

November 30, 2016

John Clarke

Privacy

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the spring 2017 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency		
Course Title:	PHAS and SEMAP		
Course Number:	HA-3004-SP17-2		
Date:	May 25, 2017		
Day:	Thursday		
Class Times:	9:00 am - 3:00 pm		
Location:	Center for Government Services, Room 600A		
Facility Address:	303 George Street, New Brunswick		
Salary:	\$300	Average Hours Per Week:	5
Travel:	\$23 <i>Payment is based on current CGS policies for travel.</i>		
Total Compensation:	\$323	Total Hours:	5

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

Please note that CGS reserves the right to cancel any course for due cause up until the first day of the assigned course. In general, the decision to cancel a course is made within one week of the first class and the instructor and students are notified by CGS of the cancellation. In the event that a course is cancelled, your assignment is simultaneously cancelled and there is no salary obligation to the instructor.

Additional information regarding the course and instructor responsibilities follow.

Rosters: Preliminary rosters will be provided to you in your instructor's package. The roster may not contain the names of students who have registered late, or the names of walk-in students. The rosters contain student contact details for your information and will be updated, as needed, to include corrections and new student information.

Sign-in Sheets: Please utilize the student sign-in sheets for each session to provide verification of students' attendance. Those students whose names do not appear on the sign-in sheet (i.e. walk-in students) may add their names to them as they circulate during the first class. However, they also must complete a walk-in agreement and advise the student to contact CGS the next business day to discuss enrollment.

After the first class, please fax (732-932-3586) or email all walk-in agreements and the sign-in sheets to the Program Assistant. We will then update the enrollment information as necessary and generate a new roster and updated sign-in sheets for the remaining class sessions. These will be sent to you as soon as we receive and update your course information. We will make every effort to ensure that you receive the updated roster and sign-in sheets prior to your second class session.

Please submit the remaining student sign-in sheets to CGS at the end of the semester along with the term report.

Walk-in Students: Walk-in students are not encouraged but cannot be summarily refused access to CGS classes. Walk-in students must sign an "Walk-in Agreement to Pay Form" (provided in the Instructor's package) and provide proof of payment to CGS within 5 business days after the first class.

The instructor is required to provide the completed "Walk-in Agreement to Pay Form" to CGS within two (2) business days of the first class via fax (732-932-3586) or email to the Program Assistant.

CGS will review the information and determine whether the student can continue in the class. Students who have delinquent accounts or who have not fulfilled the prerequisites for a course will not be permitted to continue and the CGS staff will advise the instructor and the student.

The walk-in student should not receive any of the course material at the first class until s/he has completed a "Walk-in Agreement to Pay Form" and **all** fully registered students have received their material. Priority must be given to students whose names appear on the roster.

Walk-in students will be assessed a \$15 late fee associated with late registration.

Class Cancellations: Classes are occasionally cancelled due to inclement weather or the illness of an instructor. If CGS cancels a class due to inclement weather conditions, the information will be posted on the CGS website: www.cgs.rutgers.edu and the instructor and students will be notified.

In the event an instructor cancels a class, he/she is required to notify the students as well as the Program Coordinator. Cancelled classes need to be rescheduled and the CGS staff will assist in that process.

Instructional Technology/Support: Instructors who require special technology for their classes (e. g. AV equipment, LCD projectors, et. al.) must notify the Program Coordinator at least two weeks before the first class and CGS will attempt to accommodate the request. CGS cannot guarantee, however, that the request will be honored.

Guest Lecturers: Program Coordinators should be advised, in writing, of the use of Guest Lecturers in a class prior to their participation.

Grades: Grades are due at CGS within 5 business days from the final class. Grades provided by instructors are considered final and may not be altered by CGS staff. Students who wish to challenge their respective grades will be referred to the instructor (or in some cases to an external party who provides the grades) in order to resolve the dispute.

Payment: Payment to the instructor will not be made until this signed letter, grades, exams and other required materials (e.g. sign-on sheets, etc.) are provided to CGS.

Please sign this letter to indicate your acceptance of the appointment and the acknowledgement of your responsibilities. By signing the letter you are acknowledging the deliverables required of instructors, which include 1) classroom instruction, 2) monitoring of attendance, and 3) submission of grades and exams. Kindly return the letter to me in the enclosed self-addressed envelope, as soon as possible. A copy is included for your records.

As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

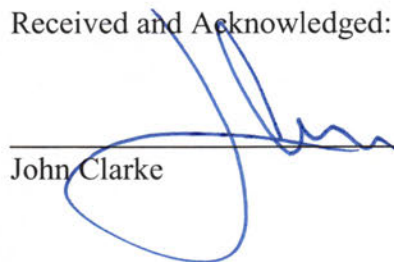
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:



John Clarke

Date

12/17/16

November 30, 2016

John Clarke

Privacy

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the spring 2017 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency		
Course Title:	PHAS and SEMAP		
Course Number:	HA-3004-SP17-2		
Date:	May 25, 2017		
Day:	Thursday		
Class Times:	9:00 am - 3:00 pm		
Location:	Center for Government Services, Room 600A		
Facility Address:	303 George Street, New Brunswick		
Salary:	\$300	Average Hours Per Week:	5
Travel:	\$23 <i>Payment is based on current CGS policies for travel.</i>		
Total Compensation:	\$323	Total Hours:	5

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

Please note that CGS reserves the right to cancel any course for due cause up until the first day of the assigned course. In general, the decision to cancel a course is made within one week of the first class and the instructor and students are notified by CGS of the cancellation. In the event that a course is cancelled, your assignment is simultaneously cancelled and there is no salary obligation to the instructor.

