

## Directions for completion of Request to Employ Form

Please note that classified and non-unit classified benefited employees are not authorized to work as contracted (non-benefited) employees.

1. Choose whether an original form or modification to a previously completed form. If a modification please explain modification clearly.
2. Choose whether the individual is a new hire, rehire or existing employee
3. If an existing or rehired employee please fill in the HR/CMS ID.
4. Position number, please complete. If not known, please contact the Human Resources Office.
5. If position is an MCCC Professional Staff Assistant please check the MCCC Professional Staff box.
6. If an MCCC Professional Staff position, please contact the Human Resources Office to determine leave hours allotted during the employment year.
7. Project based Contract Employees are paid in lump sum amounts; please indicate amount in Project Rate box.
8. Funding source: choose from drop-down menu
9. Contract/Grant name: indicate specific contract or grant name
10. Indicate whether or not employee is a current NECC student
11. Org: please fill in 4-digit org number
12. Account Code examples:
  - 6118 use for all project contracts and employee stipends for contract work.
  - 6121 use for unit professionals (MTA/MCCC) who are classroom instructors and work less than 37.5 hrs/wk. Includes non unit and non credit part-time instructors as well as DCE adjuncts.
  - 6123 use for non-unit professionals (NUP) who work less than 37.5 hrs/wk
  - 6124 use for unit employees (AFSCME, other) who work less than 37.5 hrs/wk. Includes non-unit classified staff such as peer tutors, para-professional tutors, notetakers, clerks, administrative assistants and students.
  - 6125 use for for unit professionals (MTA/MCCC) who are not classroom instructors and work less than 37.5 hrs/wk such as professional tutors in the tutoring labs; evening tutors supervising the developmental labs; assistant tech specialist and access enrollment counselor in LAC; and evening librarians
13. Program Code explanation:
  - **10 Instruction** - includes **all academic unit members**, faculty, associate and assistant Deans, division chairs and related personnel engaged in credit and non-credit academic teaching, remedial and tutoring. Also includes continuing education/

summer session instruction faculty professional development, community education, occupational and vocation instruction.

- **30 Public Service** - includes non-instructional services beneficial to groups external to the college. Examples are public lectures, radio and television appearances, conferences and institute events and community service activities.
  - **40 Academic Support** - includes **all academic non-unit professionals**, academic advising, and services integral to the primary mission of instruction: libraries, audiovisual services, course and curriculum development, museums and galleries, academic deans, vice presidents and support staff.
  - **50 Student Services** - includes services whose primary purpose is to support students' emotional and physical well being and contribute to intellectual, cultural and social development outside the context of the formal instructional program. Student Services Administration, the admissions office, counseling and career guidance activities, cultural events, financial aid administration, and health services are reflected in this category.
  - **60 Institutional Support** - includes operational support of the institution, *excluding* the physical plant: Executive Management, security, human resources, legal and finance, public relations, purchasing, development and alumni relations. Also includes the President's housing and auto costs.
  - **65 Information Technology** - includes IT personnel: CIO, network administrator, systems analyst, IT client computing.
  - **70 Plant Operations & Maintenance** - includes service and maintenance to the facilities and grounds, utility and insurance costs. Physical Plant Administration, custodial services, building maintenance, and landscape maintenance.
14. If an hourly employee please have employee and supervisor sign and send to the Human Resources Office; if a Project based Contract Employee, please have employee, supervisor and appropriate dean/vp sign and send to Human Resources.