

OFFICE OF HUMAN RESOURCES, TRAINING & DEVELOPMENT REQUEST FOR CONTRACT (RFC) FORM INSTRUCTIONS

FORM: Request for Employee Contract (RFC)
EMPLOYEE TYPE: Faculty Professional Ancillary Activity Extra Pay Assignment (FT)/ Faculty Professional Ancillary Activities (PT)
CONTACT: Michelle Bullock - OHRTD

Use this form to request faculty extra pay/ancillary assignments. This form should not be used to request assignments for faculty who do not have teaching, counseling, or librarian assignments during the dates on the Request for Employee Contract. For extra pay/ancillary assignments performed during the summer session/intersession, the faculty member must either have a current teaching, counseling, or librarian assignment, or had a teaching, counseling, or librarian assignment that spring semester or is scheduled for the upcoming fall semester. Please email Michelle Bullock at mlbullock@napavalley.edu in OHRTD if you have any questions regarding this process. A Time Record Form can only be processed after the request has been approved by all parties and received by the OHRTD. All items on the forms must be completed. Listed below is additional information to assist in completing this form accurately to ensure the request can be processed in a timely manner.

The standard limit for hourly academic employees is 25 service hours in any week in all combined NVCCD assignments. When calculating service hours for academic employees, managers must add one additional service hour for every paid hour of credit and noncredit faculty instruction and community services teaching. Managers must consider all the hourly employees' assignments prior to requesting an extra pay assignment via the Request for Employee Contract to ensure the service hour limitations are not exceeded.

- Position Title: The position title should be the title for the extra pay assignment. Please do not use faculty or instructor as a position title. Actual instructor/teaching assignments are processed through the Scheduling Office.
- Start and End Dates: The Start Date should be after the request has been completed, routed for signatures, and approved by all approvers. Do not allow the employee to begin the assignment until such time as it has been approved. If a Time Record Form is submitted for the entire amount of the contract prior to the end date of the contract, the Time Record Form will be returned to the supervisor. This can be prevented by notifying Michelle in OHRTD if the end date has changed.
- Method of Payment: Professional ancillary/extra-pay assignments are paid based on the faculty member's placement on the Part-Time, Hourly Credit and CDCP Noncredit Faculty Salary Schedule, Schedule 2. Please contact Michelle Bullock for questions related to the faculty members' step placement. The Total Maximum Payment to Employee section must be completed.
- Tasks/Functions: Give a detailed description of the tasks and functions to be performed, please be specific. A list of duties to be performed may be attached.
- Budget Codes: Budget codes must be completed by the supervisor and approved. As part of the approval process, the Controller reviews the budget codes. (Please note that in the absence of a Controller, The Assistant Superintendent/Vice President, Administrative Services reviews the budget codes.) Please contact the appropriate person above prior to completing the form, if necessary.
- Routing the Request: OHRTD encourages routing the Request for Employee Contract via DocuSign using the process described in the Instructions for Routing Requests for Employee Contract via DocuSign. If you have an assignment for more than 15 employees, you may email the request using the process described in the Instructions for Routing Requests for Employee Contract via Email.

INSTRUCTIONS FOR ROUTING REQUESTS FOR EMPLOYEE CONTRACT VIA EMAIL

Please follow these instructions when routing contract requests via email.

- **Only use the email process when you are forwarding a request for 15 or more academic employees for the same assignment.**
- The supervisor of the assignment, or support staff assigned by the supervisor, completes the appropriate request for contract in the body of an email. Please do not attach the request document to the email.
- List the subject of the email as "REQUEST FOR CONTRACT FOR _____." The subject field is important as this can be used to organize your emails so all Requests for Contract are delivered to one email folder. If you use this process, please make sure you check the folder on a regular basis.
- If completed by support staff, the email must be emailed to the supervisor. If approved, the supervisor would indicate "I approve" on the email and forward it to the next signer in the routing order with a copy to **Michelle Bullock**.
- If completed by the supervisor, the email is forwarded to the next signer in the routing order with a copy to **Michelle Bullock**.
- The request would continue to be routed for approval with **Michelle being CC'd on all emails.**

The routing order for Requests for Contract approval is as follows:

Supervisor

Area Dean (if supervisor is not area dean)

Budget Center Manager (if supervisor, area dean or ASVP is not the Budget Center Manager)

Grant Manager (If applicable and if supervisor, area dean or ASVP is not the Grant Manager)

Supervising Assistant Superintendent/Vice President (ASVP)

Controller

Assistant Superintendent/ Vice President, Human Resources Training & Development

If the assignment is not approved, that information should be emailed to the original requestor and Michelle.

If a change is made to the request, "I approve with the following change(s)" should be indicated in the email.

