

P O Box 85622 Richmond, VA 23285 Contract #: Name:

ID:

VCCS AGREEMENT FOR State ID: PART-TIME FACULTY Date:

PART-TIME FACULTY SINGLE-SEMESTER APPOINTMENT

I, , agree, pursuant to the Terms and C semester:			, 10 104011 4	e rono wing e	0 41 50 (5) 101 (iio saiaiy iao		w, for a single
Class	Mtg <u>Pat</u>	Start <u>Time</u>	End <u>Time</u>	Start <u>Date</u>	End <u>Date</u>	Wrkld <u>Hours</u>	Adj <u>Rate</u>	<u>Amount</u>
				Total Work	load Credit	Hours:	Total Sa	lary:
Faculty Member's Name	Signature	:				Date		
Vice President/AVP or Designee Date			Dean/Dire	ector or Desig	nee	Date		
		Terms ar	nd Conditio	ons				
Mission: The College believes in and strives for a	cademic exce	llence in all c	ourse work o	offered. You	agree to supp	ort the Colle	ege in these	efforts.
Orientation Training: This Agreement is condition training, required by the College.	nal upon your	certification	of completio	n of any orier	ntation or trai	ning progran	n, including	security awarenes
Class Cancellation: The College reserves the right notify you in this event, adjusting your workload c receive a pro-rated payment in lieu of the salary no or transferred prior to the first day of class, you will	redit hours an	nd total gross any hours sp	pay in accordent in the cla	dance with the	e salary rate i	noted above.	Also in thi	s event, you will
<u>Class preparation</u> : The College does not compensation	ate you for pr	eparatory wor	k completed	prior to the s	tart of class.			
Additional Classes: This Agreement will be modified Adjunct Rate noted above in the event that you agree.		_	-			d Total Salar	y in accorda	ance with the
Assignment: The College reserves the right to chaterm of this Agreement.	nge your assi	gnment, as w	ell as the phy	ysical location	of the class((es) that you	teach, at any	y time during the
<u>Current Appointments</u> : You represent that you are the employment agreements or appointment letters you have no other appointments within the VCCS.	with each ar		-	-			-	-
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Multiple Agreements: This Agreement will serve	as an addendi iless expressl		л existing aş	greement with	anomer coll	ege within th	ic vccs. I	ms Agreement

<u>Professional Development</u>: Any payments for attendance at professional development courses, orientations, or convocations shall be at the discretion of the President.

copy of the final exam are submitted to the school/division office.

Agreement Completion: You must submit grades, attendance records, documentation required by your supervisor/department and return any keys and library materials as specified by your supervisor at the conclusion of the Agreement term. The College reserves the right to withhold final payment of salary until the terms of the Agreement have been fulfilled. The period of this Agreement is the first day of the first-in-time class agreed to herein through the due date for grades for the last-in-time class agreed to herein. Your obligations under this Agreement are not complete until grades are posted and attendance records and a

<u>Direct Deposit</u>: Payment will be administered by direct deposit to an account that you provide to Human Resources and is contingent upon the above listed course(s) remaining viable after the College's add/drop period and not being transferred to another faculty member before or at that time.

<u>No Guarantee of Future Employment</u>: The College does not guarantee you future employment. This Agreement does not serve as a qualifying factor for any additional employment, part-time or full-time, beyond the terms of this Agreement. This Agreement is entered into with neither party having any expectation of renewal at the end of its term. Any future employment beyond this Agreement term shall only be entered into by a separate written agreement.

29-Hour Rule: All colleges in the VCCS are subject to the Commonwealth of Virginia's Manpower Control Program found in § 4-7.01 of the General Provisions of the 2013 Budget Bill, as amended, which limits the number of hours that part-time employees may work. Your Total Workload Credit Hours shall not exceed 32 workload credit hours per measurement year (May 1st through April 30th), which is the academic equivalent of 29 work hours per week. Therefore, you are limited to 8 workload credit hours in the summer; 12 workload credit hours in the fall; and 12 workload credit hours in the spring. ACCORDINGLY, YOU WARRANT THAT YOUR TOTAL NUMBER OF WORK HOURS FOR ALL COLLEGES WITHIN THE VCCS, AND INCLUDING ANY HOURS WORKED FOR THE SYSTEM OFFICE, DOES NOT AT ANY TIME EXCEED 29 WAGE HOURS PER WEEK, OR THE EQUIVALENT TEACHING LIMIT OF 32 WORKLOAD CREDIT HOURS. BREACH OF THIS WARRANTY CONSTITUTES GROUNDS FOR IMMEDIATE TERMINATION OF THIS AGREEMENT AND IMMEDIATE TERMINATION OF YOUR EMPLOYMENT WITH ALL VCCS COLLEGES. You also warrant that you shall make written notification to your current supervisor/division dean and this college's human resources director within seven business days if you obtain employment in addition to that described herein at another VCCS college or within the System Office. Intentional failure to notify your supervisor, division dean or human resources or any willful misrepresentations related to your employment status subjects you to the full range of college disciplinary actions, including discharge and termination.

Separation and Termination: Incompetence, inadequate or unsatisfactory performance of duties, insubordination, sexual harassment, or other misconduct are grounds for immediate removal and termination of this Agreement. The VCCS Policy Manual's Procedure for Non-reappointment of College Personnel Holding Faculty Rank and the Procedure for Dismissal of College Personnel Holding Faculty Rank are not available to you as a part-time faculty member. Your employment may be terminated at will.

Governing Law and Policy: This Agreement is made and entered into in accordance with applicable federal law, applicable laws of the Commonwealth of Virginia, the VCCS Policy Manual, and J. Sargeant Reynolds Community College College policies. Any conflict between this Agreement and these applicable laws or policies will be resolved in favor of these applicable laws and policies. Any disputes arising in relation to this Agreement shall be governed by the laws of the Commonwealth of Virginia. Venue for any determination of the rights and obligations under this Agreement shall be an appropriate court in the Commonwealth of Virginia.

General Terms: J. Sargeant Reynolds Community College College is a member of the VCCS, and as such, is an agency of the Commonwealth of Virginia, organized pursuant to statute. As such, your employment is subject to the laws of the Commonwealth, policies adopted by the State Board for Community Colleges, and all applicable practices, policies and procedures of J. Sargeant Reynolds Community College College. VCCS and College policies are subject to change without notice. It is your responsibility to be aware of all policies and procedures that apply to you. This Agreement, and any addendums attached hereto, contains the entire agreement for employment by and between you and the College. Oral modifications, additions, or supplementations to this Agreement shall have no effect and shall not bind the parties. This Agreement may be modified only by a written agreement or addendum signed by you and an authorized representative of the College. The waiver by either party of a breach of any provision of this Agreement will not be construed as a waiver by that party of any prior or subsequent breaches. All provisions contained herein are severable, and if an appropriate court declares any provision to be invalid, the Agreement will be interpreted and applied as if such invalid provision were not contained herein.

Special Terms:		
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