HEO & CLT MULTIPLE POSITION REQUEST FORM

A multiple position is an assignment to a different job than an employee's regular full-time assignment. The continuation of an employee's normal work at the employee's college of full-time employment beyond the hours specified in the collective bargaining agreement is not a multiple position. Supervisors must be mindful of the rules governing overtime and compensatory time for employees.

SEMESTER: _____ **BEGIN DATE**: _____ **END DATE:** _____

NAME: _____ F/T TITLE: _____

F/T DEPARTMENT: _____ SUPERVISOR: _____

WORK SCHEDULE IN FULL TIME POSITION:

☐ Sunday _____ AM to _____ PM

☐ Monday _____ AM to _____ PM

☐ Tuesday _____ AM to _____ PM

☐ Wednesday _____ AM to _____ PM

☐ Thursday _____ AM to _____ PM

☐ Friday _____ AM to _____ PM

☐ Saturday _____ AM to _____ PM

HOURLY POSITION APPOINTMENT INFORMATION:

DEPARTMENT: _____ TITLE: _____

NON-TEACHING ASSIGNMENT: _____ TOTAL NON-TEACHING HOURS: _____

☐ Sunday _____ AM to _____ PM

☐ Monday _____ AM to _____ PM

☐ Tuesday _____ AM to _____ PM

☐ Wednesday _____ AM to _____ PM

☐ Thursday _____ AM to _____ PM

☐ Friday _____ AM to _____ PM

☐ Saturday _____ AM to _____ PM

Course Title: _____ Teaching Hours: _____

Course Title: _____ Teaching Hours: _____ Total Teaching Hours: _____

I certify, as a member of the Higher Education Officer series or College Laboratory Technician title series, and understand my obligation to York College in my primary position, which takes precedence over any approved teaching positions or other services provided elsewhere should a conflict occur. **The information provided regarding my full-time schedule is true and correct and the additional appointment has been discussed with and approved by my full time supervisor.** Additional workload is subject to the University's Multiple Position Guidelines. Employment in a multiple position for extra compensation is limited to not more than an average of three (3) hours per week for teaching assignments and six (6) hours per week for non-teaching assignments. The President, under special circumstances may approve an additional three hour teaching assignment. **Requests to hold Non-Teaching Adjunct appointments at York College will only be considered under extraordinary circumstances**.

Employee Signature:

Hourly Department Head Approval: _____ Date: _____

VP/ Provost Approval: _____ Date: _____

A copy of this appointment information will be sent to the employee's full-time supervisor.