

TO:

FROM: Becky Cole

DATE:

SUBJECT: Approval for Extra Compensation for Administrators/Staff for Classroom Instruction

The following employee under your supervision has agreed to teach one or more classes scheduled during the specified academic term. TBR policy (05:01:05:00) defines the conditions governing the use of extra compensation. Specifically:

- 1) The services are performed in addition to the employee's full workload and entirely outside of his/her scheduled work hours or while on annual leave
- 2) The additional duties will not interfere with the performance of regularly assigned responsibilities and duties.
- 3) Employees are limited to two credit courses per term for extra pay.

**If you approve of this additional workload assignment, sign the agreement below and return to: the department of the teaching assignment. Your signature is required for approval of the extra compensation. Approved letter should be attached to pay transaction before it is sent to the Office of Executive Vice President and Provost.**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Term

\_\_\_\_\_  
Course(s) Name

\_\_\_\_\_  
Scheduled class(es) day and time

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***This Section to be completed by Supervisor of Employee identified above***

- Employee is approved for extra compensation for teaching the specified course(s) **outside** the normal (M – F, 8:00AM – 4:30PM) workday.

**OR**

- Employee is approved to teach the specified course(s) during the regular workday for extra compensation. If the services are performed during the regular (M – F, 8:00AM – 4:30PM) workday, the workday must be extended or annual leave taken in order for the employee to be paid as overload. Employee will extend workday in the following manner to accommodate this additional workload:

\_\_\_\_\_  
\_\_\_\_\_

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Supervisor Name

Title

Date