SPECIAL ASSIGNMENTS

Request and Approval Form User Guide

CITY COLLEGES
of CHICAGO
Education that Works

Table of Contents

Introduction

At City Colleges of Chicago, a Special Assignment (SA) is defined as a temporary, project-oriented assignment that is outside the employee's regular duties. In FY2015, CCC created an online Special Assignment Request Form and Approval Process.

The online SA Request Form is an option in the Self-Service menu of PeopleSoft and is available to all users. This user guide will walk requestors and approvers through creating, reviewing, and approving an Online Special Assignment Request.

Links

PeopleSoft HR

      https://hcm.ccc.edu/psp/ccchrprd/?cmd=login&languageCd=ENG&

Special Assignment Guides

      http://www.ccc.edu/departments/Pages/Special-Assignments.aspx

Contact

For any questions regarding Special Assignments, please contact compensation@ccc.edu. This box is checked daily, and a member of the Compensation team will respond as soon as possible.

Eligible Employees

- **FT Faculty –** Faculty members can work additional hours over their 30 hour weeks. We suggest limiting the total amount of special assignment hours at any time to 10 to ensure that the Faculty member is working a "typical" full-time work week. In certain circumstances, faculty members can work more than 40 hours. Please be sure to provide rationale for additional hours in Special Assignment request. Doing so will hopefully answer any questions that the approvers may have, allowing your assignment to move through the workflow faster.
- **PT Faculty –** PT Faculty (Adjuncts) can work additional hours over the max teaching load of 12 contact hours.
- **Non-academic union positions -** special assignments should not take any non-academic union position over 40 hours in any one week. This will allow CCC to abide by FLSA laws for all employees.
- **Adult Educators** – Adult educators should not be scheduled more than 29 hours a week per their CBA. Adult educators can work up to 24 hours a week in their position, leaving 5 additional hours for special assignments.
- **Non-Union, Non-academic positions –** Special assignments are not common for these employees because they have flexibility in their job duties, but the option is available in special circumstances, i.e., temporary duties with no change in title.

Ineligible Employees

- **Student Workers -** If the employee is a student worker, **they are not eligible for a special assignment**. Student workers are limited to 20 hours per week but have flexibility in their job duties, and as such, can take on extra duties in their regular work day if their supervisor approves.

Requestor/Supervisor Responsibilities:

- Ensure that duties of the Special Assignment are outside the employee's regular duties.
    - This includes duties covered through release time (i.e. department chair duties).
- Ensure that Special Assignments will not cause employees to exceed their standard work hours and/or cause them to go into overtime. Overview of standard hours above.
- Verify that assignment details are specific and accurate.
- Review and get approval to submit from the Vice President at your campus. If employee is from another location, you should also reach out to the Vice President at that campus.
- Begin submission process **at minimum** 14 days prior to begin date.
    - If submitted with less than 14 days until begin date, the assignment will be forwarded directly to the Provost for override approval
- Keep records of all special assignments you have submitted and/or supervise.
    - This will be helpful for your records, as well as to help answer any questions from the approver workflow regarding your assignments. You may also be asked about the status of an assignment, and should be prepared to answer any questions regarding assignments for which you supervise.
    - Document deliverables to ensure work is being completed or has been completed. Documentation includes, but is not limited to, copies of completed reports, meeting minutes, workshop agendas and participation lists, assessment reports, student performance data and more.
- For Bi-weekly payments, ensure that incremental work is being performed. Notify payroll to stop payment if employee has not worked on the assignment during a pay period.
- For lump sum payments, ensure that work has been completed prior to submitting "Acknowledge Lump Sum Payment" form on PeopleSoft. The assignment supervisor should obtain proof of completion in the form of document deliverables. **Please note that employees will <u>NOT</u> be paid for lump sum assignments until the supervisor submits the "Acknowledge Lump Sum Payment" form after the assignment completion.**

Approver Responsibilities

- **College Vice-President:** Confirms that the assignment is justified and assigned to the appropriate employee. Ensures that the justification and deliverables sections of the assignment request form are accurate and complete.
- **Executive Director, Business Operations:** Assigns the correct funding source(s) for the Special Assignment. Ensures that funds are available to cover the assignment.
- **College President:** Confirms that the assignment is justified and aligned to the goals of the college. Ensures that the assignment meets the established guidelines.
- **Compensation:** General reviewer of assignment information. Modifies submissions as needed.
- **Provost:** Final approver of all submissions. Initial approver of assignments submitted less than 14 days before the start of the assignment.

