



## 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](mailto:Charlene.Andrews@cwu.edu))  
Payroll ([payroll.department@cwu.edu](mailto:payroll.department@cwu.edu))