Contract Extension Request Form

All hours worked beyond the hours described in the Graduate Teaching Assistantship Job Responsibility Form shall be remunerated at the **total hourly rate**. Any hours worked beyond those described shall not be worked without an Employee sending this completed **Contract Extension** Form (Appendix D) for approval of the **Employment Supervisor** and **Unit Head.**

# Request for Contract Extension

Name:

Date:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, am requesting approval for a **contract extension** in anticipation of work done during the course of my GTAship for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (course code). I am requesting approval for \_\_ hours of work beyond that outlined in my Graduate Teaching Assistantship Responsibility Form (GTAJRF).

The date range related to completing this work will be \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Please provide rationale for **contract extension** request:

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