

## 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): \_\_\_\_\_

*To be completed by department requesting adjunct assignment:*

#### PROPOSED ADJUNCT FACULTY ASSIGNMENT / SCHEDULE

Faculty Assignment Type <small>(Ex. ISP, Counselor, etc....)</small>	Dates of Assignment	Daily Schedule	Total Daily Hours	Total Semester Hours	Account Code	Comments

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

DEPARTMENT HEAD: \_\_\_\_\_

DEAN: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

#### CLASSIFIED ASSIGNMENT / SCHEDULE

Work Schedule	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Comments
Start Time								
End Time								
Unpaid Break Time								
Total Paid Daily Hours								

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

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 the initial probationary period and may 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 anytime, the employee's classified work schedule changes, I will immediately submit a *Work Schedule Change Form* to Human Resources.

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

DATE: \_\_\_\_\_