Additional Faculty Assignment Request

◯ Classified Staff ◯ Confidential ◯ Manager/Administrator

Employee Name: _____ Department: _____

Manager Name: (Regular assignment): _____ Semester/session: _____

Faculty assignments may not occur during the hours the employee is working in his/her regular work assignment or at times when the employee may reasonably be required to provide services within their regular assignment. Please note: Classified Employees may not use their 30 minute lunch or 15 minute breaks to perform a faculty assignment. These breaks are required by law as well as by the collective bargaining agreement.

This form must be completed and submitted to the Office of Human Resources at least two weeks prior to the start of the faculty assignment.

Faculty assignment requested:
Assignments are limited to 40% of a full-time faculty load including office hours.

Discipline/ Section (if applicable)	Class Title	% of Full-time Faculty Load	Start Date	End Date	Location/ Online	Day(s) of Class/ Assignment	Begin Time	End Time	Office Hours (Times)

Employee's regular work hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

I agree that all work related to the faculty assignment(s) listed above including but not limited to online teaching, meeting with or emailing students, grading papers, preparing for class, etc. will be performed outside of the work hours of my regular assignment.

_____ _____
Employee Signature Date

☐ Approved ☐ Not Approved Reason: _____

_____ _____
Immediate Supervisor Signature Date

☐ Approved ☐ Not Approved Reason: _____

_____ _____
Vice President/Superintendent-President Signature Date