

Employee Information & Assignment Details:

Employee Name:	Employee ID:
Primary Position Title:	Primary Supervisor (Name):
Assignment Title:	Assignment Supervisor (if not Primary Supervisor):
Assignment Start Date:	Assignment End Date:
Summary Description of Assignment Responsibilities, Hours, & Standards of Performance:	
Approved Compensation Rate & Pay Schedule:	
Does this assignment require the employee to track hours worked? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Acknowledgement of Supplemental Assignment & Compensation:

I, _____ (Employee), Acknowledge and accept this supplemental assignment being offered to me per this agreement. I understand that I will receive additional compensation paid out by Manhattan Area Technical College (MATC) for my time and efforts per this assignment as outlined. I further acknowledge that my time and work in this assignment shall not interfere with my primary position responsibilities or scheduling. It is my intention to successfully continue fulfilling the expectations of my primary position while also fulfilling the responsibilities and expectations of this assignment and as communicated by the assignment supervisor. This agreement does not alter my at-will employment relationship with MATC, nor will it impact the status or activity of other individual or collective agreements which my employment may be subject to.

Agreement Term:

This Agreement is scheduled to automatically terminate per the designated Assignment End Date.

MATC or Employee may terminate this agreement at any time with or without reason per delivered written notice to the other party and Human Resources. Employee will receive any final compensation owed per regular payroll procedures following assignment termination.

Assignment Compensation:

Compensation for this assignment will be paid out in accordance with MATC's regular payroll procedures and schedule.

Assignment compensation is subject to all applicable labor laws, including minimum wage and overtime regulations. Compensation of Assignment wages is subject to all deductions and withholding that is required by state and federal law, and in accordance with MATC payroll policies and procedures.

Appropriate state and federal taxes will be withheld from these wages per employee's regular designated withholding along with other active payroll deductions.

Employment Status, Benefits, & Overtime:

This Agreement may not affect or change the exemption classification of Employee from their Primary Position Classification. Non-Exempt (hourly) employees must track time spent working in primary and assignment role(s) individually via approved MATC timekeeping procedures. Any Overtime worked must be approved in advance by both Primary and Assignment Supervisors and in accordance with MATC Policy 7.5.2 and other applicable procedures. The Primary Supervisor shall receive and determine approvability for any employee time-off requests. If Employee requests time-off during otherwise designated assignment work hours, the request must be communicated to the assignment supervisor in advance.

Changes in Employee benefit eligibility or coverage based on hours worked must be reviewed and approved by the Primary Supervisor, CFO and HR prior to the assignment start date. Failure to meet or maintain these requirements, will result in immediate termination of agreement.

Amendment of Agreement:

For any amendment to this agreement to be valid or binding, it must be in writing and approved by all appropriate parties. Notable changes to the designated assignment scope, scheduling, duration, or compensation per this agreement should be entered under a new agreement, following immediate termination of existing agreement.

Dispute Resolution:

Any disputes or grievances with regard to the nature or implementation of this agreement must adhere to MATC's Employee Complaint Grievance Policy and Procedure as outlined in Policy 3.7.4.

Agreement of Employee Responsibilities:

By accepting this Agreement, Employee agrees to:

1. Ensure that they continue to meet all performance standards and job requirements for their primary position and any other ongoing positions they may hold within MATC. Taking on additional responsibilities and roles must not affect their ability to effectively fulfill primary work responsibilities and meet essential expectations.
2. Coordinate work hours and scheduling with appropriate supervisors to avoid time-based conflicts or missed deadlines. Non-Exempt Employees must Track time spent in their primary and assignment role(s) individually using approved MATC timekeeping procedures. Overtime must also be approved in advance by both Primary and Assignment Supervisors.
3. Avoid conflicts of interest and report any concerns to their Primary Supervisor and HR.
4. Maintain good standing with the college, and strict adherence to all board-approved policies and procedures, ensuring that expectations outlined in maintaining confidentiality, employee code of conduct, and chain of command are upheld.

Assignment Supervisor Assurances:

Per this agreement, the Assignment Supervisor ensures that:

1. Assignment agreement has been reviewed and approved by appropriate administration including, but not limited to, the Primary Supervisor, MATC's CFO, HR, and President/CEO.
2. The responsibilities and compensation granted by this assignment do not pose a threat to MATC's compliance of state or federal laws, accrediting or funding requirements, board-approved policies, and/or operational effectiveness.
3. The expectations of assignment responsibilities are clear, with established timeframes, outcomes, and other sufficient performance standards.
4. This assignment and compensation thereof do not create or condone a conflict of interest or the perception of such with regard to college operations, legal or financial compliance, and college partnerships.
5. All compensation approved for the assignment is fair, sustainable, and does not cause or advance any undue hardship or financial concerns for the college.

Signature of Approval: By Signing below, I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this agreement, and that my employment is subject to all rules and regulations provided by Kansas Statutes 72-54 et.seq., and the policies and procedures of The college. I understand that this agreement is for temporary appointment, and does not infer subsequent appointment beyond the term of this agreement or active employment with MATC. This agreement does not alter the at-will employment relationship between the employee and MATC, nor will it impact the status or activity of other agreements subject to Employee and MATC.

CFO Initial _____

Assignment Supervisor Signature

Date

Primary Supervisor Signature

Date

Employee Signature

Date

Budget Line: [Enter GL Account Code]

CC: PERSONNEL FILING/ HR
PAYROLL