Additional information regarding the course and instructor responsibilities follow.

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Sign-in Sheets: Please utilize the student sign-in sheets for each session to provide verification of students' attendance. Those students whose names do not appear on the sign-in sheet (i.e. walk-in students) may add their names to them as they circulate during the first class. However, they also must complete a walk-in agreement and advise the student to contact CGS the next business day to discuss enrollment.

After the first class, please fax (732-932-3586) or email all walk-in agreements and the sign-in sheets to the Program Assistant. We will then update the enrollment information as necessary and generate a new roster and updated sign-in sheets for the remaining class sessions. These will be sent to you as soon as we receive and update your course information. We will make every effort to ensure that you receive the updated roster and sign-in sheets prior to your second class session.

Please submit the remaining student sign-in sheets to CGS at the end of the semester along with the term report.

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The instructor is required to provide the completed "Walk-in Agreement to Pay Form" to CGS within two (2) business days of the first class via fax (732-932-3586) or email to the Program Assistant.

CGS will review the information and determine whether the student can continue in the class. Students who have delinquent accounts or who have not fulfilled the prerequisites for a course will not be permitted to continue and the CGS staff will advise the instructor and the student.

The walk-in student should not receive any of the course material at the first class until s/he has completed a "Walk-in Agreement to Pay Form" and **all** fully registered students have received their material. Priority must be given to students whose names appear on the roster.

Walk-in students will be assessed a \$15 late fee associated with late registration.

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Guest Lecturers: Program Coordinators should be advised, in writing, of the use of Guest Lecturers in a class prior to their participation.

Grades: Grades are due at CGS within 5 business days from the final class. Grades provided by instructors are considered final and may not be altered by CGS staff. Students who wish to challenge their respective grades will be referred to the instructor (or in some cases to an external party who provides the grades) in order to resolve the dispute.

Payment: Payment to the instructor will not be made until this signed letter, grades, exams and other required materials (e.g. sign-on sheets, etc.) are provided to CGS.

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As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

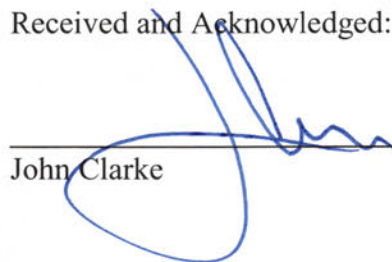
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:


John Clarke

12/17/16

Date

June 27, 2017

John Clarke

Privacy

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the fall 2017 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency		
Course Title:	PHAS and SEMAP		
Course Number:	HA-3004-FA17-2		
Date:	November 9, 2017		
Day:	Thursday		
Class Times:	9:00 am - 3:00 pm		
Location:	Center for Government Services, Room 600B		
Facility Address:	303 George Street, New Brunswick		
Salary:	\$305	Average Hours Per Week:	5
Travel:	\$20 <i>Payment is based on current CGS policies for travel.</i>		
Total Compensation:	\$325	Total Hours:	5

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

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As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

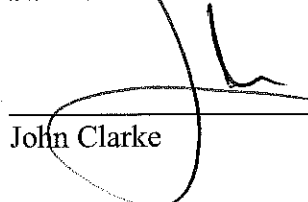
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:



John Clarke

6/30/7

Date

July 12, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads, Job Class Code: 93500, for fall 2018. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	PHAS and SEMAP
Course Number:	HA-3004-FA18-2
Term of Appointment	November 13 – November 30
Course Dates:	November 13
Meeting Times:	Tuesday, 9:00 am - 3:00 pm
Class Room Assigned:	Tropicana Casino and Resort, Room TBA 2831 Boardwalk, Atlantic City
Compensation:	\$644
Average Hours per Week:	1.7
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

For New Employees Only

Employment Eligibility Form (I-9): The Immigration and Control Act of 1986 requires us to certify the presentation and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

NetID: All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/activateNetId.htm>, or you can seek assistance from MJ Lush, CGS Department Administrator, at mjlush@docs.rutgers.edu.

Also, pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter, and returning it as soon as possible to **Priscilla Hamilton** by either email at prisc@docs.rutgers.edu or fax to **732-932-3586** within three (3) days of the receipt of this letter.

Sincerely,



Alan Zalkind
Director

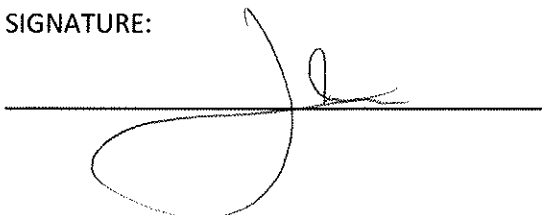
AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:



DATE:

7/12/18

November 12, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads,
Job Class Code: 93500, for Spring 2019. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	PHAS and SEMAP
Course Number:	HA-3004-SP19-2
Term of Appointment	May 11 – 17, 2019
Course Dates:	May 11, 2019
Meeting Times:	Saturday, 9:00 am - 3:00 pm
Class Room Assigned:	Rutgers Center for Government Services, Classroom A 303 George Street, 6th Floor, New Brunswick
Compensation:	\$381
Average Hours per Week:	2.5
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

For New Employees Only

Employment Eligibility Form (I-9): The Immigration and Control Act of 1986 requires us to certify the presentation and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

NetID: All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/activateNetId.htm>, or you can seek assistance from MJ Lush, CGS Department Administrator, at mjlush@docs.rutgers.edu.

