

EXTRA DUTY COMPENSATION REQUEST

Additional compensation is given when the amount or type of work is significantly outside the scope of an employee's regular responsibilities (as listed in the employee position description), the work will have departmental- or college-wide impact, and/or is performed when an employee is off-contract. Compensation is paid when the work is completed. Contracted work is governed under OTC Policy 3.15 - Supplemental Employment.

Employee: _____ ID#: _____

Program Area: _____

Anticipated # of Dates/Hours to Work: _____

Eligible Dates for work (to be completed by the supervisor): _____

Location(s) where work will be completed: _____

Rate of Pay: _____ Budget Code: _____

Project description and rationale: Describe the work to be completed below. Explain how the amount or type of work is significantly outside the scope of regular responsibilities.

Note: Curriculum development is eligible for supplemental pay only when a substantive change is required.

Employee: _____

Date: _____

Department Chair/
Program Director: _____

Date: _____

Dean: _____

Date: _____

Provost: _____

Date: _____

I attest that the work described above is complete and satisfactory.

Department Chair/
Program Director: _____

Date: _____