



Civil Service/Exempt Employee Request to Teach

Employee Name: _____ Title: _____ ☐ Civil Service ☐ Exempt

Department/Office: _____ CWU Email: _____ Phone Ext: _____

I am requesting approval to teach the class(es) listed below. This assignment is:

- ☐ With Pay (Contact Payroll to discuss tracking hours and overtime.)
☐ Overtime eligible ☐ Not overtime eligible
☐ Without Pay (I am an Appointing Authority and cannot receive compensation for teaching.)

Class(es): _____ Quarter/Year: _____

Credits/WLU: _____ Additional FTE: _____

Hours/Week: _____ Class Schedule: _____

Regular Assigned Work Schedule:

Anticipated Work Schedule:

Purpose/Justification:

Approvals/Signatures:

Employee Signature: _____ Date: _____

Current Supervisor: _____ Date: _____
(Name, Title, Area)

☐ I understand that this employee may be overtime eligible, and by approving this request, I agree to pay this expense.

Dean of Hiring College: _____ Date: _____
(Name, College/Area)

Cc: Faculty Relations (Charlene.Andrews@cwu.edu)
Payroll (payroll.department@cwu.edu)