



This form must be read and completed by the Hiring Authority and the Prospective New Employee being hired in an SFP position.

1. In an effort to serve the varied educational, vocational, and training needs of our community, the colleges of the Los Angeles Community College District supplement their regular, on going programs with a number of special programs and services. These programs are not financed using general operating funds of the District. They are financed by a variety of local, state, and federal governmental agencies or private entities that grant money to the District for a specific program or purpose for a limited period of time. Because of the limited duration and funding associated with these programs, the employment of persons in these programs is limited to the duration of the program.

The position you are being offered is assigned to such a specially funded program. During your employment in this position you will be entitled to the rights, benefits, and burdens of any other classified employee serving in the regular service of the District. However, the length of your employment is directly tied to funding of the program to which you are assigned.

Carefully read and initial the statements below. Your initials acknowledge that you have been fully informed, understand, and accept the conditions associated with employment in a specially funded program with the Los Angeles Community College District.

2. TO BE COMPLETED BY HIRING AUTHORITY

You are being offered employment in the following job classification and program.

Program Title:		
Class Title:		Funding Source:
<input type="checkbox"/> SFP Office Assistant (5999) <input type="checkbox"/> SFP Program Technician (5998) <input type="checkbox"/> SFP Program Specialist (5997) <input type="checkbox"/> SFP Program Director (5996)		<hr/> Fund Center Fund G/L <hr/> Fund Center Fund G/L <hr/> Fund Center Fund G/L <hr/> Fund Center Fund G/L

3. TO BE INITIALED BY EMPLOYEE

Initials

_____ As an employee assigned to a specially funded program, I will be assigned to a specialized job classification that has been established solely for the specific college/location and program.

_____ Initial and continued funding for the program and position are subject to the terms and conditions established by the funding entity and can be terminated or reduced at any time. The District has no obligation to continue the funding of the program in the event funds are reduced or no longer available.

_____ Upon notification to the District from the funding agency of a reduction or termination of funding, I will be subject to lay-off from my position.

_____ Because my position is assigned to a job classification unique to the location and program, I will not have "bumping" rights to any other SFP position in the District.

_____ If I am laid off from my SFP position and have underlying regular status in the classified service, I will be entitled to exercise my "bumping" rights as provided by the applicable bargaining agreement, Rules of the Personnel Commission, or Board Rules.

_____ In the event I transfer to another specially funded program, I will be subject to a new probationary period.

I have had a full and complete opportunity to read and consider this statement and to obtain any further information or clarification I need. My signature below attests to my acceptance of the conditions of employment as outlined above.

_____ Print Prospective New Employee Name

_____ Prospective New Employee Signature

_____ Date

_____ Print Supervisor Name

_____ Supervisor Signature

_____ Date