ADMINISTRATOR ADDITIONAL PAY FOR ADDITIONAL ASSIGNMENTS FORM

Employee Information

Employee ID: 
Employee Name: (Last, First Name)

Department: 
Location: 

Additional pay should be awarded for temporary assignments that exceed thirty days. Additional duties should be limited to the confines of a fiscal year. Greater scope and magnitude in relation to other existing positions should be a key consideration in awarding additional pay.

Check one of the following:

☐ 2.5% increase for additional duties that are limited/project-based
☐ 5.0% increase for additional duties that are impacting several areas throughout the college
☐ 7.5% increase for additional duties that are college/district-wide responsibilities

Additional Pay Rationale

Rationale

Start Date: 
End Date:

Accounting Information (Additional Pay Only)

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Amount Per Pay Period</th>
<th>Number of Months</th>
<th>Total Amount</th>
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<tbody>
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Authorization

Signature

Date

Vice President/Vice Chancellor
Administrative Services
President

Review

Chancellor
Fiscal Services

Process (Board & Payroll)

Human Resources