



Acknowledgment of Employment Conditions, Specially Funded Programs

Instructions

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

1. Acknowledgement

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 with District general operating funds. They are financed by various local, state, and federal governmental agencies and or private entities who grant funds to the District for a dedicated 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 end when funding and the duration ceases.

The position you are being offered is assigned to a specially funded program and subject to the terms and duration of the program. During employment in this position you are 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:

Job Code:

Fund Center:

Fund:

3. Employment Conditions

- 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 within 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 Policies.
- In the event I transfer to another specially funded program, I will be subject to a new probationary period including employment terms associated with employment in such a position.

Signatures

I have had a full and complete opportunity to read and consider this document 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 Candidate Name:

Candidate Signature:

Date:

Print Supervisor Name:

Supervisor Signature:

Date: