

Request Approval for Change in Work Hours

Due to Teaching Conflicts

College employees, who are not members of Group T Faculty, as defined by the BCCFA collective bargaining agreement, are generally expected not to request or accept classroom teaching assignments that conflict with their normal work schedules and for which they receive additional compensation. In cases of conflict, an employee's normal work schedule must be adjusted to make up the time. Requests for such schedule adjustments must be made using this form, and must be approved by the employee's Dean or Director, as well as by the employee's Vice President. Such requests must be made prior to the beginning of each semester.

Time cannot be made up by using or abbreviating lunch. Further, requests for schedule adjustments to accommodate teaching during peak work periods during the day will not be approved. Requests should be limited to adjustments at the beginning or end of the normal work day.

Please use the attached form which will also be placed on the Human Resources Forms website for future reference.

BERGEN COMMUNITY COLLEGE
REQUEST APPROVAL FOR CHANGE IN WORK HOURS DUE TO ADJUNCT TEACHING

NAME _____

DEPARTMENT/DIVISION _____

CONTACT INFORMATION:

OFFICE _____

TELEPHONE _____

E-MAIL _____

COURSES TO BE TAUGHT, INCLUDING TIMES	AMOUNT OF TIME TO BE MADE UP

NORMAL HOURS	REVISED WORK HOURS

EMPLOYEE'S SIGNATURE _____

DEAN'S/DIRECTOR'S SIGNATURE _____

VICE PRESIDENT'S SIGNATURE _____

cc: Employee
Human Resources
12/21/06-acd