

**PERSONNEL CONTRACT – EXECUTIVE MANAGERIAL AND PROFESSIONAL MANAGERIAL EMPLOYEES**  
**Kaskaskia Community College District No. 501 27210**  
**College Road, Centralia, Illinois 62801**

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 in 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 personnel policies and procedures of Community College District No. 501.

Employee Name	Address
Kaskaskia College Identification Number	City, State, Zip Code

The Employee is hereby notified of appointment to the District's full-time staff to perform professional education services as **Human Resources Generalist during the period of time commencing with the 29<sup>th</sup> day of October 2018 and terminating with the 30<sup>th</sup> day of June 2019**, 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 College President or his or her designee. 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:

Professional/Managerial, Exempt, not subject to tenure.

The employee will be paid an annual total of \$35,000 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 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

This contract is for the limited period set forth above and creates no guarantee of continued or future employment. The above list is for illustrative purposes only, and is not an exhaustive list of reasons for termination. 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 College. Employee may retain the last copy.