

### **3.1 REQUESTS TO ENGAGE IN ADDITIONAL PROFESSIONAL WORK**

There are three types of additional work request forms: *Request to Engage in Professional Consulting Form*, *Request to Engage in Nonprofessional, External Commitment Form*, and *Request to Perform Extra CSM Services for Additional Remuneration Form*. The forms are available on the Academic Affairs web site at [http://www.mines.edu/academic/affairs/Request for Additional Work\\_INSTRUCTIONS.htm](http://www.mines.edu/academic/affairs/Request%20for%20Additional%20Work_INSTRUCTIONS.htm). Please see Subsection 6.4.3 of the CSM Faculty Handbook for information regarding the purpose and use of each of these forms.

The completed form, signed by the employee and his or her department head/division director, should be forwarded to the Associate Provost for review and approval, if required. Executed copies of these forms will be distributed by the Office of Academic Affairs.

If payment from CSM is due to the employee after completion of the work, the employee should complete an *Additional Payment Request Form*, which is available at the link above. This form is to be submitted to initiate payment by CSM for additional work when an individual is already an employee of the school. After the work is completed, the employee should fill out this form, obtain the appropriate fund manager's signature and submit it to the Human Resources Office for processing.