

**APPENDIX S1**  
**ASSIGNMENT CONTRACT**  
**(Article 7 – Part-Time Faculty and Article 26 – Summer Sessions)**  
**Foothill-De Anza Community College District**

[In accordance with Article 7 and Article 26, Issuance and Acceptance of Assignment Contracts is performed via the District Portal. This Appendix is a facsimile of the relevant Portal screens.]

<https://myportal.fhda.edu> → Faculty Tab → My Contract Tab

- Read the Terms and Conditions of Employment below.
- Scroll down to accept the general terms and conditions of employment and to access your assignments by **CLICKING** on the link at the bottom of this page.

**Terms and Conditions of Employment**

In accordance with Education Code Section 87482.5, and Article 7 and Article 26 of the *Agreement* between the Foothill-De Anza Community College District and the Foothill-De Anza Faculty Association you may be issued an instructional or non-instructional assignment.

**Acceptance/Acknowledgement**

By accepting an assignment, you acknowledge that you have read and agreed to the employment conditions stated below. If the class is scheduled and if enrollment is sufficient for it to continue, you agree to teach the course assigned to you.

You understand that the compensation for a concurrent section (if assigned) shall be determined in accordance with the threshold established in Appendix V of the *Agreement*.

You understand that unless this is a full-time overload assignment or summer assignment, this assignment includes required office hours as stated in Article 7.

Further, by accepting an assignment you acknowledge and agree that you understand that if you are overpaid for any reason, such as a cancelled class or unpaid leave, the District Payroll Services Office will notify you of the overpayment and you hereby authorize the District to withhold from your pay check, amounts previously paid in error. If there are no wages in the two pay periods following the overpayment, you will return the overpayment with a personal check within 60 days of the overpayment.

**Employment Conditions**

The following terms and conditions apply:

- a. Failure to accept an Assignment Contract shall be deemed to have declined an assignment (Article 7.5 – 7.8, Article 26.6 – 26.10);
- b. Failure to accept an Assignment Contract may result in the termination of re-employment preference (Article 7.17);
- c. Employment is contingent upon the class being offered and upon adequate enrollment;
- d. Adequate and detailed student attendance and grade records must be kept by the instructor;
- e. This assignment ends on the last scheduled date specified in the contract;
- f. You must provide verification of academic (official transcripts) and work experience as required to justify salary schedule placement. The District is not responsible for any expenses incurred by the instructor in providing this information or related information to verify minimum qualification or equivalency;
- g. You are required to be fingerprinted per Board Policy 7337.

***An employment contract is made subject to the laws of California and to the lawful rules of the Board of Trustees of the Foothill-De Anza Community College District. Said laws and rules are hereby made a part of the terms and conditions of an offer of employment, the same as though they had been expressly set forth herein.***

**Please Note**

1. If you are unable to accept an assignment or have a question regarding the terms and conditions of employment, contact the Division Dean immediately;
2. If you have a serious health condition or medical procedure that may impact your assignment, please contact you Division Dean immediately. In cases of protracted medical condition, and with appropriate medical certification documenting the medical necessity for leave during the period of your assignment, you may be granted a medical necessity exemption. This would enable you to access your sick leave and retain appropriate service credit for the assignment (for purposes of reemployment preference and future health benefits).

***CLICK BELOW TO CONTINUE***  
***I Accept the General Terms and Conditions of Employment***  
***and I am ready to Access my Assignment(s)***