

The Clerical and Service Staff Advisory Committee (CSSAC) was instituted in December 1977, to enhance communications between the clerical and service staff and the administration of Purdue University North Central. The primary purpose of this committee is to give the clerical and service staff an opportunity for meaningful input on matters that affect their employment, employee relations, and fringe benefits. The committee welcomes your application.

A minimum time commitment for serving on CSSAC is three to four hours per month. On months with Special Events and Fund Raisers, the time commitment may be an additional eight to ten hours per month. CSSAC members may spend more time, depending upon their commitment level. If you are not scheduled to be on campus (second or third shift) during meetings and other events, your supervisor will have to arrange for overtime or release time. Have you discussed possible CSSAC membership with your immediate supervisor and/or department head and informed them of this time commitment? _____ Yes _____ No

Do you have your supervisor's approval and support to be away from work for meetings and CSSAC business? _____ Yes _____ No (Your supervisor will be asked to verify his/her support.)

CSSAC MEMBERSHIP APPLICATION

Name _____ Department _____ Building _____

Campus Phone _____ Clerical Service Number of years employed _____

Email _____ Fax _____

Immediate Supervisor _____ Campus Phone _____

Department Head _____ Campus Phone _____

Have you ever served on University or community committees? _____ Yes _____ No

If yes, complete the following:

Committee	When	# of Years	Office(s) held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please state below why you want to serve on CSSAC (Attach an additional page if needed)

Supervisor's signature

Employee's Signature