

# The School Board of Broward County, FL

## Non-Instructional Additional Assignment Agreement Form

This form is the initiating document to approve a non-instructional additional assignment for all permanent employees. This form does not apply to temporary or substitute employees or instructional employees (Personnel Area IN01 or IN02) working an instructional additional assignment (IN01 or IN02). Instructional personnel working non-instructional additional assignments will need to complete the form.

### Employee Primary Assignment Information

Information in this Section can be obtained using SAP transaction PA20 by selecting Organizational Assignment (0001) and Basic Pay (0008).

Personnel #	Last Name	First Name	
Primary Pos#	Primary Position Title	Personnel Area	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exempt Status
Org Unit	Location Name	Hourly Rate	

### Assignment Information

The location that the additional position belongs to is responsible for the payroll processing of all hours recorded on the position.

Org Unit	Location Name		
Addl Pos#	Additional Position Title	Job Class #	Personnel Area

Personnel Area Comparison: Does the Personnel Area in the Employee Information Section of the form match the Personnel Area in the Additional Position Description Section of this form?  Yes  No

If yes, then the additional assignment job class must be type A or B from the Addl Assignment Job Class/Rate Schedule list.

If no, then the additional assignment job class must be Type A or C from the Addl Assignment Job Class/Rate Schedule list.

List dates and total number of hours that are anticipated with the additional position. The dates and hours agreed to on this form are to be used only as an estimation and can be changed at any time based upon, but not limited to, a change in funding available to cover costs of the assignment or a change in the dates and hours necessary to complete the project.

Start Date	End Date	Estimated Tot Hrs
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### Hourly Rate of Additional Assignment

Enter the rate that is listed on the Addl Assignment Job Class/Rate Schedule. If PR is listed, then enter the hourly rate of the employee's primary assignment. If, for whatever reason, it is determined that the hourly rate agreed upon on this form was calculated incorrectly or the hourly rate on the employee's primary assignment changes, the hourly rate on this agreement will be recalculated and corrected based on the guidelines outlined in the Additional Assignments Business Practice Bulletin.

Hourly Rate	*Overtime Rate
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\*If the Non-Exempt box in the Employee Primary Assignment Information box is checked then enter one and one half times (1.5) the Hourly Rate amount, leave this field blank if the Exempt box is checked. The overtime rate will be paid for non-exempt employees when all combined hours worked primary assignment and any other additional assignments, for SBBC during the work week exceed 40 hours. The workweek for SBBC begins on Monday and ends on Sunday.

### Signatures

Employee Name	Employee Signature	Date
Principal/Director Name	Principal/Director Signature	Date