Also, pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

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Sincerely,



Alan Zalkind
Director

AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:



DATE:

1/10/19



RUTGERS

Division of Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, New Jersey 08901
Phone: 732-932-3640
Fax: 732-932-3586
Website: cgs.rutgers.edu

April 26, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads, Job Class Code: 93500, for Spring 2018. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	Ethics
Course Number:	HA-3002-SP18-4
Term of Appointment	June 23 – July 13
Course Dates:	June 23
Meeting Times:	Saturday, 9:00 am - 4:00 pm
Class Room Assigned:	Burlington City Hall 525 High Street, Burlington
Compensation:	\$405
Average Hours per Week:	6
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

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Sincerely,



Alan Zalkind
Director

AZ:

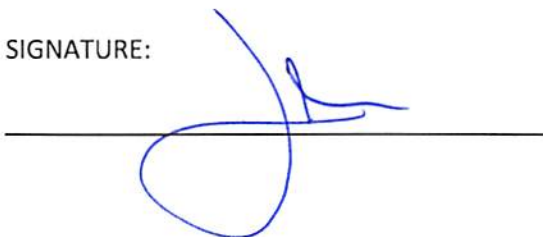
cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:

DATE:



5/11/18



RUTGERS

Division of Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, New Jersey 08901
Phone: 732-932-3640
Fax: 732-932-3586
Website: cgs.rutgers.edu

November 12, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads, Job Class Code: 93500, for Spring 2019. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	Ethics
Course Number:	HA-3002-SP19-3
Term of Appointment	June 20 – 28, 2019
Course Dates:	June 20, 2019
Meeting Times:	Thursday, 9:00 am - 4:00 pm
Class Room Assigned:	Rutgers Center for Government Services, Classroom A 303 George Street, 6th Floor, New Brunswick
Compensation:	\$446
Average Hours per Week:	3
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

For New Employees Only

Employment Eligibility Form (I-9): The Immigration and Control Act of 1986 requires us to certify the presentation and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

NetID: All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/activateNetId.htm>, or you can seek assistance from MJ Lush, CGS Department Administrator, at mjlush@docs.rutgers.edu.

Also, pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter, and returning it as soon as possible to **Priscilla Hamilton** by either email at prisc@docs.rutgers.edu or fax to **732-932-3586** within three (3) days of the receipt of this letter.

Sincerely,



Alan Zalkind
Director

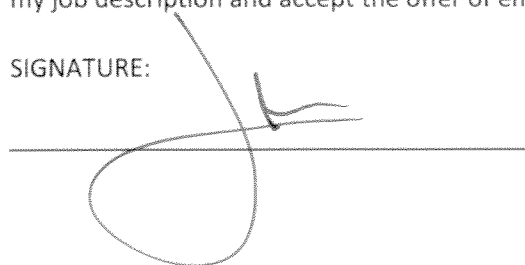
AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:



DATE:

1/10/19

June 27, 2017

John Clarke

Privacy

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the fall 2017 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency	
Course Title:	Ethics	
Course Number:	HA-3002-FA17-2	
Date:	November 21, 2017	
Day:	Tuesday	
Class Times:	9:00 am – 4:00 pm	
Location:	Center for Government Services, Room 600A	
Facility Address:	303 George Street, New Brunswick	
Salary:	\$366	Average Hours Per Week: 6
Travel:	\$20 <i>Payment is based on current CGS policies for travel.</i>	
Total Compensation:	\$386	Total Hours: 6

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

Please note that CGS reserves the right to cancel any course for due cause up until the first day of the assigned course. In general, the decision to cancel a course is made within one week of the first class and the instructor and students are notified by CGS of the cancellation. In the event that a course is cancelled, your assignment is simultaneously cancelled and there is no salary obligation to the instructor.

Additional information regarding the course and instructor responsibilities follow.

Rosters: Preliminary rosters will be provided to you in your instructor's package. The roster may not contain the names of students who have registered late, or the names of walk-in students. The rosters contain student contact details for your information and will be updated, as needed, to include corrections and new student information.

Sign-in Sheets: Please utilize the student sign-in sheets for each session to provide verification of students' attendance. Those students whose names do not appear on the sign-in sheet (i.e. walk-in students) may add their names to them as they circulate during the first class. However, they also must complete a walk-in agreement and advise the student to contact CGS the next business day to discuss enrollment.

After the first class, please fax (732-932-3586) or email all walk-in agreements and the sign-in sheets to the Program Assistant. We will then update the enrollment information as necessary and generate a new roster and updated sign-in sheets for the remaining class sessions. These will be sent to you as soon as we receive and update your course information. We will make every effort to ensure that you receive the updated roster and sign-in sheets prior to your second class session.

Please submit the remaining student sign-in sheets to CGS at the end of the semester along with the term report.

Walk-in Students: Walk-in students are not encouraged but cannot be summarily refused access to CGS classes. Walk-in students must sign an "Walk-in Agreement to Pay Form" (provided in the Instructor's package) and provide proof of payment to CGS within 5 business days after the first class.

The instructor is required to provide the completed "Walk-in Agreement to Pay Form" to CGS within two (2) business days of the first class via fax (732-932-3586) or email to the Program Assistant.