Payment Types

- **Bi-weekly Payment**
    - Involves measurable, interval work.
    - Generally *at least* 4 weeks in length.
    - Pays automatically according to assignment dates once set up by payroll after assignment is approved.
    - ***Assignment supervisors must monitor assignees' incremental work and must notify payroll if work isn't completed during a pay period to stop payment.***
- **Lump Sum Payment**
    - Involves deliverables not fully assessed until the completion of assignment.
    - Payment is released by payroll after supervisor confirms that the work has been completed by submitting the "acknowledge lump sum payment" notice in PeopleSoft. Supervisors must document and maintain proof of assignment completion.

Quick Start Page

The Special Assignment Online Request and Approval Process can be done in a few simple steps.

Entering a New Special Assignment Request

- Go to the ccc.edu homepage and access the Special Assignment Request form by clicking on the link for **Special Assignment Request** under the **Faculty & Staff** menu.

Special Assignment Request

- Select the person performing the assignment.
- Enter all information pertinent to the assignment.
- Click on the Submit button.

Special Assignment Approval

- Receive an email notification of a Special Assignment Request needing approval and click on the link in the email to go to the Approval form.
- Review and update information on the form as needed.
- Click on the appropriate button to either: approve and submit to the next approval level; push back to the previous approver; or to deny the request.

Online Special Assignment Request & Approval Form
Requestor Instructions

Entering a New Special Assignment Request

1. Go to the ccc.edu homepage and access the Special Assignment Request form by clicking on link for **Special Assignment Request** under the **Faculty & Staff** menu.
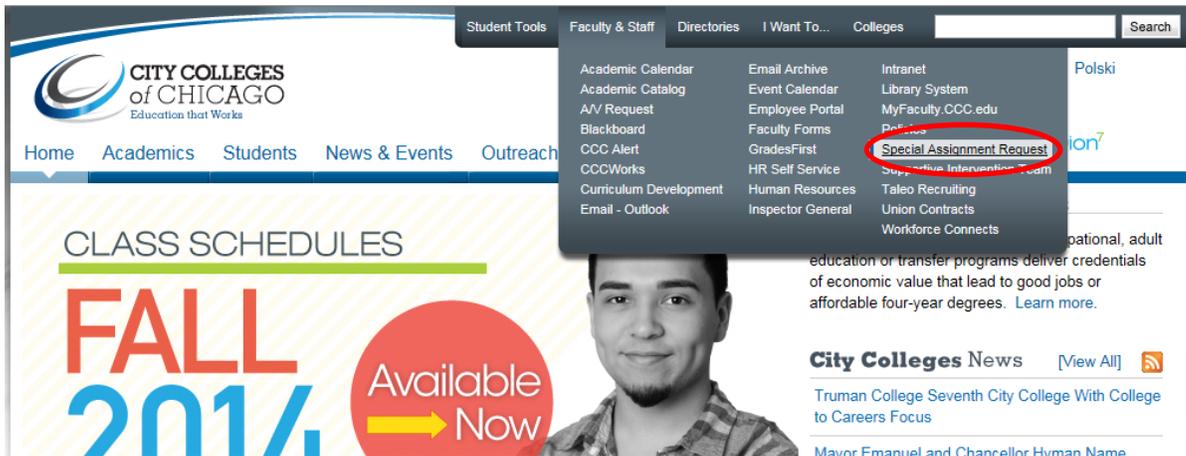
2. When prompted, sign into **HR Self-Service (PeopleSoft)** using your network ID and password.

3. Enter the **EmplID** for the employee being assigned the SA, or click on the magnifying glass to search all active employees by name.
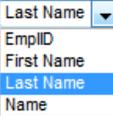
Special Assignment Request

| Find an Existing Assignment | Add a New Assignment |

Assignment ID: NEW
EmplID: [   ] 🔍

[Add]

Find an Existing Assignment | Add a New Assignment

4. Choose preferred **Search by** option in the drop down menu and enter the search criteria in the box for "begins with" and click on the **Look Up** button to select from a list of EmplId's.

