

**Collin County Community College District
EXTRA SERVICE AGREEMENT FOR NON-TEACHING ACTIVITIES
OF FULL-TIME EMPLOYEES**

- 1. The employee acknowledges that the Collin County Community College has not adopted any policy, rule, regulation, law or practice providing for tenure; no right of tenure is created by this Agreement; and no property interest expressed or implied, is created and continued beyond the contract term.**
- 2. The employee agrees that this Agreement is conditioned upon (i) filing all certificates, transcripts and other documents required by the Collin County Community College with the Human Resources Office; and (ii) in federally or categorically funded assignments, this Agreement is conditioned upon the availability of full and adequate funding for the position.**
- 3. The employee agrees that this Agreement may be terminated at any point during the semester, at the sole discretion of the Collin County Community College, at which time, this Agreement shall be null and void and of no other force and effect.**
- 4. If the employee is unable to complete a portion of the assignment for any reason the administrator shall be notified eight (8) hours in advance, if possible. Absence from non-teaching activities may, in the sole discretion of the Collin County Community College, result in leave and/or salary deductions, in compliance with college policy and Federal FLSA guidelines.**
- 5. The employee shall comply with all policies, rules, regulations of the Collin County Community College in effect, or as may be adopted during the life of this agreement. Failure to comply with any of the Collin County Community College's policies, rules and regulations, including, but not limited to, time schedules, completion of personnel materials and/or assignments may result in termination of this Agreement, or the deduction of leave and/or salary in compliance with college policy and federal FLSA guidelines as determined in the sole discretion of the Collin County Community College.**