**Riverside Community College District**

**Community Education**

**Professional Expert Presenter Intent to Hire**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street City State Zip

Day Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a member of either of the following retirement systems? *(Circle one.)*  ***PERS STRS Neither***

Have you ever been convicted of a misdemeanor that resulted in imprisonment, or a felony other than a traffic violation?

*(Circle one.)* ***YES NO***

If yes, the Director will discuss this with you. A conviction does not necessarily disqualify you from employment.

**Conditions of Employment as a Professional Expert Presenter:**

1. All Professional Expert Presenter (hereafter referred to as **Presenter**) employment is contingent upon receipt of a completed personnel packet, the Community Education Director’s approval of a Proposal Form, and in some cases, approved finger print results.

2. **Presenters** shall provide any specialized equipment needed for the services described in their approved Proposal Form(s). Community Education shall provide audiovisual equipment at a determined fee when available.

3. If the **Presenter** will charge a fee for hand-outs or other class materials at the door, advance copies of these materials and the fee to be charged must be approved by the Community Education Director and the materials must be on file in the Community Education. An announcement of required handouts must be made in the class description.

4. **Presenters** are not permitted to sell books, tapes, services or otherwise promote their own business in a Community Education class. If specific supplies are needed to complete a class and the supplies may be purchased in class, the cost of such supplies must be listed in the class description. A list of such supplies must also be made available to students who wish to purchase them outside of class. **Presenters** may discuss with the Director the possibility of having books, tapes, etc. available for sale for students who inquire and request them.

5. Presenter remuneration is **40%** of the class income less mandated payroll deductions and any special services costs. Examples of special services costs, all of which would be requested by the Presenter and approved by the Director, include: photocopies, postage for extra mailings, flyer design and printing costs, special newspaper advertising, etc.

6. If a **Presenter** decides to cancel a program for any reason, the Community Education Office must be notified at least four (4) days prior to the first scheduled date of the class. The **Presenter** will receive no compensation for a canceled class. Additionally, the **Presenter** will be liable for any charges resulting from special requested services.

7. The **Presenter** is an employee of the District as per Education Code §88003 and all earnings will be subject to applicable mandated deductions. IRS Form W-2 will be issued to all Presenters.

8. **Applicable to Riverside Community College District Faculty and Adjunct Faculty Member Only**: Any work as a Presenter cannot be considered as part of a teaching load, regular or overload, and cannot be included in the Lecture Hour equivalency of any teaching assignment.

9. The Community Education Director and staff reserve the right to monitor or visit any class, whether conducted face-to-face or through a distance education medium, for the purpose of assessing the quality of the class and the **Presenter**.

10. Presenter shall not discriminate against any person in the provision of services, or employment of persons on the basis of race, religion, medical condition, disability, marital status, sex, age or sexual orientation. Presenter understands that harassment of any student or employee of Riverside Community College District with regard to race, religion, gender, disability, medical condition, marital status, age or sexual orientation is strictly prohibited.

Riverside Community College District does not discriminate in the educational program or activities operated by the District or in the employment procedures and practices of the District. The policies of the District, implementing Title IX as developed to date, are available for inspection during normal business hours. Any complaints or questions may be referred to the Associate Vice President of Human Resources or to the Director of the Office of Affirmative Action, Diversity and Equity.

I hereby declare the statements may herein, on the Proposal Form and attached documentation to be true and complete to the best of my knowledge. I authorize investigation of all statements contained herein. I hereby release from liability all persons and organizations furnishing such information. I understand that any misstatements or omissions of material facts may be cause for disqualification or dismissal. I also agree to submit verification of my legal right to work in the United States.

***Telephone Authorization***: I authorize the Community Education Office to release the following telephone numbers to interested parties. (Circle all authorized choices.)

***Home Only Business Only Both Neither***

Not Valid Unless Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval to Hire:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Code: 11 AXA 1080-0 68207000 2399

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