

▪ Forty South Market Street ▪ San José, CA 95113

408-270-6406 ▪ 408-239-8825 (fax)

**MSC ADDITIONAL PAY FOR  
ADDITIONAL ASSIGNMENTS FORM**

**Date:**

<b>Employee Information</b>	
<b>Employee ID:</b>	<b>Employee Name:</b> <i>(Last, First Name)</i>
<b>Department:</b>	<b>Location:</b>

Members should work with their direct supervisor to complete this form.  
Provide line-by-line details of additional duties assigned.

If members are assigned additional duties due to a vacancy, the position must be in the process of recruitment. If the vacancy is not in recruitment, an explanation must be included in the request, detailing why the position is not in recruitment.

Members are eligible for a 10% increase for approved additional duties that are limited and project based, outside of normal duties.

Members are eligible for a 15% increase for approved additional duties for multiple projects, or duties impacting several areas outside of normal duties.

<i>Check one of the following:</i>	
<input type="checkbox"/>	10% increase for additional duties that are limited/project-based
<input type="checkbox"/>	15% increase for additional duties that are impacting several areas

<b>Additional Pay Rationale</b>	
Please provide line-by-line additional duties that warrants additional pay:	
<b>Start Date:</b>	<b>End Date:</b>

Accounting Information (Additional Pay Only)		Amount Per Pay Period	Number of Months	Total Amount
	Account Code			
1.				
2.				

Authorization	Signature	Date
Employee		
Vice President/Vice Chancellor		
Administrative Services		
President (if applicable)		

Please provide clear rationale for the approval or denial of this request:

Review		
VC Human Resources		
Chancellor		
MSCC President		

Process (Board & Payroll)		
Human Resources		

*rev10.16.17 ev*

*rev 09.20.23 eb*