



Human Resources Division

Employee Relations Department

Labor Relations | Compensation | Classification | Professional Development

AFT Adjunct Shared Governance: Committee Service Form

Instructions:

1. Please complete this form in conjunction with your committee chair.
2. Once complete, forward to your direct Supervisor or Manager for approval.
 - a. Eligibility is contingent upon completion of this form and service rendered.
 - b. One (1) separate form must be completed and signed for each committee that you are serving on.
3. Once Supervisor or Manager signs off, email completed form to sdccdhrcomp@sdccd.edu. Be sure to CC your Administrative Services Office onto this email thread.
4. Dean’s office to assign the Shared Governance assignment in Campus Solutions.
 - a. Job Code A6990 for College
 - b. Job Code B6990 for Continuing Education
 - c. GL = 1110-74210-603000-1401
5. Accept your assignment in Campus Solutions.
6. Done. Complete this form every semester. One (1) separate form needs to be completed per separate committee of service. Payment will be executed at end of semester, when work is complete and we receive notification from the Administrative Services Office via excel template.

Please complete the following:

Employee Name: _____

Employee ID#: _____

Committee in which you are serving: _____

Committee chair/ Department manager: _____

Semester/ year/ location: _____

Days and times committee meets: _____

Total projected # of hours to be served for the semester: _____

Direct Supervisor or Manager’s Name

Direct Supervisor or Manager’s Name Signature