

Part Time Faculty Onboarding

Part Time Academic Faculty

Agenda

- Available Resources
- FTE Maximum for Assignments
- Faculty Evaluations
- How are Part-Time faculty Paid
- Salary Schedules
- Hourly Salary Schedule
- How to Compute Pay
- Salary Changes
- Non-Contract Offers of Employment
- How to get assignments
- Timesheet vs. Absentee Report
- Required Notices
- Sick Leave Accruals and Sick Leave Pool
- What if I get injured on the job
- Board Policies
- Benefits for Part-Time Faculty
- Retirement Elections
- Other Items in your take home packet

Human Resources Structure

- Director of Employment Services/Personnel Commission, Andrea Ingley
 - HR Assistants
 - Kelly Barton – Moorpark College
 - Miguel Angel Rodríguez Luperco – Oxnard College & DAC
 - Anthony Chavez – Ventura College
- Director of Employee Relations and Human Resources Operations, Gloria Banuelos
 - HR Technicians
 - Nubia Lopez-Villegas – Oxnard College & DAC
 - Anai Moreno – Moorpark College
 - Rebeca Lopez – Ventura College

Who do I Contact?

- HR Assistants
 - Questions regarding employment process
 - Assistance with Verification of Employment for Salary Placement
 - Applying for additional discipline pools
 - Applying for other jobs
 - Application status
 - Equivalencies
- HR Technicians
 - Non-Contract Offers
 - Questions regarding load and pay
 - AFT contract questions
 - Policies
 - Procedures
 - Pay rate changes
 - Employment Verifications
 - Leaves
 - Other - we will redirect as needed

Hrtech@vcccd.edu

Available Resources

- VCCCD Portal
- AFT Contract
- Dean & Department Administrative Assistant
- Department Chair
- HR Tools
- Business Tools
- BoardDocs

FTE Maximum for Assignments

- Maximum of .67 Load or Full Time Equivalent (FTE) per the California Education Code
- Maximum is Districtwide – not individual campus and/ or discipline
 - Classroom assignments with labs have varying FTE or load due to lab factors
 - Science Labs pay at 1/3 of the Load – Biology, Chemistry, Anatomy etc.
 - All others pay at 2/3 of the load – PE, CRM, Auto Body, etc.
 - Non – Classroom hours are 410 max (= .67 FTE) during Fall and Spring
 - Stipends do not count against load max

How do I get Assignments? – Article 5

- Complete the **Assignment Request Form (ARF)** online, email or paper
 - Can only request assignments at campus hired into and disciplines hired into
- ARF by Campus and/or Discipline - Required
- Form is on the Faculty tab on the Portal
- Form is live as of the 2nd week of the Fall and Spring semester
- Due by the **4th week** of Fall and Spring semester (Priority Submission Period)
 - Fall 2021 form is for Fall 2022 and Summer 2022
 - Spring 2021 form is for Spring 2022
 - Spring 2022 form will be for Spring 2023

How do I get assignments - continued

- Assignment Request Form (ARF) - REQUIRED
- Assignment rules in contract – requires course availability
- Must achieve longevity within 4 years of hire
- Longevity – number of creditable non-contract fall/spring assignments
- Previously Assigned Load (PAL)

Non-Contract Evaluations - Article 12

- Upon hire new non-contract faculty must be evaluated during their first semester at VCCC
- Thereafter non-contract faculty are evaluated at least once every 6 semesters
- Evaluation is per college and per discipline in cases of multi-campus or teaching in more than one discipline
- Process Requires:
 - Self Evaluation
 - Student Evaluation Summary – both classroom and non-classroom
 - Committee Review

How are Part-Time Faculty Paid?

- All employees are paid once a month on the last workday of the month.
 - Saturday and Sunday will be paid on the Friday prior.
- Classroom assignments with a Class Registration Number are paid on equal pays
 - Begin on the month the assignment starts and ends the month it ends
- Assignments requiring a timesheet are paid current
 - Cutoff is the 15th of the month
- Substitute hours are converted to load and paid at the load rate
 - Timesheets are required and are paid one month in arrears
- Non – Contract Offers of Employment must be accepted timely to pay on the month in which the assignment begins and ends.

