BEVILL STATE COMMUNITY COLLEGE
EMPLOYMENT SUPPLEMENT

This employment supplement is made on _____ between Bevill State Community College, the employer, and _____, the employee, and conditional upon acceptance thereof by the employer will confirm the employee's appointment for the performance of the following services: _____ _____. The salary for the supplement period will be $_____ payable in _____ equal payment(s). The period of the supplement will begin _____ and will end _____. This supplement is subject to the "Terms and Conditions" listed hereon or which are attached hereto and made a part hereof. This supplement will be paid through payroll from **account number** _____.

Duties and responsibilities in the position are subject to the policies, procedures, and regulations now existing or which hereafter may be changed as promulgated by the Institution and the laws, policies, procedures, and regulations now existing or which hereafter may be changed to govern the Institution.

This supplement is subject to the "Terms and Conditions" listed hereon or which are attached hereto and made a part hereof.

Acceptance of this offer of employment and the provisions of this supplement should be indicated by signing in the space provided.

I acknowledge that I have read and understand all provisions of the foregoing supplement of employment including its "Terms and Conditions" and I accept this offer of employment and agree to abide by all provisions of the foregoing supplement.

_____   _____   _____

Employee Signature   Employee Number   Date

_____   _____

Requester Signature   Date

_____   _____

College-Wide Dean (as appropriate)   Date

_____   _____

Human Resources Director   Date

It is the policy of the Alabama Community College System, its Board of Trustees, and Bevill State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law.

HR Use Only: Original   ☐HR   Copies: ☐Payroll, ☐CW Dean, ☐Requester, ☐Employee

Revised: April 23, 2019