



# TEXAS SOUTHMOST COLLEGE

## **Request to Hire TSC Employee for WTCE** **Must be Approved before Assignment Begins**

Date: \_\_\_\_\_  
 Requestor: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 ID# of Employee: \_\_\_\_\_  
 Name of Employee: \_\_\_\_\_  
 Highest Degree Received: \_\_\_\_\_  
 Name of Course/Workshop: \_\_\_\_\_  
 Approval of Supervisor and Division Dean (Name): **Approved:** \_\_\_\_\_  
**NOTE: DO NOT approve if faculty has one or more overloads.**  
 Hourly Rate: \$ \_\_\_\_\_  
 Assignment begin date: \_\_\_\_\_  
 Assignment end date: \_\_\_\_\_  
 Class meeting day(s): \_\_\_\_\_  
 Class meeting time: \_\_\_\_\_  
 Total # of hours: \_\_\_\_\_

### **Instructions:**

1. In order to hire an active employee for Continuing Education, the request must be made to Human Resources **at least one week prior to training.**
2. You must submit request for approval for each occasion to hire. HR will track all employees' assignments. There may be a change of employee's working status/ classification/rate of pay between assignments and this is all taken under consideration before approval will be made.
3. Attach an "Approved" **Request to Hire form** to the Trainer Application when submitted for processing.

\_\_\_\_\_  
Divisional Dean

\_\_\_\_\_  
Associate Vice President of WCTE

\_\_\_\_\_  
Vice President of Instruction

Approved     Not Approved

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.