

**Collin County Community College District  
EXTRA SERVICE AGREEMENT FOR NON-TEACHING ACTIVITIES  
OF FULL-TIME EMPLOYEES**

Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Please check primary campus  
 Central     Spring Creek  
 Courtyard     Preston Ridge  
 Other: \_\_\_\_\_  
 Dean/Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 VPAA's/President's Approval \_\_\_\_\_ \*\*\*HR Approval \_\_\_\_\_

**DESCRIBE ASSIGNMENT IN SPACE BELOW:** (Use attachment to list specific duties & expectations.)

Total Project: \$ \_\_\_\_\_ Authorized begin date: \_\_\_\_\_ Authorized end date: \_\_\_\_\_ Cost Center \_\_\_\_\_ Account \_\_\_\_\_  
 Monthly payments through authorized end date OR  Lump Sum Payment upon completion  
 (required for summer assignment)

**\*\*\*NOTE:** Pay rates must be approved in advance by the appropriate administrator and the Human Resource Office.

**FOR PAYROLL USE ONLY:** Job Code \_\_\_\_\_ Position # \_\_\_\_\_ Division \_\_\_\_\_  
 Department \_\_\_\_\_ Unit \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

**SCHEDULE APPROVAL:**

- This extra service assignment will not be performed during the normal work schedule of the employee's full-time assignment. Therefore, no schedule adjustment is necessary.
- This assignment is performed during the normal work schedule of the employee's full-time assignment. Shown below are the adjusted hours I have approved for the employee to work in order to avoid duplicate pay for the same time period. **(Please circle scheduled work days & fill in normal work times.)**

Adjusted weekly work schedule of primary assignment:

|       |   |   |   |   |   |   |   |    |
|-------|---|---|---|---|---|---|---|----|
| Days  | S | M | T | W | T | F | S | Wk |
| Times |   |   |   |   |   |   |   |    |
| Days  | S | M | T | W | T | F | S | Wk |
| Times |   |   |   |   |   |   |   |    |

Days and work time for extra service assignment :

**Approved:** \_\_\_\_\_  
 Dean/Supervisor of Primary Assignment Date

I accept the above assignment at the rate indicated and agree to the Conditions of Employment stated on the reverse side of the form.  
 Payroll cut-off dates are available in each division office or the Business Office.

\_\_\_\_\_  
 Employee Signature Date Payroll Office Date

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- 1. The employee acknowledges that the Collin County Community College has not adopted any policy, rule, regulation, law or practice providing for tenure; no right of tenure is created by this Agreement; and no property interest expressed or implied, is created and continued beyond the contract term.**
- 2. The employee agrees that this Agreement is conditioned upon (i) filing all certificates, transcripts and other documents required by the Collin County Community College with the Human Resources Office; and (ii) in federally or categorically funded assignments, this Agreement is conditioned upon the availability of full and adequate funding for the position.**
- 3. The employee agrees that this Agreement may be terminated at any point during the semester, at the sole discretion of the Collin County Community College, at which time, this Agreement shall be null and void and of no other force and effect.**
- 4. If the employee is unable to complete a portion of the assignment for any reason the administrator shall be notified eight (8) hours in advance, if possible. Absence from non-teaching activities may, in the sole discretion of the Collin County Community College, result in leave and/or salary deductions, in compliance with college policy and Federal FLSA guidelines.**
- 5. The employee shall comply with all policies, rules, regulations of the Collin County Community College in effect, or as may be adopted during the life of this agreement. Failure to comply with any of the Collin County Community College's policies, rules and regulations, including, but not limited to, time schedules, completion of personnel materials and/or assignments may result in termination of this Agreement, or the deduction of leave and/or salary in compliance with college policy and federal FLSA guidelines as determined in the sole discretion of the Collin County Community College.**