

**Collin County Community College District
 AGREEMENT FOR FLEX ENTRY COURSES AND SPECIAL
 TEACHING ASSIGNMENTS OF FULL-TIME EMPLOYEES**

Name: _____ CWID: _____ Please check primary campus
 Central Spring Creek
 Courtyard Preston Ridge
 Other: _____

Dean/Director Approval: _____ Date: _____ VPAA: _____

Assignment: <u>Course/Section</u>	<u>Course Name</u>	Begin <u>Date</u>	End <u>Date</u>	Certified <u>Enrollment</u>
Total Contract Amount \$ _____ <input type="checkbox"/> Lump Sum Payment upon completion				
Cost Center Account <input type="checkbox"/> Monthly payments through authorized end date.				

FOR PAYROLL USE ONLY: Job Code _____ Position # _____ Division _____

Department Unit Monthly Amount \$

SCHEDULE APPROVAL:

- This extra service assignment will not be performed during the normal work schedule of the employee's full -time assignment. Therefore, no schedule adjustment is necessary.
- This assignment is performed during the normal work schedule of the employee's full -time assignment. Shown below are the adjusted hours I have approved for the employee to work in order to avoid duplicate pay for the same time period. (**Please circle scheduled work days & fill in normal work times.**)

Adjusted weekly work schedule of primary assignment:

Days	S	M	T	W	T	F	S	Wk
Times								
Days	S	M	T	W	T	F	S	Wk
Times								

Days and work time for extra service assignment:

Approved: _____ **Date** _____
Dean/Supervisor of Primary Assignment

I accept the above assignment for the contract amount indicated and agree to the Conditions of Employment stated on the reverse side of this form.

Employee Signature	Date	Payroll Office	Date
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Collin County Community College does not discriminate on the basis of race, age, national origin, color, sex, religion, disability or veteran status.

Original: HR **Canary:** Payroll **Pink:** Division Office **Golden Rod:** Employee

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- 1. The employment acknowledges that the Collin County Community College has not adopted any policy, rule, regulation, law or practice providing for tenure; no right of tenure is created by this Agreement; and no property interest expressed or implied, is created and continued beyond the contract term.**
- 2. The employee agrees that this Agreement is conditioned upon (i) sufficient enrollment in the course and upon the schedules of full-time faculty; (ii) filing all certificates, transcripts and other documents required by the Collin County Community College with the Human Resources Office; and (iii) in federally or categorically funded positions, this Agreement is conditioned upon the availability of full and adequate funding for the position.**
- 3. The employee agrees that this Agreement may be terminated at any point during the semester, at the sole discretion of the Collin County Community College, at which time, this Agreement shall be null and void and of no other force and effect.**
- 4. If the employee is unable to attend a class for any reason, the division dean or discipline coordinator shall be notified eight (8) hours, if possible, before classes. Absence from scheduled classes may, in the sole discretion of the Collin County Community College, result in salary deductions.**
- 5. The employee shall comply with all policies, rules, and regulations of the Collin County Community College in effect, or as may be adopted during the life of this agreement. Failure to comply with any of the Collin County Community College's policies, rules and regulations, including, but not limited to, time schedules regarding classes, completion of all rolls, grades, and personnel materials, may result in termination of this Agreement, or the withholding or deduction in salary in compliance with college policy and federal FLSA guidelines as determined in the sole discretion of the Collin County Community College.**
- 6. The employee agrees that this contract includes teaching the assigned class(es), as well as the preparing for class, grading, being available for student consultations and other related instructional activities as identified by the discipline coordinator and/or division dean.**