

## Contract for Librarian of Southeastern Free Will Baptist College, Wendell, NC

Offered to: Katie Murray

The President is pleased to offer you this contract for appointment as a 5 hours per week/part-time Librarian of Southeastern Free Will Baptist College for the 2016-17 academic year.

The details of your appointment are outlined below:

- **Duties:**
  - Assess the holdings and resources in the SFWBC Library.
  - Develop and begin implementation of a plan that will bring the SFWBC Library up to TRACS Standards within a 5-year period or sooner.
  - Review and revise the policies and procedures of the SFWBC Library.
  - Provide general oversight and guidance for the SFWBC Library.
  - Develop training materials for library staff as time allows.
  - Develop training materials for faculty, staff and students for the efficient use of the SFWBC Library as time allows.
  - Other reasonable duties associated with the Library as may be directed by the Academic Dean.
- **Appointment:** Subject to the authority of the President of SFWBC you shall be appointed to the position referenced above for the remainder of the 2016-17 academic year, commencing **September 12, 2016** and ending **June 30, 2017**.
- **Compensation:** For all services rendered, your part-time base salary will be \$400.00 per bi-weekly pay period paid in accordance with the College's regular pay cycles and policies, less applicable withholding required by law.
- **Benefits:** As a part-time staff member, you will not be entitled to benefits.
- **General:** By accepting this offer, you acknowledge and agree that your employment is subject to the following additional general terms and conditions:
  - a. You will be expected to generally agree to the *Statement of Faith* of the College which can be found at [www.sfwbc.edu/statement-of-faith/](http://www.sfwbc.edu/statement-of-faith/). Any disagreement should be indicated on the bottom of this form and will be subject to approval by the President.
  - b. You will be expected to make yourself acquainted with the policies and procedures regarding the staff of SFWBC and abide by those policies and adhere to those procedures.
  - c. You shall be responsible directly to the Academic Dean under the supervision of the President of the College.
  - d. As a part-time employee you are only required to fulfill your contracted hours. Therefore, you will not be required to attend co-curricular activities such as the Campus Revival, Missions Conference, Spring Conference or Graduation.
  - e. This contract is conditioned upon a successful background check and provision of the necessary certification, credentials, official transcripts, and/or any other records and information needed by the College and accrediting agency engaged by the College.
  - f. All information regarding the College, its students, employees, products, and services are to be held in the strictest of confidences. You will not disclose any information that is not generally available to the public either during employment or when not employed with the College. Any

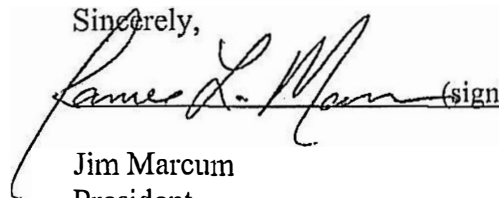
information learned or developed during the course of employment is the property of the College and is to be used solely for the benefit of the College. You are prohibited from making copies or removing any records, reports, or any other documents from the College without prior approval. Improper use or disclosure of information will be subject to disciplinary action, up to and including termination of this agreement, and other action as needed even if no one actually or directly benefits from the disclosed information.

- g. You ascertain that there are no present conflicts of interest for you relative to your employment with the College and you agree to avoid any conflicts of interest between your own personal, professional, and business interests and the interests of the College, and in any and all actions taken by you on behalf of the College. In the event that you should have a direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the College, you will give notice of such interest or relationship and shall then refrain from discussing such transaction in which you have an interest, or otherwise attempting to exert any influence on the College to affect a decision to participate. You will make the College aware of any conflicts of interest that may arise and agree that the College retains the sole right to approve or disapprove the continuation of such a relationship or transaction and should you continue any action that would present a conflict of interest without the approval of the College, such action may lead to the termination of this agreement.
- **Disengagement:** During the appointment period, you understand that you will be subject to the College Bylaws and other applicable College policies. In addition, you acknowledge that the College may place you on temporary leave with or without pay and/or reassign any of your duties during or as a result of any investigation or disciplinary action involving you and/or the College. Such authority shall be invoked only in exceptional circumstances when the College President or Board of Directors determines that such action is in the best interests of the College. In addition, nothing in this contract shall in any way be interpreted to provide you with greater rights, claims or privileges against the College regarding continued employment than otherwise provided in the College Bylaws and other applicable College policies, such that if you fail to abide by the same or to perform your assigned duties adequately, your appointment can and will end earlier.

You further acknowledge and agree that you may also be disengaged / terminated during the appointment period for the following:

- a. *Moral or doctrinal grounds:* In the event of serious moral or doctrinal charges, you shall be offered an opportunity to resign as Librarian without further discussion and/or you may be immediately terminated by the President
- b. *Other than doctrinal or moral grounds:* Your employment may be terminated by you or the President by mutual agreement at any time for other than moral or doctrinal reasons, with or without cause. In addition, you acknowledge and agree that the compensation and benefits outlined under this Agreement shall automatically terminate at the end of the appointment period (unless mutually extended for the next academic year), upon early mutual termination by you and the President upon your inability to perform the essential functions of your position, with or without reasonable accommodation, following action by the President to address the same, or upon your death, as applicable.

A signed copy of this contract returned to the President will constitute your acceptance of the offer extended to you by the College.

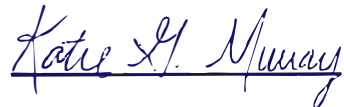
Sincerely,  
 (sign) Date Sept. 6, 2016  
Jim Marcum  
President

Please check the applicable boxes below:

- I accept the terms of this contract.
- I fully agree with the *Statement of Faith* of the College.
- I have the following disagreement with the *Statement of Faith* of the College.

Disagreement with the *Statement of Faith*:

Disagreement with the *Statement of Faith* Approved by President: \_\_\_\_\_ (initial)

Katie Murray  (sign) Date 9/8/16