Look Up EmplID

Search by: [Last Name ▼] begins with [   ]

[Look Up] nced Lookup
  EmplID
  First Name
  Last Name
  Name

5. Select the **EmplID** from the Search list and click on the **Add** button.

Special Assignment Request

| Find an Existing Assignment | Add a New Assignment |

Assignment ID: NEW
EmplID: [999991234] 🔍

[Add]

6. The **Special Assignment Request page** will appear as shown below:

Special Assignment Request

Assignment ID:	NEW
Name:	Jones,Monica E
Current Job Dept:	Adult Education
Current Job Title:	Adult Educator
Current Job Location:	Daley College

EmpIID: 999991234
☑ Union Employee
FLSA Status: Nonexempt

Assignment Details

*Assignment Job Title: [   ] 🔍

*Assignment Location: [CCC District Office ▾]

*Assignment Department: [0019010] 🔍 VC-Office of Institutional Adv

*Assignment Supervisor: [   ] 🔍

*Assignment Begin Date: [   ] 📅 *End Date: [   ] 📅 Total Weeks: [ ]

Justification

Explain the purpose of the Special Assignment, specific responsibilities and alignment to Reinvention goals.

[   ]

Deliverables

Describe the outcome(s) or results expected from this assignment. (e.g., Published report, improved completion rate).

[   ]

Qualifications

Why is this employee being selected to perform this assignment?

[   ]

Payment Details

Payment Type: Gross   Gross Amount: [   ]

Payment Method: [▾]

*Funding Source: [▾]

Requestor Notes

[   ]

[Save For Later]   [Submit For Approval]

7. Enter the **Assignment Details** using the look-up magnifying glass or drop down menu to search for the appropriate values.
   a. **Assignment Job Title:** Choose the title that most closely matches the Special Assignment using the magnifying glass to search.
      i. **If choosing Other,** please enter an appropriate title
   b. **Assignment Type:** This field will automatically be populated depending on the **Assignment Job Title** selected.
   c. **Assignment Location:** Use the drop-down menu to choose where this specific assignment will be located.
   d. **Assignment Department:** Defaults to the Department of the Requestor. Choose the department for which this Special Assignment is being created.
   e. **Assignment Supervisor:** Enter the EmplId or search with the magnifying glass to select the supervisor managing this Special Assignment. **NOTE: If supervision of the assignment is to be shared between two or more supervisors, please document in the Requestor Notes box. If supervisory duties change to a different supervisor AFTER the assignment is approved, an email explaining the change must be sent to compensation@ccc.edu.**
   f. **Assignment Begin Date:** Enter the first date of the Special Assignment. Special Assignment requests must be submitted at least 14 days prior to the start of the assignment. Any assignments submitted less than 14 days in advance will be routed to Chief of Staff for override approval.
   g. **End Date:** Enter the date the Special Assignment will end.
   h. **Total Weeks:** This field will be calculated automatically based on the dates entered.
   i. **Assignment Hourly Rate:** This field will automatically be populated depending on the **Assignment Job Title** selected.
   j. **Total Hours:** Enter the total number hours expected to be worked for the entire Special Assignment.

Assignment Details

*Assignment Job Title:	033	Learning Communities Prep.
Assignment Type:	Administrative	
*Assignment Location:	Daley College	
*Assignment Department:	6010150	English
*Assignment Supervisor:	999991255	Castillo,Victor
*Assignment Begin Date:	09/22/2014 *End Date: 10/24/2014 Total Weeks: 5	
Assignment Hourly Rate:	$35.000000 *Total Hours: 20.00	

8. Review previous and currently submitted assignments
    a. Make sure currently approved assignments will not overlap with the duties of the assignment being submitted.
    b. Employee's regularly scheduled hours and combined special assignment hours should not exceed 40 hours per work week.
    c. If release time is indicated, please review that release time has not been given to complete the duties of the assignment being submitted.

	Assignment ID	Department	Location	Asgnmt Job Title	Begin Date	End Date	Status
1	000497	Academic Support	Kennedy-King College	Level UP Instructor	15-DEC-14	30-DEC-14	Approved
2	000380	Vice President	Kennedy-King College	Test Prep Coach	13-OCT-14	27-OCT-14	Approved
3	000189	Academic Support	Kennedy-King College	Level UP Instructor	08-SEP-14	15-NOV-14	Approved
4	000620	Workforce Development	CCC District Office	Academic Program Coordinator	06-JAN-15	01-MAY-15	Approved
5	000518	Dean of Instruction	Kennedy-King College	Test Prep Coach	04-DEC-14	05-DEC-14	Approved

Other Special Assignments for this Employee — Customize | Find | View All | First 1-5 of 10 Last

9. Enter why this Special Assignment is needed in the **Justification** box. Make sure the duties related to the assignment are outside of the employee's regular job duties. A good justification should include specific responsibilities and explain how the assignment aligns to Reinvention goals. **NOTE: If the special assignment is related to a specific course, the actual course name and catalog number must be included in the justification.**

Justification

Explain the purpose of the Special Assignment, specific responsibilities and alignment to Reinvention goals.

