

**KASKASKIA COLLEGE  
COMMUNITY COLLEGE DISTRICT NO. 501  
27210 College Road, Centralia, IL 62801**

**Personnel Contract—Executive/Managerial & Professional/Managerial Employees**

It is hereby agreed by and between the Board of Trustees of Community College District No. 501, hereinafter called the College, and the person named below, hereinafter called the Employee, that the so-named employee shall be employed by the College in the position shown below and is to perform such duties as are prescribed by the statutes of the State of Illinois and by the policies, procedures, rules, and regulations of the Illinois Community College Board and by the Board of Trustees of the College as are now adopted and/or hereinafter amended. This employment is At-Will and may be immediately terminated for any reason. Salary is payable in accordance with the general regulations and the personnel policies and procedures of Community College District No. 501.

Employee's Name	Address
KC ID Number	City, State, Zip

The Employee is hereby notified of appointment to the district's full-time staff to perform **7 months** of professional education services as **Lead Payroll Specialist** during the period of time commencing with the **1st** day of **December**, **2020**, and terminating with the **30th** day of **June**, **2021**, exclusive of holidays as designated in the College calendar as now or hereafter amended. It is understood and agreed that the Employee is subject to assignment, reassignment, reclassification, reorganization, or disciplinary action by the Board of Trustees or the College President or his/her designee. Furthermore, your position for the **2021** fiscal year and this agreement shall be subject to adequate local, state and federal funding, including grant funding, if applicable, and shall at all times be subject to Personnel Policy 2.60 Reduction in Force.

It is understood and agreed that in addition to the above designated and related duties, full-time professional staff shall participate fully in the activities of institutional councils and/or committees.

- The employment status of the Employee shall be as follows:
- Executive/Managerial Appointment , not subject to tenure.
  - Professional/Managerial Appointment , not subject to tenure.
  - Other conditions of Employment:
    - 1.
    - 2.

The employee will be paid an annual total of **\$ 43,000** payable monthly.

The employment of the above-named individual is for the limited period set forth above and creates no guarantee of continued or future employment. This employment is At-Will and the College, through the Board of Trustees or the President, reserves the right to immediately terminate this contract and any unearned salary for any reason, including, but not limited to, the following:

1. incompetence
2. negligence
3. retrenchment due to financial exigencies
4. elimination of program, course or position
5. participation in any concerted interruption of the operation of the College
6. mental or physical incapacity to perform duties
7. conviction of a felony
8. insubordination
9. gross misconduct
10. any other activity or behavior which is not compatible with the service to the public or to Kaskaskia College

The above list is for illustrative purposes only, and is not an exhaustive list of reasons for termination.

This contract is for the limited period set forth above and creates no guarantee of continued or future employment. You agree that this employment agreement supersedes, terminates, revokes and replaces all prior practices, policies and employment agreements, whether written or oral, and that all prior and existing agreements are null and void and no longer in effect and this agreement constitutes the complete and entire employment agreement between the parties. Upon the expiration of this agreement, all benefits and obligations hereunder shall be terminated, unless specifically extended by mutual written agreement. There shall be no presumption of a right of subsequent employment or appointment. This agreement shall terminate on **June 30, 2021**.

If not signed by the Employee and returned or postmarked within fourteen (14) days of date of issue hereof, this contract offer expires and is invalidated unless a period of grace be officially established in writing.

By direction of the Board of Trustees of Community College District No. 501, State of Illinois.

President	Employee
Date of Issue	Date Signed
Account Code _____	

Contracts are issued in triplicate.  
Sign and return the original and first copy to the President's Office.  
Employee may retain the last copy.  
05/20