

**PERALTA COMMUNITY COLLEGE DISTRICT  
Oakland, California**

**Offer of Employment**  
**2024-2025 Fiscal Year**

**2024-2025**  
**11-12 MONTH CONTRACT**  
for  
**ACADEMIC NON-ADMINISTRATIVE EMPLOYEES PAID BY THE CALENDAR MONTH**

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*NAME*

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*DATE*

You have been selected to have your contract modified so that you may serve as a \_\_\_\_\_-month employee with the Peralta Community College District as a regular academic employee in the position of (*Counselor/Instructor/Librarian*) for the academic year beginning July 1 and ending June 30. Your salary schedule placement shall be Column \_\_\_\_\_ Step \_\_\_\_\_ of the salary schedule adopted by the Board of Trustees. Your annual salary<sup>1</sup> for this academic year shall be based upon \_\_\_\_\_ school months and payable on a calendar-month basis in eleven or twelve payments.

Your assignment shall include \_\_\_\_\_ work days. Deductions for absence other than approved leave shall be made on the basis of total annual salary divided by \_\_\_\_\_ days. Days worked shall be assigned by the immediate manager and approved by the appropriate Vice President. The attached calendar sets forth the days to be worked; such days shall be subject to change and may be adjusted to accommodate District needs.

This offer to extend your contract is made subject to the laws of California and the lawful rules of the California Community Colleges Board of Governors and of the Board of Trustees of the Peralta Community College District. Said laws and rules are hereby made a part of the terms and conditions of this offer of employment and the same as though they had been expressly set forth herein.

No vacation shall be earned or accrued under this contract.

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**ACCEPTANCE OF OFFER**

I accept the above offer to extend my contract and the terms and conditions thereof and will report for duty as directed. I understand that I must hold a suitable Faculty Service Area (FSA) authorizing me to fulfill the above contract.

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*Date*

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*Signature of Employee*

Sign both copies; keep original; return copy to the HUMAN RESOURCES OFFICE.

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