



FACULTY OFF-SEMESTER COMMITTEE APPOINTMENTS & SUPPLEMENTAL INSTRUCTIONAL HOURS TIMECARD

Faculty member

Last Name	First Name
COTC ID Number	Department

Rate

In accordance with the Agreement between Central Ohio Technical College and the United Faculty/Central Ohio Technical College, AFT/OFT:

Compensation for Off-semester Committee Appointments (Article XIX.H)

A faculty member who is authorized by the President of the College and/or Vice President for Academic Affairs and who accepts an off-semester committee appointment shall be compensated \$20.00 per hour.

Supplemental Instructional Hours between Terms (Article XIX.I)

Supplemental instructional hours must be preapproved by the designated administrator. The amount of supplemental pay is determined by the number of contact hours of the supplemental instruction multiplied by the hourly rate as calculated below:

Nine-month faculty = 9-month salary divided by 1,560

Twelve-month faculty = 12-month salary divided by 2,080

Purpose of Work

- Off-semester committee appointment per Article XIX.H
- Supplemental instructional hours between terms per Article XIX.I

Details (Please provide specific details including name of committee/meeting, course #, course name, etc.):

Hours Worked

Date	Time Begin	Time End	Total Hours*	Rate per Hour	Total Stipend (Total Hours x Rate/hour)	Comments
*Hours should be listed as tenths of an hour; i.e. 2 hours 15 minutes = 2.3 hours					\$	

Authorizing Signatures

I confirm that the hours shown on this timecard accurately reflect the time worked for pay purposes during the period indicated. Upon obtaining required signatures, please forward to Payroll for processing. The total stipend amount will be added to your bi-weekly payroll and will appear on a pay advice similar to an overload payment.

Faculty Signature	Date	Supervisor	Date
Dean	Date	Vice President for Academic Affairs	Date
Office of Human Resources	Date		