Learning Communities are directly named in the Title V grant as key innovative curriculum for supporting first-year and at-risk students through active and collaborative learning.

10. Provide a description of the deliverables to measure success of the Special Assignment in the **Deliverables** box. The deliverables should have listed the activities to be performed and a report documenting the interactions. The supervisor is responsible for maintaining proof that the deliverables were accomplished.

Deliverables

Describe the outcome(s) or results expected from this assignment. (e.g., Published report, improved completion rate).

Professor Jones will assist with the planning and course options for the Social Justice cohort for Spring 2015. At the conclusion of the assignment, Professor Daniels will deliver a course outline for the Social Justice Learning Community.

11. Provide an explanation as to why this employee is qualified to perform this special assignment.

Qualifications

Why is this employee being selected to perform this assignment?

Professor Jones has been working with the Learning Communities curriculum since its inception at CCC and has been recognized by students and fellow faculty members for their excellence in applying the curriculum for best practices.

12. Enter the **Payment Details** by typing in the correct values or using the drop down menus to search for values.

    a. **Payment Type:** Defaults to **Gross.**

    b. **Gross Amount:** Defaults based on the assignment type and total hours. This field is only editable for grant-funded assignments.

    c. **Payment Method:** Select **Lump Sum** if employee is to be paid once the assignment has been completed. Select **Bi-Weekly** if employee is to be paid bi-weekly.

    d. **Funding Source:** Choose **Grant** or **Operating**.

    e. **Grant (only visible if Funding Source is *Grant*):** Use the magnifying glass to look up the grant that will be used to fund this Special Assignment.

Payment Details

Payment Type:	Gross	Gross Amount: $700.00
Payment Method:	Lump Sum	
*Funding Source:	Grant	Grant: 103231560 × 🔍 Program Improvement Grant

13. If there are any notes pertinent to the approval of this special assignment, enter it in the Requestor Notes box. **NOTE: If supervision of the assignment is to be shared between two or more supervisors, please document in the Requestor Notes box.**

Requestor Notes

Please note that Monica Jones will be reporting to the Academic Support department for this assignment.

After verifying all required information is accurate, select either the **Save For Later** button or the **Submit for Approval** button. The **Save For Later** button will *not* trigger the Approval process. Only the **Submit for Approval** button will trigger the Approval process.

Requestor Notes

Please note that Monica Jones will be reporting to the Academic Support department for this assignment.

Save For Later   Submit For Approval

14. If the **Submit for Approval** button is chosen, the following message will appear. Verify that the location for the approval workflow is correct and click **Yes**, or click **No** to return to the approval form and change the Assignment Location to the correct value.

Workflow routing will be executed for the Daley College location (20005,33)

You are submitting the Special Assignment Approval request. This will trigger an automatic workflow to the approvers related to the specified location. Please confirm that you would like to proceed.

Yes   No

Search Existing Request (Saved and Submitted)

1. Sign into **PeopleSoft** and go to the **Self Service Menu** and click on **Special Assignment Request**.
2. Click on **Find an Existing Assignment** tab and search by Name, EmplID, or Assignment ID, or leave the search field blank and hit **Search** button to view all Assignments you have requested.

3. Click the **Assignment ID** for the Special Assignment Request to be reviewed.
4. On the Request page, if the request has not yet been submitted, make any necessary changes and either click on the **Save For Later** button to save changes but NOT trigger the Approval process, or click on **Submit for Approval** button to trigger the Approval process. The first Approver will receive an Email notification along with a link to the request form to approve.

Approver Instructions

The approval workflow is as follows:

Requestor→ Vice President→ Exec Dir, Business Operations → College President → Compensation → Chief of Staff

For District Office assignments the form is routed to ED, Provost, Compensation, Provost.

With the exception of the Vice President, every approver can either approve, deny, or pushback (VPs can only approve or deny). If an assignment is pushed back, an email notification is sent to the prior approver. The approver that pushed back the form should provide comments indicating the reason for the push back and instructions for the prior approver to act on the transaction. The prior approver can respond and send the form back along the route for approval.

