

Mississippi Delta Community College
Contract Addendum Form
(Credit Hour Production)

(Contract Addendum forms are incorporated within the employee's sole contract of employment. Payments are not eligible to be spread over a twelve-month period; however, payment will be generated in accordance with scheduled payroll processing.)

Date Submitted: _____ **Term/Year:** _____ **Board Approval for Month of:** _____
Name: _____ **D Number: D** _____ **Department:** _____
Start Date: _____ **End Date:** _____ **Select one:** ☐ FT / ☐ OPT / ☐ Adjunct / ☐ DE / ☐ Special Prj.

▪ Class rosters for each course must be attached.

CRN; Course Prefix and # w/section	Days	Time (start and end time of course)	# of Credit Hours (determines load)	# of Contact Hours (for Science/BOT Instructors only)	Campus	# of Students Enrolled	R, O, or E Hours*
Totals							

* (R) Regular Hours, (O) Overload Hours, (E) eLearning Hours

For Office Use Only:

Regulars Hours (Traditional Classes)		eLearning Hours	
	Total Regular Credit Hours (determined by contract)		Total eLearning Contact Hours
	Total Regular Contact Hours (for Science/BOT Instructors only)		Total eLearning Contact Hours (for Science/BOT Instructors only)
	Total Regular Overload Hours (Contact Hours/Credit Hours)		
	Per Regular Overload Hour		Total to be paid (calculated by eLearning)
	Total to be Paid for Regular Overload Hours		

Approved By: _____

Employee: _____ **Date:** _____

Department Chair: _____ **Date:** _____

Vice President of Instruction: _____ **Date:** _____