CGS will review the information and determine whether the student can continue in the class. Students who have delinquent accounts or who have not fulfilled the prerequisites for a course will not be permitted to continue and the CGS staff will advise the instructor and the student.

The walk-in student should not receive any of the course material at the first class until s/he has completed a "Walk-in Agreement to Pay Form" and **all** fully registered students have received their material. Priority must be given to students whose names appear on the roster.

Walk-in students will be assessed a \$15 late fee associated with late registration.

Class Cancellations: Classes are occasionally cancelled due to inclement weather or the illness of an instructor. If CGS cancels a class due to inclement weather conditions, the information will be posted on the CGS website: www.cgs.rutgers.edu and the instructor and students will be notified.

In the event an instructor cancels a class, he/she is required to notify the students as well as the Program Coordinator. Cancelled classes need to be rescheduled and the CGS staff will assist in that process.

Instructional Technology/Support: Instructors who require special technology for their classes (e. g. AV equipment, LCD projectors, et. al.) must notify the Program Coordinator at least two weeks before the first class and CGS will attempt to accommodate the request. CGS cannot guarantee, however, that the request will be honored.

Guest Lecturers: Program Coordinators should be advised, in writing, of the use of Guest Lecturers in a class prior to their participation.

Grades: Grades are due at CGS within 5 business days from the final class. Grades provided by instructors are considered final and may not be altered by CGS staff. Students who wish to challenge their respective grades will be referred to the instructor (or in some cases to an external party who provides the grades) in order to resolve the dispute.

Payment: Payment to the instructor will not be made until this signed letter, grades, exams and other required materials (e.g. sign-on sheets, etc.) are provided to CGS.

Please sign this letter to indicate your acceptance of the appointment and the acknowledgement of your responsibilities. By signing the letter you are acknowledging the deliverables required of instructors, which include 1) classroom instruction, 2) monitoring of attendance, and 3) submission of grades and exams. Kindly return the letter to me in the enclosed self-addressed envelope, as soon as possible. A copy is included for your records.

As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

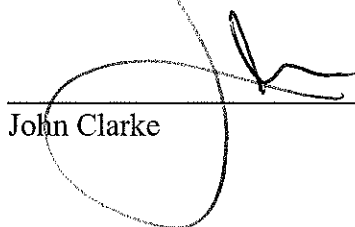
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:



John Clarke

6/30/17

Date

November 30, 2016

John Clarke

Privacy

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the spring 2017 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency	
Course Title:	Ethics	
Course Number:	HA-3002-SP17-2	
Date:	June 22, 2017	
Day:	Thursday	
Class Times:	9:00 am – 4:00 pm	
Location:	Center for Government Services, Room 600A	
Facility Address:	303 George Street, New Brunswick	
Salary:	\$360	Average Hours Per Week: 6
Travel:	\$23 <i>Payment is based on current CGS policies for travel.</i>	
Total Compensation:	\$383	Total Hours: 6

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

Please note that CGS reserves the right to cancel any course for due cause up until the first day of the assigned course. In general, the decision to cancel a course is made within one week of the first class and the instructor and students are notified by CGS of the cancellation. In the event that a course is cancelled, your assignment is simultaneously cancelled and there is no salary obligation to the instructor.

Additional information regarding the course and instructor responsibilities follow.

Rosters: Preliminary rosters will be provided to you in your instructor's package. The roster may not contain the names of students who have registered late, or the names of walk-in students. The rosters contain student contact details for your information and will be updated, as needed, to include corrections and new student information.

Sign-in Sheets: Please utilize the student sign-in sheets for each session to provide verification of students' attendance. Those students whose names do not appear on the sign-in sheet (i.e. walk-in students) may add their names to them as they circulate during the first class. However, they also must complete a walk-in agreement and advise the student to contact CGS the next business day to discuss enrollment.

After the first class, please fax (732-932-3586) or email all walk-in agreements and the sign-in sheets to the Program Assistant. We will then update the enrollment information as necessary and generate a new roster and updated sign-in sheets for the remaining class sessions. These will be sent to you as soon as we receive and update your course information. We will make every effort to ensure that you receive the updated roster and sign-in sheets prior to your second class session.

Please submit the remaining student sign-in sheets to CGS at the end of the semester along with the term report.

Walk-in Students: Walk-in students are not encouraged but cannot be summarily refused access to CGS classes. Walk-in students must sign an "Walk-in Agreement to Pay Form" (provided in the Instructor's package) and provide proof of payment to CGS within 5 business days after the first class.

The instructor is required to provide the completed "Walk-in Agreement to Pay Form" to CGS within two (2) business days of the first class via fax (732-932-3586) or email to the Program Assistant.

CGS will review the information and determine whether the student can continue in the class. Students who have delinquent accounts or who have not fulfilled the prerequisites for a course will not be permitted to continue and the CGS staff will advise the instructor and the student.

The walk-in student should not receive any of the course material at the first class until s/he has completed a "Walk-in Agreement to Pay Form" and **all** fully registered students have received their material. Priority must be given to students whose names appear on the roster.

Walk-in students will be assessed a \$15 late fee associated with late registration.

Class Cancellations: Classes are occasionally cancelled due to inclement weather or the illness of an instructor. If CGS cancels a class due to inclement weather conditions, the information will be posted on the CGS website: www.cgs.rutgers.edu and the instructor and students will be notified.

In the event an instructor cancels a class, he/she is required to notify the students as well as the Program Coordinator. Cancelled classes need to be rescheduled and the CGS staff will assist in that process.

