

Payee Information

Instructor Name: _____ Social Security #: _____ ID: _____

Email Address: _____ Phone #: _____

Check Address: _____

Degree Earned: _____ Employer: _____ Current Position: _____

Class Details

Class Start Date: _____ Class End Date: _____

<u>Course #</u>	<u>Section</u>	<u>Course Title</u>	<u>Credit Units</u>	<u>Load Units</u>	<u>Time</u>	<u>Days</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Comments: _____

Payment Details

Rate per Hour: _____ Estimated Hours Per Week: _____ Total Estimated Amount: _____

Current Faculty/Salary Employee: Yes No If yes, Total Payment Amount: _____

 Account Info: _____ - _____ - _____ % _____
 Fund Org Account Percentage Department Effective Date

 Account Info: _____ - _____ - _____ % _____
 Fund Org Account Percentage Department Effective Date

Terms of Agreement

1. Policies and procedures as described in Section II of the La Sierra University Faculty Handbook, and as mentioned or amended by subsequent revisions thereof, are expressly incorporated and made a part of the terms of this agreement. Where said policies and procedures are in conflict with the express terms of this agreement, the terms of this agreement shall control.
2. By signing below, the contact instructor affirms enthusiastic support for the mission of La Sierra University and intends to demonstrate this support in teaching and mentoring.
3. Payments will be made biweekly beginning with the payroll period following receipt by the Office of Human Resources of the approved contract. NO PAYMENT WILL BE MADE PRIOR TO ENROLLMENT VERIFICATION.
4. It is understood and agreed that the contract instructor is entitled to no benefits other than the cash amount designated above.
5. Course grades are due by 2:00pm on Tuesday following final examination week. The final pay check may be held until the grades are turned in at the Registrar's office.
6. This contract may be cancelled by the university if the class or activity described herein does not fill (acceptable class size will be determined by the University) or if it can be taught by a full-time faculty member whose classes do not fill.
7. For terms pertaining to online teaching, see comment box above.

Signatures

 Chair Signature Date Dean's Signature Date Contract Instructor Signature Date

Rates are not final until the agreement is signed by the Dean of the School
HR Use ONLY

Position: _____ Employee Class: _____ Processed by: _____

FTE: _____ Appt. %: _____ Hrs. Per Day: _____ Hrs. Per Pay Period: _____ # of Payments: _____ Hourly Rate: \$ _____ Default Hrs. _____

Start Date: _____ Payroll Begin Date: _____ Terminate after Payroll of: _____

HR Director Initials

☐ Hourly Rate ☐ Primary/Secondary ☐ PDAEDN ☐ B ☐ ☐ P