

**DELAWARE TECHNICAL & COMMUNITY COLLEGE
DIFFERENTIAL JUSTIFICATION FORM**

Differential: Over-the-Rate Under-the-Rate **Type:** Hourly Supplemental

Position Type: Plan B-type Non-Instructional Plan A-type Instructional Plan A-type

Campus: OOTP Owens Wilmington Stanton Terry

Effective Date: _____ **Recommended Hourly Rate:** \$ _____

Specific Employee: _____ **Empl ID:** _____ **SSN:** _____

In accordance with Salary Plan C, Sections E and F, it is requested that the standard temporary, part-time hourly rate to be paid to the specified employee above or the employee(s) teaching courses in the identified discipline area (*when chosen*) because:

Plan B-type and Non-Instructional Plan A-type Positions

Purpose for Rate Differential: _____

Instructional Plan A-type Positions

Specific Employee. List Course No. & Title: _____

(Hourly rate is effective for the specific employee and course number/title listed above, or if over-the-rate, until such time SPC hourly rate equals or exceeds the recommended hourly rate listed; whichever comes first)

Discipline Area. List course Prefix for Discipline: _____

(Hourly rate is effective for any employee hired to teach a course in the discipline area indicated until the supply/demand requires a new hourly rate, or if over-the-rate, until such time SPC hourly rate equals or exceeds the recommended hourly rate listed; whichever comes first)

Catalog (Credit) Courses

The employee(s) has/have special licensing or certification in _____.

The supply and/or demand for such instructor(s) is/are such that the higher rate of pay is warranted (justify with specific data): _____.

Non-Catalog (Non-Credit) Courses

The supply and/or demand for such instructor(s) is/are such that the higher/lower rate of pay is warranted (justify with specific data): _____.

The above hourly rate is acceptable by the employee(s).

Campus Approvals: *required for all position types*

_____ **Department Chairperson (Optional)**

_____ **Date**

_____ **Dean/Director/Program Manager**

_____ **Date**

_____ **Vice President/Campus Director**

_____ **Date**

College Approval: *not required for non-catalog (non-credit) courses*

OOTP/HR Initials

_____ **President**

_____ **Date**

OOTP/PR Initials