



Appendix E Request for Additional Duties Stipend

Administrator Name: _____ CWID: _____

Title: _____ Campus/Location: DA FH CS

Nature of the Additional Duties

Additional duties are (check one or more, as applicable):

_____ Partial Duties of Another Position (Due to Vacancy/Incumbent Leave)

Position Title: _____

_____ Full Duties of Another Position (Due to Vacancy or Incumbent Leave)

Position Title: _____

_____ Special Project

Project Name: _____

Are there others who are also assigned some or all of these duties? No Yes

If yes, who: _____

If yes, please provide a brief description of the duties assigned to that administrator:

Start Date: _____ End Date: _____

Please describe the additional duties, including the nature of problem solving, accountability/expected results, etc., required during the period of assignment. Attach additional sheet/s if needed.

Administrator

I understand that Additional Duties Stipend (ADS) requires that the additional duties create a substantially larger scope and/or would result in placement at a higher level salary range. ADS is subject to recommendation of the AMA Classification/ Compensation Committee and approval of the Chancellor and Board of Trustees. Additional Duties shall be effective with the date of assignment, or up to 60 days prior to submission of request by the District Office of Human Resources, whichever is later. A complete request, including all campus authorizations, is deemed submitted on the date received by the District Office of Human Resources. ADS is intended to apply to a **temporary** assignment of duties and, normally, may be granted for a period of up to 6 months; some exceptions may apply, for example, due to extended leave or campus reorganization/program review.

Administrator Signature

Date

THIS AREA TO BE COMPLETED BY THE ADMINISTRATOR'S SUPERVISOR

Supervisor Review and Comments on the Description of Additional Duties:

I am aware of the additional duties and agree with the description, except as may be noted in my comments above.

Supervisor Signature

Date

President Signature

Date

For AMA Classification/Compensation and District HR Use