

# Article 29: Substitutes and Reporting Faculty Absences

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**29.01 REPORTING FACULTY ABSENCE:** All faculty members (regular and adjunct) shall report an absence whenever they will not be present to conduct class or meet work obligations for any reason. A *Notice of Absence Form* needs to be generated except for absences due to District business. A *Travel Request Form* needs to be generated for out-of-District travel or travel for which reimbursement is sought. Absences must be reported daily; however, if an absence of longer than one day is expected, the faculty member shall attempt to indicate the anticipated length of the absence when reporting his/her need for sick or other requested leave. See [District Policy 4.71](#) and [Procedure 4.7.1P](#) regarding faculty reporting of absences. When and if [District Policy 4.71](#) and [Procedure 4.7.1P](#) change, this article will be revised to reflect those changes.

- A. **Notice of Absence:** For ALL absences from assigned duties, class(es) or work hours/days, including absences covered by a colleague, the faculty member must submit a *Notice of Absence Form* or a *Travel Request Form*, as specified below. If a faculty member has not filed a *Notice of Absence Form* indicating a valid reason for absence or a *Travel Request Form*, faculty pay will be docked.
1. **Full or Partial Days:** For a faculty member who misses a full day of work, a full day of leave will be deducted, no matter how many hours were scheduled for actual classes or assigned duties. Partial days: "A faculty member who is absent for less than one (1) full day shall have deducted from his/her accumulated leave the pro-rata portion of a day based on the ratio of duty hours absent to the total number of required assigned hours for that day." (See [Article 18: Leaves](#), paragraph 18.02.A.1.f.)
  2. **Absence for District Business or Travel:** If a faculty member is performing approved District business within the boundaries of the District at educational sites the District serves, attending a professional conference, coaching a traveling team, or participating in a hiring committee or other designated work, the faculty member shall not be required to fill out a *Notice of Absence Form*. Absence on official or approved District business is considered a working day and no deduction shall be made. For travel outside of the District, conferences, or other excused reasons for leaving the campus on a work day, a *Travel Request Form* shall be required. (Note: For Athletics or other group trips, the department, group, or program can submit one *Travel Request Form*. (For example, a coach traveling with a team may submit one form per sport and attach the schedule of games.) Approval of the *Travel Request Form* does not necessarily mean the approval of a substitute.
  3. **Absence from PDA or Incomplete Flex Hours:** Faculty who are absent from a mandatory Professional Development Activity Day must file a *Notice of Absence Form*. If faculty members do not complete the required number of Flex hours, they must file a *Notice of Absence Form* for any remaining hours of their Flex obligation. (See [Article 22: Professional Development](#), paragraphs 22.04.B—Regular Faculty Obligation and 22.04.C—Adjunct Faculty Obligation.)

- 29.01** A. 4. **Regular Faculty Absence from Graduation:** Graduation is one of the one hundred seventy-seven (177) required working days in the AFA Contract. Faculty members who anticipate an absence due to a matter of personal importance, such as a family graduation or wedding, must send a written inquiry (email is acceptable) to the District Superintendent/President for approval. If approved, the absence is considered "personal necessity," and a *Notice of Absence Form* is required. The department chair and the supervising administrator shall approve all other absences. A *Notice of Absence Form* or *Travel Request Form* is required for all other approved absences.
5. **Faculty Absences During Final Exams Week:** A faculty member may be allowed to deviate from the published final schedule only if the change will not create a final schedule conflict or other hardship on students or if it is in the best interests of the District and students. Any such change requires prior approval of the department chair and supervising administrator, and must be communicated to the students and the Vice President of Academic Affairs immediately. (See [District Policy 3.15.](#))
- B. **Doctor's Release:** Whenever a faculty member claims Sick Leave for ten (10) or more consecutive working days, the District may require the faculty member to provide a written verification by his/her physician of the need for Sick Leave. (See [Article 18: Leaves](#), paragraph 18.02.A.1.e.)

**29.02 QUALIFICATIONS OF SUBSTITUTES:** Substitute assignments must be offered to a qualified person who meets the required minimum qualifications for the assignment.

**29.03 DESIGNATING A SUBSTITUTE ASSIGNMENT.** Only the District can appoint a substitute or determine class coverage.

- A. **Decision to Hire:** The department chair, or program coordinator/director if there is no department chair, will recommend the necessity of hiring a regular or adjunct faculty member for a substitute assignment; however, the supervising administrator must approve the substitute and any increase to faculty load. Factors to consider include:
1. Unavailability of regular faculty colleagues to cover the assignment.
  2. Anticipated duration of the absence.
  3. Nature of the assignment.
  4. Impact on students.
- B. **Regular Faculty:** Regular faculty may occasionally "cover" assignments for absent colleagues, in lieu of the District hiring a substitute instructor. A faculty member who has arranged for a regular faculty colleague to cover a class must notify the department chair and the administrative assistant for the department prior to his/her absence about who will be covering what class on what date. This coverage is considered a professional courtesy, not a "trade," and a *Notice of Absence Form* or *Travel Request Form* is required.

**29.03 C. Adjunct Faculty:** Adjunct faculty members shall not “cover” assignments without compensation, but must be hired as substitutes if they are to provide substitute services for faculty members who are absent.

1. Adjunct faculty must notify the department chair of any absence and cannot simply “trade” with another faculty member. Trading between adjunct faculty members is not allowed. The District will not compensate a substitute unless the department chair or supervising administrator authorizes a substitute and the adjunct faculty member files a *Notice of Absence Form*.
2. Adjunct faculty loads exceeding 67 percent require the approval of the appropriate vice president before the assignment is offered. The District has the right to limit short-term substitute and leave replacement assignments such that an adjunct faculty member does not exceed 67 percent in any given semester or does not exceed 67 percent for more than two (2) semesters in a six-semester period. (See paragraphs 29.04.B and C.)

**29.04 TYPES OF SUBSTITUTE ASSIGNMENTS.** There are three (3) different types of substitution, defined below. The substitute and leave assignments itemized below do not count toward the “usual load” or “like load” provisions of Article 16: Hourly Assignments.

**A. Day-to-Day Substitute Assignment**

1. A “day-to-day substitute” assignment is defined as one in which a faculty member acts as a substitute when it is not known from one day to the next whether the substitute assignment will continue to be needed (for example, a substitute for a faculty member with jury duty or for a faculty member with an illness or injury of unknown duration).
2. This type of assignment is not to be used for the purpose of calculating eligibility for contract or regular faculty status (i.e. the assignment is “not loaded”).
3. Substitutes will teach classes and perform routine grading; however, if the substitute takes on additional responsibilities (for example, assigning grades at the end of the course), then the department chair and supervising administrator will consider additional compensation at the Base Hourly Assignment Rate or arrange for additional instructional support.
4. Day-to-day substitutes must be approved by the supervising administrator.

**B. Short Term Substitute Assignment**

1. For the purposes of this article, a “short term” substitute assignment is defined as an assignment of less than a semester when the period of absence is known to the District (for example, when a doctor’s letter is received by the District specifying the duration of a faculty absence due to illness or injury).
2. A short-term substitute assignment is used for the purpose of establishing eligibility for a regular or contract load (i.e., the assignment is considered “loaded”). The short-term substitute does not become the instructor of record, except in the case of resignation or termination of the instructor of record.
3. Substitutes will teach classes and perform routine grading; however, if the substitute takes on additional responsibilities (for example, assigning grades at the end of the semester), then the department chair and supervising administrator will consider additional compensation at the Base Hourly Assignment Rate or arrange for additional instructional support.
4. A short-term substitute assignment is paid at the hourly assignment rate, whether above or below 67 percent.

- 29.04** B. 5. The supervising administrator, in consultation with the Vice President of Academic Affairs, approves short-term substitute assignments.

**C. Leave Replacement Assignment**

1. A "leave replacement" assignment is a semester-length assignment exceeding 67 percent in which a faculty member is temporarily replacing a full-time faculty member who is taking an approved leave, such as a Sabbatical Leave or an extended medical leave. The temporary faculty member is identified as the instructor of record.
2. Adjunct and temporary faculty members are allowed to perform such assignments for no more than two (2) semesters during any six-semester period, except for clinical nursing faculty. As authorized by [Education Code Section 87482\(b\) and \(c1\)](#), clinical nursing faculty may be assigned for up to four (4) semesters in any three (3) consecutive academic years between July 1, 2007 and June 30, 2012.
3. A leave replacement load exceeds 67 percent, and it will be paid on a pro-rata basis. A leave replacement faculty member may be eligible for pro-rated benefits.
4. Leave replacement assignments must be approved by the Vice President of Academic Affairs or the Vice President of Student Services, as appropriate.

**29.05 SUBSTITUTE BUDGET:** The District shall create and fund a budget to cover payment for substitute assignments.