



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

SPECIAL SERVICES EMPLOYMENT

The Maricopa Community College District ("MCCD") agrees to hire Elizabeth Csikar ("Employee") commencing 12/19/2011 and ending 01/06/2012 to perform the following duties

Describe the activities to be performed, and their purpose

Description of Project

As part of the Department of Education/Phoenix College Title V Grant, Elizabeth Csikar will develop eResources for BIO201 Laboratory course.

Specify the exact deliverables for this assignment and the work time required per week and in total over the specified period of time

Specify deliverables here

Develop new online resource to include all of the material for BIO201 (Human Anatomy and Physiology I) Laboratory course.

Consolidate existing and new information into one easy access site and remove extraneous and outdated material

Allow for future development of other resources such as supplemental material, new instructional videos and softchalk lessons.

Specify how this assignment is outside the scope of the employee's regular work duties and other special services employments.

Specify justification here.

Elizabeth Csikar is currently Residential faculty for the Bioscience department and all work completed will be done outside normal hours of classroom accountability.

Identify the Person (and title) that this assignment will report to (other than Dept Mgr)

Enter Reports To here

Elizabeth Csikar will report to Julianne Roybal, Instructional Technologist for Title V and will provide bi-monthly updates.

Employee Must List All Other Special Services Employments In Place At The Time This Contract Is Proposed And For Whom The Work Was/Is Being Performed:

<u>Department</u>	<u>Job Description</u>	<u>Dept Manager</u>	<u>Begin Date</u>	<u>End Date</u>
100-111750 Biosciences	Biology	Mark Rosati		
100-353050 Title V Program	Educational Development	Seth Goodman	12/19/2011	01/06/2012
100-353050 Title V Program	Educational Development	Seth Goodman	10/01/2011	12/31/2011

EMPLOYEE WILL PERFORM THE DUTIES ACCORDING TO THE FOLLOWING:

Location:	100	Institution:		Course ID:	
Days of Week:		Term:		Class Nbr:	
Work Hours:		Subj/Class-Sect:			
Hourly Rate:	\$26.00	Load Hours:			
Other:					

MCCCD WILL COMPENSATE EMPLOYEE IN THE TOTAL AMOUNT OF: \$780.00

For this assignment Employee understands that his/her employment is "at-will". This means MCCCD may terminate his/her assignment at any time during the term of this assignment with or without cause. Employee understands and accepts that this assignment is not continuing in nature and nothing contained in this document shall be construed to mean assignment will continue beyond the ending date specified above. Employee understands that any instructional assignment depends upon sufficient enrollment and administrative decision in order to complete the assignment.

Any materials, products, programs, designs or other creative works developed as part of the project or services described on this Form shall be the sole property of the Maricopa Community Colleges except as

provided in Paragraph 3.2.1 of the Residential Faculty Policy Manual, if applicable. Any agreement specifying that the employee shall own the works must be in writing and agreed to by an authorized representative of the Maricopa Community College before the employee performs the services specified on this Form.

Employee understands that additional assignments and/or Special Services Employment for a governing board-approved employee must be performed outside the Employee's normal work hours or hours of accountability.

Employee further understands Special Services Employment may not include duties within the scope of his/her board-approved employment. In the event the additional assignments or special services employment occur during normal work hours or hours of accountability, the Employee must claim vacation or another form of absence in order to complete assignment.

<u>APPROVE TYPE</u>	<u>EMPLOYEE ID/NAME</u>	<u>STATUS</u>	<u>DATE</u>
Originator	15002651 Bienkowski,Robert S.	Submitted	12/20/2011
Department Head	15024731 Goodman,Seth S.	Approved	12/20/2011
College HR	10114046 Escalante Jr,Mary H.	Approved	12/21/2011
VP/Division Head	10111262 Kakar,Casandra G.	Approved	12/21/2011
Business Mngr	15030918 Genna,Angela C.	Approved	12/21/2011
Grants	15024835 Frisinger,Tobin L.	Approved	12/21/2011
Employee	15043567 Csikar,Elizabeth J.	Approved	01/09/2012

Document Status:	Job Created	01/09/2012
------------------	-------------	------------

NAME

SIGNATURE

DATE

TITLE