

Hourly Assignment Procedures (Article 16)

EOPS Non-instructional Counseling

(Approved in EOPS Staff Meeting on 9/30/03 & Revised 3/18/08)

- I. “Hourly Assignments mean those assignments, generally paid on an hourly basis, which remain available after all regular, probationary and temporary faculty assignments have been made or determined. Summer session, inter-session and overload assignments for regular faculty are considered to be hourly assignments. Therefore, all assignments that are a part of regular **EOPS** counseling faculty load will be made first.”
- II. Initial Eligibility According to the AFA/District Contract, except for some adjunct faculty responding to a less than “Satisfactory” evaluation conclusion, only **EOPS** faculty members who have received a “Satisfactory” or better evaluation conclusion can be considered for hourly assignments.
- III. “Assignment Priority means the preference given to faculty for receiving hourly assignments.” Assignment priority is established by the performance of **EOPS** counseling, in a given semester. However, adjunct **EOPS** counseling faculty are not granted assignment priority until the fourth year of employment in **EOPS**. (Article 16.02, D)
- IV. Repetition of Load and Assignment Priority
 - 1.) Fall and Spring Semesters: **EOPS** Counseling Assignments
 - 2.) Whenever possible, the assignment for faculty with **EOPS** assignment priority will repeat the hourly load actually performed by the faculty member in the previous like semester in **EOPS**. In the case of adjunct **EOPS** counseling faculty, load patterns that are assigned during the third year of employment shall, whenever possible, be repeated in subsequent semesters.
 - 3.) A repetition of load does not guarantee specific day, time, location or schedule of **EOPS** assignments.
 - 4.) **If an EOPS** counseling faculty member’s **EOPS** counseling assignment is cancelled, he or she may not “bump” another less senior **EOPS** counseling faculty member. Should additional **EOPS** assignments become available during the course of the semester, **EOPS** counseling faculty members who have been affected by cancelled assignments, will be offered such assignments in ranked order by the greatest length of service to **EOPS**.
 - 5.) Per the AFA contract, regular **EOPS** counseling faculty overload assignments for Fall and Spring semesters should not exceed 40%. This restriction does not apply to emergency replacement **EOPS** assignments. All **EOPS** assignments over 40% must be reviewed and approved by the **Supervising Administrator of EOPS**.

disabilities or bilingual abilities in languages spoken by EOPS students], all regular and adjunct **EOPS** counselors with satisfactory evaluations are eligible for hourly **EOPS** counseling assignments.

- B. In order to maintain the expected level of expertise, all adjunct **EOPS** counselors must successfully complete the **Counseling Department's** mentor program before being given any **EOPS** hourly assignments. All adjunct **EOPS** counselors must also attend the mandatory training sessions held twice annually by the **Counseling Department**. **In addition, EOPS hourly counselors must demonstrate expected levels of expertise in EOPS specific counseling tasks and procedures such as EOPS counseling screens, EOPS educational plans and contracts, EOPS orientations, EOPS files evaluations, EOPS early registration, and EOPS book vouchers and supplies loans.**
- C. In cases where more than one **EOPS** counseling faculty member requests the same **EOPS** counseling hourly assignment. The, **EOPS/CARE Director**, in consultation with the **Supervising Administrator of EOPS** when possible will make assignments considering expertise and programmatic needs and using date of hire in **EOPS** and the like load stipulations in Article 16, C.

VI. Assignment and Communication: **EOPS** Counseling Assignments

- A. Prior to each term, **summer session, and intersession**, the **EOPS/CARE Director** will request regular **EOPS** counseling faculty to submit their weekly schedules in writing.
- B. **Based on the regular EOPS counseling faculty schedules, the anticipated needs of the students served by EOPS, and the programmatic needs of the District for EOPS/CARE, the EOPS/CARE Director will identify additional EOPS hourly assignments for each term, summer session, and intersession.**
- C. **Funds permitting, EOPS hourly assignments will be offered to adjunct and overload EOPS counseling faculty using the criteria outlined in VI.**
- D. **EOPS** counseling faculty members will be notified of their **EOPS** assignments by the **EOPS/CARE Director**.

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Red = Change to **EOPS** procedures approved at **EOPS** Counseling Staff Meeting on March 18, 2008.

*Reviewed & approved
5.20-08 Dr. M. K. [Signature]*