



Grayson College

Employee/Adjunct Work Schedule
Faculty Time & Effort Form

This is an agreement between Grayson College and a full-time employee working as an adjunct during regular working hours.

Last Name: _____ First Name: _____
 Semester/Year _____ Department: _____

Regular Working Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
Time In					
Time Out					

Adjunct Schedule

Course Number	Days	Time In	Time Out	Daily Total	Weekly Total
Total					

New Work Schedule

	Regular Hours	New Hours	Total Hours	Make-up Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Totals				

I understand that it is my responsibility to make up all time spent teaching or while in class that is scheduled during my standard work week schedule. I plan to use either my lunch hour and/or work extra hours before or after the standard weekly work schedule. Additionally, I agree to document when my time is made up and share that with my immediate supervisor on a monthly basis.

Signature: _____

Date: _____

Approved by: _____

Date: _____

Employees wishing to teach or take classes during normal working hours must first receive approval from their direct supervisor