Approval Notification Via Email

1. Once the Requestor has submitted the Special Assignment Request for approval, the first Approver receives the email notification as shown below. Click on the URL in the email to log into the PeopleSoft system to review and approve the Special Assignment Request.

   Sent: Wednesday, July 2, 2014 11:04 AM
   To: Ex Dir, Business Operations HWASH
   Subject: Special Assignment Approval Required. Name: Jeffrey Daniels, Assignment title: Learning Communities Preparation, Start Date: 25-AUG-14

   Special Assignment Approval required for the Employee below:
   Assignment ID: 000144
   Employee ID: 999991234
   Employee Name: Jeffrey Daniels
   Start Date: 25-AUG-14
   End Date: 10-SEPT-14
   Location Name: Harold Washington College
   Department Name: English
   Supervisor Name: Laurent Pernot
   Transaction Date: 02-JUL-14

   Please use the following link to view the transaction:
   http://hrtest2.cl.ccc.edu:7050/psp/HR90TST/EMPLOYEE/PSFT_HR/c/CCC_MENU.Z_SPCL_ASGN_APRVL.GBL?Page=Z_SPCL_ASGN_APRVL&Action=U&Z_ASSIGNMENT_ID=000144

2. Follow the link in the email and enter your login credentials (your Network ID and password) to log into the PeopleSoft system and access the Approval page.

The approval page will appear as shown below.

Special Assignment Stage 1

3. If you are the Executive Dir, Business Operations, you will need to enter information on Funding Source. Click on the look-up magnifying glass next to the Acct Key field and find the correct funding source for this Special Assignment. If there is more than one account to which this assignment pay should be charged, click on the (+) button next to the Percent field to add another account.

4. To see comments (if any) made by prior approvers, click on the triangle next to **Comments** heading under the **Special Assignment Approvals** workflow:

5. Modify the editable and mandatory fields if needed and enter the comments in the **Comments** section.

- To **approve** the transaction, hit the **Approve** button. The email notification will be sent to the next Approver.
- To **deny** the transaction, hit the **Deny** button. The email notification will be sent to all the prior Approvers (if any) and Requestor.
- To **save** the transaction without making a further Approval transaction, enter the comments in Comments section and hit the **Save only (No Approval)** button. This will save all the page changes into the database but will not further trigger the Approval process.
- The **Pushback** button appears from second Approver onwards. If you hit the **Pushback** button, the approval process will be pushed back to prior Approver and an email notification will be sent to prior Approver to act on the transaction.

6. The approval process workflow can be seen at the bottom of the Special Assignment Approval page:

Approval Via Worklist

1. Approvals may also be made by logging into the PeopleSoft system directly (without clicking on the URL in the email notification). On the PeopleSoft home page, click on **Worklist** link which appears on top right corner.
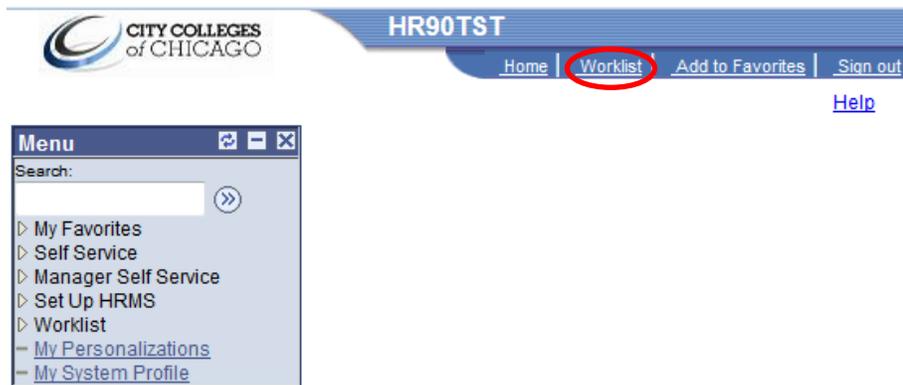
2. The **Special Assignment Requests** in the **Worklist** are *pending* requests only. The transaction in the Worklist will disappear after you act on that transaction (i.e., Approve, Deny, Pushback, etc).

3. Click on the link for the Assignment you want to work on, and it will open the **Approval** page for that **Special Assignment Request**.
4. Follow the instructions on **pages 15-16** of this document to respond to the Request.

