

NORTH CENTRAL STATE COLLEGE

REQUEST FOR VARIANCE FROM STANDARD HOURLY RATES OF PAY FOR PART-TIME INSTRUCTION

Date: _____ Employee Name: _____

(VARIANCE MUST ADHERE TO COLLEGE ADMINISTRATIVE PROCEDURE ON THIS SUBJECT)

COURSE TO BE TAUGHT _____

PERIOD OF TIME INVOLVED _____
(Include beginning and ending date) _____

REASON FOR VARIANCE _____

TYPE OF AMOUNT OF VARIANCE (check all that apply)

FIXED FEE \$ _____

DEVELOPMENT FEE \$ _____

HOURLY TEACHING RATE \$ _____

REQUESTED BY: _____

APPROVED BY: _____
(Signature Director of HR)

APPROVED BY: _____
(Signature Vice President)

(This form is to be attached to the employment contract if applicable)