|  |  |  |
| --- | --- | --- |
| **CONSTRUCTION MANAGER PERSONNEL ASSIGNMENT FORM** | OGS Contract No.: | **S** |
| Reg. Supv. and CM  agreed on **.**  REASON:  New Employee  Full Time  Location Change  From \_\_\_\_\_\_\_  To \_\_\_\_\_\_\_\_  Pay Increase  Part Time  Other Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Effective Date: |  |
| Today’s Date: |  |

**CONTRACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Description: *(Project Title, Facility Name and Address)* | Project No.: | Work Order No.: | Phase: *(check one)*  Pre-Construction  Construction |
| Construction Management Firm Name: | | |

**PERSONNEL ASSIGNMENT INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Assignment Title: | | Assigned Employee Name: | | Sub-Contractor Name: *(Complete only if employee is being provided by a Sub-Contractor.)* | | |
| Justification for Use of a Non-Contract Title: *(Complete only if Assignment Title is not a stipulated Contract Title.)* | | | | | | |
| Actual Hourly Rate: | UPSTATE  DOWNSTATE | | Maximum Billable Rate: *(allowed for title by contract)* | | Overtime Eligible:  YES  NO | Contract Multiplier: |

**TRAVEL REQUIREMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***All travel expenses will be reimbursed in accordance with the guidelines stipulated by the Office of the State Comptroller.*** | | | |
| Home Location:*(City)* | | Jobsite Location: *(City)* | Home to Jobsite Mileage: (*one-way including 35-mile commuting)* |
| No. of Anticipated Overnights: | Explanation: | | |
| Non-Traditional Travel Requirements: *(Explain, if applicable.)* | | | |

**REVIEW AND APPROVAL** *(For OGS Use Only)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contract Coordinator:    Initials | Contract Administration:  *(required when Non-Traditional Travel is requested)*    Initials | Division of Construction:  Approved    (Print Name) | Disapproved  Signature | Date |
| Review Comments: | | | | |

OGS Use Only:  Saved to Work Order File  Field Office Maintenance (FT Only)