

CHABOT*LAS POSITAS COMMUNITY COLLEGE DISTRICT
Las Positas College
LIVERMORE, CALIFORNIA 94550

MEMORANDUM

Fall 200X

Social Sciences - SS&W - LPC

TO: XX,X

WXXXXXXXX

FROM: LAUREL JONES, PAMELA LUSTER, NEAL ELY, JEFF BAKER,
JOHN WILLIAMS, PHILIP MANWELL, JANICE NOBLE

DATE: 03/06/200X

SUBJECT: YOUR AVAILABILITY TO ACCEPT A PART-TIME TEMPORARY TEACHING
ASSIGNMENT FOR Fall 200X, 08/17/200X - 12/19/200X.

YOU HAVE TENTATIVELY BEEN ASSIGNED TO TEACH THE FOLLOWING COURSES DURING
Fall 200X. SUBJECT TO OFFICIAL APPOINTMENT BY ACTION OF THE BOARD
OF TRUSTEES, I WOULD LIKE TO KNOW IF YOU ARE AVAILABLE AND WILLING TO ACCEPT
THIS ASSIGNMENT. ****TO THIS END, WILL YOU PLEASE CHECK THE APPROPRIATE SPACE
ON THE BOTTOM OF THIS FORM AND RETURN THE ORIGINAL COPY OF THIS MEMORANDUM
TO THE OFFICE OF INSTRUCTION WITHIN SEVEN DAYS****. RETAIN THE SECOND
COPY FOR YOUR INFORMATION. IF THIS IS YOUR FIRST ASSIGNMENT FOR THE CURRENT
ACADEMIC YEAR, THE HUMAN RESOURCES OFFICE WILL BE SENDING YOU ADDITIONAL
MATERIALS.

THIS OFFER OF EMPLOYMENT OR THE EMPLOYMENT ITSELF MAY BE DISCONTINUED IF
YOUR CLASS OR ASSIGNMENT IS CANCELED BEFORE A TERM BEGINS; CLASS ENROLLMENT
IS JUDGED TO BE TOO LOW; THE CLASS OR ASSIGNMENT IS REASSIGNED TO A CONTRACT
OR REGULAR (PROBATIONARY OR TENURED) FACULTY MEMBER TO MEET DISTRICT NEEDS;
CONDITIONS ARISE WHICH MAKE MAINTAINING THE CLASS OR ASSIGNMENT UNDESIRABLE
FOR THE DISTRICT; YOU ARE TERMINATED BY THE GOVERNING BOARD AT ITS DISCRETION.
DECISIONS RELATED TO THE ABOVE REST WITH THE CHANCELLOR OR DESIGNEE.

COURSE	DAY	TIME	SUBJECT	ROOM	BEGIN	END	TYPE*
HIST 7	093	T	07:00P-09:50P	US History Throu	2490	08/17	12/19
HIST 7	094	W	04:00P-06:50P	US History Throu	2206	08/17	12/19
HIST 7	095	TH	07:00P-09:50P	US History Throu	1816	08/17	12/19

* T000 - MUST SUBMIT TIMESHEET, X000 - COMBINED SECTION.

DEPENDING ON YOUR STEP ON THE PART-TIME INSTRUCTOR SALARY SCHEDULE, PAYMENT
WILL BE PRO-RATED MONTHLY, AND MADE AT THE END OF THE MONTH. ABSENCES MUST
BE REPORTED TO THE OFFICE OR ACADEMIC SERVICES, AND COMPENSATION FOR ANY TIME
NOT COVERED BY SICK LEAVE WILL BE DEDUCTED FROM THE LAST PAYCHECK FOR THE TERM.

NOTE: THESE DAY(S) AND/OR TIME(S) OF THE CLASSES MAY BE CHANGED TO MEET
DISTRICT NEEDS.

