

# SCC Non-Duty Day Form

Non-duty Day Assignment Request Form must be submitted prior to the commencement of any non-duty day work and is only applicable within the same calendar year. Each employee and authorized administrator must sign acknowledging the number of credit hours and/or stipend amount due upon completion of the non-duty day assignment.

This form is to request authorization from the College President and/or designee to create a non-duty day assignment for the employee (s) listed. Administration will make every effort to generate request at least 14 days prior to start of an assignment; thus providing College President and MSCF Co-Presidents an opportunity to review all non-duty day request in advance. However, an email notification will be sent at the time a request is generated to the President's Office, MSCF Co-Presidents, HR, and the requestor.

This Non-duty Day Assignment Request Form prescribes:

A faculty member may work a non-duty assignment that is not described in MSCF contract. This non-duty day assignment is an online request mutually between faculty member(s) and the administrator with final approval of the college president and/or designee. Copies of such assignments will be provided to the MSCF chapter grievance representative, co-presidents, HR, VP of Student and Academic Affairs and the President's Office in a timely manner. The stipend amount or credit hour equivalencies for the assignment will be determined before the assignment is made or work starts and all signatures / approvals are acquired.

This non-duty assignment doesn't guarantee or factor into overload. This assignment can be cancelled or adjusted at the discretion of administration at any time.

Date \*

 /  /  

MM DD YYYY

Requestor: Administrator Name:

Single Employee Only:

Faculty Signature Below is accepting of the assignment and acknowledges the duties assigned and expected outcomes of the administrator, although they may not be fully described on this request form. \*

Clear

**Stipend Amount Requested For Summer Assignment  
(Not Official until Presidential Approval)**

\$  .   
Dollars Cents

**Upload a File**

**Attach a Word Document For Multiple Group Signatures of Acknowledgement**

**BROWSE**

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**Section Break**

Select and complete information for only one (Single or Group):

**Single (Employee Name):**

First Last

**Single Employee Email:**

**Group (Two or More Employee Names & Emails):**

**(include employees name & email for verification and notification purposes)**

**Reasonable Credit Equivalence Request (Insert # of Credits)**


**Reasonable Credit Equivalence Request (Insert # of Credits by Employee)**

**Note: Use this box only if different credits are assigned**


**Upload Project Material and Supporting Documentation**

**BROWSE**

**Summer Assignment Date Begins \***

/  /    
MM DD YYYY

**Summer Assignment Date Ends**

/  /    
MM DD YYYY

**Provide justification and description of responsibilities.**

**Cost Center Charge Number \***

**Cost Center Charge Number**

**Per my discussion with the faculty member, they select the following payment method at the end of summer: \***

⌵

**Signature Required: College President and/or Designee \***

**REQUIRED**

- Notification of Administrator Supervisor
- Faculty/Group Member Signatures Included
- Print and Acquire Signature President and/or Designee
- Supporting Documentation Provided

Signed Copies go to HR Office

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### Payroll / Human Resources Only

This section will be completed by Human Resources and a letter returned to the employee, union, administrator, and a copy placed in the personnel file upon approval of the President.

#### Faculty Credit Rate

#### Additional Compensation Calculation

\$  .   
Dollars                  Cents

#### Drop Down

#### Drop Down

#### Drop Down

#### Drop Down

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### Section Break

#### Notes To File

#### Presidential Approved Rate

\$  .   
Dollars                  Cents

#### Enter Your Email Address For A Copy Of Your Submission

