



COADJUTANT NON-TEACHING (CLASS-8) REQUEST FORM

Instructions: Complete form and obtain all signatures before emailing the form to sebs_hr@sebs.rutgers.edu.

Incomplete forms will be returned to the Preparer.

This form is not needed for administrative appointments and summer salary appointments.

With the exception of administrative appointments for Chairs, Deans, or Directors - All Class 8 appointments must be entered into ROCS, no matter how long or short the appointment term. Please consult the attached Multiple Assignment Matrix to ensure the Class types are compatible. Appointment letters for Coad appointments must be prepared using the Coad/Lecturer depository. Kindly upload the signed appointment letter into HCM to process this appointment action, then update the shared resource workbook.

First Name: _____ Last Name: _____ Title: _____

Department: _____ Email Address: _____

Section II: POSITION INFORMATION

Appointment Start Date: _____ Appointment End Date: _____

Proposed Salary: _____ Funding Source/Account Title: _____

Basis/Justification for Proposed Salary:

Section III: DESCRIPTION OF JOB DUTIES

Job Duties:

Average weekly hours worked _____

What prevents this position from being posted as a part-time Class 1 position, or as a temporary Class 3 or Class 4 position?

Supervisor Signature: _____ Date: _____

Section IV: APPROVAL SECTION

HR Approver: _____
Signature Date

Mazen Shehat, Senior Associate Dean: _____
Signature Date

Multiple Assignment Matrix

Subject to University policies, applicable negotiated agreements and guidelines, internal equity considerations, and appropriate review and prior authorization from the primary department or Chancellor unit, secondary assignments may be permissible, as indicated below.

Employee Class Compatibility for Multiple Job Assignments and the Assignment of Benefits	Description
Class 1 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> Regular faculty, Post-Doctoral Associate, or exempt Staff who also holds a secondary coadjutant teaching or non-teaching assignment. Regular faculty who receives faculty summer research salary. Regular faculty or exempt employee who also holds a secondary Winter/Summer Instructor assignment.
Class 2 prime; no secondary assignment (salary & hourly payroll)	<ul style="list-style-type: none"> Non-employee trades.
Class 3 prime; no secondary assignment (salary payroll)	<ul style="list-style-type: none"> Class 3 employees are limited to one assignment at a time and all appointment provisions as defined in University Policy 60.1.5.
Class 4 prime; Class 9 (non-employee) graduate fellow or fellow secondary (salary & hourly payroll)	<ul style="list-style-type: none"> Class 4 casual and seasonal employees are limited to one assignment at a time. Appointment length restrictions apply in accordance with University Policy 60.1.5. Class 4 seasonal employees are not restricted in the number of hours worked and will receive overtime pay for hours worked over 40 hours per workweek. Class 4 casual and per diem employees must work an average of less than 20 hours per week in a quarter. Class 4 casual and seasonal employees who also hold a secondary class 9 graduate fellow or fellow assignment.
Class 5 prime; Class 5 secondary (hourly payroll)	<ul style="list-style-type: none"> Student hourly employee who also holds another secondary student hourly assignment. See guideline #6 below.
Class 5 prime; Class 9 (non-employee) graduate fellow or fellow secondary (salary & hourly payroll)	<ul style="list-style-type: none"> Student hourly employee who also holds a class 9 fellow or graduate fellow assignment. See guideline #6 below. Class 9 post-doctoral fellows are not compatible with any other assignment.
Class 6 prime; Class 5 secondary (salary & hourly payrolls)	<ul style="list-style-type: none"> Teaching/Graduate Assistant who works additional hours not associated with their TA/GA assignment who also holds a secondary class 5 student worker assignment. See guideline #6 below.
Class 6 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> Teaching/Graduate Assistant who also holds a secondary coadjutant teaching or non-teaching assignment or Winter/Summer Instructor assignment.
Class 6 prime; Class 9 (non-employee) graduate fellow or fellow secondary (salary payroll)	<ul style="list-style-type: none"> Class 9 post-doctoral fellows are not compatible with any other assignment. Teaching/Graduate Assistant who also holds a secondary class 9 graduate fellow or fellow assignment.
Class 7 prime; Class 7 secondary (salary payroll)	<ul style="list-style-type: none"> Lecturer who also holds a secondary Lecturer assignment.
Class 7 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> Lecturer who also holds a secondary coadjutant teaching or non-teaching assignment or Winter/Summer Instructor assignment.
Class 7 prime; Class 9 (non-employee) graduate fellow or fellow secondary (salary payroll)	<ul style="list-style-type: none"> Class 9 post-doctoral fellows are not compatible with any other assignment. Lecturer who also holds a secondary fellowship assignment.
Class 8 prime; Class 5 secondary (salary & hourly payroll)	<ul style="list-style-type: none"> Coadjutant who also holds a secondary student hourly assignment. See guideline #6 below.
Class 8 prime; Class 8 secondary (salary payroll)	<ul style="list-style-type: none"> Coadjutant who also holds a secondary coadjutant teaching or non-teaching assignment.
Class 8 prime; Class 9 (non-employee) graduate fellow or fellow secondary (salary payroll)	<ul style="list-style-type: none"> Coadjutant who also holds a secondary class 9 graduate fellow or fellow assignment.
Class 9 (non-employee) graduate fellow or fellow prime; Class 9 graduate fellow or fellow secondary (salary payroll) <i>See permissible concurrent appointments in Class 4, 5, 6, 7 and 8.</i>	<ul style="list-style-type: none"> Class 9 post-doctoral fellows are not compatible with any other assignment. Fellow or graduate fellow who also holds a secondary graduate fellow or fellow assignment.
Class 9 (non-employee) post-doctoral fellow; no secondary assignment (salary payroll)	<ul style="list-style-type: none"> Class 9 post-doctoral fellows are not compatible with any other assignment.

Guidelines

- 1) The assignment that carries benefits on any given date must be the primary assignment.
- 2) The primary assignment department owns the employee record and must grant advance approval for all additional secondary assignments.
- 3) Where a secondary assignment is permissible and approved by the primary department, the secondary assignment must be outside of the scope of the employee's primary job responsibilities and must not conflict with their primary work hours or job assignment.
- 4) Multiple assignments require the approval of the supervisor from the primary department/unit and the hiring department/unit to ensure transparency and equity across university departments.
- 5) Regular salaried non-exempt staff should receive appropriate overtime pay for hours worked in excess of their standard work week in accordance with university policy, contractual agreements, and federal/state law.
- 6) Graduate students paid a salary to render services to the university, primarily in teaching, should be appointed as Teaching Assistants (TAs). Graduate students paid a salary to render services to the university, primarily in research, regardless of the funding source, should be appointed as Graduate Assistants (GAs).
- 7) Class 9 graduate fellow and fellow assignments are restricted to current Rutgers students.
- 8) Class 9 appointments are reserved for non-employees and do not have job responsibilities or work deliverables associated with the assignment.