

Glendale Community College District

7219

Administrative Regulation

**GLENDALE COMMUNITY COLLEGE DISTRICT
OFFER OF EMPLOYMENT**

TO:

DATE:

ADDRESS:

The Board of Trustees will be informed that you have met the requirements for election as an academic employee of the Glendale Community College District. The District is making this offer of employment to you as a full-time track instructor in _____ commencing _____.

You may consider this agreement as a bona fide offer of employment and as evidence of the District's intention to submit your name to our Board of Trustees for election. Academic personnel are employed with the understanding that they must hold a valid California credential authorizing service in the area of employment to meet the State minimum qualifications for the position, and that they must meet the District's health requirements.

The compensation paid shall be in accordance with the salary schedule adopted by the Board of Trustees. Your official salary will be determined only after all college/university transcripts and verification of paid teaching experience, training, or related work experience have been received and evaluated by the District.

This offer of employment is subject to the laws of the State of California and the rules and regulations of the State Chancellor's Office and the Governing Board of the above named College District. This offer is binding only if the applicant possesses, at the time services are to begin, a valid California credential covering the specified areas required by the District or meets the minimum qualifications for this position.

The Superintendent/President reserves the right to make any assignment that meets your approved Faculty Service Area as determined in the collective bargaining agreement and to reassign you at his discretion. Glendale Community College District 4112 Administrative Regulation This offer is being made on behalf of the Board of Trustees. Deadline for acceptance of the offer and the return of one signed agreement to the Office of Human Resources will be as soon as possible.

Glendale Community College District

7219

Administrative Regulation

**BOARD OF TRUSTEES OF THE
GLENDALE COMMUNITY COLLEGE DISTRICT
OF LOS ANGELES COUNTY**

_____ Date: _____
John A. Davitt, Ed.D.
Superintendent/President

_____ Date: _____
Vicki B. Nicholson, DPA
Director, Human Resources

_____ I accept the offer of employment in the Glendale Community College District and request that my name be presented to the Board of Trustees for approval of election.

_____ I do not wish to be considered for election to a position in the Glendale Community College District.

_____ I acknowledge that I have read and understand the Offer of Employment as presented.

PLEASE INITIAL THE APPROPRIATE BLOCKS ABOVE.

_____ Date _____
Employee

Glendale Community College District

7219

Administrative Regulation

**GLENDALE COMMUNITY COLLEGE DISTRICT
OFFER OF CATEGORICALLY FUNDED EMPLOYMENT**

TO:

DATE:

ADDRESS:

The Board of Trustees of the Glendale Community College District had identified a need for academic employees to meet the employment requirements for a categorically funded program operated by the District. Accordingly, the Board of Trustees hereby offers you employment as a Categorically Funded Employee pursuant to Education Code Section 87470.

Your employment with the College District will be for the period commencing _____ to and including _____. As a Categorically Funded Employee with this District your services during this period will not guarantee you Probationary Status if you are re-employed for the next school year. This position may be terminated when the contract ends or is terminated.

If the term of your present assignment is for a complete school year which you complete, and if you are re-employed for the following school year, you will be given salary credit for your one additional year of previous service.

The compensation paid shall be in accordance with the salary schedule adopted by the Board of Trustees. Your official salary will be determined only after all college/university transcripts and verification of paid teaching experience, training or related work experience have been received and evaluated by the District.

This offer of employment is subject to the laws of the State of California and the rules and regulations of the State Chancellor's Office and the Governing Board of the above named College District. This offer is binding only if the applicant possesses at the time services are to begin, a valid California credential covering the specified areas required by the District's health requirements.

The Superintendent/President reserves the right to make any assignment that your credentials authorize and to reassign you at his discretion.

This offer is being made on behalf of the Board of Trustees. Deadline for acceptance of the offer and the return of one signed agreement to the Office of Human Resources will be as soon as possible.

Glendale Community College District

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Administrative Regulation

**BOARD OF TRUSTEES OF THE
GLENDALE COMMUNITY COLLEGE DISTRICT
OF LOS ANGELES COUNTY**

_____ Date: _____
John A. Davitt, Ed.D.
Superintendent/President

_____ Date: _____
Vicki B. Nicholson, DPA
Director, Human Resources

_____ I accept the offer of employment in the Glendale Community College District and request that my name be presented to the Board of Trustees for approval of election.

_____ I do not wish to be considered for election to a position in the Glendale Community College District.

_____ I acknowledge that I have read and understand the Offer of Employment as presented.

PLEASE INITIAL THE APPROPRIATE BLOCKS ABOVE.

_____ Date _____
Employee

Glendale Community College District

7219

Administrative Regulation

**GLENDALE COMMUNITY COLLEGE DISTRICT
OFFER OF TEMPORARY EMPLOYMENT**

TO:

DATE:

ADDRESS:

The Board of Trustees of the Glendale Community College District has identified a need for additional academic employees during the absence of regular employees, and that this need exists because academic employees have been granted leaves of absence for said period of time. Accordingly, the Board of Trustees hereby offers you employment as a Temporary Employee pursuant to Education Code Section 87482.

Your employment with the College District will be for the period commencing _____ to and including _____. As a Temporary Employee with this District, your services during this period will not guarantee you Probationary Status.

This contract will be null and void in the event that

Should decide not to take leave which was requested and granted.

If the term of your present assignment is for a complete school year which you complete, and if you are re-employed for the following school year, you will be given salary credit for your one additional year of previous service. Your probationary status will begin with your first year of employment.

The compensation paid shall be in accordance with the salary schedule adopted by the Board of Trustees. Your official salary will be determined only after all college/university transcripts and verification of paid teaching experience, training or related work experience have been received and evaluated by the District.

This offer of employment is subject to the laws of the State of California and the rules and regulations of the State Chancellor's Office and the Governing Board of the above named College District. This offer is binding only if the applicant possesses, at the time services are to begin, a valid California credential covering the specified areas required by the District or meets the minimum qualifications for the discipline, and you have met the District's health requirements.

The Superintendent/President reserves the right to make any assignment that your credentials authorize and to reassign you at his discretion.

Glendale Community College District

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Administrative Regulation

This offer is being made on behalf of the Board of Trustees. Deadline for acceptance of the offer and the return of one signed agreement to the Office of Human Resources will be as soon as possible.

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Administrative Regulation

**BOARD OF TRUSTEES OF THE
GLENDALE COMMUNITY COLLEGE DISTRICT
OF LOS ANGELES COUNTY**

_____ Date: _____
John A. Davitt, Ed.D.
Superintendent/President

_____ Date: _____
Vicki B. Nicholson, DPA
Director, Human Resources

_____ I accept the offer of employment in the Glendale Community College District and request that my name be presented to the Board of Trustees for approval of election.

_____ I do not wish to be considered for election to a position in the Glendale Community College District.

_____ I acknowledge that I have read and understand the Offer of Employment as presented.

PLEASE INITIAL THE APPROPRIATE BLOCKS ABOVE.

_____ Date _____
Employee

(No adopted date)

Renumbered from Administrative Regulation 4112: 02/02/15