The requestor should track the request through the approval process. If the request does not progress through the approval process in a timely manner, the supervisor should follow up with the person who has not forwarded the email.

Employees involved in this process may set up their email accounts so that any email with the subject starting with "CONTRACT REQUEST FOR" will be routed directly to a CONTRACT file. This file will need to be reviewed on a daily basis in order for requests to be routed in a timely manner. Emails can be routed to specific folders by using "Rules & Alerts" under Tools in Outlook.

An employee on vacation should set an out-of-office reply, so the initiator knows when the request needs to be routed to the employee's replacement.

INSTRUCTIONS FOR ROUTING REQUESTS FOR EMPLOYEE CONTRACT VIA DOCUSIGN (COMPLETED BY SUPPORT STAFF)

Please follow these instructions when routing contract requests via DocuSign.

- Complete the support staff completion request for contract found under the forms tab on the Human Resources, Training & Development webpage.

- On the PowerForm Signer Information page, fill in the name and NVC email for each signing role listed. If the supervisor of the assignment is not an area dean, please fill in the area dean's name and NVC email. If the supervisor is the area dean, please leave the area dean field blank.
- If the budget code entered on the RFC is for a grant, you must also include the Grant Manager's name and NVC email for signing, even if they signed under a previous role. If the budget codes are not grant codes, please leave the grant manager field blank. Signers will receive an email inviting them to sign this document. Please be sure to double-check the spelling of the names and email addresses before beginning signing.
- Complete all required and appropriate fields per supervisor direction. The supervisor of the assignment field will automatically populate once the supervisor signs the request via DocuSign.
- If you have a job description or list of duties, you can attach the document by clicking on the paperclip located at the bottom right-hand corner of the tasks/functions to be performed box located on page 1.
- Once completed, initial on the bottom right-hand corner of page 2, and then click on "FINISH."
- Please note that the fields in this form have been set up so that the supervisor of the assignment can correct any of the fields, and the Controller can correct budget codes in case of any error.

The request will then be routed in the following order:

Supervisor

Area Dean (if supervisor is not area dean)

Supervising Assistant Superintendent/Vice President (ASVP)

Budget Center Manager

Grant Manager (If applicable)

Controller

Assistant Superintendent/ Vice President, Human Resources Training & Development

If the Controller has any questions regarding the budget codes on the request, the Controller will reach out to the supervisor of the assignment for further clarification.

If any of the signing roles were listed incorrectly when setting up the signing roles, please email Michelle Bullock requesting the change in signing role. This change must be made before it is sent to the incorrect signer.

If you have any questions regarding the step placement for a particular employee, please email Michelle Bullock.

INSTRUCTIONS FOR ROUTING REQUESTS FOR EMPLOYEE CONTRACT VIA DOCUSIGN (COMPLETED BY SUPERVISOR)

Please follow these instructions when routing contract requests via DocuSign.

- Complete the supervisor completion request for contract found under the forms tab on the Human Resources, Training & Development webpage.
- On the PowerForm Signer Information page, fill in the name and NVC email for each signing role listed. If the supervisor of the assignment is not an area dean, please fill in the area dean's name and NVC email. If the supervisor is the area dean, please leave the area dean field blank.
- If the budget code entered on the RFC is for a grant, you must also include the Grant Manager's name and NVC email for signing, even if they signed under a previous role. If the budget codes are not grant codes, please leave the grant manager field blank. Signers will receive an email inviting them to sign this document. Please be sure to double-check the spelling of the names and email addresses before beginning signing.
- Complete all of the required and appropriate fields on the request for contract.

- If you have a job description or list of duties, you can attach the document by clicking on the paperclip located at the bottom right-hand corner of the tasks/functions to be performed box located on page 1.
- Once completed, sign under the supervisor signature area on the bottom of page 2 and click on 'FINISH' to send to the next approver.
- Please note that the fields in this form have been set up so Michelle Bullock can correct any of the fields, and the Controller can correct budget codes in case of any error.

The request will then be routed in the following order:

Area Dean (if supervisor is not area dean)
Supervising Assistant Superintendent/Vice President (ASVP)
Budget Center Manager
Grant Manager (If applicable and if supervisor, area dean or ASVP is not the Grant Manager)
Controller
Assistant Superintendent/ Vice President, Human Resources Training & Development

If the Controller has any questions regarding the budget codes on the request, the Controller will reach out to the supervisor of the assignment for further clarification.

If any of the signing roles were listed incorrectly when setting up the signing roles, please email Michelle Bullock requesting the change in signing role. This change must be made before it is sent to the incorrect signer.

If you have any questions regarding the step placement for a particular employee, please email Michelle Bullock.

10/15/20