



PART-TIME EMPLOYMENT AGREEMENT

NOTE: Time sheets are required on all agreements before payment is made. Agreement must be fully executed and returned to Human Resources for processing prior to Commencement of work.

1. <input type="checkbox"/> Non-Teaching Faculty Project	<input type="checkbox"/> Adjunct Faculty	<input type="checkbox"/> Non-credit Adjunct Faculty
<input type="checkbox"/> Full-Time Faculty Overload	<input type="checkbox"/> Other _____	
2. DIVISION/DEPARTMENT	BUDGET CODE	
3. NAME (As it appears on Social Security Card)	EMPLOYEE ID NUMBER	

If this is an Adjunct Faculty Contract, please add:

CRN/COURSE NUMBER	COURSE NAME	CREDITS	AMOUNT

If Non-Teaching Faculty Project or Other, describe Scope of Work in Detail. If hourly contract, also state hourly rate.

TERMS & CONDITIONS:

This agreement is effective from ____ through _____. This is a part-time, unclassified, at-will appointment that pays an amount not to exceed \$_____, less the deductions required by law for federal and state taxes, Medicare taxes, and state retirement or social security. This agreement is subject to all rules and regulations of the Louisiana Community and Technical College System, Baton Rouge Community College (the "College"), the laws and constitutions of Louisiana and the United States, and the policies adopted by the College. This agreement is contingent on student enrollment. Student enrollment and continued contract viability will be analyzed within the first 21 days of the Fall and Spring semesters and within 10 days of the summer semester and 7-week semester.

I understand that this document is not a binding contract until signed and dated by the Chancellor of Baton Rouge Community College or the Chancellor's designee. I further understand and agree that if I fail to submit required end-of-semester materials, including, but not limited to grades entered in LoLA, gradebooks, attendance records, method for computing final grades, etc., my compensation for the final pay period of the semester will be suspended until any missing materials are supplied as required by the department or division which administers the class(es) that I am hired to teach.

4. PAYMENT TERMS: Bi-weekly Lump Sum-at end of project No. of pays _____.
 To cover pay-periods ____ to _____.

5. My signature indicates that I accept the terms and conditions of this employment agreement.

EMPLOYEE SIGNATURE	DATE _____
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A P P R O V A L	DIVISION DEAN/DIRECTOR	DATE
	VICE CHANCELLOR	DATE
	CHANCELLOR or CHANCELLOR'S DESIGNEE	DATE

FOR HIRING DEAN OR DIRECTOR'S USE:	CAMPUS/WORK LOCATION FOR BUDGETARY PURPOSES	
List the Timesheet Approver	<input type="checkbox"/> Mid-City – BA <input type="checkbox"/> North Acadian - BE <input type="checkbox"/> Westside (Plaquemine) - BI <input type="checkbox"/> Port Allen - BH <input type="checkbox"/> Frazier - BB <input type="checkbox"/> Donmoor – BC <input type="checkbox"/> Folkes (Jackson) - BF	<input type="checkbox"/> Jumonville (New Roads) - BG <input type="checkbox"/> La State Penitentiary (Angola) - BJ <input type="checkbox"/> La Correctional Inst/Women - BK <input type="checkbox"/> Elayn "Hunt" Correctional - BL <input type="checkbox"/> Dixon Correctional Institute – BM <input type="checkbox"/> Central ("Hooper Rd") - BN
FOR HUMAN RESOURCES USE: Rec'd by:	Date Received	Position Number

DISTRIBUTION: Original- HR

Copies- Department and Employee