Instructional Technology/Support: Instructors who require special technology for their classes (e. g. AV equipment, LCD projectors, et. al.) must notify the Program Coordinator at least two weeks before the first class and CGS will attempt to accommodate the request. CGS cannot guarantee, however, that the request will be honored.

Guest Lecturers: Program Coordinators should be advised, in writing, of the use of Guest Lecturers in a class prior to their participation.

Grades: Grades are due at CGS within 5 business days from the final class. Grades provided by instructors are considered final and may not be altered by CGS staff. Students who wish to challenge their respective grades will be referred to the instructor (or in some cases to an external party who provides the grades) in order to resolve the dispute.

Payment: Payment to the instructor will not be made until this signed letter, grades, exams and other required materials (e.g. sign-on sheets, etc.) are provided to CGS.

Please sign this letter to indicate your acceptance of the appointment and the acknowledgement of your responsibilities. By signing the letter you are acknowledging the deliverables required of instructors, which include 1) classroom instruction, 2) monitoring of attendance, and 3) submission of grades and exams. Kindly return the letter to me in the enclosed self-addressed envelope, as soon as possible. A copy is included for your records.

As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

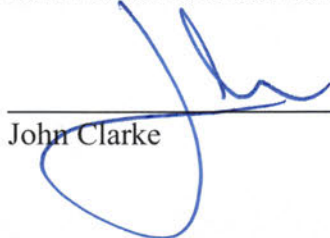
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:



John Clarke

Date

12/17/06

December 1, 2017

John Clarke

Privacy

RECEIVED
DEC 18 2017

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the spring 2018 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency	
Course Title:	Ethics	
Course Number:	HA-3002-SP18-2	
Date:	May 15	
Day:	Tuesday	
Class Times:	9:00 am – 4:00 pm	
Location:	Center for Government Services, Room 600A	
Facility Address:	303 George Street, New Brunswick	
Salary:	\$366	Average Hours Per Week: 6
Travel:	\$20 <i>Payment is based on current CGS policies for travel.</i>	
Total Compensation:	\$386	Total Hours: 6

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

Please note that CGS reserves the right to cancel any course for due cause up until the first day of the assigned course. In general, the decision to cancel a course is made within one week of the first class and the instructor and students are notified by CGS of the cancellation. In the event that a course is cancelled, your assignment is simultaneously cancelled and there is no salary obligation to the instructor.

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After the first class, please fax (732-932-3586) or email all walk-in agreements and the sign-in sheets to the Program Assistant. We will then update the enrollment information as necessary and generate a new roster and updated sign-in sheets for the remaining class sessions. These will be sent to you as soon as we receive and update your course information. We will make every effort to ensure that you receive the updated roster and sign-in sheets prior to your second class session.

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Payment: Payment to the instructor will not be made until this signed letter, grades, exams and ~~other required materials (e.g. sign-on sheets, etc.)~~ are provided to CGS.

Please sign this letter to indicate your acceptance of the appointment and the acknowledgement of your responsibilities. By signing the letter you are acknowledging the deliverables required of instructors, which include 1) classroom instruction, 2) monitoring of attendance, and 3) submission of grades and exams. Kindly return the letter to me in the enclosed self-addressed envelope, as soon as possible. A copy is included for your records.

As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

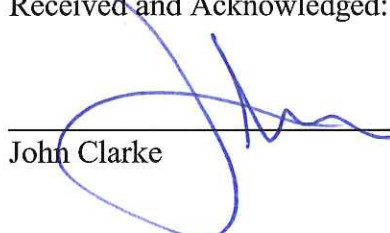
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:



John Clarke

12/9/17

Date

July 12, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads, Job Class Code: 93500, for fall 2018. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	Ethics
Course Number:	HA-3002-FA18-1
Term of Appointment	September 20 – October 5
Course Dates:	September 20
Meeting Times:	Thursday, 9:00 am - 4:00 pm
Class Room Assigned:	Center for Government Services, Room 600B 303 George Street, New Brunswick
Compensation:	\$407
Average Hours per Week:	2
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

For New Employees Only

Employment Eligibility Form (I-9): The Immigration and Control Act of 1986 requires us to certify the presentation and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

NetID: All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/activateNetId.htm>, or you can seek assistance from MJ Lush, CGS Department Administrator, at mjlush@docs.rutgers.edu.

Also, pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter, and returning it as soon as possible to **Priscilla Hamilton** by either email at prisc@docs.rutgers.edu or fax to **732-932-3586** within three (3) days of the receipt of this letter.

Sincerely,



Alan Zalkind
Director

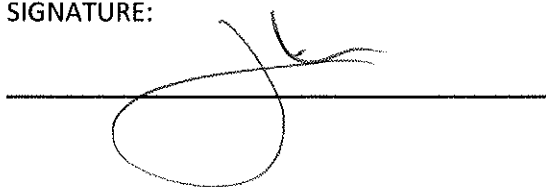
AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:



DATE:

7/12/18



RUTGERS

Division of Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, New Jersey 08901
Phone: 732-932-3640
Fax: 732-932-3586
Website: cgs.rutgers.edu

July 12, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads, Job Class Code: 93500, for fall 2018. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	Skills for Commissioners
Course Number:	HA-3001-FA18-2
Term of Appointment	October 30 – November 16
Course Dates:	October 30
Meeting Times:	Tuesday, 9:00 am - 4:00 pm
Class Room Assigned:	Center for Government Services, Room A 303 George Street, New Brunswick
Compensation:	\$407
Average Hours per Week:	2
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

