Trinity Valley Community College
Special Assignment Agreement

THIS AGREEMENT is made and entered into between TRINITY VALLEY COMMUNITY COLLEGE, as Employer, and the undersigned Employee; for the terms, purposes, and consideration herein stated.

Employee Name TVIN

AGREEMENT PERIOD: From:_____ To: _____

Course Title, Number & Section Number	Semester	Campus	Account Number	Total Pay Per Course
Compensation Calculation Method:				0

THIS AGREEMENT is subject to schedule changes, personnel and other administrative decisions.
THIS AGREEMENT may be cancelled by the individual or the College.
THIS AGREEMENT includes all rules, regulations, policies and procedures of the College in effect or as may be adopted during the term of this agreement. Failure to meet College payroll requirements, including completion of all payroll forms, class rolls, and grade sheets, as well as submission of official transcripts and attestation forms when required, will result in the withholding of salary due until satisfactory completion of such responsibilities.
THIS AGREEMENT shall not be accepted by nor binding upon the Employer until this instrument shall be executed by the College's Vice President of Fiscal Services.
THIS AGREEMENT (with other TVCC workload) constitutes employment of: ☐ less than ½ time ☐ ½ time ☐ over ½ time.

Employee Signature Date

Human Resources Director Date

Supervisor Signature Date

Vice President of Administrative Services Date

Vice President Date

President (only if total exceeds $10,000) Date

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For questions or concerns regarding discrimination based on sex, including sexual harassment, contact: Director of Human Resources/ Title IX Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu. For questions or concerns regarding discrimination based on a disability, contact ADA/Section 504 Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6224, disability@tvcc.edu.

Revised 05/16/2018