

PART-TIME AGREEMENT FOR CONTINUING EDUCATION INSTRUCTORS

This is an Employment Agreement entered into on this _____ day of _____, 20____ (hereinafter referred to as the "Agreement") between Lenoir Community College and _____ for the class, term and salary indicated. Acceptance of this Agreement indicates approval of the mission of Lenoir Community College and agreement to faithfully perform all duties and responsibilities required by the administrative rules and directives of the College, the policies of the Board of Trustees, the regulations of the State Board of Community Colleges, and state and federal laws. If, at any time during the term of this Agreement, a program, curriculum, or service of the College is decreased or terminated with the result that employee services are no longer needed, employment may be reduced or terminated. In the event of financial exigency, the President has the authority to invoke actions necessary to address the exigency including, but not limited to, reductions in salary, mandatory furloughs, contract terminations, and/or other actions as may be required. Employment may be terminated at any time for any of the reasons set forth in Chapter 7, Policy 7.1.6.2 of the Policies and Procedures Manual of Lenoir Community College. When the class is terminated or a dismissal of the instructor is necessary during the period of the contract, the instructor will be given advance notice, when possible. A written notice of two weeks or more is expected if it becomes necessary to resign during the period of the contract except in case of medical emergency. Upon termination of employment at the College, the employee will be paid on a regular basis only for time worked. It is acknowledged and agreed that no expectancy or right of employment or re-employment beyond the term provided in this Agreement has been offered or implied. This Agreement shall be governed by and construed and enforced in accordance with the law of the State of North Carolina. If, during the term of this Agreement, a court finds that a specific clause of the Agreement is in violation of any federal or state law, the remainder of the Agreement not affected by such a ruling shall remain enforceable. The parties agree that this Agreement contains the entire Agreement between them, has not been induced by either party by any representations, promises, or undertaking not expressed herein, and that there are no collateral agreements, stipulations, promises, or understandings whatsoever by the respective parties in any way affecting the subject matter of this Agreement which are not explicitly contained in this Agreement.

The stated instructional time is in compliance with the state policy for community college classes. Designated break times may not be used in order to dismiss the class earlier or start class later. If, for any reason, the instructor must be absent from his/her assigned class, he/she should immediately notify appropriate personnel and the total contract hours will be reduced accordingly. The last payroll check for the course or semester may be held by the Business Office until all reports and/or forms have been turned in to the appropriate office(s).

Contract #: _____ Section #: _____ Department: _____ Class: _____

Title: _____ Prison: ☐ Yes ☐ No Immured: ☐ Yes ☐ No

Contract Hours: _____ Multi-Entry: ☐ Yes ☐ No Membership report class: ☐ Yes ☐ No

Campus: ☐ On ☐ Off CEU's: _____ Beg. Date: _____ End Date: _____

Census Date: _____ Num Weeks: _____

SSN: _____ EIDN: _____

Location**Days:**

Code: _____ Name: _____ M T W Th F Sa Su Time: _____:

Location**Days:**

Code: _____ Name: _____ M T W Th F Sa Su Time: _____:

Location**Days:**

Code: _____ Name: _____ M T W Th F Sa Su Time: _____:

Sec. Instructor: ☐ Yes ☐ No Director: _____ Budget Code: _____

A/R Code: _____ Pay Mth: _____ Amt: _____ Hrs: _____

Registration Amt: _____ Pay Mth: _____ Amt: _____ Hrs: _____

Semester: _____ Pay Mth: _____ Amt: _____ Hrs: _____

Pay Mth: _____ Amt: _____ Hrs: _____

Pay Mth: _____ Amt: _____ Hrs: _____

TOTAL PAY: Amt: _____ Hrs: _____

Special Instructions: _____

Minimum: _____ Maximum: _____ Hourly Rate: _____ No. Hours: _____

Contract Keyed By: _____ Date: _____ Approved By: _____ Date: _____

ADDITIONAL TERMS

The above written agreement constitutes the entire agreement between the parties.

At the beginning of employment, the Human Resources Office must have form NC-4, Form W-4, ESRR, I-9, and a copy of two forms of identification. The following forms are to be completed for the Continuing Education Office: reg. forms, PDI, attendance roster, travel reports (if applicable), and instructor's roster when the class ends. It is further understood that payment will not be made unless all records are submitted for the Human Resources Office and the Continuing Education Office of Lenoir Community College.

Signature of Instructor Date: _____ Signature of Vice President/Dean Date: _____