



Broward
Community
College

Procedure Manual

Title: Contracts and Agreements	Number: A6Hx1.14
Policy Number: 6Hx2-1.14	Page: 1 of 1

Employment Contract. Employment contracts shall be recommended through appropriate administrative channels and shall be in conformity with officially adopted policy. These recommendations for employment shall be submitted on the officially approved Personnel Recommendation form (*PER-1*). Employment contracts shall be prepared using the appropriate state authorized forms noted below:

- Contract of Employment for Administrative Personnel of Community Colleges (*AC-1*)
- Contract of Employment for Instructional Personnel of Community Colleges (*IC-1*)
- Contract of Employment for Instructional Personnel of Community Colleges, Grants and Special Programs (*IC-2*)
- Continuing Contract of Employment for Instructional Personnel of Community Colleges (*CC-1*)

Formal Contract. A formal contract is one in which the Board of Trustees is specifically named as a party in the contract. Because each formal contract is normally different in content, preparation of the contract should be coordinated with the appropriate member of the President’s staff and reviewed by the Board attorney. A Board transmittal form should be attached prior to submission of the contract to the President’s office.

Prior to the preparation of the contract, a *PUR-1* should be completed and submitted to College Accounting through the Purchasing Department for the purpose of certifying the availability of budgeted funds. After the contract is approved by the Board, a purchase order will be prepared by the Purchasing Department.

Informal Contract. An informal contract or agreement is one in which an agent of the College is implied as a party in the contract or agreement. Informal contracts or agreements, which are routinely used to secure professional services of consultants, guest lecturers, guest speakers, and entertainers, should be prepared on an Agreement (*PSG-9*). A Board transmittal form and a Purchase Order or Request for Check in the amount of the Agreement should be attached before submission to the President’s Office.

Restrictions. A full-time or part-time employee of the College is not authorized to enter into either a formal or an informal contract with the Board of Trustees.

[Link to Policy 6Hx2-1.14](#)

Recommending Officer’s Signature	Date 04/16/97	President’s Signature 	Date 04/16/97
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