

**REQUEST FOR CASUAL/OVERLOAD**

*Form 20A*

**Hawaii Community College**

I. **Type of Appointment:**  Post on HireNet / Job Order\_\_\_\_\_

Casual or  Overload (Choose one)

Instructional or  Non-Instructional (Choose one)

Related Position No. \_\_\_\_\_

If casual, list the equivalent BOR class (include position title and pay range):  
\_\_\_\_\_

Initial Appointment  Reappointment -  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Other:\_\_\_\_\_

II. **Appointment Information:**

Requesting Department/Program:\_\_\_\_\_ WD\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.:\_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone No.:\_\_\_\_\_

Account Code(s) to Charge:\_\_\_\_\_ Percentage:\_\_\_\_\_ %

Account Code(s) to Charge:\_\_\_\_\_ Percentage:\_\_\_\_\_ %

Appointment Period: FROM \_\_\_\_\_ TO \_\_\_\_\_

BREAK DAY (If applicable):\_\_\_\_\_

Number of hours:\_\_\_\_\_per week/\_\_\_\_\_total **OR** Number of credits:\_\_\_\_\_ *(If instructional)*

Work Schedule for Appointment (Days and Hours as applicable):  
\_\_\_\_\_

Requested Rate of Pay: \$\_\_\_\_\_ Hourly  
(complete one rate) **OR** \$\_\_\_\_\_ Monthly  
**OR** \$\_\_\_\_\_ Flat rate

III. **How was pay rate determined?**

IV. **Description of Duties and Minimum Qualifications for HireNet, if applicable (attach additional page if necessary):**

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V. Justification for appointment & impact if not approved (attach additional page if necessary):

VI. Appointee Information: (For Overloads Only)

Current UH Employment Information:

Campus: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_

Pay Range/Step: \_\_\_\_\_ FTE: \_\_\_\_\_ Type of Appt.  9 mos.  11 mos.

NOTE: Faculty are subject to collective bargaining overload maximums.

VII. Approval of Appointment:

- o REQUESTOR:

\_\_\_\_\_  
Signature Date

Recommend/Not Recommend: \_\_\_\_\_  
Vice Chancellor/Dean/Director Date

- o APPOINTEE'S VC/DEAN/DIR: (For Overload Only)

Recommend/Not Recommend: \_\_\_\_\_  
Vice Chancellor/Dean/Director Date

- o FISCAL OFFICER: (Adequate funds are available to support this request)

Recommend/Not Recommend: \_\_\_\_\_  
Fiscal Officer Date

- o PERSONNEL OFFICER:

Recommend/Not Recommend: \_\_\_\_\_  
Personnel Officer Date

Approve/Disapprove:

Approve/Disapprove:

\_\_\_\_\_  
Chancellor Date

\_\_\_\_\_  
VC Admin Affairs Date

Casual Appointee Information: (Upon Approval)

Name: \_\_\_\_\_

Approve/Disapprove: \_\_\_\_\_  
Chancellor Date