



UPDATE

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• A Publication of the All Faculty Association at Santa Rosa Junior College •

Special Edition for Adjunct Faculty

Beginning March 2008, much of the information important to you as an adjunct faculty member at Santa Rosa Junior College will be available online on the Adjunct Faculty webpage on the AFA website. You also can find the forms and documents you will need from time to time.

Below is a summary of what you will find on the AFA Adjunct Faculty webpage (<http://www.santarosa.edu/afa/adjuncts.shtml>).

COMPENSATION

Hourly Assignment Pay Rates

What you get paid per hour is based on one of four hourly salary schedules. Which schedule is used—lecture, lab, allied or noncredit—depends upon your particular assignment. The horizontal rows are *steps*, which reflect your teaching experience. The vertical columns are *classes*, which reflect your academic or vocational preparation.

Initial Salary Placement

When you receive your first adjunct assignment, you will be placed on a particular step and class of the appropriate hourly salary schedule. You may be placed on Step 2 based on your previous teaching experience. Your class placement is determined by your education. Making sure you receive the right initial placement could make a big difference in what you get paid.

Hourly Salary Schedule Advancement

After you receive your initial salary placement, you may advance your position to increase your hourly rate. Salary class advancement is accomplished by completing approved credit courses at a college or university. Each salary step advancement is accomplished by completing four semesters with at least an instructional load of 6.7% or more (from Step 1 to Step 2), and 13% or more beyond Step 2.

Your Pay Check

Pay periods end on the 20th day of the month, and pay checks are issued on the tenth day of the subsequent month. You may have your check directly deposited.

ASSIGNMENTS AND EVALUATIONS

Hourly Assignment Procedures

Each department has its own policy for making hourly assignments. These policies must conform to the AFA Contract. You should read both the Contract and your department's policy, so that you will know what the procedures are for deciding hourly assignments in your department.

Assignment Priority

Once you complete your fifth semester of employment as an adjunct with two satisfactory evaluations, you earn assignment priority. That status means that your department will be obligated to repeat the instructional load patterns you will be establishing

in your sixth and seventh semesters in subsequent spring and fall semesters (up to 40%). Once you've earned assignment priority, you'll be placed on your department's length-of-service list, based on your first date of paid service in that department. This list is used to determine the order in which faculty are offered assignments.

Evaluations

The California Education Code requires a faculty evaluation once during your first two semesters of employment, once in your fifth semester, and once every six semesters thereafter. The procedures for adjunct faculty evaluation are outlined in the AFA Contract.

Student Consultation (Office Hours)

All hourly assignments on the lecture, lab and noncredit hourly rate schedules include compensation for Student Consultation, or "Office Hours." Your office hour obligation depends upon your type of hourly assignment and the number of weekly hours of your assignment.

Substituting

If you, as an adjunct, fill in as a day-to-day substitute for another faculty member as part of that person's assignment, you must be compensated. This substitution does not become part of your semester load. Be sure that your department chair fills out a *Schedule Change Form* or appropriate *Personnel Action Form*.

Personnel Files

All information pertaining to your relationship as an employee to the District is retained in your personnel file in Human Resources. All contents of the file are kept in confidence, and you have the right to review your file and make copies of any documents contained in your file.

BENEFITS

Medical Benefits

You may be able to participate in the Adjunct Medical Benefits Program. In this program, you share the cost of the program with the District, according to State requirements. The requirements and services of this program change frequently; so, if you currently participate, you should review the program and contact Human Resources if you have questions.

Unemployment Benefits

You may qualify, as an adjunct, for unemployment benefits during the breaks between semesters, provided you are not otherwise employed during those breaks. You can file by telephone, online or by mail. An informational packet that includes the application form, eligibility requirements and the procedures is available.

Retirement Benefits

As an adjunct, you have a choice of three retirement plan options: the State Teachers Retirement System
(cont. on reverse)

For Adjunct *(continued)*

(CalSTRS) Defined Benefit Plan, the CalSTRS Cash Balance Plan and a District-provided 403(b) retirement plan. You signed up for one of these three plans when you were hired. Each plan requires a different contribution rate from the employee and the employer matches that contribution. Under certain circumstances, you can switch to another plan. You can also voluntarily participate in a 403(b) plan and sign up for automatic voluntary deductions from your paycheck. (There's no matching contribution from the District in these plans.)

