



# Request to Teach for Additional Compensation

(Policy 200.1.REV-B)

Employees who teach courses must obtain supervisor approval. The teaching must not interfere with the employee's duties. **The maximum number of credits that can be taught by staff for extra compensation during a calendar year (July 1 – June 30) is three (3) credits.** Exceptions may be granted in extenuating circumstances that serve a compelling need of RBS or the university with the written approval of the Dean. In such a case, the applicant must attach a memo to the Dean explaining in detail why such an exception should be granted.

\_\_\_\_\_  
 First Name    Last Name    Email Address

\_\_\_\_\_  
 Job Title    Department    Phone Number

NE"-Employees in titles coded "NE" receive overtime compensation for hours worked beyond 37-1/2 hours in the workweek (refer to Overtime policy\_60.3.14)

\_\_\_\_\_  
 Grade                          FSLA Status

**Provide information on the last course taught below:**

Semester-Year	Course Title	Course #:	CH	Days Schedule	Delivery Method
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List the course(s) you are requesting to teach for the Semester noted above.

							Semester
<u>Course Title</u>	<u>Course #:</u>	<u>Section</u>	<u>Credit Hours</u>	<u>Day(s) Scheduled</u>	<u>Start &amp; End Time</u> <small>(00:00:xx - 00:00:xx)</small>	<u>Delivery Method</u>	

Is this an RBS course?     Yes     No     **If not, provide Unit name:**

Is this course is scheduled for days and times that are outside of the staff member's normal work/business hours?   Yes     No

**NL:** approved teaching assignment for an NL employee that is scheduled for normal working hours must be charged to vacation, personal or administrative leave time.

**NE:** Employees in titles coded "NE" receive overtime compensation for hours worked beyond 37-1/2 hours in the workweek. If course is scheduled during normal business hours, describe how your schedule will be modified in the box below.

*We have discussed the request to teach the course noted above. If the course is taught during normal business hours, we also agree the staff member will charge the time to vacation, personal or administrative leave. For NE employees, we have agreed to modified scheduled noted above.*

\_\_\_\_\_  
 Employee Signature    Date                          Supervisor Signature    Date

Email completed form to [rbs-hr@business.rutgers.edu](mailto:rbs-hr@business.rutgers.edu)

Appointment authorization (conditional upon the Dean's Office signature below).

\_\_\_\_\_  
 Authorized Signature    Date                          **All exceptions must be approved by the Dean.**

\_\_\_\_\_  
 Lei Lei, Dean    Date