

Additional Assignment Agreement for Exempt Full-Time (FT) Staff

*If you are considering a payment for a non-exempt employee, please contact HR before starting this form.

Employee Name: _____ S Number: _____

Division/Dept.: _____

Additional Assignment Description:

(This agreement must have approvals before beginning the assignment. If more room is needed, attach separately)

Full-time (FT) appointments require a full commitment of working time and effort. FT, exempt employees are expected to complete their primary assignment regardless of the time required. This is to be done without additional compensation, except in rare circumstances. However, FT, exempt, non-faculty employees may render additional service for the college, within the reasonable discretion of the supervisor, provided that these services will not interfere or conflict with their primary assignment.

The employee and issuing department agree to perform the described assignment above according to the following term and conditions:

1. Except in rare approved circumstances, this overload staff assignment is not within the scope of the employee's primary working assignment. Contact HR if you have questions regarding primary work.
2. Completion of this additional assignment will not interfere with the employee's primary assignment. Should the assignments begin to interfere; a plan to manage them will be arranged with the primary assignment supervisor.
3. The employee has permission from the Office of Sponsored Projects. (For cases where partial or total compensation comes from Federal grants or contracts).
4. The employee shall receive \$_____ to be paid in a one-time lump sum payment following completion of this non-teaching assignment. The expected completion date is: _____.

A [One-time Payment PAF](#) will be required for Staff (non-teaching) assignments.

Approvals	Signatures	Printed Name	Date
Supervisor			
2 nd Level Supervisor			
Office of Sponsored Projects (if applicable)			
Vice President			
Human Resources			