



19600 Molalla Avenue
 Oregon City, OR 97045
 Phone: 503-657-6958 ext. 2594
 Fax: 503-650-7348

Continuing Contract Administrator

Salary Placement

Date:

To: «Name»

Contracts for Administrators awarded continuous employment are not offered yearly since employment is considered continuous until terminated by either party. The following is a computation of your salary for the forthcoming fiscal year:

Placement: «**Placement**» Basic Pay: «**Basic_Pay**» Special Pay: «**Spec_Pay**» Total Contract: «**Contrac_Total**»

This salary shall be paid in 12 monthly installments on the last working day of each month (except for December's pay will be on the first working day in January).

The salary above is subject to the legal authority of the Board to levy the property taxes necessary to meet the College Budget.

The contract year for 2008 - 2009 is from July 1, through June 30, which includes 251 working days and 10 paid holidays.

The District hereby agrees to employ the above named individual as «**Title**».

Your working schedule commences on **July 1, 2008** and continues through **June 30, 2009**.

If it is no longer possible for the College to offer the curriculums or course(s) for which you are employed, the College shall abide by the appropriate notice of termination as specified in the Board Policy Manual and Administrative Regulations.

The employee agrees to comply with and abide by the duties, terms and conditions of employment and rules of government of the district, set forth in the district's Board Policy Manual on file in the Office of the Vice President of College Services or his designated, and with the State of Oregon, and which are, incorporated by reference herein and made a part hereof.

By signing and returning a copy of this notice, you indicate your agreement to remain in the employment of Clackamas County Community College District pursuant to the terms set forth above.

If the foregoing is acceptable to you, please sign and return to the Human Resource Office within **ten** days. A copy of this contract will be sent to you once all required signatures are obtained.

College ID: «**College_ID**» Employee Signature: _____

HR Use Only:

Filed in the office of the Human Resources of Clackamas Community College District on this date _____.

Signature of the District Clerk: _____