

Imperial Valley College District
Extra Duty Agreement

EMPLOYMENT AGREEMENT

This Agreement made and entered into this _____, by and between the IMPERIAL COMMUNITY COLLEGE DISTRICT, Imperial County, California, hereinafter referred to as the "District" and _____ hereinafter referred to as the "Extra Duty Employee".

WITNESSETH:

WHEREAS; Extra duty assignments rendered by certificated employees of the District consist of services other than classroom teaching services;

WHEREAS; Extra Duty Employee is employed by the District in a certificated position as set forth in that certain Notice of Employment dated _____.

WHEREAS; Extra Duty Employee desires to render extra duty services to the District in addition to those duties set forth in the Notice of Employment herein above referred to; and,

WHEREAS; the parties desire to contract subject to the following terms and conditions,
NOW THEREFORE BE IT AGREED AS FOLLOWS:

1. **SCOPE OF SERVICES:** Extra Duty Employee will provide extra duty services in accordance with his/her proposal which is attached hereto as Exhibit "A" and incorporated by reference herein.
2. **TIME FOR COMPLETION:** Extra Duty Employee will commence extra duty services on _____ and complete said service no later than _____.

3. **COMPENSATION:** Extra Duty Employee will be paid for services performed pursuant to this contract of employment in a total amount of _____.

Such amount is to be paid in _____ Payment on the following date(s): _____.

4. **TERMINATION:** This agreement may be terminated without cause by the District giving the Extra Duty Employee seven days written notice.

Entered into at Imperial, California on the date first above written.

By: _____
Employee

By: _____
Appropriate Dean and/or Vice President

Account Number

By: _____
Vice President, Academic Services

By: _____
Vice President, Business Services

By: _____
Assoc. VP of Human Resources/EEO