

**EMPLOYMENT AGREEMENT**  
Director  
Ohlone Community College District

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by and between the Governing Board of the Ohlone Community College District, herein referred to as “District,” and \_\_\_\_\_, herein referred to as “Director.”

1. **Term.**

District hereby employs Director to serve as the Director of \_\_\_\_\_, a classified or academic administrative management position, or in an equally responsible position for a period of one (1) year, beginning July 1, 200\_\_, and terminating on June 30, 200\_\_, subject to the terms and conditions set forth below.

2. **Salary.** The Director’s annual salary shall be \$ \_\_\_\_\_ per year payable in twelve (12) equal monthly payments.

The Board reserves the right to prospectively change the Director’s salary for any portion of this contract with the mutual written consent of the Director and the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

3. **Director’s Duties.**

All powers and duties delegated to the Director are to be executed in accordance with the policies adopted by the Board, and all policies and regulations adopted by the Board of Trustees will apply to the Director. The Director shall carry out his/her assigned duties under the immediate direction of \_\_\_\_\_ and the overall direction of the Superintendent/President.

4. **Evaluation.** The Director’s supervisor may evaluate and discuss the performance of the Director at any time during the term of this Agreement. A minimum of one written evaluation annually will occur no later than December 1. The process for this evaluation will be developed by the Director’s supervisor in consultation with the Superintendent/President. When the Director’s supervisor evaluates the Director in writing, the written evaluation shall be placed in the Director’s personnel file. The Director shall then have ten (10) days from receipt of the evaluation to respond in writing to the evaluation.

5. **Termination of Contract**

a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board and the Director upon thirty (30) days prior written notice.

- b. **Nonrenewal of Agreement by the District.** The Governing Board may elect not to renew this Agreement for any reason by providing the Director with written notice on or before March 15, 200\_\_, in accordance with Education Code sections 72411 and 72411.5. If the Board fails to provide written notice of termination, renewal, or extension of the Agreement on or before March 15th, 200\_\_, the Director shall be deemed to be reemployed for another term of one year with all other terms and conditions remaining unchanged.
  - c. **Termination of Director for Cause.** The Director's status as Director, and all of the Director's rights under this Agreement, may be terminated by the Board at any time for, but not limited to, breach of contract; any ground enumerated in the Education Code; or the Director's failure to perform his/her responsibilities as set forth in the Agreement, as defined by law or Board policies, or as specified in the Director's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (c) until a written statement of the grounds of termination has first been served upon the Director. The Director shall then be entitled to a conference with the Board, at which time the Director shall be given a reasonable opportunity to address the Board's concerns. The Director shall have the right to have a representative of his/her choice at the conference with the Board. The conference with the Board shall be the Director's exclusive right to any hearing otherwise required by law.
  - d. **Early Termination.** The Board unilaterally and without cause may terminate this Agreement and the Director's status as Director and may reassign the Director to any available position which the Director is qualified to perform and y-rated at the current salary, by providing the Director a minimum of forty-five (45) days notice of termination and/or reassignment. In consideration of the Board's right to terminate this Agreement without cause, the District shall pay to the Director his/her then current salary for a period of six (6) calendar months following the effective date of termination. If the Director elects not to accept the position to which the Director has been reassigned, the Director may resign and elect to receive the Director's then current monthly salary for a period of six (6) calendar months following the effective date of termination. Under no circumstances shall the maximum cash settlement and any non-cash benefit provided to the Director exceed the statutory maximum amounts set forth in Government Code Sections 53260 and 53261.
6. **Fringe Benefits.** The Director shall be entitled to receive the same District-paid benefits as provided to other management level administrators of the District, including, but not limited to, health, dental, vision, group term life insurance, and disability insurance. The Director's portion of the cost for benefits will be deducted monthly from the Director's salary.
7. **Sick Leave.** The Director shall be allocated twelve (12) days of sick leave annually.

8. **Vacation.** The Director shall be required to render twelve (12) months of full and regular service to the District during the period covered by this Agreement, except that he/she shall be entitled to twenty two (22) working days of annual vacation with pay, exclusive of holidays as defined in Sections 79020 and 79021 of the Education Code and any other designated school holidays. After the Director has accumulated forty four (44) unused vacation days, he/she shall not earn any additional vacation until he/she has reduced the number of accrued but unused vacation days below the forty four (44) day cap. The Director shall accrue 1.8334 days per month until the forty four (44) day limit has been accrued.

Upon termination or expiration of this Agreement, the Director shall be entitled to compensation for unused and accrued vacation days, at his/her current salary rate. The Board reserves the right to direct the Director to use accrued vacation so that no more than forty four (44) days remain upon termination of this Agreement.

9. **Expense Reimbursement.** The District shall reimburse the Director for actual and necessary expenses incurred by the Director within the scope of his/her employment so long as such expenses are permitted by District policy or incurred with prior approval of the Board.

10. **General Provisions.**

- a. **Governing Law and Venue.** This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that in the event of litigation, venue shall be the proper state or federal court located in Alameda County, California.
- b. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the parties and supercedes any prior agreements between them. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, expressed or implied, not contained in this Agreement.
- c. **Modification.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.
- d. **Severability.** If any provision of this Agreement is held to be invalid or

unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Board President  
Ohlone Community College District

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Name/Title