

Farmingdale State College

DATE:

TO: Human Resources

FROM:

SUBJECT: Letter of Justification for "Also Receives" Compensation

This letter of justification is for _____ to perform "Also Receives" compensation for the _____ during the period of _____ to _____. This work will be done in addition to their normal professional obligation; No duties are being removed to accommodate the addition of this work. _____.

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

CURRENT 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	
CHANGE IN TITLE	
ANNUAL ALSO RECEIVES AMOUNT: The annual amount refers to the total sum allocated for one year.	

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) one year or less, 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.*