



Community Compensation Program
Other Statutory Duties
Job Aid - CC04 – Attachment 1

Community Compensation Program – Other Statutory Duties Job Aid – Examples

Single member example:

Workgroup Name:		ENTER WORKGROUP NAME	Authorized Time (Hrs.)
Member Name:			
Date	Hours Worked	Activity- briefly describe the authorized work.	
Chairperson:		Print:	
Date:		Signature:	

Multiple Member Example:

Workgroup Name: ENTER WORKGROUP NAME			
Statutory Duties Authorized: DESCRIBE DUTIES (i.e., Review policy, research, etc.)			
Number of Hours Authorized: ENTER NUMBER OF HOURS AUTHORIZED			
Member Name:	Date Worked:	Hours Worked:	Duties worked on:
Chairperson:		Print:	
Date:	Signature:		

Copy the table of the version you need into Microsoft Word. This is submitted with the Community member(s) Compensation form for detailed documentation on time worked to ensure the correct reimbursement amount is paid.