

Article 16: Hourly Assignments

16.01 HOURLY ASSIGNMENTS DEFINITIONS

- A. **Hourly Assignments.** “Hourly Assignments” means those assignments, generally paid on an hourly basis, which remain available after all regular, probationary and temporary faculty assignments have been made or determined. Summer session, and overload assignments for regular faculty are considered to be hourly assignments. Note: Temporarily available Hourly Assignments that are due to a leave replacement, re-assigned time of a regular faculty member, or other special circumstance that is identified as such when the assignment is offered shall not be counted as load for determining like-load repetition (see 16.04.C.1).
- B. **Other Terms.** For definitions of other terms, including “loss of assignment priority,” “District date of hire,” “departmental date of hire,” “break in service,” “most recent date of hire,” “load pattern,” and “performance of an assignment,” see Article 7: Definitions.

16.02 RIGHT TO MAKE ASSIGNMENTS

A. District Role:

1. The authority for development of class schedules and the right to assign faculty rests with the District, and no obligations to employ faculty engaged in hourly assignments beyond those in law are expressed or implied in the guidelines described below.
2. The District, as represented by the Supervising Administrators, in consultation with Department Chairs and/or faculty Program Coordinators/Directors, will determine the schedule of classes and allied services to be offered and the times when and locations where they are to be offered.
3. The schedule proposal and assignment recommendations shall be submitted by each Department Chair and/or faculty Program Coordinator/Director for review and approval by the Supervising Administrator. Assignments will be considered “reviewed and approved” when published electronically as part of the schedule of classes for any academic term of instruction.

B. Department Role:

1. Each Department Chair and/or faculty Program Coordinator/Director, will make recommendations for the scheduling of faculty for hourly assignments, according to the provisions in their Departmental Procedures (see paragraph 16.03 and 16.04) subject to the review and approval of the department’s Supervising Administrator.
2. Assignments will be considered “reviewed and approved” when published electronically as part of the schedule of classes for any academic term of instruction. The Department Chair shall formally notify department faculty, according to the provisions in their Departmental Procedures, when the publication occurs, and this will constitute notification of the offer of an assignment.
3. Revisions to initial hourly assignments published electronically may be made only when Department Procedures have not been followed or in order to address the concerns identified in paragraphs 16.06 and 16.07.

4. Each Department Chair and/or faculty Program Coordinator/Director has primary responsibility for working with all faculty in their department/program in the development of proposed class schedules and recommendations for assignments.

16.03 MAKING AND REVISING DEPARTMENTAL PROCEDURES

- A. **Procedures on file:** Every department/program shall have written Departmental Procedures on file with the Vice President Academic Affairs and AFA for:
 1. How and when hourly assignment recommendations to the District will be made in their department or program, consistent with the guidelines in paragraph 16.04.
 2. How departmental communications to faculty about hourly assignments will be handled, consistent with the guidelines in paragraph 16.04.E.
 3. How additional program needs will be determined and implemented with regard to “special expertise or experience,” consistent with the guidelines in paragraph 16.04.A.3.
- B. **Making Departmental Procedures.** Faculty in each department, or discipline if several are represented in the department, shall determine, discuss and adopt written Departmental Procedures for making Hourly Assignments:
 1. The Department Chair, or a department-designated committee, shall prepare a written draft of proposed Departmental Procedures or proposed changes to them, and provide for an opportunity for all faculty to discuss and adopt them at a department meeting.
 2. All faculty employed during the semester(s) when the procedures, or changes to the procedures, are proposed shall be invited to participate in the discussion of those procedures. Written notice of the meeting will be sent to all faculty at least ten (10) working days in advance of the department meeting.
 3. All members of the department shall be given a copy of the final proposed document and have at least ten (10) days to review the final document adopted at the department meeting before submission to the Vice President Academic Affairs and AFA for Contract compliance review prior to implementation and authorization to implement. The name or signature of every faculty member who was given the document to review shall accompany the submission.
 4. If a faculty member does not agree with the procedures submitted by the department, the individual’s version of the procedure may be submitted along with the department version for review by the Vice President of Academic Affairs. The Vice President will make the final determination between alternative options and shall prepare a written document that presents conclusions regarding revisions to the Departmental Procedures. The Vice President shall provide a copy to the Department Chair for department distribution and to AFA for Contract compliance review prior to implementation.
 5. Implementation of Departmental Procedures or changes to them will commence for the assignment cycle following AFA and Vice Presidential review and Vice Presidential approval of the procedures.
- C. **Changing procedures.** Any person in the department may initiate a change in Departmental Procedures by placing it on the department meeting agenda. Department Procedures may be changed when the majority of the members in a department, including full-time and adjunct employed during the semester when the changes are voted upon, agree to begin the process. The provisions of paragraph 16.03.B shall then be followed.

