

PROCEDURE –SPECIAL/ADDITIONAL ASSIGNMENT REQUEST (SAAR) - F.HR.02

The SAAR should be used for current employees of GCC to work additional hours outside the scope of the employee's regular assignment. **All SAAR agreements must be submitted and approved before the additional assignment work is performed.**

To complete the SAAR:

1. Go to the forms page on the GCC website at <http://www.gcccharters.org/staff/SAAR.pdf> and open the SAAR form.
2. Print the form and complete all appropriate sections. The form must include the funding source and all other necessary information.
3. Sign the form and attach any supporting documents.
4. Submit the form and supporting documents to GCC Human Resources.
5. The HR Coordinator will review the form for compliance, requirements, rate, etc.
 - a. If approved, the HR Coordinator will submit the form to the Chief Business Official (CBO).
 - b. If additional information is required, the HR Coordinator will contact the Principal before submitting to the CBO.
6. The CBO will review the form for fiscal and budget purposes.
 - a. If approved, the CBO will submit the form to the Superintendent/CEO.
 - b. If denied, the Principal will be notified and the form will be returned to Human Resources.
7. If approved, the Superintendent will review and approve the form and return it to Human Resources.
8. Human Resources will document the approval and provide a copy of the approved form to the Principal and place a copy in the employee's personnel file.