

BATES TECHNICAL COLLEGE

ADJUNCT FACULTY/SUBSTITUTE/MOONLIGHT EMPLOYMENT FORM

SUBSTITUTE	NEW APPOINTMENT	REAPPOINTMENT	SEPARATION
EMPLOYEE INFORMATION			
SID# (SSN# for new employees)	Last Name	First Name	Middle Initial
<p><i>Are you:</i> A new employee? (first job at Bates?) <input type="checkbox"/> Yes <input type="checkbox"/> No If no, last year at Bates: _____</p> <p>Are you currently working at another college? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which college? _____</p> <p>Have you been laid off from a state agency within the past 24 months? <input type="checkbox"/> Yes <input type="checkbox"/> No State of Washington Retiree? <input type="checkbox"/> Yes <input type="checkbox"/> No PERS <input type="checkbox"/> TRS <input type="checkbox"/></p>			
APPOINTMENT INFORMATION			
Budget Number (14 digits required)		Final Signature Approval by Finance Dept. Budget Director	
Term: <input type="checkbox"/> One quarter – specify quarter _____		Appointment Begin Date: _____	
<input type="checkbox"/> Less than a complete quarter – specify number of days _____		Appointment End Date: _____	
Item:	Course Number:	Course Title:	CR: Hours: Time: Days: Location:
_____	_____	_____	_____
Item:	Course Number:	Course Title:	CR: Hours: Time: Days: Location:
_____	_____	_____	_____
Item:	Course Number:	Course Title:	CR: Hours: Time: Days: Location:
_____	_____	_____	_____
Item:	Course Number:	Course Title:	CR: Hours: Time: Days: Location:
_____	_____	_____	_____
Total Contract hours: _____		Contract rate per hour: _____	Total Appointment Amount: _____
Number of payments: _____		Amount per payment: _____	% of FT: _____
Payment dates: _____			
Comments/Misc./Other: _____			
SUBSTITUTE INFORMATION			
Substitute dates: _____			
Substituting for (instructor/class): _____		Number of hours: _____	Rate: _____
Primary Supervisor (print)	Primary Supervisor (signature)	Date	
Secondary TLS Supervisor (print)	Secondary TLS Supervisor (print)	Timekeeper (print)	
<p>Notice to employee</p> <p>Part-time employees are generally not eligible for paid leave or holiday pay, excluding sick leave. In accordance with WAC 182-12-114, part-time employees are insurance eligible if they work an average of 80 hours or more per month for more than 6 consecutive months and at least 8 hours in each month. In general, part-time employees who work 70 hours per month in any five months of a 12-month period are eligible for retirement benefits. The college will notify employees if their eligibility status changes.</p> <p>This offer of non-tenurable employment, nor this appointment, nor any policy, rule, or regulation shall be construed as providing you with an expectation of re-employment beyond the specific time limits of this appointment. Employment in this position is not applicable toward tenure and notice of non-renewal of appointment shall not be required.</p>			

Cancellation: The employer may cancel this appointment or any portion thereof for any reason, including but not limited to insufficient enrollment, replacement by a full-time employee, or unsatisfactory performance. Temporary employees may be terminated without cause at any time at the discretion of the college. If a course is cancelled for any reason, employee will be paid for the class sessions which were held prior to receiving notice of that change, but no payment will be made for class sessions after cancellation.

I have read, understand and agree to the information provided and the terms of this appointment. I agree that, if I am unable at any time to accept an assignment or perform the duties and expectations of my position as detailed, I shall notify my appointing authority immediately. I confirm I have received a copy of this document.

Employee Signature

Date

Executive VP of Instruction (signature)

Date

It is the supervisor's responsibility to ensure that the hire packet, including the I-9 form (located on the forms directory), is complete and authorization is granted prior to the effective date of employment.

HR / Payroll Use Only

Job Class Code:

Job number:

Date created:

FINAL 07/15/2015/Revised 9/16/15/Revised 10/21/15