16.04 GUIDELINES FOR DEPARTMENTAL PROCEDURES

- A. **Assignment Criteria:** AFA and the District recognize that the hourly assignment recommendations process must reflect a spirit of fairness toward faculty filling hourly assignments. The following criteria shall be considered, in the following order, when making hourly assignments:
1. Satisfactory performance. After the initial hiring, only faculty with a “Satisfactory” or better performance evaluation conclusion shall be considered for an hourly assignment, with one exception. An adjunct faculty member, under the terms of the Evaluation Article, may be considered for an hourly assignment in order to be given an opportunity to improve their performance following an “Improvement Needed” evaluation conclusion. The decision to reemploy under these conditions is at the discretion of the Department Chair with the approval of the Supervising Administrator.
 2. Basic Program Needs. Unless specifically identified by course/service according to the procedures in paragraph 16.04.A.3, Minimum Qualifications for the discipline will be considered sufficient to meet basic program needs for courses/services offered.
 3. Additional Program Need considerations include the determination of “special expertise and experience” needed to teach specific classes or offer specific services. The process for identifying Additional Program Need is outlined below.
 - a. To identify a specific course/service that requires “special expertise or experience” the faculty within a department (or discipline if several are represented in the department) shall determine if there is any exceptional course/service that requires “special expertise or experience” for teaching/providing it by defining and documenting the following:
 - i. The rationale for designating the course/service as one needing “special expertise or experience.”
 - ii. The specific expertise or experience required and the verifiable criteria that will be used to determine who possesses that “special expertise or experience.”
 - iii. A process for determining who will receive such an assignment if more than one faculty member is qualified (for example, rotated based on length of service, starting with the eligible faculty member with the greatest length of service.)
 - b. Only those faculty members who can demonstrate the required expertise or experience may be assigned to perform the identified course/service. In the event that more than one faculty member can demonstrate the required experience or expertise, assignments will be made among eligible faculty according to the provisions in the Departmental Procedures.
 - c. The Department Chair, or faculty Program Coordinator/Director, in consultation with their Supervising Administrator, shall make experience and expertise determinations according the written criteria adopted by the department.
 - d. The information defined and documented in the paragraph 16.04.A.3.a-c shall be explicitly incorporated in the written Departmental Procedures according to the provisions of paragraph 16.03.

4. Institutional Needs. Institutional Need considerations include: determination of array of courses and services, determination of time schedule for classes and services, and meeting articulated staff diversity goals as documented by the District Compliance Officer. Supervising Administrators, in consultation with Department Chairs, shall make institutional need determinations.
5. Length of service. After assignments are made to satisfy the three criteria above, assignments will be given in ranked order to faculty with the greatest length of service in the department, regardless of load performed the previous like semester. Length of service for all faculty (adjunct, regular, probationary, temporary and retired) is calculated from the most recent departmental date of hire, which is defined as either:
 - a. Date of first paid service in the department, or, if a faculty member does not perform paid service in a department for a period of more than two consecutive semesters their return to paid service will establish a new most recent date of hire.
 - b. Note: A faculty member who does not perform paid service in a department for a period of more than two years loses their previous employment status and must successfully complete a new hiring procedure to be re-employed as a new hire and must then re-earn assignment priority.

B. Establishing Assignment Priority: Assignment Priority is earned separately in each department.

1. Initial adjunct probationary period from date of first paid service in a department:
 - a. In order for a department to fully evaluate and assess an adjunct faculty member's performance, no assignment priority will be granted until the sixth semester of employment and completion of the first and second adjunct probationary evaluations. (See Article 14C.)
 - b. During the first five semesters of employment in a department, the department is under no obligation to repeat the load patterns established in a previous like-semester or to offer an assignment.
 - c. Starting in semester six in a department, load patterns that are assigned in each semester shall be repeated in subsequent like-semesters. However, there is no guarantee of a previous like-load if it is greater than 40%.
2. Following a period of more than two semesters, but less than two years, without performing paid service in a department: the date of return to paid service establishes the new, most recent, date of hire.
 - a. If a faculty member has already completed the probationary period they will be deemed to have established their assignment priority and any load assigned to them will become the like load for future semesters.
 - b. If a faculty member has not completed the probationary period the probationary period will continue from the most recent date of hire.
3. Following a period of more than two years without performing paid service in a department: The former faculty member must successfully complete a new hiring procedure to be re-employed as a new hire. Successfully completing the new hiring procedure will place the former faculty member into a department Adjunct Faculty Pool. The performance of an assignment will establish a new, most recent, date of hire and a new adjunct probationary period will begin. The provisions of 16.04.B.1 will apply.

C. Making Assignments:

1. Repetition of load pattern.
 - a. The recommended assignment for faculty with assignment priority will repeat the hourly load actually performed by the faculty member in the previous like semester (Fall for Fall, and Spring for Spring), subject to the limitations of paragraphs 16.04.C.1.c, 16.04.C.4 and 16.05. However, there is no guarantee of a previous like-load if it is greater than 40%.
 - b. When the previous like-semester load for a faculty member with assignment priority exceeds 40%, an assignment of 40%, shall be allocated to that faculty member initially. If it is not possible to reproduce the load exactly a greater load (as close as possible to 40%) shall be offered. After all those with assignment priority have received their assignments, the remaining assignments shall be allocated first to those with a previous like load exceeding 40% to a point equal to, or as close as possible to, the load of the previous like semester.
 - c. If an Hourly Assignment electronically published in a schedule of classes for any term of instruction is “lost” by a faculty member with Assignment Priority, due to low enrollment or the need for a regular faculty member to reach a 100% load, the previous like-semester load as documented in the College database for the previous like-semester (equal to the load before the assignment was lost) will apply for the next like-semester. If an assignment is lost a second time, a new semester like-load is established. This provision also applies to Summer Sessions.
 - d. If a faculty member with assignment priority had no assignment the previous Fall or Spring, the Department Chair will recommend an assignment following the Assignment Criteria documented in the Departmental Procedures of one class, (typically a 20% load if available, or the most previous like-load, whichever is less.) If assignments remain after all those with assignment priority have received their previous like-load assignments, additional assignments may be recommended.
 - e. A repetition of load pattern does not imply any guarantee about specific course assignments, specific day assignments, specific time assignments, or specific location assignments for hourly assignments.
 - f. Any Hourly Assignments that remains after offering the previous like-load to all those with Assignment Priority shall be treated as new or increased assignments. See paragraph 16.04.C.5.
2. Probationary faculty overload. Probationary faculty in Year 1 of the tenure review process who request an hourly assignment may be recommended for an hourly assignment with the prior approval of the Supervising Administrator and the appropriate Vice President (provided they are otherwise eligible for an assignment based on 16.04.A and B above).
3. Changes in assigned load. Any change in a recommended assignment load from the previous like semester should be conveyed in time for the faculty member to make appropriate preparations.

4. Limitation on right of assignment. There is no assignment priority guarantee for assignments above 40% of a full-time equivalent workload in any department, or above 60% in the Fall or Spring semesters in the District; however, a Department Chair may recommend assignments above 40% subject to the approval of the Supervising Administrator.
 5. New or increased assignments. New or increased assignments occur when a program expands, or the number of full-time faculty decrease in a department. This results in available hourly assignments after offering the previous like-load to all those with Assignment Priority. Note: the increase may be temporary.
 - a. The department may consider all interested candidates for any such assignment, including adjunct faculty, regular faculty, and faculty in the adjunct faculty pool. The District retains the right to assign a new or increased load to the faculty member whom the department recommends as most suitable for that assignment, regardless of length of service in the department.
 - b. An increased assignment becomes part of the faculty member's reference base for the next like-semester (except during the adjunct faculty probationary period), unless the increase is a temporary increase due to a leave replacement, re-assigned time of the regular faculty member, or other special circumstance that is identified as such when the assignment is offered.
 6. Decrease in assignments. A decrease in assignments occurs when a program is reduced or when the number of full-time faculty increase in a department. In the event of a decrease of Hourly Assignments, the provisions for making assignments identified in the Departmental Procedures shall be followed.
- D. **Summer Session Procedure:** Procedures for Fall and Spring semesters shall be the same and shall be based on the guidelines stated in 16.03 and 16.04; however, procedures for making summer session assignment recommendations may be different from those based on those guidelines. Differences must be specified in the written Departmental Procedures.
- E. **Timely Communication:** Provisions for timely communication with faculty interested in performing hourly assignments shall be outlined in the written Departmental Procedures. Departmental Procedures shall specify specific time frames and written means of communication from the Department Chair to department faculty for the following:
1. Initial determination of faculty in a department who are interested in performing an Hourly Assignment. Written communication from the Chair to department faculty typically occurs by the end of week three of a Semester, at the time Proof 1 is given to Department Chairs. One each is required for each term - Fall, Spring and Summer. The typical response time for written communication from department faculty to the Department Chair is three weeks.
 2. Communication of schedule proposal and assignment recommendations for filling hourly assignments with faculty interested in performing an Hourly Assignment. The Department Chair shall formally notify department faculty by the means written into the Departmental Procedures of when the schedule of classes for any term of instruction is electronically posted. The electronic publishing of a schedule of will constitute notification of the offer of an assignment.

- F. **Loss of Assignment:** AFA and the District agree to implement a pilot project to establish procedures for keeping track of hourly assignments for the purpose of reinstating the previous like-load pattern in the event that an assignment is cancelled due to low enrollment, or due to the need for a regular faculty member to perform a 100% load.
1. For the establishment of the Fall 2004 Schedule, whenever possible, the load performed in Fall 2003 will be offered plus any load lost due to low enrollment, or due to the need for a regular faculty member to perform a 100% load.
 2. For the establishment of the Spring 2005 Schedule, whenever possible, the load performed in Spring 2004 will be offered plus any load lost due to low enrollment, or due to the need for a regular faculty member to perform a 100% load.

16.05 LIMITATIONS ON HOURLY ASSIGNMENTS: The District has the right to make and terminate hourly assignments in such a manner as to ensure that the total of the hourly assignments of a faculty member does not exceed 60%. The approval of the Vice President is required for hourly workloads in excess of 55%.

16.06 CANCELLATION OR AMENDMENT OF INSTRUCTIONAL HOURLY ASSIGNMENTS: After the initial assignments are made, an hourly instructional assignment may be amended or canceled under the following conditions:

- A. **Enrollment:** Inadequate class enrollment.
- B. **Regular Faculty Load:** To fulfill the normal (100%) load requirement of a regular faculty member qualified to fulfill the assignment. The decision to cancel an hourly assignment in order to offer it to a regular or contract member as part of their regular load must be made by the Supervising Administrator no later than two (2) weeks after the first scheduled class meeting. Regular faculty with overload assignments shall use their overload hourly assignment, if necessary, to fulfill their normal load requirement (100%) before adjunct faculty loads are amended.
- C. **Schedule Adjustment:** To accommodate a required schedule adjustment, an hourly assignment may be changed by the District in consultation with affected faculty, as long as the original load offered to the faculty member is not reduced.
- D. **Other:** As a consequence of events beyond the District's control.

16.07 CANCELLATION OR AMENDMENT OF ALLIED HOURLY ASSIGNMENTS: Hourly allied assignments are based on District needs and may be amended or canceled under the following conditions:

- A. **Financial:** Change in District or department financial situation;
- B. **Staffing:** Change in District or department staffing needs;
- C. **Program:** Change in program; or
- D. **Other:** As a consequence of events beyond the District's control.

- 16.08 SALARY SCHEDULES FOR HOURLY ASSIGNMENTS:** Hourly assignments will be paid from the following Salary Schedules:
- A. **Schedule II: Base Hourly Assignment:** The Base Hourly Assignment Schedule applies to all counselors, librarians and Work Experience faculty for adjunct, overload and Summer school assignments.
 - B. **Schedule III: Lecture Hourly Assignment:** The Lecture Hourly Assignment Schedule applies to all adjunct, overload, and Summer school assignments defined as credit lecture.
 - C. **Schedule IV: Laboratory Hourly Assignment:** The Laboratory Hourly Assignment Schedule applies to all adjunct, overload, and Summer school assignments defined as credit laboratory. (Note: Adjunct, overload and Summer school ADN faculty will be paid from this schedule for the ADN requirement portion of each ADN credit laboratory assignment.)
 - D. **Schedule V: Non-Credit Hourly Assignment:** The Non-credit Hourly Assignment Schedule applies to all adjunct, overload, and Summer school assignments defined as non-credit.

16.09 DEPARTMENT AND DISTRICT ACTIVITIES

- A. **Department Activities Outside of Assignment:** The District recognizes that there are instances when adjunct faculty should be invited or required to perform duties outside of their teaching or allied assignment for which they should be compensated. Such duties may include, but are not limited to: attending department meetings; serving on advisory committees; serving on an evaluation team; curriculum development workshops; and other departmental work. Only activities approved by the department will be compensated.
- B. **Department Activity Hours:** Each department or program will be allocated a number of Department Activity Hours for the academic year, derived by formula from the number of FTE adjunct faculty for that department or program. Each department will have a minimum budget of four (4) hours. The Department Activity Hours budget will be administered by the Supervising Administrator for a given area. Funds not allocated or reserved by departments by the end of the fourth week of the Spring semester will then be pooled and will become available for use by other departments which apply to use the funds. The District and AFA will agree to an annual budget for these activities.
- C. **Professional Development Activity (PDA) Day Participation:** Those adjunct instructional faculty teaching less than semester-length courses, and those who would like to be paid to attend more of the Professional Development Activity (PDA) Day activities than allowed by their teaching assignment, may apply to their department for payment for attending PDA Day activities to the limit of three (3) hours per faculty member per semester as a part of that department's Department Activity Hour budget.
- D. **Adjunct Faculty District Activities Fund (AFDAF)** (Now part of the AFA College Service and Technology Training Fund (ACSTT) — see Article 3.16):
 - 1. This fund shall be established with 30% of the reimbursement for part-time office hours received from the State for the year 1998-99.

2. In each year that “Adjunct Faculty Salary Enhancement Funds” are available from the State, starting in 2001-02, a fixed sum equivalent to 30% of the 2001-02 reimbursement for part-time office hours received from the State for that year, less \$75,000, shall be allocated to this fund. This results in a fixed amount of \$137,265.00 each year.
 - a. AFA and the District agree that any year when the revenue from State office hour reimbursement (above the 2001-02 base of \$707,549) does not reach \$172,417.00 an adjustment will be made during yearly salary negotiations to cover this shortfall in funding, which is allocated to removing the taper in Steps 7-9 of each Hourly Assignment Salary Schedule.
 - b. AFA and the District agree that in any year when the revenue from State office hour reimbursement (above the 2001-02 base of \$707,549) is greater than \$172,417.00, the balance will be allocated to AFDAF.
3. Funds shall be used for District-level activities, working on special projects, and other activities as approved by AFA with fiscal review by the District.
4. Funds shall be maintained by the District and allocated as authorized by AFA in the form of a payment to the part-time faculty member. District activities shall not count as load.
 - a. The amount of each payment will be based upon the anticipated time commitment of the part-time faculty member at the base hourly rate.
 - b. The amount of the payment will be considered as taxable income.
5. Procedures for implementing the Adjunct Faculty District Activities Fund by the Adjunct Faculty District Activities Fund Committee shall be agreed to by AFA and the District and updated and distributed to all adjunct faculty periodically.

