

GADSDEN STATE COMMUNITY COLLEGE

CONTRACT OF EMPLOYMENT



This employment agreement is made this the «day» «day desc» day of «month», «year», between Gadsden State Community College, the employer, and «EMP NAME», (SSN: «emp no») the employee, and, conditional upon acceptance hereof by the employer, will confirm the employee's appointment as «JOB TITLE» at Gadsden State Community College for a contract period commencing on «beg date» and ending «end date». As determined from the employee's credentials and in accordance with the current Salary Schedule «schedule», Rank «rank», Step «step», the salary will be \$«tot amt» total for the contract period. Account Number: «attach line»

Duties and responsibilities in this position are subject to the policies, procedures, and regulations now existing or which hereafter may be changed which govern the College.

This contract may be subject to withholding for Teacher Retirement, Peehip insurance, Federal, State, and Local Taxes.

This contract is subject to the following "Terms and Conditions."

- All employees while on duty are expected to devote full time to the performance of their duties. These duties shall include but not be limited to classroom teaching, student advising, classroom preparation, assessment duties, and committee assignments, either on campus or other designated locations within the college service area.
- The teaching load and schedule shall be determined in accordance with the administrative procedures of the institution. All full-time faculty will be subject to teaching off-campus classes and courses in the evening as part of their regular teaching load. Assignment and/or changes in assignment will be made in writing.
- Faculty are expected to maintain competency in their occupation or academic area. Where required, faculty members will maintain valid licenses.
- Faculty members will meet all classes according to schedule and will maintain and submit all required class records and reports.
- It is understood that only full-time faculty members with continuing service status have the expectancy of continued employment beyond the contract period. If continuing service status has not been achieved, this contract shall not be construed as binding on either party beyond the contract period.
- It is understood that there is no expectancy of summer employment expressed or implied except when included in the contract period.
- Salary adjustments or reclassifications shall be considered only at the beginning of the next contract period.
- The employee shall not conduct any outside employment or business activity, or political activity, during College working hours, nor shall the Employee use any College property, equipment, or facilities for any private enterprises, political activity, or private personal gain.
- This offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed.

Acceptance of this offer of employment and the provisions of this contract should be indicated by signing in the space provided and returning to the Office of Human Resources within five (5) days of receipt hereof.

GADSDEN STATE COMMUNITY COLLEGE

By _____
President

I acknowledge that I have read and understand all provisions of the foregoing Contract of Employment, and I accept this offer of employment and agree to abide by all provisions of the foregoing contract.

Date

Employee's Signature

GADSDEN STATE COMMUNITY COLLEGE

PART-TIME CONTRACT OF EMPLOYMENT

This employment agreement is made this the «Day»«Day Desc» day of «Month», «Year», between Gadsden State Community College, the employer, and «Emp Name», (SSN «Emp No»), the employee, and conditional upon acceptance hereof by the employer, will confirm the employee's appointment as «Job Title» at Gadsden State Community College, «Dept 1»«Slash 1»«Dept 2»«Slash 2»«Dept 3» Department/ Division, for a contract period commencing on «Beg Date» and ending «End Date». As determined from the employee's credentials and in accordance with the current Salary Schedule «Schedule», the salary will be \$«Tot Amt» total for the contract period. Employment is on an as needed basis and may be terminated by the College President upon notice to the employee.

This contract covers employment as follows: «Supp_line»

- «Class_1»
- «Class_2»
- «Class_3»
- «Class_4»
- «Class_5»
- «Class_6»
- «Class_7»

Duties and responsibilities are subject to policies and procedures now existing or which hereafter may be changed that govern the College. Compensation may be subject to withholding for Teacher Retirement, Peehip insurance, Federal, State and Local Taxes. While on duty, employees must devote their full time to performance of their duties. Personal business and political activity during working hours are prohibited. College resources may not be used for personal business or political activity. Instructors will meet classes as scheduled, maintain records, and submit reports as required, and abide by all policies and procedures that govern instructional activities. For part-time instructors, the College reserves the right to amend or terminate this contract in the event of insufficient enrollment. Faculty are expected to maintain competency in their respective disciplines and professional licenses (where applicable). Faculty duties may extend beyond teaching to include student advisement, classroom preparation, committee assignments, assessment duties, and other duties as assigned. Teaching assignments may include classes at all campuses and/or off-campus centers and in the evening program.

