**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT MANAGER CONTRACT EXTENSION NOTIFICATION FORM**

Employee Name:

Employee ID: Location: Extension:

Job Title: Department:

Supervising Administrator:

 Multi-year contract rollover will be extended for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ fiscal year.

 Multi-year contract rollover will NOT be extended for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ fiscal year.

 Mid-year evaluation included.

#  Employee Signature Date

#  Supervisor Administrator Signature Date

#  \*This document must be submitted to Human Resources by January 15.