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Sincerely,



Alan Zalkind
Director

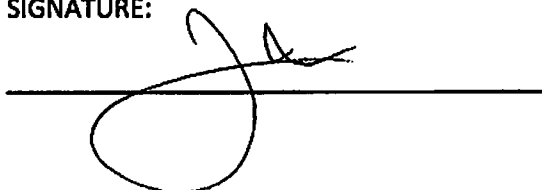
AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:



DATE:

7/12/18

December 1, 2017

John Clarke

Privacy

RECEIVED
DEC 18 2017

BY: _____

Dear Mr. Clarke:

Upon the recommendation of Christine Cicio, I am pleased to offer you a Non-credit instructor appointment to teach the following course for the Center for Government Services during the spring 2018 semester. Your teaching assignment is as follows:

Program:	New Jersey Local Housing Authority and Redevelopment Agency		
Course Title:	PHAS and SEMAP		
Course Number:	HA-3004-SP18-2		
Date:	June 26		
Day:	Tuesday		
Class Times:	9:00 am - 3:00 pm		
Location:	Center for Government Services, Room 600B		
Facility Address:	303 George Street, New Brunswick		
Salary:	\$305	Average Hours Per Week:	5
Travel:	\$20 <i>Payment is based on current CGS policies for travel.</i>		
Total Compensation:	\$325	Total Hours:	5

CGS will transmit additional information to you under separate cover including course roster, Walk-in Agreement to Pay forms, daily sign-in sheets, course materials and course evaluation forms.

Please note that CGS reserves the right to cancel any course for due cause up until the first day of the assigned course. In general, the decision to cancel a course is made within one week of the first class and the instructor and students are notified by CGS of the cancellation. In the event that a course is cancelled, your assignment is simultaneously cancelled and there is no salary obligation to the instructor.

Additional information regarding the course and instructor responsibilities follow.

Rosters: Preliminary rosters will be provided to you in your instructor's package. The roster may not contain the names of students who have registered late, or the names of walk-in students. The rosters contain student contact details for your information and will be updated, as needed, to include corrections and new student information.

Sign-in Sheets: Please utilize the student sign-in sheets for each session to provide verification of students' attendance. Those students whose names do not appear on the sign-in sheet (i.e. walk-in students) may add their names to them as they circulate during the first class. However, they also must complete a walk-in agreement and advise the student to contact CGS the next business day to discuss enrollment.

After the first class, please fax (732-932-3586) or email all walk-in agreements and the sign-in sheets to the Program Assistant. We will then update the enrollment information as necessary and generate a new roster and updated sign-in sheets for the remaining class sessions. These will be sent to you as soon as we receive and update your course information. We will make every effort to ensure that you receive the updated roster and sign-in sheets prior to your second class session.

Please submit the remaining student sign-in sheets to CGS at the end of the semester along with the term report.

Walk-in Students: Walk-in students are not encouraged but cannot be summarily refused access to CGS classes. Walk-in students must sign an "Walk-in Agreement to Pay Form" (provided in the Instructor's package) and provide proof of payment to CGS within 5 business days after the first class.

The instructor is required to provide the completed "Walk-in Agreement to Pay Form" to CGS within two (2) business days of the first class via fax (732-932-3586) or email to the Program Assistant.

CGS will review the information and determine whether the student can continue in the class. Students who have delinquent accounts or who have not fulfilled the prerequisites for a course will not be permitted to continue and the CGS staff will advise the instructor and the student.

The walk-in student should not receive any of the course material at the first class until s/he has completed a "Walk-in Agreement to Pay Form" and **all** fully registered students have received their material. Priority must be given to students whose names appear on the roster.

Walk-in students will be assessed a \$15 late fee associated with late registration.

Class Cancellations: Classes are occasionally cancelled due to inclement weather or the illness of an instructor. If CGS cancels a class due to inclement weather conditions, the information will be posted on the CGS website: www.cgs.rutgers.edu and the instructor and students will be notified.

In the event an instructor cancels a class, he/she is required to notify the students as well as the Program Coordinator. Cancelled classes need to be rescheduled and the CGS staff will assist in that process.

Instructional Technology/Support: Instructors who require special technology for their classes (e. g. AV equipment, LCD projectors, et. al.) must notify the Program Coordinator at least two weeks before the first class and CGS will attempt to accommodate the request. CGS cannot guarantee, however, that the request will be honored.

Guest Lecturers: Program Coordinators should be advised, in writing, of the use of Guest Lecturers in a class prior to their participation.

Grades: Grades are due at CGS within 5 business days from the final class. Grades provided by instructors are considered final and may not be altered by CGS staff. Students who wish to challenge their respective grades will be referred to the instructor (or in some cases to an external party who provides the grades) in order to resolve the dispute.

Payment: Payment to the instructor will not be made until this signed letter, grades, exams and other required materials (e.g. sign-on sheets, etc.) are provided to CGS.

Please sign this letter to indicate your acceptance of the appointment and the acknowledgement of your responsibilities. By signing the letter you are acknowledging the deliverables required of instructors, which include 1) classroom instruction, 2) monitoring of attendance, and 3) submission of grades and exams. Kindly return the letter to me in the enclosed self-addressed envelope, as soon as possible. A copy is included for your records.