Salary Schedules for Part-Time Academic pages 11 & 12

Classroom per .10 FTE

Step	Class I CRED	Class II Master's	Class III Earned Doctorate
1	1752	2102	2452
2	1838	2192	2539
3	1926	2275	2629
4	2017	2364	2713
5	2102	2452	2801
6	2192	2539	2889
7	2275	2629	2977

Non-Classroom per .10 FTE

Step	Class I CRED	Class II Master's	Class III Earned Doctorate
1	2337	2801	3267
2	2452	2919	3385
3	2568	3035	3504
4	2686	3151	3619
5	2801	3267	3735
6	2919	3385	3854
7	3035	3504	3969

Hourly Salary Schedule page 13

Timesheets are Required for the following:

- Stipends (non- Section 3.5A)
- Facilitators
- Work Experience
- Non- Contract Faculty Office Hours
 - Section 5.9
- Department Chair evaluation pay
 - (13.1.F (3))
- Pay for non-contract faculty attendance to mandatory Division and Department meetings
 - Section 3.4.A (2)

Hourly Salary Schedule

Step	Class I Credential	Class II Masters	Class III Earned Doctorate
1	61.50	66.52	77.39
2	64.56	71.98	82.81
3	67.24	77.39	88.26
4	71.96	82.29	93.69
5	84.17	95.02	105.80
6	84.17	95.02	105.80
7	84.17	95.02	105.80

How to Compute Pay

- Faculty are paid based on Load
 - 48 to 54 hours equal .20 FTE/Load
- All Labs are paid at a fraction
 - Sciences listed in **Appendix F** are at .75 (3/4)
 - All others are at .67 (2/3)
 - Combo classes with a Lab are paid at Load for the Lecture and fraction for the lab

Type	Hours/Week	Load	Rate	Total
LEC	3	.20	2919	5838
LAB (.75)	3	.15	2919	4378.50
LAB (.67)	3	.133	2919	3882.27
LEC/ LAB	3	.20	2919	8757
	2	.10	2919	

Salary Changes

- Salary Changes are only done in the **Fall or Spring** Semester
- Movement occurs once every 4 semesters of creditable service
 - Creditable semesters are defined in the contract 3.4.E.
- Attainment of Higher Education

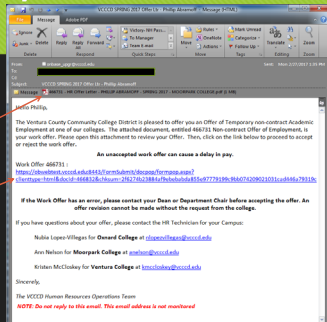
Step	Terms	Moves on Fall or Spring
1	0 - 4	
2	5 - 8	5th Offer
3	9 - 12	9th Offer
4	13 - 16	13th Offer
5	17 - 20	17th Offer
6	21 - 24	21st Offer
7	25 - 28	29th Offer

Faculty Offers - Sent via Email

****Only emailed to VCCCD email address****

View assignments

Respond to Offer (Use link to "Acceptance Form")



Offer Acceptance Form

Offers are sent by campus →

Same language as the pdf document →

Date pre-fills →

Offer Comments to Faculty →

Non-Contract Offer - Sample

Timesheet Course	CRN/NIST Dates	Title	FTE/ #Wks	Cont/ Days Meets	Account #	Pay Hrs	Class Pay
	7/1/2019 - 8/9/2019	CNST Counseling and Guidance	.0269	HC	125-18125-1420-431000	16.50	740.25
FTE Calc .0269X New Rate 2,752.00 = 740.25							
	5/18/2019 - 6/30/2019	CNST Counseling and Guidance	.044	HC	125-18341-1420-493013	27.00	1,210.88
FTE Calc .0440X New Rate 2,752.00 = 1,210.88							
Total Timesheet						43.50	1,951.17
Monthly pay for the assignments listed above will be based on timesheet hours submitted each pay period.							
	6/19/2019 - 7/25/2019	COON M05 57747 College Strategies	.2	WR 11	111-10223-1311-493013	2.83	4,126.00
FTE Calc .2000X New Rate 2,063.00 = 4,126.00							
Total Short Term Classes						2.83	4,126.00

