

DATE: _____

TO: Human Resources

FROM: _____
(Name of Department Head/Supervisor requesting Also Receives)

SUBJECT: Letter of Justification for Also Receives

This letter of justification is for _____ to receive Also Receives Compensation during the period of (_____) to (_____) in the amount of \$_____.

This individual is currently employed at Purchase College in the following capacity:

TITLE	
DEPARTMENT	
BRIEF DESCRIPTION OF CURRENT DUTIES	
REGULAR WORK SCHEDULE (DAYS/HOURS WORKED)	
CURRENT TEACHING OBLIGATION: COURSE NUMBERS, TITLES, SCHEDULED CONTACT HOURS, CREDITS (IF APPLICABLE)	
BRIEF DESCRIPTION OF ALSO RECEIVES ASSIGNMENT	

Signature of employee's immediate supervisor

Date

*Also Receives Compensation should be used for an employee when the work to be performed by the employee is; 1) less than one year, 2) substantially different **and** in addition to an individual's professional work obligation, **and** 3) performed during an employee's normal work shift. For an assignment that is expected to be greater than one year, contact Human Resources to review the assignment. Additionally, Also Receives compensation may not be used for employees who are paid on an hourly, fixed rate or biweekly basis. As with Extra Service, employees may only earn up to twenty percent (20%) of their base annual salary within the calendar or academic year as appropriate*