

Additional Assignment Agreement
*(for full-time employee with additional teaching/non-teaching
contract position with a secondary department)*

Because of an inability to find an otherwise qualified individual externally,

Requesting Department: _____

requests the authorization to employ

Employee Name: _____

currently working in

Primary Department: _____

This is intended to be a short-term solution for the period (check and complete one):

- Fall semester _____ (year)
- Spring semester _____ (year)
- Summer semester _____ (year)
- Other: from _____ (mm/dd/yy) to _____ (mm/dd/yy)

The signatures below acknowledge that this request has the potential for creating organizational, personal, and professional conflict in the employee's current assignment as a result of job expectations in both the regular and temporary assignments. Signatories also acknowledge that for nonexempt (hourly) employees, both departments will be responsible for reconciling any and all hours and overtime charges incurred. Please see [FLSA rules and guidelines](#) on the HR website for nonexempt employees.

Both departments must agree to one of the following methods to account for this additional work load.

- The additional assignment will be on top of the current work duties and will not interfere with current duties. The contract compensation will be in addition to the employee's current wage.
- The additional assignment may interfere with current duties and/or may cause those duties to be carried out in a manner inconsistent with the quality desired by the primary department. Therefore, the current work assignment will be reduced by an agreed upon percentage to accommodate for the time needed to complete the additional duties.
A corresponding RAF/rate sheet must be submitted with this form.

Both parties, by their signatures below, acknowledge their agreement.

Primary Supervisor

Contract Supervisor

Name & Signature

Name & Signature

Title

Date

Title

Date