

	SOUTHERN CONNECTICUT STATE UNIVERSITY	HRfac10.12.1																								
10.12.1 Compensation Authorization for Duties with No Load Credit Pursuant to Article 10.12.1 of CSU/AAUP Collective Bargaining Agreement																										
<p>10.12.1: Bargaining unit duties involving no load credit that are within the University but other than normal assignments may be offered to full-time members up to a total of 135 hours per semester (prorated for intersession or summer session as appropriate). Compensation for each 45 hours of work shall be one load credit at the compensation rates listed in Article 11.</p>																										
<p>Instructions for completing 10.12.1 form:</p> <ol style="list-style-type: none"> 1. Prepare 10.12.1 form at least three weeks prior to the start of the session. 2. Obtain approvals from Chairperson/Department Head and Dean. 3. Forward form to Academic Affairs for approval by Provost. 4. Faculty member will be notified of Provost decision prior to start of session. 5. Faculty member can begin assignment, only if approved by Provost. 6. When assignment is completed, Faculty Member must sign form in Academic Affairs, certifying that the obligations have been fulfilled. 7. The Dean/Appropriate Vice President will sign bottom of form indicating that the work has been completed, and form will be processed for payment. 																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Name of Faculty Member: _____ </div> <div style="width: 45%;"> Home Dept. of Faculty Member: _____ </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> Indicate Year and Semester: </div> <div style="width: 80%;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Fall:</td> <td style="width: 10%; border: 1px solid black; height: 25px;"></td> <td style="width: 15%;">Intersession:</td> <td style="width: 10%; border: 1px solid black; height: 25px;"></td> <td style="width: 15%;">Spring:</td> <td style="width: 10%; border: 1px solid black; height: 25px;"></td> <td style="width: 15%;">Spring Break:</td> <td style="width: 10%; border: 1px solid black; height: 25px;"></td> </tr> <tr> <td>Summer A 5:</td> <td style="border: 1px solid black; height: 25px;"></td> <td>Summer A 6:</td> <td style="border: 1px solid black; height: 25px;"></td> <td>Summer B 5:</td> <td style="border: 1px solid black; height: 25px;"></td> <td>Summer B 6:</td> <td style="border: 1px solid black; height: 25px;"></td> </tr> <tr> <td>Summer B 3:</td> <td style="border: 1px solid black; height: 25px;"></td> <td colspan="6"></td> </tr> </table> </div> </div>			Fall:		Intersession:		Spring:		Spring Break:		Summer A 5:		Summer A 6:		Summer B 5:		Summer B 6:		Summer B 3:							
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Summer A 5:		Summer A 6:		Summer B 5:		Summer B 6:																				
Summer B 3:																										
Date(s) of Activity: _____																										
Nature of Assignment: (Describe in detail work to be performed.) <div style="height: 60px; border: 1px solid black; margin-top: 5px;"></div>																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Is funding provided through outside contract/grant, i.e., fee paid by participants? <small>(If NO, continue to process form/If YES, submit on a 10.12 form.)</small> </div> <div style="width: 40%;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Does activity interferes with member's normal workload? <small>(If NO, continue to process form/If YES, consult with Human Resources Department)</small> </div> <div style="width: 40%;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Total Hours: _____ </div> <div style="width: 30%;"> Rate per hour: \$ _____ </div> <div style="width: 30%;"> Total Payroll Compensation: \$ _____ </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> Banner Cost Center: </div> <div style="width: 20%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <small>FUND</small> </div> <div style="width: 20%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <small>INDEX</small> </div> <div style="width: 20%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> 612130 </div> <small>ACCOUNT</small> </div> <div style="width: 20%; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <small>PROGRAM</small> </div> </div>																										
<p>By signing below, we certify that the assignment described is not part of a program that will involve the granting of academic credit and that there is no conflict between the scheduling of the 10.12.1 assignments and the faculty member's primary work schedule.</p> <p>APPROVALS:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"> Chairperson/Dept. Head _____ </td> <td style="width: 40%;"> Date: _____ </td> </tr> <tr> <td> Dean _____ </td> <td> Date: _____ </td> </tr> <tr> <td> Provost/VP for Academic Affairs _____ <small>(or designee)</small> </td> <td> Date: _____ </td> </tr> <tr> <td> Chief Human Resources Officer _____ <small>(or designee)</small> </td> <td> Date: _____ </td> </tr> </table>			Chairperson/Dept. Head _____	Date: _____	Dean _____	Date: _____	Provost/VP for Academic Affairs _____ <small>(or designee)</small>	Date: _____	Chief Human Resources Officer _____ <small>(or designee)</small>	Date: _____																
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Chief Human Resources Officer _____ <small>(or designee)</small>	Date: _____																									
<p>I certify that I have fulfilled my obligations as per this form.</p>																										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> Faculty Member _____ </td> <td style="width: 50%;"> Date _____ </td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"> Approved for Payment: _____ </td> </tr> <tr> <td style="padding-top: 10px;"> Dean/Appropriate Vice President _____ </td> <td style="padding-top: 10px;"> Date _____ </td> </tr> </table>			Faculty Member _____	Date _____	Approved for Payment: _____		Dean/Appropriate Vice President _____	Date _____																		
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