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[Staff-I] Supplemental Written Notice Email

Nashwa Mekky <nmekky@imsa.edu>

Wed, Aug 14, 2024 at 8:42 AM

To: Staff-L@imsa.edu

Good morning, Titans!

This email serves as a reminder about the importance of communicating supplemental assignments in accordance with IMSA's Employment and Compensation policy (GBB). **Individuals working supplemental assignments must receive written notice detailing their compensation, the duration, and the terms of the agreement.**

If you are responsible for hiring current IMSA employees for supplemental assignments, please ensure that you provide a copy of the finalized supplemental form to the employee you hire. Once the form is routed through DocuSign, you will receive a copy, which you may either email to the employee or print for their records.

This process is essential for enhancing the experience of our IMSA colleagues by clearly outlining expectations regarding compensation and work dates. Thank you for your attention to this important matter. If you have any questions or concerns, please don't hesitate to reach out to any member of the HR team.

Kind regards,

Nashwa

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Have you experienced racism, microaggressions, or bias at IMSA? Report it [here](#)

Staff-I mailing list
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