

SPECIAL PROJECT REQUEST
FOR CLASSIFIED, TEMPORARY HOURLY AND NON-ACADEMIC EMPLOYEES

Employee's Name: _____ Employee#: _____

Full-Time or Part-Time Campus: RCC MV Norco District

WORK/SERVICES TO BE PROVIDED BY EMPLOYEE:

Name of Special Project: _____	
Description of Duties: _____	

Start Date: _____	(must be after Board Approval)
End Date: _____	
Total Hours (if applicable): _____	

FOR FULL-TIME CLASSIFIED/CONFIDENTIAL EMPLOYEES ONLY: *(Please verify salary placement with payroll)*

Employee's Current Salary: Range _____, Step _____ Rate of Pay: \$ _____ Total # of Hours: _____
Classified staff to be paid at time and a half of their current classified hourly salary placement.

Total Amount Not to Exceed \$ _____ (if applicable)

Lump Sum amount \$ _____ (if applicable)

Funding Sources or Budget Code: _____

FOR TEMPORARY, HOURLY AS NEEDED EMPLOYEES ONLY: *(Hours worked for special projects are counted towards the maximum allotted of hours that an hourly employee can work for the fiscal year.)*

Rate of Pay \$ _____ per hour. Total Amount Not to Exceed \$ _____

Funding Sources or Budget Code: _____

FOR CLASSIFIED MANAGERS/SUPERVISORS ONLY: *(Please verify salary placement with payroll)*

Employee's Current Salary: Range _____, Step _____ Rate of Pay: \$ _____ Total # of Hours: _____

Total Amount Not to Exceed \$ _____ (if applicable)

Lump Sum amount \$ _____ (if applicable)

Funding Sources or Budget Code: _____

Area Manager/Dean/Director (project supervisor): _____

Printed Name

Area Manager/Dean/Director (project supervisor): _____ Date: _____

Signature

Budget Code Verified: _____ Date: _____

Signature

Vice President/Vice Chancellor/President: _____ Date: _____

Signature

Date of Board Action: _____