_____ THE ABOVE ASSIGNMENT _____ I WILL NOT BE ABLE TO ACCEPT
IS ACCEPTABLE. THE COURSE(S) INDICATED ABOVE.

I HAVE RECEIVED THIS SCHEDULE, HAVE READ THE ATTACHED TERMS AND CONDITIONS
OF EMPLOYMENT, AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE OF THIS FORM.

****INSTRUCTOR SIGNATURE _____ DATE _____
PLEASE SIGN, DATE & RETURN THIS ASSIGNMENT SHEET TO THE OFFICE OF INSTRUCTION.
CHABOT*LAS POSITAS COMMUNITY COLLEGE DISTRICT

Las Positas College
LIVERMORE, CALIFORNIA 94550

MEMORANDUM

Fall 200X

Public Services

TO: XX, X

WXXXXXXXXX

FROM: LAUREL JONES, PAMELA LUSTER, NEAL ELY, JEFF BAKER,
JOHN WILLIAMS, PHILIP MANWELL, JANICE NOBLE

DATE: 03/06/200X

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THIS OFFER OF EMPLOYMENT OR THE EMPLOYMENT ITSELF MAY BE DISCONTINUED IF YOUR CLASS OR ASSIGNMENT IS CANCELED BEFORE A TERM BEGINS; CLASS ENROLLMENT IS JUDGED TO BE TOO LOW; THE CLASS OR ASSIGNMENT IS REASSIGNED TO A CONTRACT OR REGULAR (PROBATIONARY OR TENURED) FACULTY MEMBER TO MEET DISTRICT NEEDS; CONDITIONS ARISE WHICH MAKE MAINTAINING THE CLASS OR ASSIGNMENT UNDESIRABLE FOR THE DISTRICT; YOU ARE TERMINATED BY THE GOVERNING BOARD AT ITS DISCRETION. DECISIONS RELATED TO THE ABOVE REST WITH THE CHANCELLOR OR DESIGNEE.

COURSE	DAY	TIME	SUBJECT	ROOM	BEGIN	END	TYPE*
HLTH 81	093 T	06:00P-09:50P	Emerg Med Tech	- 2201	08/17	12/19	T000
		S 10:20A-03:30P	Emerg Med Tech	- 2201	08/17	12/19	
		S 09:00A-10:10A	Emerg Med Tech	- 2201	08/17	12/19	

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DEPENDING ON YOUR STEP ON THE PART-TIME INSTRUCTOR SALARY SCHEDULE, PAYMENT WILL BE PRO-RATED MONTHLY, AND MADE AT THE END OF THE MONTH. ABSENCES MUST BE REPORTED TO THE OFFICE OR ACADEMIC SERVICES, AND COMPENSATION FOR ANY TIME NOT COVERED BY SICK LEAVE WILL BE DEDUCTED FROM THE LAST PAYCHECK FOR THE TERM.

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I HAVE RECEIVED THIS SCHEDULE, HAVE READ THE ATTACHED TERMS AND CONDITIONS
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CHABOT*LAS POSITAS COMMUNITY COLLEGE DISTRICT
Las Positas College

LIVERMORE, CALIFORNIA 94550

MEMORANDUM

Fall 200X

Performing Arts - A&C - LPC

TO: XX, XX

WXXXXXXXXX

FROM: LAUREL JONES, PAMELA LUSTER, NEAL ELY, JEFF BAKER,
JOHN WILLIAMS, PHILIP MANWELL, JANICE NOBLE

DATE: 03/06/200X

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COURSE	DAY	TIME	SUBJECT	ROOM	BEGIN	END	TYPE*
MUS 1	V01 T TH	08:00A-09:15A	Introduction to	802	08/17	12/19	
MUS 21A	093 M	07:00P-08:50P	Beginning Piano	802	08/17	12/19	
MUS 21B	093 M	07:00P-08:50P	Beginning Piano:	802	08/17	12/19	X000
MUS 31	093 M	07:00P-08:50P	Study of Piano	802	08/17	12/19	X000

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