

**Special Assignment Agreement  
for  
Chesapeake Conference Office Staff  
Hourly Employees**

Hourly staff employees of the Chesapeake Conference of Seventh-day Adventists are occasionally asked by Administration or Department Directors to work during special events that may be out of the Conference office, may not be during regular office hours, and may require travel and overnight stay. In such circumstances the hourly employee, as indicated by his/her signature below, agrees to the following terms and remuneration schedule:

- It is understood that the hourly employee is expected to work at special, off-site, Conference sponsored events, and that such work is at the request of the Administrator or Department Director.
- For off-site, special events work, the hourly employee will be paid regular, hourly wages that he/she currently receives for regular office hours, and in accordance with overtime wage policy, when applicable. It is understood that Conference Administrators and Department Directors will be mindful of the work hours the employee accumulates during the regular pay period prior to a planned, special event and will endeavor to adjust the employee's working office hours to avoid, when possible, overtime work during the special event. NOTE: *Overtime hours **must** be pre-approved by the authorized event supervisor (Administrator or Department Director).*
- The hourly employee will keep track of hours, and fractions of hours worked, during special events in the same manner he/she is required to do under regular working circumstances. When possible, the employee should utilize the *uAttend* mobile application to log all hours worked. If the mobile application is not available the employee must keep a written log of hours worked at the event. The log must be approved and signed by the event supervisor.
- The hourly employee will not receive wages for mealtimes or during "off-hours" utilized for sleep and/or personal time.
- For a special event requiring overnight stay the hourly employee will receive reimbursement for travel (transportation fares, fees, and tolls), and lodging (if not provided as part of the special event), and per diem, in accordance with current Chesapeake Conference employment policy.

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Employee Signature

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Date

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Administrator or  
Departmental Director

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Date

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Conference Treasurer

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Date