



CENTRAL NINE CAREER CENTER

"Educating for the 21st Century"

EMPLOYMENT NOTIFICATION BETWEEN THE GOVERNING BOARD OF CENTRAL NINE CAREER CENTER AND Name

This document serves as notification that on the Date, the Governing Board of Central Nine Career Center, herein referred to as "The Board," agreed to hire Name herein referred to as "Employee" as the Adult Education ABE Instructor on the terms and conditions below.

Employee agrees to faithfully perform the duties assigned to her to the best of her ability, to devote full and undivided time to the transaction of Central Nine business and to make prompt, complete and accurate reports of employee's work and class records. Employee shall maintain a high standard of personal appearance, exemplary behavior, cooperation, efficiency, and trustworthiness. Employee shall abide by all Central Nine policies and guidelines which may be found on the Central Nine Career Center website. Employee primary work location is location, subject to change. Employee will work two days per week, subject to change. Employee typical work hours will be from X:XXpm to X:XXpm, subject to change. Employee will be required to attend Central Nine Adult Education monthly meetings. Employee's performance will be subject to evaluation by Central Nine Career Center.

In consideration of such service by employee, The Board agrees to pay, contingent upon funding, employee compensation of \$XX.XX per hour.

Employee shall be entitled to 0 days of paid sick, personal, or vacation each year during the term of this agreement.

Other benefits: None

This is an at-will agreement. This agreement shall be effective DATE. Employee may terminate for convenience on 5 days' written notice. Central Nine may terminate this agreement for convenience on written notice (with no advance notice).

In the event of any violation by Employee of any of the terms of this agreement, board policy or administrative guidelines, The Board may terminate employment without notice and with compensation to employee only to the date of such termination.

At the termination of this agreement for any reason and in any manner, the payment to Employee of salary earned through the date of such termination shall be in full satisfaction of all claims against The Board under this agreement. All other claims are waived.

By signing this agreement, the employee agrees to abide by the Family Educational Rights and Privacy Act and protect the privacy of all Central Nine Career Center students, to the extent applicable.

CENTRAL NINE CAREER CENTER

By: _____
Dr. David Edds, Executive Director

Date

Employee: _____

Date: _____

By: _____
Michelle Davis, Adult Education Director

Date