

SECTION IV: Special Part Time Contract

SPECIAL, PART-TIME CONTRACT

DATE

NAME

ADDRESS

CITY, STATE ZIP

Dear NAME:

This special, part-time contract is for DATE through DATE, for your assignment as JOB TITLE. Your total salary will be \$\$\$\$\$, subject to federal and state income tax withholding. Because of the temporary status of this contract, you will not be eligible for any benefits.

Your responsibilities will include JOB DESCRIPTION and such other duties as are assigned the SUPERVISOR.

During the period of this appointment, you will be required to comply with all rules, regulations, and policies of United Tribes Technical College. UTTC is an at-will employer. None of the provisions contained herein are interpreted as contractually binding upon UTTC. UTTC retains the right to alter any or all of the terms of this contract whenever electing to do so.

The original of this contract must be signed, dated, and returned to the Human Resources Office on or before DATE, or it will be deemed refused and this offer will be null and void.

Cordially,

VP NAME

VP TITLE

I accept this offer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date



UNITED TRIBES  
TECHNICAL COLLEGE

3315 University Drive  
Bismarck, North Dakota 58504  
701.255.3285 | www.uttc.edu

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Vice President Signature

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Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

*"For every leader there is a beginning..."*