



MTECH

Extra Service Request/Agreement

Employee Name _____ Date of Request _____

Bill to (Department/Program) _____ Dates of Requested Service _____

Preferred Compensation: Comp Time Payroll Item

Justification for the Extra Service _____

Approved Denied

Reason for Denial _____

This employee has been approved for Extra Service and will be compensated on the following terms. The employee is aware that any work done beyond what is approved in this agreement will not be paid. However, an addendum may be requested and reviewed by the supervisor for approval.

Conditions of Approval and Compensation _____ Estimated Hours: _____

Requesting Supervisor's Signature _____ *Date* _____

Employee's Signature _____ *Date* _____

Human Resources Signature _____ *Date* _____

Vice Presidents Signature _____ *Date* _____

(Vice Presidents signature required if Extra Service is outside of employee's primarily assigned department/program or if Extra Service results in compensation exceeding 20% of employee's base salary.)

At Will Disclaimer

Mountainland Applied Technology College is an at-will employer, meaning either party, with or without notice, with or without cause, may terminate employment. Nothing in the Extra Service policy or form shall create an expectation of continued employment.