Final Approval Communication

Once the Special Assignment is approved by all parties, an email notification is sent to the supervisor and to the assignee, and the system automatically sends the payment info to the holding table for processing by payroll.

Special Assignment for the below employee has been submitted to payroll for payment.

Assignment ID: 000067
Employee ID: 999991512
Employee Name: James Kozicki
Start Date: 23-JUN-14
End Date: 27-JUN-14
Transaction Date: 06-JUN-14

Please use the following link to view the transaction:
http://hrtest2.cl.ccc.edu:7050/psp/HR90DEV/EMPLOYEE/HRMS/c/CCC_MENU.Z_SPCL_ASGN_APRVL.GBL?
Page=Z_SPCL_ASGN_APRVL&Action=U&Z_ASSIGNMENT_ID=000067

Payment Via Lump Sum

For assignments that are paid at the end of the assignment via lump sum, supervisors will receive an email notification on the date the assignment was scheduled to end. This email will contain a link to the authorization page where the supervisor can confirm that the assignment has been completed. **Employees will NOT be paid until the supervisor performs this task.**

1. To confirm the completion of the assignment and to authorize payment, click on the link in the email notification.

Subject: Special Assignment Pay Authorization - Name:Rebecca Wolfram, Assignment Title:Exit Essay Reader, End Date:2014-06-05

This assignment for the employee below ended on 2014-06-05.

Assignment ID: 000071
Emplid: 999991277
Begin Date: 2014-05-10
End Date: 2014-06-05
Payment Type: Gross
Payment Method: Lump Sum

Please use the following link to view the transaction and Acknowledge the work completion.
If you have verified that the work has been completed, please click the Acknowledge Work completion button in the page to authorize the payment. An email notification will be sent to payroll.

http://hrtest2.cl.ccc.edu:7050/psp/HR90DEV/EMPLOYEE/HRMS/c/CCC_MENU.Z_SPCL_ASGMNT_RQST.GBL?
Page=Z_SPCL_ASGMNT_RQST&Action=U&Z_ASSIGNMENT_ID=000071

2. The link in the email will redirect to the sign-on screen for PeopleSoft to access the online form to acknowledge that the assignment has been completed. To confirm, click **Acknowledge Lump Sum Payment** button, and payment info will be sent to the Holding Table. Once payroll approves the payment, the employee will be paid.

   a. If actual hours are less than projected hours, enter actual hours in open field. This will calculate the amended actual pay amount.

   b. If assignment was not completed, acknowledge assignment cancellation.

   The supervisor must document that deliverables were completed and that the correct number of hours were worked prior to acknowledging the lump sum payment.

Payment Via Biweekly Payroll

For assignments that are paid biweekly, once the assignment is approved, payment info is sent to the Holding Table in PeopleSoft. The Payroll department will approve the total amount, and payments will be made biweekly automatically in accordance with the assignment dates. Supervisors of biweekly assignments will receive the following email notification every pay period, informing them that the assignment will be paid unless they instruct Payroll otherwise. In a later phase, biweekly payments will require authorization from the assignment supervisor *before* payment is released.

Online Special Assignment Request & Approval Form User Guide Appendix

Fixing Junk Email Issue

Please follow the below steps so that your Special Assignment workflow email notifications are not delivered to your Junk email folder. This will ensure that your workflow notifications are sent to your Inbox in a timely manner.

1. Click on 'Junk' as shown below in the Outlook.

2. Click on 'Junk E-mail Options...'

3. Select the 'No Automatic Filtering.....' option and click ok.
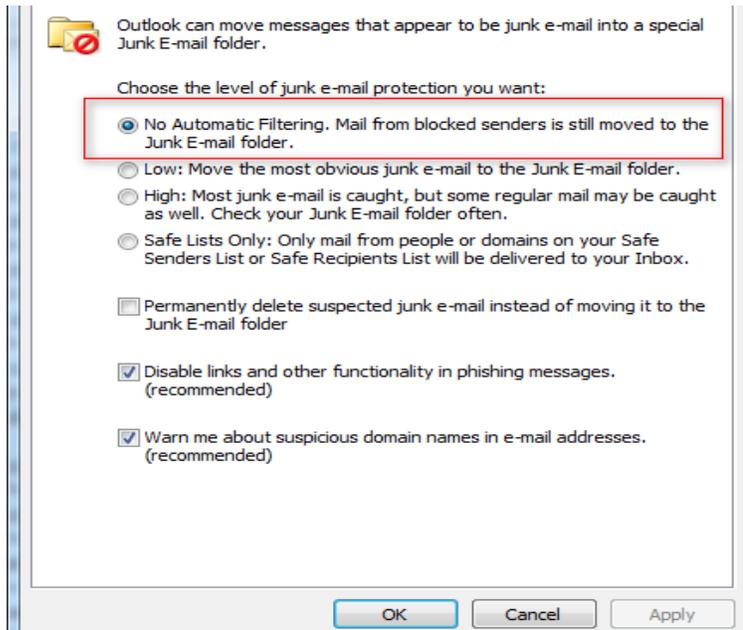
Late Submissions

