



Solano Community College District

Approval for Regular Classified Employees to Work as Adjunct

Classified employee teaching is contingent on the recommendation of the immediate supervisor and the approval of the Solano Community College Superintendent-President, Vice President of Human Resources, or Vice President of Finance & Administration.

Employee Directions: Complete Sections 1 – 3 and submit to Classified Supervisor/Administrator

Section 1: Employee Information

Employee Name _____ Employee ID # _____

Section 2: Regular Classified Assignment Information (do not include any current Leave of Absence Requests)

Assignment Location: Fairfield Vacaville Vallejo Other _____

Position Title: _____

Work Hours: _____ Work Days: _____

Work Year: 12-month 11-month 10-month 9-month

Section 3: Request for Approval of Adjunct Faculty Assignment for:

(Note each semester request **must** be on a separate form)

Fall Spring Summer Year _____

Adjunct Faculty Work Location: Fairfield Vacaville Vallejo Other _____

Adjunct Faculty Days/Hours: _____

Specific Time Period (*day/month to day/month*): _____

As a classified employee, I understand that I am not eligible to work on any additional assignments beyond my reduced regular assignment and this teaching assignment.

Signature of Employee

Date

Section 4: Approve/Disapprove*

Check the appropriate box to approve or disapprove the employee request to reach adjunct for the requested semester.

Signature of Immediate Supervisor

Date

Approve Disapprove

Signature of appropriate Administrative Officer

Date

Approve Disapprove

Original: Supervisor

Copy: HR-Personnel File

Copy: Employee