

**HUMAN RESOURCES DEPARTMENT**

Classified Employee - Request for Dual Assignment (Adjunct Faculty Assignment)

Employee Name: \_\_\_\_\_ Semester:    Fall            Spring            Winter            Summer

Employee ID Number: \_\_\_\_\_ Department (Classified Assignment): \_\_\_\_\_ Department(Adjunct Assignment): \_\_\_\_\_

**PLEASE READ FORM COMPLETELY PRIOR TO SIGNING (FORM NEEDS TO BE COMPLETED ELECTRONICALLY)**

**PROPOSED ADJUNCT FACULTY ASSIGNMENT / SCHEDULE**

By my signature below, I have confirmed that the following is true and correct, and I have done the following: 1) offered the assignment(s) to FT faculty as overload, 2) offered the assignments) to adjunct faculty on the Re-hire Preference List for this discipline, and 3) reviewed, and exhausted options, for all of the candidates in the adjunct pool for this discipline. I also acknowledge that I cannot offer substitute work for individuals on Dual Assignment.

| Faculty Assignment Type<br><i>(Ex. Classroom, ISP, Counselor)</i> | Assignment Dates | Teaching Days<br><i>*List days of the week</i> | Daily Teaching Schedule<br><i>*List teaching times</i> | Total Daily Hours | Total Semester Hours | Comments<br><i>(Ex. Course Title &amp; Section #)</i> |
|---|------------------|--|--|-------------------|----------------------|---|
|   |                  |  |  |                   |                      |   |
|   |                  |  |  |                   |                      |   |
|   |                  |  |  |                   |                      |   |

I hereby authorize payment of any resulting classified premium rate to be expensed to the following overtime account code(s): \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_ DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

*To be completed by classified employee's reporting department:*

**CLASSIFIED ASSIGNMENT / SCHEDULE**

By my signature below, I have confirmed that the following is true and correct for the classified employee being requested in this adjunct assignment.

- ✓The employee's most recent evaluation is Satisfactory.
- ✓The employee has passed their initial probationary period and can accept a dual assignment.
- ✓The adjunct faculty teaching assignment schedule does not conflict with the employee's established classified work schedule.
- ✓The employee's classified work schedule will not be altered in order to accommodate the adjunct faculty assignment.
- ✓If, at any time, the employee's classified work schedule changes, I will immediately submit a *Work Schedule Change* Form to Human Resources

| Days of the Week       | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Comments |
|------------------------|--------|---------|-----------|----------|--------|----------|--------|----------|
| Start Time             |        |         |           |          |        |          |        |          |
| End Time               |        |         |           |          |        |          |        |          |
| Unpaid Break Time      |        |         |           |          |        |          |        |          |
| Total Paid Daily Hours |        |         |           |          |        |          |        |          |

Total Hours per Week: \_\_\_\_\_

DEAN /DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_