

DATE: _____

TO: Human Resources

FROM: _____
(Department Head/Supervisor requesting Extra Service)

SUBJECT: Letter of Justification for Extra Service

This letter of justification is for _____ to receive Extra Service 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 DUTIES	
REGULAR WORK SCHEDULE (DAYS/HOURS WORKED)	
CURRENT TEACHING OBLIGATION: COURSE NUMBERS, TITLES, SCHEDULED CONTACT HOURS, CREDITS (IF APPLICABLE)	

This individual is scheduled to perform the following administrative assignment, or teach/instruct the following course(s) or program(s) as part of their Extra service obligation:

TITLE	
DEPARTMENT	
BRIEF DESCRIPTION OF EXTRA SERVICE DUTIES	
EXTRA SERVICE WORK SCHEDULE (DAYS/HOURS WORKED)	
COURSE ASSIGNMENT, COURSE NUMBERS, TITLES, SCHEDULED CONTACT HOURS, CREDITS (IF APPLICABLE)	

Additional justification must be provided for assignments that began prior to attaining proper approvals

Signature of employee's immediate supervisor

Date

*Extra Service should only be used for an employee when the work to be performed by the employee is; 1) performed entirely outside an employee's normal work day/shift, **and** 2) substantially different from an individual's professional work obligation as defined by the employee's performance program, **and** 3) must not interfere with the employee's regular responsibilities. Additionally, SUNY Policy states that compensation for Extra Service is not to exceed an amount equal to twenty (20) percent of an employee's base annual salary in a fiscal (calendar) year beginning July 1 or academic year beginning September 1, as appropriate.*