

San Diego Community College District
Human Resources, Compensation
619-388-6576
sdccdhrcomp@sdccd.edu

SDCCD & AFT ADJUNCT SHARED GOVERNANCE PROCESS GUIDELINES

Updated February 2021

*B/C 11.0 COMPENSATION FOR PART-TIME FACULTY SHARED GOVERNANCE
COMMITTEE WORK*

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CBA LANGUAGE: B/C 11.0 COMPENSATION FOR PART-TIME FACULTY SHARED GOVERNANCE COMMITTEE WORK

Adjunct faculty who are recommended by the academic senate president and approved by the adjunct faculty member's appropriate manager to perform participatory governance committee service shall be compensated for such service. Funding will be provided from an AFT established allocation derived from its share of the Resource Allocation Formula. The hourly rate available for this compensation will be determined by dividing the total amount of available resources by the number of hours submitted. In no case shall the hourly rate exceed the maximum non-classroom hourly rate of the adjunct/overload salary schedule. The total hours for each assignment will be determined prior to the start of the shared participatory committee service and submitted to the District Human Resources Department. Hours must be submitted electronically through the appropriate manager's office in accordance with the district monthly payroll timeline.

Committee work related to participatory governance shall not increase a unit member's load for the purposes of gaining tenure as delineated in Article 18.5. These participatory governance assignments, if paid from these resources, cannot be used to satisfy FLEX obligations.

SDCCD & AFT - ADJUNCT COMMITTEE SERVICE FORM

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Please use Adobe Reader or Acrobat Pro to fill out this form digitally. Mac users, please do not use Preview. Please do not open in a web browser. Download to your device and open within one of the mentioned programs for the best option to save and route the form.

Please complete this form in conjunction with your committee chair. Please submit this completed form to your Manager for review to ensure eligibility for payment for your committee service. Eligibility is contingent upon completion of this form and service rendered. A separate form for each committee on which you serve must be submitted separately if serving on multiple committees. This form must be filled out each semester for each committee.

Hours for service rendered should be submitted **monthly via email** to your Manager and Committee Chair. Payment for service is once a semester at the end of the semester for all hours rendered.

Note: All fields are required to be filled out in their entirety and verbal approval granted prior to service:

Employee Name and Employee Pay ID: _____

Name Committee Chair: _____

Name Department Manager: _____

Semester, year and location (ex. Spring 2021, Miramar): _____

Committee on which you are serving: _____

Days and times committee meets: _____

Expected Committee Duration and details: _____

Total projected number of hours to be served for the semester: _____

After this form is filled out and submitted in full, please ask Deans office to add assignment to CS for faculty and management approval. The CS assignment serves as signature approval. Please email form to Ellyn Fulton efulton001@sdccd.edu and sdccdhcomp@sdccd.edu

Job Code to be utilized is either A6990 for City, Mesa or Miramar assignments and B6990 for CE assignments. See process guidelines for further details.

PROCESS GUIDELINES:

1. ER will Email Deans and Senate Presidents each semester regarding the program and communicate any updates or changes.
2. The Deans office will collect the form for each respective participating Adjunct within their department either electronically or hard copy prior to service being rendered.
3. The Deans Office will ensure that the proper Job Code: [A6990](#) and [B6990](#) has been attached through the CS Adjunct TAO System, with a 0.00 FTE and budget number 1110-74210-499910-1301
4. The Adjunct will accept the assignment through CS.
 - a. The accepted assignment serves as signature approval of hours rendered.
5. The Adjunct will email the Deans office each month with a cc to the Academic Committee Chair with:
 - a. Hours per day
 - b. Dates of service
 - c. Total hours for the month.
6. The Deans office shall notify the corresponding campus business office the hours submitted via email to compensation, until a collection process can be identified and tested that consists of less manual tracking.
7. Compensation shall email the Union and the District Budget Department with the total hours submitted for the semester.
8. The Union shall determine a rate and communicate said rate to Compensation within the payroll calendar deadline.
9. Compensation shall set the rate in the system and manually build the payments through Additional Pay each semester utilizing Earn Code GOV until such time that an alternative electronic collection process can be identified and tested that consists of less manual tracking.
10. Compensation/Payroll - Make a payment at the end of the semester after we have collected all the hours.
11. This process is expected to flow ongoing throughout the semester.