓ Make two copies; distribute one each to STEP employee and yourself.
- ✓ Return the original to STEP Coordinator listed above.