

Employee Relations, Classification & Compensation Department

Human Resources, Compensation
3375 Camino Del Rio South #330
San Diego, CA 92108
619-388-6576

Adjunct Office Hours Collection and Reporting Guidelines

College Adjunct Office Hours (AOH)

2016-2017

Guidelines for the Campuses

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Adjunct Office Hours Program – Campus Procedures

1. The program is for Adjunct Faculty **only**. **Contract Faculty Overload, Exempt Contract Classified Working Adjunct, and Pro Rata Faculty members are not eligible**. Adjuncts are subject to the provisions of the Adjunct Office Hours Article Appendix XI and appropriate form.
2. Office hours are for announced face-to-face office hours. Online instructors may apply, provided the office hour is conducted in a real-time synchronous manner.
3. Deans and Vice Presidents receive e-mail from Compensation Human Resources with deadlines. (Approximately 2 weeks prior to the start of Fall and Spring semester)
 - Deans and Vice Presidents to forward e-mail to appropriate support staff that will be collecting the adjunct office hour form and syllabus from the adjuncts.
 - Please add the deadline dates from the email from Compensation to your calendars.
4. Adjuncts are required to submit one form and syllabus per class to the Dean's office by the 2nd week of the start of class, regardless of class start date.
 - For example, if the adjunct teaches multiple disciplines at the same campus each class would require its own form submitted to each Dean's office.
 - Likewise, if the adjunct teaches one discipline at multiple locations the adjunct must submit a form and syllabus per each class to each campus Dean's office.
5. Support Staff for Deans and Vice Presidents will be responsible for the following:
 - Verify adjunct has met the appropriate filing deadline.
 - Due date is 2 weeks after the start of any class.
 - Verify that the adjunct has properly filled out and signed the entire Adjunct Office Hour Form.
 - Verify the PeopleSoft Employee ID # on the Adjunct Office Hours Form.
 - a. "SO" ISIS numbers are not acceptable
 - Verify that a syllabus has been attached to the Adjunct Office Hour Form.
 - Syllabus must include the Days/Times/Location of office hours.
 - Enter the information from the Adjunct Office Hour Form spreadsheet:
 - a. Enter The Dean's Name in the Red Highlighted Box
 - b. Enter The Person Preparing the Spreadsheet in the Green Highlighted Box
 - c. Adjunct Name
 - d. Employee ID # (NO "SO" ISIS numbers)**
 - e. Discipline (No Numbers)
 - f. Adjunct Assignment FTE
 - g. Office Hours to be paid
6. Double check all internal/office files to ensure that all qualifying adjuncts that have submitted for payment of Office Hours are listed on the Spreadsheet for payment.
7. Submit spreadsheet on or before the deadline to the Compensation Department.

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8. Please be sure to copy the Dean of the department/discipline if the dean is not sending the spreadsheet in directly. The spreadsheet will be considered approved unless the Dean is copied. Late submissions will delay the payment process with the possibility of being denied.
9. Please be sure to Contact the Compensation department if an adjunct is unable to fully fulfill their Adjunct Office Hour obligation for any reason. We can modify the hours or completely remove them if necessary.
10. In order to calculate an accurate hourly rate, it is extremely important that all office hours requested are reported to Human Resources Compensation Department by the given deadline as the AFT has a specific amount of funds per semester set aside for this program.
11. Payment for Office Hours will be the last paycheck of the Fall/Spring semester, typically January 10th and June 10th.

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APPENDIX IX

COLLEGE FACULTY ADJUNCT OFFICE HOUR PROGRAM

Adjunct faculty who provide either face-to-face office hours or on-line synchronous office hour time will be eligible for compensated office hours subject to the following requirements:

1. Each adjunct faculty member must submit a completed form (attached) to the appropriate school dean by no later than the last working day in October and the end of the first full week in April for the fall and spring semesters, respectively, or by the second week of the assignment, whichever is earlier. The faculty member must also include in the syllabus the number of office hours which he/she agrees to hold during the semester, including the days, times, and places where the office hours will be held.
2. A separate form must be submitted for each school/college where the faculty member has an assignment.
3. The program does not apply to contract overload or pro-rata faculty.
4. All payments will be made in the last pay period of the semester.
5. The total amount of resources to be distributed each semester will come from the AFT share of the Resource Allocation Formula. The rate of pay for each faculty member will be determined by dividing this resource by the total number of hours submitted under Section 1.
6. This program will not require the creation of additional office space.
7. Either party may reopen this program for amendment each year.
8. Hours available per FTEF:

<u>SEMESTER FTEF</u>	<u>MAXIMUM NUMBER OF OFFICE HOURS</u> (per semester from all assignments combined)
.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

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SAN DIEGO COMMUNITY COLLEGE DISTRICT ADJUNCT OFFICE HOURS FORM

Print Form

INSTRUCTIONS:

- ~ Submit this completed form (with a copy of your syllabus attached) to your dean no later than the second week of the assignment.
- ~ It is recommended to retain a copy for your records which documents receipt by your dean's office.
- ~ Your syllabus must include the number of office hours which you agree to hold during the semester, including the days, times, and places where the office hours will be held.
- ~ A separate form must be submitted for each school/college discipline where you have an assignment.

NAME EMPLOYEE ID*
 CAMPUS DEAN

Assignment Empl Record

LIST THE OFFICE HOURS MEETING PLACE(S) AND DAYS/TIME(S) TO BE HELD:
 It is the responsibility of the faculty member to find his/her own location to hold the office hours.

ENTER TOTAL SEMESTER FTEF: For this Discipline at this College:

CHART For hours available per FTEF:

FTEF	Maximum Number of Office Hours (per semester from all assignments combined)
.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

*EMPLOYEE ID CAN BE LOCATED ON YOUR PAY STUB, BY CONTACTING YOUR CAMPUS BUSINESS OFFICE OR BY CONTACTING THE DISTRICT OFFICE PAYROLL OFFICE 619-388-8582.

I agree to provide office hours by the Chart above and reflect the schedule of these hours in my syllabus during this semester. A copy of my syllabus is attached indicating the office hour information for my students.

Signature **Date**

Please Print Name

Please return this form to your school Dean by the dates specified above.

Questions? Contact the AFT Office at 619-640-1155.

Updated August 2016

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Collection Spreadsheet Instructions:

Please read the tags provided below for the data to be collected in each cell.

Please note – If the correct data is not input, the cell will give you an error until the correct data is input into the cell.

Please call 619-388-6576 for input questions.

You may save a copy for your records before emailing into compensation.

NEW FOR 2016 – Please enter the Empl Record of the Assignment for the Adjunct Office Hours to be paid from. Obtain from the Employee or from your business office located at your campus.

Campus Collection Spreadsheet for Adjunct Office Hours Fall 2016				
Enter Deans Name Below:		Prepared By:		
Adjunct Name (Last, First)	PeopleSoft Employee ID	Adjunct Assignment FTE	Office Hours to be paid	Empl Record #

Enter the Empl Record Number of the Assignment for the Adjunct Office Hours to be paid from

PeopleSoft Employee ID#
Input the PeopleSoft Employee ID that is used to Pay the adjunct; Please do not enter "50" numbers. Example: 3330000000 or 0001234567

FTE
Please enter the Adjunct Assignment FTE

Correct Hours
Please enter the total Adjunct Office hours between .5 and 33.5 for the semester