SAN DIEGO COMMUNITY COLLEGE DISTRICT
ADJUNCT PERSONNEL ASSIGNMENT STATUS SHEET

Human Resources
3375 Camino del Rio South, Suite 330
San Diego, CA 92108

Employee Name	Employee ID	Business Unit	Notes:

Assignment

Employee Record	Effective Date		Reason	Dept Code	Class/Step
Subject/Competency	**Job Code**	**Reports to Position #**	**FTE**	**GL Account #**	**GL %**

Limitations Summary: This assignment is offered pursuant to State law, San Diego Community College District Procedures, and the agreement between the District and AFT Guild. Below is a brief summary of those restrictions. Adjunct Faculty (those who have not qualified for priority assignment within a college discipline and thus have no re-employment rights within that discipline) :

1. Annualized FTEF of assignments may not exceed 60% during any one academic year without approval from the Vice-President of Instruction. In no case may the annualized FTEF exceed 67%.
2. May not hold concurrent assignments in the college and continuing education programs without approval from both Vice Presidents.
3. May not hold concurrent classroom and non-classroom assignments without approval from V.P.
4. This tentative assignment offer is contingent on enrollment, funding and program changes and as such is not a reasonable assurance of employment under Unemployment Insurance Code 1253.3. See Cervisi v. Unemployment Ins. Appeals Board (1989) 208 Cal.App.3d.635.

Overload/Substitute Assignments

1. May not exceed 108 class-room hours per semester.
2. May not exceed 144 non-classroom hours per semester.

Are you a returning retiree?

☐ **YES** ☐ **NO**

☐ **STRS** ☐ **PERS**

It is the faculty member's responsibility to reference the collective bargaining agreement for salary placement and advancement rules.
I certify that my total certificated employment with the San Diego Community College District, including the assignment offered above, will not exceed the limitations or violate the restrictions listed above.

Are you currently working at another SDCCD location?

☐ **YES** ☐ **NO**

Position Title **Location** **FTE**

Faculty Signature (Only for new assignments) **Faculty E-mail Address** **Date**

Employment:			Prepared By:		
Compensation:			Offering Manager:		
Benefits:			V.P of Instruction		
Retirement:			V.P of Admin Serv.		
Payroll:			Division Executive:		