

Hourly Contract Supplemental Form

To comply with wage and hour laws, all hours worked at the University by a non-exempt or hourly employee must be recorded to ensure that any possible overtime is accounted for and paid out to the employee. When an additional contract or teaching position is taken on by the hourly employee, a contract form ***and*** an hourly rate sheet form must be completed.

The contract form is to indicate the coursework being taught or the project to be completed. It will also obtain all the necessary approvals for payment. Because the contracted time cannot be paid out on a fixed-pay basis, where hours are not tracked and reported, the job will need to be changed over to an hourly-paid based position. The hourly rate sheet form will be the paperwork needed to initiate the hourly position.

To complete the hourly rate sheet form you will need to indicate how many hours per week will be worked and also the hourly rate to be paid. Please complete this form to assist you in determining that rate.

Both departments, by their signature below, acknowledge that they have read and understood the form and agree to the additional contract position for said employee and will be responsible for reconciling any and all hours and overtime charges incurred. Both departments also acknowledge that this request has the potential for creating organization, personal and professional conflict in the employee's current assignment, as a result of job expectations in the regular assignment and the temporary assignment. This is intended to be a short-term solution for the period as stated in the contract form.

Supervisor Primary position

Supervisor Contract position

Signature: _____

Signature: _____

Name : _____

Name : _____

Employee Name : _____

Employee ID : _____

Primary (current) dept: _____

Primary (current) hourly position **(to be completed by Supervisor)**:

1. Hours per week _____
2. Hourly wage _____

Additional (contract) dept: _____

Additional hourly contract position **(to be completed by Supervisor)**:

1. Hours per week
 - TEACHING contract:
 - a. Preparation hours per week _____
 - b. Student contact hours per week _____
 - c. Grading hours per week _____
 - d. Teaching hours per week _____
 - e. Total hours worked per week (lines a-d) _____
 - PROJECT contract:
 - a. Total hours worked per week _____
2. Hourly wage _____

Please keep the following in mind when determining the hourly wage:

- Budgeted amount for contract position.
- Total combined hours under 40 will be paid at the assigned rate of each respective position.
- Total hours worked above 40 will be considered overtime and be paid according to the method as defined by wage and hour law (using weighted average rates when there is more than one position).
- All overtime will be automatically charged to the primary position.
- Contract (secondary) department will need to obtain actual overtime charges from the employee or employee's primary department.
- Overtime charges will need to be reviewed by both departments to determine actual distribution of overtime hours.