

Id
Name
Address
City

Soc Sec No
Phone
Contr No

Teaching Assignment:

HLTH 140 Sec 03 Medical Terminology Equated Hours: 3.0 Rate: 704.00
7:00- 8:15PM -M----- Room 180 01/14/2013-05/17/2013
7:00- 8:15PM ---W--- Room 188 01/14/2013-05/17/2013

The Assignment amount is 2112.00 charged to 01-14553-51320

Other Conditions:

1. The employee shall diligently and competently perform such duties and work such hours as are assigned by and at the direction of the College and shall in the performance of his or her duties comply with and be subject to all the applicable laws, Board policies, and regulations as the same may be amended from time to time. Further, an orientation session is required for all adjunct faculty members teaching their first term at the College.
2. This assignment is subject to only those College fringe benefits as provided by Board policy or required by law. There shall be deducted from each payment made under this assignment such deductions as required by law.
3. The teaching assignment listed above is offered subject to the enrollment of a sufficient number of students as determined by the College. Further, the assignment listed above may be assumed by a full-time faculty member if it becomes necessary in order to meet a full-time workload. If the College exercises either of these two provisions, then this assignment shall be considered null and void.
4. The College shall determine the educational teaching conditions and standards of performance requirements, and as such shall inform the employee of same and approve all instructional materials/matters including but not limited to course content, syllabus, mode of instruction, examinations, course competencies, and pre-requisites.
5. This assignment shall terminate if the employee is dismissed from employment by the College during the life of the assignment. The employee shall not by virtue of this agreement or by subsequent agreements acquire tenure in the College and agrees that there have been no other promises or assurances of employment either orally or in writing and specifically under any policy, manual, or document issued by or on behalf of the College.
6. This assignment shall be deemed, dated, and become effective on the date as approved by the Board of Trustees.
7. All salary or wages earned by an employee over the life of this assignment, will be distributed through the College's normal semi-monthly payroll cycle (15th and the last day of the month). Initial payment (payroll check) will be distributed after the first full pay cycle following the first scheduled class meeting day, provided the signed assignment is in the Human Resources Office by the first day of class. Final payment (payroll check) will be distributed after the first full pay cycle following the final class meeting. Payments will be divided equally over the number of pay periods covered by the assignment dates. Signed teaching assignments must be received prior to payment distribution.

For: Richland Community College

Agreed To: