

adapted from April 2006 pamphlet: **“FA Part-time Instructors: Know Your Contract to Access Your Benefits”**

Most part-time faculty are aware of how part-time assignments are made and the importance of gaining reemployment preference (*Article 7.2*). However, many part-time faculty are not aware of the additional benefits provided in the *Agreement*. Review the list below and contact the FA office if you have any questions.

## **ASSIGNMENTS:**

### **Article 7: Part-time Faculty**

• Re-employment Preference: In brief, all part-timers either have or don't have “reemployment preference” (7.2). Those with reemployment preference are given assignment(s) for which they qualify in order of part-time hire date; those without it get any remaining assignment(s) after those with reemployment preference are “fully loaded” (7.6). Each division must post a current reemployment preference list in the division office (7.3) and a quarter-specific calendar of dates for development of the schedule; part-time faculty can submit written availability and assignment preference to the dean/scheduler, who will “consider” such requests (7.1.4). Once an assignment is finalized, part-timers are sent and must sign/return a “Notification and Acceptance of Assignment” letter within specified timelines (7.1.5-7.1.7).

#### • An “Assignment”

Typically an assignment is one class or the equivalent of four lecture hours, whichever is greater, but smaller assignments may be given in certain circumstances (7.6.2).

#### • Termination of Re-Employment Preference

Part-timers may lose REP in four ways: by declining an assignment (7.8, but with several exemptions)\* ; by not meeting academic standards (7.9); by failing to perform “normal and reasonable duties” or other misconduct (7.10); by not completing an assignment for six consecutive quarters (7.3). \***Note**: part-time faculty may request NOT to receive classes once every 5 years for from 1-3 consecutive quarters (7.8.4) without losing REP.

#### • Bumping

A part-timer may be bumped from an assignment under three conditions:

- before the beginning of quarter by regular/probationary faculty needing class for load (7.4)
- after quarter starts but before the class has met by a regular/probationary faculty needing class for load: the part-timer will be compensated 10 percent (7.5)
- to assure part-time annual load does not exceed 55-60 percent (7.6, 7.6.1).

Schedules can be changed before “Notification” letters are sent. If a part-timer must be bumped to make load for a regular or probationary faculty member, the seniority of part-time faculty shall be considered “as a relevant but not controlling factor” in decision (7.4).

#### • Class cancellation

The faculty member can ask if another assignment is available and/or request a maximum load for the next quarter.

#### • Maximum number of assignments per quarter

The maximum quarterly load factor for part-time faculty (excludes full-timers with overload) is 0.45 (75 percent of 0.60).

**BENEFITS:** Below are additional benefits provided in the *Agreement*; contact the FA office or campus conciliator with any questions.

### **Article 7: Part-time Faculty**

• *Paid Office Hours:* All part-time faculty employees teaching in the classroom or through distance learning with a quarterly load of at least one assignment are eligible to participate in the Paid Office Hours Program. One office hour is paid for each week of the assignment(s) (*Article 7.15*).

• *Attendance at Part-time Orientation:* Part-time faculty are entitled to up to 8 hours of paid orientation (*Article 7.16.1*).

• *Part-time Faculty Professional Development Fund:* money has been set aside to support college-sponsored professional development activities for part-time faculty and to compensate part-time faculty who participate in them (*Article 7.16.2*).

### **Article 9: Load and Class Size**

• *Class Size:* Once the first day of class has commenced, only a faculty member, at his or her own discretion, may add students to the class unless they are needed to meet minimum class size (*Article 9.4*)

### **Article 16: Leaves**

• *Sick Leave:* Each part-time faculty employee is entitled to 2 days of paid sick leave per regular quarter, which is cumulative (*Article 16.15*), and 1 day of paid sick leave in Summer session, which is NOT cumulative.

• *Personal Necessity Leave:* Part-time faculty who have been employed by the District for at least one month may be granted one day of personal necessity leave per regular quarter and summer session. Leave may be used for family emergencies, judicial orders, major religious holidays, funeral attendance or natural disasters. Those with reemployment preference may also use it to attend professional conferences (*Article 16.2*). Personal necessity leave is NOT accumulative.

• *Jury Duty:* A part-time faculty member who is called for jury duty is granted a jury duty leave of absence with pay. The amount the faculty employee receives for jury fees, excluding mileage allowance, is deducted from his or her earnings (*Article 16.26*).

• *Bereavement Leave:* Each faculty employee is entitled to paid bereavement leave of absence sufficient to allow for three consecutive days, following the death of any member of his or her immediate family (*Article 16.8*).

• *Family Medical Leave:* Under certain conditions faculty employees may be eligible for an unpaid leave of absence of up to twelve weeks for reasons related to family circumstances (*Article 16.27*).

• *Transfer of Sick Leave:* Part-time faculty can transfer unused sick leave accumulated in other California school districts to FHDA if the application for transfer is made within one year after the employee is employed by the District. (*Article 16.20.2*)

### **Article 22A: Paid Benefits for PT Faculty**

• Paid Health Benefits: Part-time faculty who have re-employment preference **and** had an annual load factor of at least 0.4 or more during the previous academic year **and** have no other access to medical insurance are eligible for paid benefits under the District's Kaiser Foundation Health Plan. Employees with loads of at least 0.5 shall have the full cost of the premium paid by the District. Employees with loads of 0.4 up to 0.4999 are responsible for payment of 50 percent of the premium and the District is responsible for 50 percent of the premium coverage (*Article 22A.1* and *Article 22A.3*).

#### **Article 27: Calendar**

• Flex Day Attendance: Part-time faculty who choose to attend the College Flex day activities are compensated at a fixed rate of one-hundred dollars (*Article 27.2.1*).

• Faculty Flex Days: One "Faculty Professional Development Day" and two "Faculty Conference Days" may be used each year on an elective basis. Prior approval is required through submission of Appendix H4 to the Division Dean or appropriate administrator (*Article 27.3*).

#### **Article 36: Professional Conference Fund**

• Professional Conference Attendance: Part-time faculty employees with reemployment preference are eligible to apply for funds that will pay for all or part of their attendance at professional conferences (*Article 36.4.1*).