



Notice of Hourly Employment

Semester/Year: _____

Date _____

Name: _____ Employee ID #: _____
 Department or Program: _____ Dept. Ext: _____
 Part Time Contract Dates of Employment: _____
 Supersedes NOHE(s) dated: _____ In addition to NOHE(s) dated: _____
 NOHE originated by: _____ Ext.: _____
 Budget approved by: _____ Ext: _____

ASSIGNMENT

Assignment: _____ Total Hours: _____ Load %: _____
 Hours: _____ Salary Placement: _____ Hrly Rate: _____
 Days: _____ Cost: _____
 Location: _____
 Substitute for: _____

Salary Account Chart Fields					
Code (Letter)	Account (6 digits)	Department (6 digits)	Program (5 digit)	Project/Grant (7 digit)	%

Assignment: _____ Total Hours: _____ Load %: _____
 Hours: _____ Salary Placement: _____ Hrly Rate: _____
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Salary Account Chart Fields					
Code (Letter)	Account (6 digits)	Department (6 digits)	Program (5 digit)	Project/Grant (7 digit)	%

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It is understood that part-time faculty are limited to no more than 67 percent of the full-time load (Education Code section 87482.5). Further, the District reserves the right to adjust the assignment in the event of error or for any reason, including canceled classes or reassignment of a contract/regular instructor with low enrollment classes.

Certify **Fall** and **Spring** terms only

SIGNATURES

Part Time Faculty Use

I certify that my assignment for the _____ semester is within the 67% limit. Initials _____

I also have assignments in the following department(s):

I understand I will also inform the above department if any other hourly assignments for the stated term are incurred after the execution of this form.

Employee _____ Date _____
 Chair/Director _____ Date _____
 Dean _____ Date _____
 Vice President _____ Date _____

Copies distributed by appropriate VP's Office (last signature)

Submit original to the VP of Instructional Services or the VP of Student Services, whichever is applicable

Original: Payroll
Copies: VP of Instructional Services or Student Services, Employee, Division, Department/Program