

Request for Board Action Certificated Employment on Contract Basis

(It is recommended that a contract for certificated employment be extended as follows)

Employee's Name	Social Security Number	Date of Birth
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Term of Employment

Assignment _____

Assignment Dates
 Beginning _____ Ending _____ Total Service Days _____

Employment Status	Contract Basis	Percent of Assignment
<input type="checkbox"/> Non-Tenured <input type="checkbox"/> Temporary (State reason) _____ _____	<input type="checkbox"/> 10 months <input type="checkbox"/> 12 months	_____ Percentage <div style="background-color: #cccccc; padding: 5px;"> For Learning Services Center Use Only: Position No. _____ </div>

Salary Placement

Vocational Academic Class _____ Step _____

Basis for Salary Placement _____

Budget/FOAPAL

This is a new position which has been approved in the budget
 This is a replacement: _____
Position Being Replaced
Staff Member Being Replaced

FOAPAL Number	Percent

A P P R O V E D	College President/Designee	Date
	Director, Human Resources/Designee	Date
	Board of Trustees	Date