



REQUEST FOR APPROVAL FOR CLASSIFIED PROFESSIONALS AND/OR MANAGEMENT TEAM TO ACCEPT ASSOCIATE FACULTY ASSIGNMENT

The District recognizes that there may be a need to provide opportunities for Classified Professionals and Management Team employees to be employed as associate faculty in addition to their regular assignments for professional growth and/or in order to cover unanticipated vacancies for instructional assignments.

General Guidelines:

- The employee who is considering an associate assignment shall inform his/her immediate supervisor who shall discuss the possible adjunct assignment with the Department Chair (if applicable) to review the feasibility of the employee accepting an additional work assignment.
- Prior to accepting an additional work assignment as an Associate Faculty member, the Classified Professional, including all Confidential Classified Professionals, shall obtain the written approval of his/her immediate supervisor (per the District/SEIU Contract, Article 6.13: Overtime.) Any Management Team member who seeks an associate assignment shall comply with Board Policy 2.2P.V.C: Overload Assignments and Board Policy 2.2P.V.D: Maintenance and Establishing New Faculty Service Areas (FSA's).
- Any Manager or Classified Professional who has earned "offer rights" as a District associate faculty member prior to March 1, 2018, pursuant to the District/AFA contract, shall be entitled to accept an adjunct teaching assignment consistent with the associate's offer rights; however, a Classified Professional with such offer rights may be required to reduce the time base of their primary classified assignment as described below.
- Except in unusual circumstances, any Manager or Classified Professional shall not be approved for an associate faculty assignment for more than three units per academic year. Management Team members shall receive approval for an associate assignment on a per semester basis.

Additional guidelines for Full-time Classified Professionals:

As a condition of approval, any full-time Classified Professional who wishes to also teach at the District shall be required to reduce the time base of their primary Classified position, so that the total number of Classified and Associate combined hours that the employee is working does not exceed 40 hours per week. For purposes of this analysis, the District will utilize the "enhanced pay factors" in the District/AFA contract to calculate expected associate hours.

Additional guidelines for Part-time Classified Professionals:

Any part-time Classified Professional who seeks approval to accept an associate faculty assignment may or may not need to reduce his/her work week commensurate to the amount of load taught. The total number of classified and associate combined hours that the employee is working may not exceed 40 hours per week.

Additional guidelines for Management:

Management employees are considered exempt employees. In particular, managers are exempt from earning overtime and compensatory time (CTO) even though they may exceed 40 hours of work in a week. Managers who are approved to accept an associate assignment, consistent with Board Policies cited above, which is during their usual work day, shall adjust their work hours to ensure timely completion of their management duties. A manager who accepts an associate assignment may be precluded from being involved in District negotiations with AFA on behalf of management.

REQUEST FOR APPROVAL OF ASSOCIATE FACULTY ASSIGNMENT

The following information is to be completed by the Classified or Management employee who is offered an Associate Faculty assignment:

NAME OF EMPLOYEE REQUESTING APPROVAL: _____

EMPLOYEE I.D.: _____ CURRENT FTE OF EMPLOYEE: _____

*DEPARTMENT (FOR ASSOCAITE ASSIGNMENT): _____

SEMESTER: _____

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

Estimated amount of time to be reduced by Classified Professional due to associate assignment (for lecture/lab classes, list lecture and lab on separate rows)									
COURSE	DATES OF ASSIGNMENT (From/To)		TYPE OF ASSIGNMENT (Lecture/Lab/Etc.)	COR WEEKLY HOURS	FACTOR	TOTAL WEEKLY REDUCTION – FULL SEMESTER **	FULL SEMESTER MULTIPLIER (17.5)	CLASSIFIED HOURS REDUCED PER SEMESTER	DIVIDE BY WEEKS IF SHORT COURSE
E.g. ENG 100	8/21	12/21	Lecture	3.0	2.02	6.06	17.5	106.05	

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

Note: This preauthorization is effective Spring 2018, and must be completed by all Classified and Management employees who are requesting to teach in addition to their regular assignments, regardless of their current FTE.**

I, _____, am requesting approval to accept the offer of the associate faculty assignment as stated above. I understand the following:

- Classified Professionals who are approved to accept an associate assignment shall spend no more than the specified number of hours (based on the inflated load percentage) on their associate work. (see AFA Contract, Article 32, for details). Hours worked will be tracked with a Notice of Absence form created by Human Resources to ensure that no overtime will result from the dual assignments. Any exception to this requires SVPAA/AS prior written approval.
- There may be PERS and STRS implications of any reduction in time worked and additional assignments (for example, PERS service credit may be reduced).
- Classified Professional seniority may be reduced by the absence (classified seniority is determined by hours in paid service in the unit).

EMPLOYEE SIGNATURE _____ DATE: _____

SUPERVISING ADMINISTRATOR APPROVAL _____ DATE: _____

(Supervising Administrator of the regular Classified/Management position, not of the instructional assignment offered).

COMPONENT APPROVAL _____ DATE: _____

SENIOR VP/ACADEMIC AFFAIRS APPROVAL _____ DATE: _____

ADDITIONAL COMMENTS:

For Classified Professionals, completion and approval of this request authorizes Human Resources to generate a Notice of Absence Form on behalf of the employee to reduce the regular Classified assignment by the appropriate amount of time equivalent to the total hours to be worked as Associate Faculty utilizing the “enhanced pay factors.”

FOR HR USE ONLY:

** Actual class sections per semester: _____

Actual hours reduced per semester: _____

Date request completed: _____

PLEASE RETURN COMPLETED REQUEST FORM TO HUMAN RESOURCES FOR PROCESSING PRIOR TO THE START OF THE ASSIGNMENT.