E. Adjunct Faculty Department Activities Hours

1. Department activities will be compensated at the Base Hourly rate (Salary Schedule II) using the same step and column placement as the faculty member is paid for their regular assignment.
2. District activities, department activities, and other activities as enumerated in Education Code section 87482.5 shall not be counted towards load.

16.10 NOTIFICATION OF NEW OR VACANT CONTRACT POSITIONS

- A. **District Notification of Adjunct Faculty:** The District will make a reasonable attempt to notify all adjunct faculty interested in applying for regular, probationary, and temporary positions of new or vacant contracts in the District within their disciplines.
- B. **Adjunct Faculty Request for Notification:** In order to be notified, adjunct faculty members must file a written request for notification with the Human Resources Department.

16.11 ADJUNCT FACULTY ONE-YEAR AGREEMENTS: In addition to term-length assignments, the District may offer adjunct faculty assignments of one academic year in length in accordance with the procedure and conditions outlined below.

A. Procedure:

1. In response to clearly articulated program and/or institutional needs, the Supervising Administrator and or the Department Chair/Program Director will identify specific assignments for one-year agreements and recommend them in writing to the Vice President of Academic Affairs. All one-year assignment proposals must be reviewed by all parties to the agreement and approved in writing by the Vice President.

2. Except for emergencies as determined by the Vice President of Academic Affairs, agreements shall be completed prior to the “permatization” of the fall schedule of classes. The one-year agreement will be offered first to the adjunct faculty member with the greatest length of service from among the eligible candidates. The adjunct faculty member may reject the offer without prejudice prior to its being added to the schedule of classes. In that event, the one-year agreement will be offered in turn, based on length of service, to the others eligible.
3. The District will notify adjunct faculty participants about possible changes in STRS status and impact on potential unemployment benefits that may occur as a result of accepting a one-year agreement.
4. A copy of the approved proposal shall be distributed to the faculty member, the department chair or supervising administrator, and AFA.

B. Conditions:

1. The maximum assignment, annualized over the academic year, shall not exceed 60% of a full time faculty assignment.
2. The percent of a one-year assignment is the average of the fall and spring assignments. There must be an assignment in both semesters.
3. The agreement will specify a load for each semester.
4. The rate and method of payment is not affected by a one-year agreement. Pay will be at the appropriate hourly rate based on the type of assignment for each semester.
5. In the event that an assignment is cancelled due to low enrollment, or due to the need for a regular faculty member to perform his or her contract load, the District is obligated to offer the adjunct faculty member a revised assignment equal to the load specified in the agreement. This obligation may require reducing or altering the assignment of one or more adjunct faculty members who do not have one-year agreements.
6. Whenever possible the required assignment shall be taken from a faculty member without reassignment priority or with the least re-assignment priority within the department.
7. A one-year agreement as defined here shall not count towards probationary status, nor is there any commitment expressed or implied to continue offering a faculty member additional one-year agreements. As this is a commitment for the entire academic year, unemployment benefits cannot be claimed for the winter break. The faculty member’s evaluations will continue on the established six-term cycle. The basis for determining “like load” for the purpose of assignment rights after the one-year assignment is completed shall be the loads in the year prior to the year that the agreement was in effect.
8. Nothing in this Article shall be construed to limit the Board’s discretion under Education Code section 87665.