

**Request Form for Classified Staff Working in Part-time Faculty Assignments
During Their Classified Work Schedules**

Supervisor's approval is only required when the part-time faculty assignment conflicts with the classified staff member's work schedule.

Employee Name: _____ Position Title: _____
 K#: _____
 Department: _____ Supervisor: _____

Term to Which Schedule Applies : Fall Spring Summer I Summer II **20__**

Please note: CSEA Contract - Article 17 applies only to academic assignments. No other secondary work assignments at the District, such as tutoring, are allowable by classified staff.

Directions: Staff member shall complete this request form when an offer for a part-time faculty assignment during their classified work schedule. Both the staff member and immediate supervisor shall sign this form and submit it to the Human Resources Department. It is understood by the unit member that their classified duties take priority and that their part-time faculty workload shall not interfere with their ability to perform essential duties of their classified job. The unit member's supervisor reserves the right to deny approval for a future term assignment should there be a conflict with the completion of essential duties.

Proposed staff member work schedule (inclusive of all required working hours for both classified and part-time faculty assignment) Complete regardless if class is online or in-person. Check here if class is taught 100% online:

Days	Classified Work Hours <small>(Primary Assignment) *Include 30, 45, or 60-minute meal break. Example: 8:30am - 5:00pm</small>	Name of Class & Class Schedule or Online <small>Example: Psych 200TH 6:00pm - 8:20pm</small>	Office Hours <small>"one hour per week for every three Teacher Load Units (TLUs) taught, or prorated to a fraction thereof" (from AP 7214) Example: TR 8:30pm - 9:00pm</small>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

If a change in the staff member's work schedule is required to accommodate the part-time faculty assignment, the "Alternative Workweek Schedule Change Form" must be submitted in conjunction with this request form.

The employee's signature below indicates that the classified staff member has read Article 17 (found on the reverse of this document) and acknowledges that the schedule submitted above complies with Article 17. The signature expressly indicates that preparing for class, grading papers, or holding office hours during the hours of the primary classified staff assignment is not allowable.

Employee Signature: _____ Date: _____

Supervisor Only: Approve Deny Acknowledge Notification of employee working as part-time faculty

Supervisor Signature: _____ Date: _____

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Reference: CSEA Agreement

Effective July 1, 2018 through June 30, 2021

Article 17: Unit Members working in Part-Time Faculty Assignments

In compliance with the Department of Labor, Fair Labor Standards Act, the District agrees to pay unit members one and one-half (1 1/2) times their regular rate of pay for all hours worked over forty (40) in one (1) week. Additionally, employees in the state of California are also eligible for overtime compensation for hours worked in excess of eight (8) hours in one day. This calculation of forty hours in a week or eight hours in a day includes classified hours worked as well as hours worked in the normally exempt category of teaching. Unit members are eligible to work as part-time instructors if they satisfy the following criteria:

17.1 It is at the discretion of the instructional hiring department to make an offer for a part-time faculty assignment, which may include a blended overtime rate of compensation.

17.2 The unit member must notify their classified supervisor prior to the beginning of the part-time faculty assignment for the semester, including summer sessions. The unit member is responsible for informing their classified supervisor of their assigned part-time faculty schedule prior to the start of the semester.

17.3 Unit members that teach classes at a time that conflicts with their classified job schedule are required to have prior approval from their classified supervisor to accept the part-time faculty assignment. Unit members are required to use an alternative workweek schedule or vacation time to accommodate the part-time faculty assignment. Both of these must be approved in advance. Supervisors shall confer with their Area Vice President if the proposed part-time faculty assignment conflicts with the standard operating hours for which they are employed as a unit member.

17.4 The unit member's most recent evaluation must have an average overall rating of "meets expectations" or better (or satisfactory or better based on pre July 2019 evaluation form).

17.5 Unit members are permitted to teach no more than six (6) total TLU's during fall and six (6) total TLU's during spring semesters. Also, unit members are permitted to teach no more than three (3) total TLU's for each summer I and summer II sessions.

17.6 Additional part-time instructional assignments may not be completed during the standard operating hours they are employed as a unit member, such as but not limited to, conducting instructional office hours or course preparation time.

17.7 It is understood by the unit member that their classified duties take priority and that their part-time faculty workload shall not interfere with their ability to perform essential duties of their classified job. The unit member's supervisor reserves the right to deny approval for a future term assignment should there be a conflict with the completion of essential duties.