As a reminder, public employees must adhere to the New Jersey Ethics Law. As such, public employees should not be teaching during a time that would be in conflict with an employee's regularly scheduled employment.

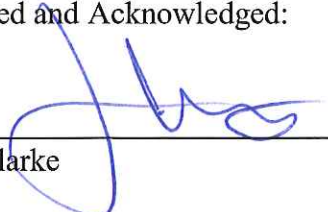
Please feel free to contact me if you have any questions regarding your appointment. I may be reached at 732-932-3640, extension 640.

Very truly yours,



Alan Zalkind
Director

Received and Acknowledged:



John Clarke

Date

12/9/17



RUTGERS

Division of Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, New Jersey 08901
Phone: 732-932-3640
Fax: 732-932-3586
Website: cgs.rutgers.edu

February 21, 2019

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads,
Job Class Code: 93500, for Spring 2019. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	PHAS and SEMAP
Course Number:	HA-3004-SP19-3
Term of Appointment	February 23 – March 8, 2019
Course Dates:	February 23, 2019
Meeting Times:	Saturday, 9:00 am - 3:00 pm
Class Room Assigned:	Neptune City Housing Authority 2000 6th Avenue, Neptune City, NJ
Compensation:	\$376
Average Hours per Week:	1.7
Duties:	Teach, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

For New Employees Only

Employment Eligibility Form (I-9): The Immigration and Control Act of 1986 requires us to certify the presentation and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

NetID: All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. As a new employee at Rutgers, you will be assigned a NetID, and will receive an automatic email from the Rutgers Office of Information Technology (OIT) with directions to activate your NetID. If you do not receive an email from OIT, you may attempt to login to the NetID activation website: <https://netid.rutgers.edu/activateNetId.htm>, or you can seek assistance from MJ Lush, CGS Department Administrator, at mjlush@docs.rutgers.edu.

Also, pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter, and returning it as soon as possible to **Priscilla Hamilton** by either email at prisc@docs.rutgers.edu or fax to **732-932-3586** within three (3) days of the receipt of this letter.

Sincerely,



Alan Zalkind
Director

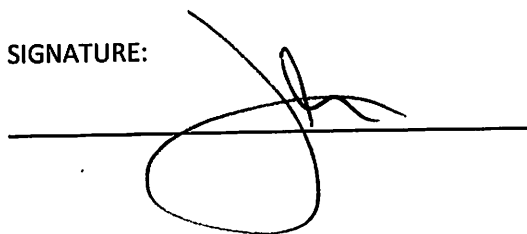
AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:



DATE:

2/24/19

RUTGERS

Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

<http://cgs.rutgers.edu>
732-932-3640
Fax: 732-932-3586

August 15, 2018

John Clarke

Privacy

11/17 - 11/30/18

jcc: 99912

avg hrs: 5.3

\$2000.00

Re: Agreement for Non-instructional Services: Course Development

Dear Mr. Clarke:

This letter will serve as a formal agreement between the Center for Government Services (CGS) and you for the following services as outlined below.

The materials will be completed by Friday, August 31st, 2018 and payment will be made upon receipt and approval of the final product by Christine Cicio. Compensation will be \$2,000.00.

- 1) Name of program: NJ Local Housing Authority and Redevelopment Agency Training Program
Name of course(s): Board Retreat
- 2) Final product will include course materials, visuals/powerpoints, and exam/key
- 3) The scope of the work will consist of developing a twelve-hour Board Retreat course.
- 4) Payment for services will be made upon completion of final product and acceptance by the Center.
- 5) Acknowledgement that the final product belongs to Rutgers University and may not be produced or used without Rutgers approval.

Please feel free to contact Christine Cicio if you have any questions concerning this contract. Please return one copy of this contract to her and retain one for your records. Thank you.

Very truly yours,

Alan Zalkind
Director, CGS

Cc: Christine Cicio

Received and acknowledged:

Signature

Date

8/27/18



RUTGERS

Division of Continuing Studies

Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, New Jersey 08901
Phone: 732-932-3640
Fax: 732-932-3586
Website: cgs.rutgers.edu

September 19, 2018

John Clarke

Privacy

Dear John Clarke:

It is my pleasure to offer you an appointment as a Non-Credit Instructor, class 08 Co-Ads, Job Class Code: 93500, for fall 2018. You will be responsible for the duties listed below:

School or College:	Division of Continuing Studies
Department:	Center for Government Services
Course Title:	Board Retreat
Course Number:	HA-3025-FA18-1
Term of Appointment	October 11, - November 2, 2018
Course Dates:	October 11 , 12, 2018
Meeting Times:	Thursday/Friday 9:30 am – 4:00 pm, 9:30 am – 2:30pm
Class Room Assigned:	Washington DC - Housing Authority 1133 North Capital Street NE
Compensation:	\$1,500.00
Average Hours per Week:	3
Duties:	Teaching, prepare lesson plans, prepare and grade all exams. A course syllabus and/or outline should be available for your first class meeting. Final grades must be submitted no more than 5 business days after your class ends.

This appointment is contingent upon sufficient enrollment to offer this course, and an adequate level of institutional funding. If there is insufficient enrollment, we will contact you and the course may be canceled. Additionally, in accordance with university policy, this is a non-benefited position. Furthermore, your position may require a criminal background check, medical clearance and other screenings, as well as an Oath of Affirmation. You may begin work, but you may be terminated without notice pending the outcome of your employment screenings.

