

Reassigned Time

Members and Staff perform the work of AFA. Members who perform certain designated duties are compensated by reassigned time. Under certain conditions as described below, Members may be compensated by stipend for performing designated duties.

Reassigned Time

Officers, Negotiators, and other Council-appointed positions shall be compensated by reassigned time for performing their duties as designated by AFA Policy. (See *AFA Policy: Duties of Officers*, *AFA Policy: Duties of Negotiators*, and *AFA Policy: Duties of Appointed Positions*.) The Council may also compensate a Member by reassigned time for performing a significant duty over the course of one or more semesters. This reassigned time is allocated to each such Member by FTEF percentage. Thirty-five hours per week, or 612.5 hours per semester, shall be considered one FTEF reassigned time.

Only duties fitting the job description for a specific position may be compensated with the reassigned time for that position. Duties that fall outside of duties of a position will not be compensated with reassigned time designated for that position.

A Member's reassigned time is intended to be reasonable compensation for performing designated duties over the course of a semester. It is not an hourly wage tied directly to the number of hours spent performing those duties.

For each semester, the Cabinet shall determine a schedule of reassigned time by FTEF percentage per position to the Council. This schedule shall reflect a realistic expectation of time required to perform the duties of each position receiving reassigned time. The cumulative reassigned time during a semester for any one Member shall not exceed eighty percent.

The Cabinet shall bring these recommendations to the Council for amendment and approval at the first meetings in November and April for the following Spring and Fall semesters, respectively. Upon approval by the Council, Staff submits a request for total reassigned time, according to this schedule, to the District (as described in AFA Contract 3.11).

At the end of each month of the academic year, each Member receiving reassigned time shall record his/her hours for that month performing these designated duties on an AFA timesheet and submit that timesheet to the AFA office.

Stipends

A Member may be compensated by stipend, rather than reassigned time, for performing designated duties under the following conditions:

- Any Officer or Negotiator who performs necessary duties of his/her position after graduation day and before the first day of the semester may be compensated by stipend. The President or the Chief Negotiator, after consultation with other Officers if possible, shall determine the necessity of such duties with the Member. The Cabinet or Council shall resolve any lack of consensus in such matters, and review any stipends granted.

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- A Member performing specific, one-time tasks approved by the Cabinet may be compensated by stipend of less than \$600 annually. The Council may review any such Cabinet approvals.

A Member's stipend either is a flat rate or is computed using the number of hours spent performing these duties (as recorded by timesheet) and the Member's step and class placement on the current base hourly salary schedule.

College Service Activities

Service performed by Members with reassigned time in activities not part of their designated duties are considered to be College Service.

Members are not required to record hours spent on College Service activities. A Member with reassigned time may, however, record these hours on his/her AFA timesheet without adding them to the total hours spent on designated duties.