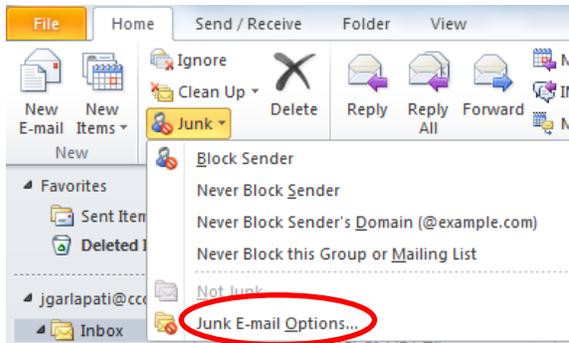If an assignment is submitted at least 14 days prior to the assignment start date, the approver process will continue as normal (Requestor → Vice President → Executive Director → President → Compensation →Provost).

If a special assignment is submitted less than 14 days prior to the assignment start date, the approver process will be shifted to route directly to the Chief of Staff, who will then give override approval (Requestor →Provost → Vice President →Executive Director → President → Compensation → Provost).

When completing a special assignment request, with a start date is less than 14 days prior, the following warning message will appear:
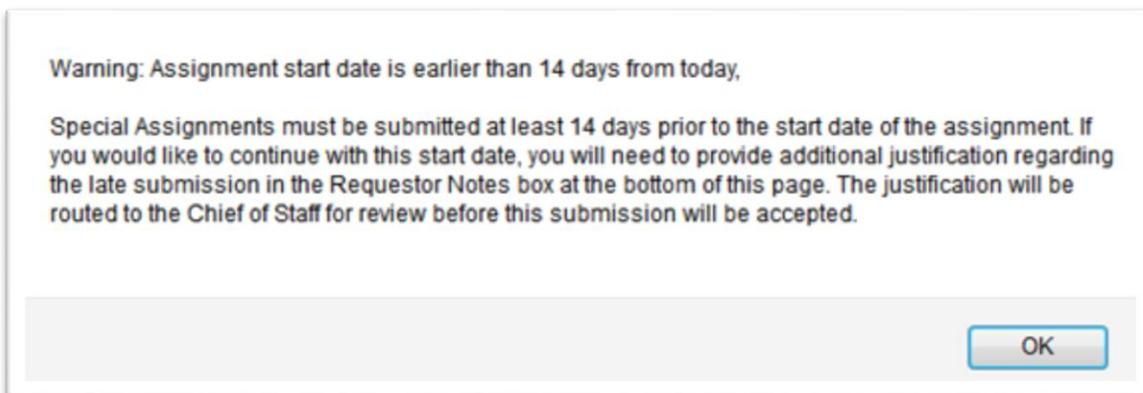
In "Justifications", please provide detailed information as to why the assignment has been submitted late. You may also choose to include more comments regarding override request in the requestor notes field.

After the assignment request is submitted, the Provost will review the assignment and deny or approve the override request, at which point the assignment will terminate, or continue through the approval process.

Special Assignment Titles (Page 1 of 3)

Please note that these titles, categories, and rates are subject to change in the future.