For New Employees Only

Employment Eligibility Form (I-9): The Immigration and Control Act of 1986 requires us to certify the presentation and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

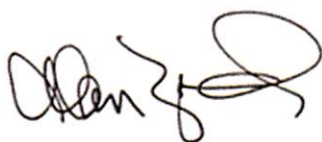
E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

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Also, pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the Employer Obligation to Maintain and Report Records regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at <http://uhr.rutgers.edu/ee/noticepostings.htm>.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter, and returning it as soon as possible, to (Maria Chigirovich) by either email (mariad@docs.rutgers.edu) or fax to at **732-932-3586** within three (3) days of the receipt of this letter.

Sincerely,



Alan Zalkind
Director

AZ:

cc: Personnel File

Encl: Oath or Affirmation

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

SIGNATURE:

DATE:



9/20/16



RUTGERS

Division of Continuing Studies

Dr. Richard J. Novak
Vice President for Continuing Studies and
Distance Education
85 Somerset Street
New Brunswick, New Jersey 08901-1282

p: 848.932.0613
f: 732.932.6462
movak@docs.rutgers.edu

August 20, 2019

John Clarke

Privacy

Dear John:

It is my pleasure to extend this offer of employment to you on behalf of Rutgers, The State University of New Jersey. This offer of employment is contingent upon successful completion of all pre-employment screenings.

The following outlines the parameters of your position:

Department and Reporting Relationship:

You will be working with the Center for Government Services, reporting to Christine Cicio, Senior Program Coordinator

Position Title and Grade or Step:

Course Developer and Instructor - Part Time (Unit Administrator/Specialist Casual)

Position Details:

Job code: 04443

Recruitment Position Number: 19TM1514

Employee Class: 4-Casual

This Class 4-Casual appointment is "at-will" and your employment may be terminated with or without cause, and with or without notice, at any time at your or the University's discretion. In accordance with Policy 60.3.5 – Class 3 and Class 4 Employment, this appointment is limited to less than 20 hours worked per week; it may extend up to 1 year of continuous service in the same appointment and may be renewable for another 1-year term. However, your temporary appointment may end prior to the appointment end date at your supervisor's discretion and remains "at-will" at all times. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees in Rutgers positions, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the Class 3 and Class 4 Employment Policy and Guidelines at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

For the purposes of payroll, the above listed position has been classified as a Rutgers position. This position is not benefits-eligible.

This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA). However, Rutgers policy restricts the Class 4 appointment to less than 20 hours per week; therefore, you are prohibited from working beyond the 20-hour per-week limit.

Workweek Hours: up to 19.5, averaged per quarter

Pay Type: Hourly

Salary: Your hourly rate is \$65*

Tentative Appointment start date: September 17, 2019

Tentative Appointment end date: June 30, 2020

Tentative Start Date: Your tentative start date is September 17, 2019

Licensure:

☒ Your position does not require any special license, certification or permit registration.

☐ Your position of Instructor - Part Time (Unit Administrator/Specialist Casual) requires current licensure(s)/certification(s)/permit(s). You may be asked to provide the original documents to DoCS HR, and a primary source verification of your credentials may be conducted. Continued employment may be contingent upon a valid license as required by your position.

Employment Eligibility Form (I-9): The Immigration Reform and Control Act of 1986 requires us to certify the identity and work eligibility of all new employees. Therefore, this employment is subject to your in-person presentation of proper documentation as required by the law. All new employees must present University Human Resources with the required documents within three days of employment start date.

E-Verify: In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. In the event that employment eligibility is not confirmed, your employment to this position is subject to immediate termination per U.S. Citizenship and Immigration Services (USCIS) regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the USCIS website: <http://www.uscis.gov/portal/site/uscis>.

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New Employee Portal: For new hires to Rutgers University, we have compiled a Web portal with information about the university, applicable employee training links, and various forms that need to be completed. You will need to activate your NetID prior to accessing the New Employee Portal. In some cases, the online training sessions and forms accessible through the portal need to be completed within a certain timeframe after joining University staff. While it is not mandatory to review the information on the New Employee Portal prior to your official start date, we encourage employees to do so prior to starting employment in order to create an easy transition into the Rutgers workforce.

The link to the online New Employee Portal can be found at: <http://gettingstarted.rutgers.edu>.

RUID Card: The RUID Card, administered by Institutional Planning and Operations, is your official university identification card, providing access to university facilities and services based on your role at the university. New hires at the University are asked to upload an ID card photo prior to requesting an RUID card. The new photo upload process – made available via desktop computer mobile device – will ensure timely production of ID cards and will allow new employees to use their favorite business-appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found at <http://iam-ipo.rutgers.edu>.

Background Check Information: You will receive an email from General Information Services (GIS) Rutgers_HR@geninfo.com with a link and instructions for you to submit your personal/employer information.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter and returning it by no more than three (3) days receipt of this letter, by either email or fax. Should you have any questions concerning this offer, please feel free to contact Rosa Salgado-Rodriguez at rosasr@docs.rutgers.edu. You may email the letter back to smmiller@docs.rutgers.edu, or fax it back to 732.932.6122.

Sincerely,



Dr. Richard J. Novak
Vice President for Continuing Studies and Distance Education

RJN:sm

cc: A. Zalkind
K. Cupano
C. Cicio
M. Lush

I, (print name) John Clarke, understand the contents of this letter and my job description and accept the offer of employment stated herein.

Employee Signature: _____

Date: 8/20/14