IRC 125 Cafeteria/Flexible Benefits Plan

Under this government-sponsored program, you may pay for medical and dependent care expenses with pre-tax income, through payroll deductions. You have to be eligible for, but not necessarily enrolled in, the Adjunct Medical Benefits Program in order to participate in the IRC 125 Program. This program would lower your federal and state taxes by reducing your taxable income.

COLLEGE SERVICE

Department Participation

As an adjunct faculty member, you can participate in department activities, such as department meetings, department committees, and curriculum development. An adjunct faculty member with an assignment of 40% or more may vote in an election or recall of the department chair. You may be eligible for compensation for these activities.

Adjunct Faculty District Activities Fund (AFDAF)

If you, as an adjunct faculty member, participate in a District-level activity, you may be paid for your participation through the *Adjunct Faculty District Activities Fund*, under the *AFA College Service & Technology Training Fund (ACSTT)*. Serving on a District-wide committee, an evaluation team, a hiring committee, the Academic Senate, or AFA Executive Council are examples of such duties.

PROFESSIONAL DEVELOPMENT

Professional Development & Flex Activities

Adjunct faculty members have an obligation for a certain number of hours for professional development activities. The actual number depends upon your present semester schedule.

Faculty Technology Training Fund (FTTF)

If you currently have an hourly assignment, *FTTF* funds (also under *ACSTT*) are available to pay your expenses for attending hands-on or interactive technology training workshops. An application for these funds must be submitted before the workshop.

ADJUNCTS AND AFA

Conciliation and Grievances

The AFA Contract defines specific procedures for resolving differences between a faculty member and the District relating to terms and conditions of employment. Both AFA and the District are committed to a prompt, fair resolution at the lowest administrative level possible. The AFA Conciliation/Grievance Officer assists any faculty member trying to resolve such an issue with the District.

Membership in AFA

You can join AFA at any time. The application form

is posted on the AFA website. Member dues are 0.55% of gross wages and are automatically deducted from your paycheck. Joining AFA entitles you to attend and participate in AFA Executive Council meetings, to cast a vote in Council representative elections, to vote on ratification of the AFA Contract, and to participate in collective-bargaining surveys.

Fair Share Service Fee (FSSF)

If you decide not to join AFA, then, by law, you still need to support AFA's work on your behalf by paying a Fair Share Service Fee, which is the same rate as member dues (0.55%) and is also automatically deducted from your paycheck.

Adjunct Representation

There currently are five adjunct seats on the AFA Executive Council, but all Council members represent adjunct faculty concerns. Council members serve two-year terms as Council representatives. Unlike the Academic Senate, AFA representatives do not represent particular departments or programs. If you have a question or concern that you'd like considered by the Council, you may contact any Council member.

Running for Council

Once you've been a member of AFA continuously for five months, you're eligible to run for a seat on the AFA Executive Council. Elections take place each year in February. Adjunct faculty vote for adjunct faculty candidates, and regular faculty vote for regular faculty candidates. Each term starts at the beginning of the following fall semester.

WORKING CONDITIONS

Leaves

As an adjunct faculty member, you earn sick leave at the rate of one hour for every 17.5 contact hours (including summer school). You may use your accumulated sick leave for leaves related to Adoption, Maternity, and Personal Necessity. You may also be eligible for leaves that are not deducted from your accumulated sick leave, such as Initial Bereavement Leave and Jury Duty leave. You may also be eligible to apply for Additional Bereavement Leave and Catastrophic Leave.

Class Size

Any increase in the maximum class size established by past practice cannot be exceeded without your permission. There are medium-sized and large-sized lecture classes that provide for increased load, pay and reader time.

Parking

As an adjunct faculty member, you only pay 50% of the rate for parking fees charged to regular faculty.

LINKS OF INTEREST

Visit www.santarosa.edu/afa/adjuncts.shtml

You should spend some time online looking over this new webpage, especially if you are a new adjunct employee. Also, you should bookmark it on your browser for future reference. If any statement is, or appears to be, in conflict with the AFA Contract or District Policy, the Contract or Policy supercedes that statement. Please email Candy Shell at the AFA office with your comments, questions, or corrections (cshell@santarosa.edu).