Faculty Offers – Important Points

- Link within the email
 - A unique identifier tied only to THAT email's offer; each revision has its own link
 - No one can edit the link to look at someone else's offer
- Reminder Email
 - Sent on the 5th of each month following initial email (similar to initial email)

When are Offers Sent? – Article 5

- Initial offer as a new hire sent as soon as we receive the information from the campus
- Summer sent by March 31st
- Fall sent by April 30th
- Spring by October 31st
- Revisions occur throughout the semester and must be accepted

Timesheet vs. Absentee Report

Timesheets

- Any non-classroom assignment ending with a "T"
- Counseling hours
- Coordinator hours
- Facilitator hours
- Monthly and start the 15th of the month

Absentee Report – Article 8

- Sick
- FMLA/CFRA
- Jury Duty
- Bereavement
- Military Leave
- Other

Sick Leave Accruals And Sick Leave Pool – OPTIONAL

- Accrue sick time at a proration
- Use sick time to receive pay for sick absences
- At exhaustion – no more pay
- Sick Pool Members can request the pool to pay for your absences
- Can enroll anytime
- Requires medical certification

Required Notices

FMLA/CFRA

- Provides up to 12 weeks of job protection
- Used to care for self, or family member
- Requires Medical Certification
- Requires that you contact HR
 - Advance notice required for planned treatments
 - Unplanned - contact as soon as possible

Vicims of Domestic Violence, Sexual Assault or Stalking

- Allows to use Sick Time
- Advance notice preferred
- Can use time to address matters related to any of them
- Requires notice to Manager
 - Can contact HR as an option

What if I get Injured on the job?

- Injury must be reported immediately to a manager
- This injury falls under Worker's Compensation
- Treatment from the Medical Provider Network
- Can opt out of Medical Network – must be on file prior to an injury
 - Return form in packet – we do not track it

Board Policies

- Ethics Policy
- Computer and Network Use Policy
- Prohibition of Unlawful Harassment and Discrimination
- Drug Free Environment and Drug Prevention Program
- Whistleblower Protection
- The Right Choice Brochure

Mandatory Training

- New Hire Orientation – Safety training
- Title IX
- Sexual Harassment Prevention

Benefits – Part-Time Faculty

- American Fidelity - optional
 - Cancer, Disability & Life Insurances, Spending Accounts
 - Open enrollment is in November for January 1 to December 31 plan year
- Envoy Plan Services – optional
 - 403 b and 457 b
- SDI – 1.2% contribution
- Part – Time Faculty Kaiser Medical Plan
 - When eligible the benefits team notifies you at open enrollment

Retirement Elections

```
graph TD; Q1[Are you a Current STRS member?]; Q2[Are you in Defined Benefit?]; A1[Can elect Any option – including Social Security]; A2[Can only elect Defined Benefit]; A3[Can elect Cash Balance or Defined Benefit]; Note([If an undecided non-STRS member, you can elect Social Security and opt-in at any time]); Q1 -- No --> A1; Q1 -- Yes --> Q2; Q2 -- No --> Note; Q2 -- Yes --> A2; Note --> A3;
```

The flowchart determines retirement options based on STRS membership and defined benefit status. If not a current STRS member, any option including Social Security is available. If a current STRS member, the defined benefit status determines options: defined benefit members can only elect defined benefit, while non-defined benefit members can elect cash balance or defined benefit. A note specifies that undecided non-STRS members can elect Social Security and opt-in at any time.