Part-Time Instructor Contract Provision: This Contract, including those terms and conditions specifically included by reference herein, constitutes the entire employment agreement between the College and the Employee. By his/her signature below, the Employee confirms that the Employee understands and agrees that the position represented by this Contract does not require, nor has the College requested or authorized, the Employee to work more than a maximum of 17 clock hours per workweek. The Employee further understands and agrees that he/she is not entitled to compensation or benefits for any hours worked beyond a maximum of 17 clock hours for any given workweek. Moreover, the Employee understands and agrees that he/she shall not work more than a maximum of 17 clock hours per workweek. (Clinical associates are limited to 18 clock hours per workweek.) The Employee hereby confirms that he/she is a part-time employee of the College by virtue of this Contract, and the Employee further agrees that he/she is not entitled to the salary, benefits, or other employment rights of a full-time employee. The Employee specifically confirms that he/she understands and agrees that the duties to be performed under this Contract shall not in any manner be creditable toward the attainment of non-probationary status. This offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed.

I acknowledge that I have read and understand all provisions of the foregoing Contract of Employment, and I accept this offer of employment and agree to abide by all provisions of the foregoing contract.

Recommended:

 Originator Date

I certify that I have reviewed all of the materials pertaining to conflicts of interest and that the hiring of the individual in this position is not a conflict of interest violation pursuant to the State Board of Education policies.

 Cabinet Member Date

 Dean of Financial & Administrative Services Date

 Director of Human Resources Date

 Employee's Signature Date

Approved by:

 President Date

GADSDEN STATE COMMUNITY COLLEGE

PART-TIME CONTRACT OF EMPLOYMENT

This employment agreement is made this the «day» «day_desc» day of «month», «year», between Gadsden State Community College, the employer, and «emp_name», (SSN: «emp_no»), the employee, and, conditional upon acceptance hereof by the employer, will confirm the employee's appointment as «Job Title» at Gadsden State Community College for a contract period commencing on «beg_date» and ending «end_date». The salary will be \$«amt» per «desc» for the contract period.

Budget «attach_line»

Comments: «job»

"Employment is on an **as-needed basis**, not to exceed «hours to work» hours per week."

Duties and responsibilities in this position are subject to the policies, procedures, and regulations now existing or which hereafter may be changed which govern the Institution.

This contract may be subject to withholding for Teacher Retirement, Peehip insurance, Federal, State, and Local Taxes.

This contract is subject to the "Terms and Conditions" listed below.

- All employees while on duty are expected to devote full time to the performance of their duties.
- Temporary and part-time experience does not apply toward tenure/continuing service status.
- The employee shall not conduct any outside employment or business activity, or political activity, during College working hours, nor shall the Employee use any College property or facilities for any private enterprise, political activity, or private personal gain.
- The College reserves the right to transfer or reassign the employee to different campuses and/or locations according to the needs of the College.
- This offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed.

I acknowledge that I have read and understand all provisions of the forgoing Contract of Employment, and I accept this offer of employment and agree to abide by all provisions of the foregoing contract.

Employee's Signature

Date

Recommended:

Originator

Date

I certify that I have reviewed all of the materials pertaining to conflicts of interest and that the hiring of the individual in this position is not a conflict of interest violation pursuant to the State Board of Education policies.

Cabinet Member

Date

Dean of Financial & Administrative Services

Date

Approved by:

Director of Human Resources

Date

President

Date