



PART TIME AND EXTRA SERVICES AGREEMENT

DATE: _____

EMPLOYEE LEGAL NAME: _____

<p>HR USE ONLY (if applicable): Banner # _____ Position # _____ Suffix # _____ Entered by: _____ T. S. Approver: _____</p>

The college is pleased to offer you an unclassified appointment as:

Title: _____ Extra Services _____ Part Time Temporary

The terms and responsibilities of your employment may be further described in an attached job description.

Budget Unit Title: _____ Account Number: _____

Employment Period: _____ Fall _____ Spring _____ Summer _____ Other

Academic Year: _____ Begin Date: _____ End Date: _____

Pay Rate: \$ _____ Hourly Rate: \$ _____ per hour, not to exceed \$ _____

Following Duties of Appointment	Course Section	Hours	Enrollment	Location	Begin Time (am/pm)	End Time (am/pm)

Total Hours: _____

Action to terminate this appointment shall not be arbitrary or capricious. The college reserves the right to terminate this agreement before the end date for any of the reasons specified above or in the policies and procedures of the college and/or those of the Louisiana Community and Technical College System, including but not limited to dismissal for misconduct, unsatisfactory performance, insufficient funding or enrollment, or discontinuance or elimination of the program in which you are teaching. Should you resign or be dismissed from this appointment before the end of the appointment’s term, pay will be prorated to include payment for services rendered.

Your appointment and salary are subject to the approval of the college Appointing Authority, the Chancellor or their designee. There is no guarantee of reappointment.

The parties to this contract agree that the following contract of employment is a Louisiana contract made for the benefit of an institution of the Louisiana Community and Technical College System, the students of Louisiana and all provisions of this contract, including its offer and acceptance, shall be interpreted via the application of the laws of the State of Louisiana only. Further, the parties agree that any dispute with regard to this contract of employment shall be filed either in the judicial district for the parish where the administration of the contracting college is located or the 19th Judicial District Court for the State of Louisiana.



Please signify your acceptance by signing below and returning this document to _____ no later than _____. Should this document not be received by the above specified date, the college will assume that you have not accepted the offer. This position may then be advertised as an open position via appropriate media.

I have reviewed the requirements outlined above and agree to perform all responsibilities to the best of my ability.

Employee Signature: _____ Date: _____

Each college shall add the approval signature lines and funding information. See the same below.

_____	_____	FOPAL: _____
Dean/Director	Date	Fund / Org / Acct / Program / Activity / Percent
_____	_____	FOPAL: _____
Vice Chancellor	Date	Fund / Org / Acct / Program / Activity / Percent
_____	_____	FOPAL: _____
HR Director/CHRO	Date	Fund / Org / Acct / Program / Activity / Percent
_____	_____	FOPAL: _____
Vice Chancellor of Finance/CFO	Date	Fund / Org / Acct / Program / Activity / Percent
_____	_____	FOPAL: _____
Chancellor/Appointing Authority	Date	Fund / Org / Acct / Program / Activity / Percent