



PREAUTHORIZATION FOR CLASSIFIED STAFF AND MANAGEMENT TEAM TO ACCEPT ADJUNCT FACULTY ASSIGNMENTS

The District recognizes the need to provide opportunities for Classified Staff and Management Team employees to be employed as adjunct faculty in addition to their regular assignments for professional growth and/or in order to cover unanticipated vacancies for instructional assignments.

General Guidelines:

- Any regular manager or classified employee may not teach more than one (1), three-unit class per academic year.
- Any regular manager or classified employee must have the recommendation of their immediate supervisor prior to being offered and accepting an assignment.
- The supervising administrator's recommendation for a regular manager or classified employee to teach must be sent to both their supervising Vice President and the Senior Vice President of Academic Affairs (SVPAA) for final approval.
- Any requests for exceptions will need approval from both supervising Vice President and the Senior VPAA.

Additional guidelines for regular Full-time and Part-time Classified Staff:

Any regular full-time or part-time classified staff who teach may need to reduce his/her work week commensurate to the amount of load taught, so that the total number of combined hours that the employee is working and teaching does not exceed 40 hours per week. Classified assignments must be reduced to accommodate all requirement of the teaching assignment: classroom, office hours, preparation, etc. (see AFA Contract, Article 32, <http://www.afa-srjc.org/Contract/Articles/art32.pdf> for details). Classified employees who are teaching should be directed to spend no more than the specified number of hours (based on the inflated load percentage) on their teaching work. Hours worked should be tracked to ensure compliance with overtime requirements. Any exception to this requires SVPAA/AS prior approval.

Additional Guidelines for Management:

Management are salaried and therefore considered exempt employees. Managers are also exempt from earning over-time and compensatory time (CTO) even though they may exceed 40 hours of work in a week. Regular (full-time) Managers who choose to take on an instructional assignment which is during their usual work day, may need to adjust their work hours to fulfill their regular duties.

ACKNOWLEDGEMENTS/APPROVALS

The following information is to be completed by the Department Chair/Dean of the department that is offering the assignment:

DEPARTMENT: _____

SEMESTER: _____

Adjunct Faculty Enhanced Pay Factors – Fall 2017						
Lecture	Lab	Non-Credit	CDCP	Allied	Unit B	Community Education
2.02	1.51	1.38	1.54	1.00	1.00	1.00

Estimate of amount of time that will need to be reduced by Classified Staff								
Ex =	COURSE	DATES OF ASSIGNMENT (From/To)		UNITS	TYPE OF ASSIGNMENT (Lecture/Lab/Etc.)	FACTOR	TOTAL REDUCTION*	HOURS REDUCED PER SEMESTER
	ENG 100	8/21	12/15	3.0	Lecture	2.02	6.06	106.05

* Based on 1 week of a full-semester length course – multiply x 17.5/Semester; actual calculation may vary, depending on length of course

I, _____ am requesting approval to accept the offer of adjunct faculty assignment for the following:

- ☐ I understand that the reduction above is an estimate. The actual amount of the reduction may be more or less depending on whether the class is a full-semester length class or short course along with a variety of other factors.
- ☐ I understand the PERS and STRS implications of any leave and additional assignments (PERS service credit may be reduced if I take a leave.)
- ☐ FOR CLASSIFIED STAFF ONLY: I also understand that my seniority will be reduced by the amount of leave without pay that I am approved for each semester (classified seniority is determined by hours in paid service in the unit).

EMPLOYEE SIGNATURE _____ DATE: _____

SUPERVISOR APPROVAL _____ DATE: _____

COMPONENT APPROVAL _____ DATE: _____

SENIOR VP/ACADEMIC AFFAIRS APPROVAL _____ DATE: _____

ADDITIONAL COMMENTS:

For Classified Employees, completion/approval of this form authorizes Human Resources to generate a Notice of Absence Form on behalf of the employee to reduce their regular Classified assignment by the appropriate amount equivalent to the total hours worked as adjunct faculty (actual NOA hours will be calculated by HR and Payroll based on actual paid hours, accounting for holidays, short courses, block scheduling, etc.)