Job Code	Job Title	Hrly Rate	Assignment Category
088	Accreditation Committee	$25	Academic A
006	Adult Educator BNA Instructor	$25	Academic A
019	Data Manager/Analyst	$25	Academic A
020	Department Co-Chair	$25	Academic A
082	Dramaturg	$25	Academic A
085	Externship	$25	Academic A
023	Faculty Lab Developer	$25	Academic A
024	First Aid, CPR, AED Training	$25	Academic A
025	Gear Up	$25	Academic A
029	Guest Lecturer	$25	Academic A
030	Health Career Prog. Projects	$25	Academic A
032	Jury Panel Member	$25	Academic A
034	Level UP Instructor	$25	Academic A
036	Model Eliciting Activities	$25	Academic A
999	Other	$25	Academic A
044	Preliminary Judge/Coach	$25	Academic A
046	Proctor	$25	Academic A
049	Registration Assistance	$25	Academic A
050	Research Project Member	$25	Academic A
051	Speaker/Moderator	$25	Academic A
083	Special Program Instructor	$25	Academic A
052	Summer Workshop for students	$25	Academic A
053	Supplemental Advisor	$25	Academic A
055	Test Prep Coach	$25	Academic A
087	TRIO Instructor	$25	Academic A
086	TRIO Tutor	$25	Academic A
059	Workshop Participant	$25	Academic A
003	Academic Program Revision	$35	Academic B
007	Benchmark Meeting-Discipline	$35	Academic B
010	Chef Instructor	$35	Academic B
073	Culinary ADA Monitor	$35	Academic B
018	Curriculum Development	$35	Academic B
031	IT Problem Solving Training	$35	Academic B
009	Online Learning Course Design	$35	Academic B
043	Practicum Supervision	$35	Academic B
054	Teach CPR Recertification	$35	Academic B
058	Workshop Facilitator	$35	Academic B

Special Assignment Titles (Page 2 of 3)

Please note that these titles, categories, and rates are subject to change in the future.

Job Code	Job Title	Hrly Rate	Assignment Category
004	Accreditation Chairperson	$35	Administrative A
005	Accreditation Co-chair	$35	Administrative A
012	Clinical Coordination Duties	$35	Administrative A
013	Committee Chairperson	$35	Administrative A
014	Committee Co-Chairperson	$35	Administrative A
089	Committee Executive Member	$35	Administrative A
015	Co-Principal Investigator	$35	Administrative A
026	Grant Administrator	$35	Administrative A
027	Grant Writer	$35	Administrative A
997	Interim Supervisor/Director	$35	Administrative A
033	Learning Communities Prep.	$35	Administrative A
038	New Initiative Design/Prog Dev	$35	Administrative A
039	New Initiative Training	$35	Administrative A
045	Principal Investigator	$35	Administrative A
047	Project Facilitator - 10KSB	$35	Administrative A
048	Project Implementation	$35	Administrative A
070	Reinvention	$35	Administrative A
071	Tenure Assistance Leader	$35	Administrative A
060	Writing Assess. Data Analysis	$35	Administrative A
061	Year End Grant Reporting	$35	Administrative A
998	Other (Special Use Only)	$45	Administrative B
069	10KSB Initiative	$55	Coordination A
017	CPS Liaison and Facilitator	$25	Coordination A
065	Dept. Assessment Coordinator	$25	Coordination A
022	Faculty Coordinator	$25	Coordination A
067	Grant Facilitator	$25	Coordination A
078	Prog Director (HlthSci Summer)	$25	Coordination A
001	Program/Project Coordinator	$25	Coordination A
002	Academic Program Coordinator	$35	Coordination B
076	RTW Placement Coordinator	$35	Coordination B
077	TAP Coordinator	$35	Coordination B
081	Wellness Center Coordinator	$35	Coordination B

Special Assignment Titles (Page 3 of 3)

Please note that these titles, categories, and rates are subject to change in the future.

Job Code	Job Title	Hrly Rate	Assignment Category
008	Box Office Manager	$25	Special Events
011	Choir Director	$25	Special Events
037	Musical Performer/Accompanist	$25	Special Events
040	Performer/Choreographer	$25	Special Events
041	Piano Tuning and Repair	$25	Special Events
056	Theater Design	$25	Special Events
084	Accessibility Assistant	$25	Specialized Support
075	CDL Driver	$25	Specialized Support
074	CDL Instructional Training	$25	Specialized Support
021	Design Chem. Storages	$25	Specialized Support
068	District Liaison	$25	Specialized Support
028	Graphic Designer	$25	Specialized Support
066	Physical Education Coordinator	$25	Specialized Support
042	Portfolio Photography	$25	Specialized Support
057	Translator	$25	Specialized Support
080	Fleet Manager	$35	Specialized Support B
079	Float CDL Driver	$35	Specialized Support B
996	Other (Use by Comp Dept ONLY)	$35	Specialized Support B
072	Basketball Score Keeper	$25	Student Activities
016	Costume Designer	$25	Student Activities
035	Middle College Assignments	$25	Student Activities
062	Student Activities	$25	Student Activities