

SPECIAL PROJECTS PROCEDURES

FOR CLASSIFIED, TEMPORARY HOURLY AND NON-ACADEMIC EMPLOYEES

**BEFORE A SPECIAL PROJECT CAN BEGIN IT MUST BE APPROVED BY THE BOARD OF TRUSTEES
SPECIAL PROJECTS CANNOT BE PAID WITHOUT BOARD APPROVAL**

1. **The area Manager/Dean/Director who will have responsibility for the project will complete a Special Project Request Form** to obtain approval for a current District classified/hourly/non-academic employee to complete the special project.
2. The requesting Manager/Dean/Director will review the special project request with the employee and have the **employee sign it and will forward to budget control for funding approval**.
3. **Budget control** will sign the form, verifying funding, and return it to the area Manager/Dean/Director.
4. The area Manager/Dean/Director will forward the form to the appropriate **Vice President, Vice Chancellor or Campus President** for signature who will forward the original request to Diversity and Human Resources.
5. **Diversity and Human Resources** will prepare a board report for approval by the Board of Trustees. (Special projects cannot be paid without board approval.)
6. **Diversity and Human Resources** will forward the original request to Payroll and make copies to the employee's personnel file, the employee, and the area Manager/Dean/Director.
7. **Upon completion of the project:**
 - a. The **employee will submit a Special Project Time Report** to the area Manager/Dean/Director who has responsibility for the project's budget for signature after the work has been completed.
 - b. The area Manager/Dean/Director who has responsibility for the project will submit the **Special Project Time Report** to Payroll for payment.

Warning: Hours worked for all special projects of all temporary, hourly as needed employees are counted towards the maximum allotted hours that they may work during the fiscal year. (The maximum allotted hours that they may work per fiscal year is 950 hours.)