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

## *Employee Relations Department | Compensation Office*

# Adjunct Office Hours -Collection and Reporting Guidelines-

*College Adjunct Office Hours (AOH)*

*2017-2018*

*Guidelines for the Campuses*

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*2017-2018 AOH*

## Adjunct Office Hours Program – Campus Procedures

1. This program is for Adjunct Faculty **only**. **Contract Faculty Overload, Exempt Contract Classified Working Adjunct, and Pro Rata Faculty members are <u>not</u> eligible**. Adjuncts are subject to the provisions of the Adjunct Office Hours program described in the Faculty Collective Bargaining Agreement (Appendix IX).

2. Office hours are for announced face-to-face office hours.  Online instructors may apply, provided the office hours are conducted in a real-time synchronous manner.

3. Deans and Vice Presidents receive an email from Human Resources-Compensation with a deadline to return the respective attached log from which data is uploaded into the payroll system.  The respective Adjunct Office Hours form for the adjuncts and Collections and Reporting Guidelines for campus staff are also included with this email. (Email is sent approximately two weeks prior to the start of Fall and Spring semester every year.)

   - Deans and Vice Presidents are to forward this email to the appropriate support staff that will be collecting the adjunct office hour form and syllabus from each adjunct.
   - Please add the deadline dates from the email from HR-Compensation to your calendars.

4. Adjunct faculty are required to submit one (1) form and syllabus per class <u>to the Dean's office by the 2<sup>nd</sup> week of the start of class, regardless of class start date</u>.

   - If the adjunct teaches multiple disciplines at the same campus, each class would require its own form submitted to each Dean's office.
   - Likewise, if the adjunct teaches one discipline at multiple locations the adjunct must submit a form and syllabus for each class to each campus Dean's office.

5. Support staff for Deans and Vice Presidents will be responsible for the following:

   - Verify adjunct has met the appropriate filing deadline.
     a. Due date is two (2) weeks after the start of any class.
   - Verify that the adjunct has correctly and completely filled out and signed the Adjunct Office Hours Form.
     a. Verify the PeopleSoft Employee ID # on the Adjunct Office Hours Form.
        i. "SO" ISIS numbers are <u>not</u> acceptable.
     b. Verify that a syllabus has been attached to the Adjunct Office Hours Form.
        i. Syllabus must include the days/times/location of office hours.
   - Entering the following information into the Adjunct Office Hours spreadsheet "log"):
     a. Dean's name in the respective highlighted box.
     b. Name of the person preparing the spreadsheet in the respective highlighted box.
     c. Adjunct's Name *(format:  Last Name, First Name)*.

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        d. **Employee ID # (NO "SO" ISIS numbers) [PeopleSoft, 10 digits].**
        e. Adjunct Assignment FTE  (in decimal format).
        f. No. of Office Hours to be paid.
        g. Employee Record # (from corresponding assignment on PeopleSoft).

6. Double-check all internal/office files to ensure that all qualifying adjuncts that have requested payment of Office Hours are listed on the spreadsheet ("log") for payment.

7. It is highly recommended to save the log to your drive and in the filename include the date submitted, campus, and dean's last name {e.g., AOH Log-(campus)-(dean's last name)-(date)}.  (The main purpose of the <u>date</u> is to avoid confusion with earlier versions should there be necessary changes after emailing the log to HR-Compensation.)

8. Submit log via email (as an attachment) on or before the deadline to the compensation technician sending the initial email –and- the HR-Compensation Office (sdccdhrcomp@sdccd.edu).

9. <u>Please be sure to *copy* the Dean of the department/discipline if the Dean is not the one emailing the log in directly. The log will be considered approved **only** if the Dean is sending the log or is copied on the email being sent to HR-Compensation.</u>  *Late submissions will delay the payment process with the possibility of being denied.*

10. <mark>*<u>Please contact the Compensation Office (X6576 or 6880) immediately if an adjunct is unable to completely fulfill their Adjunct Office Hours obligation for any reason; we can modify the hours or completely remove them if necessary.</u>*</mark>

11. In order to calculate an accurate hourly rate, it is extremely important that all office hours requested are reported to Human Resources-Compensation by the given deadline as the AFT has a specific amount of funds per semester set aside for this program.

12. Payment for Office Hours will be the last paycheck of the Fall/Spring semester, typically January 10th and June 10th.

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## COLLEGE FACULTY ADJUNCT OFFICE HOUR PROGRAM

Adjunct faculty who provide either face-to-face office hours or on-line synchronous office hour time will be eligible for compensated office hours subject to the following requirements:

1.  Each adjunct faculty member must submit a completed form (attached) to the appropriate school dean by no later than the last working day in October and the end of the first full week in April for the fall and spring semesters, respectively, or by the second week of the assignment, whichever is earlier. The faculty member must also include in the syllabus the number of office hours which he/she agrees to hold during the semester, including the days, times, and places where the office hours will be held.

2.  A separate form must be submitted for each school/college where the faculty member has an assignment.

3.  The program does not apply to contract overload or pro-rata faculty.

4.  All payments will be made in the last pay period of the semester.

5.  The total amount of resources to be distributed each semester will come from the AFT share of the Resource Allocation Formula. The rate of pay for each faculty member will be determined by dividing this resource by the total number of hours submitted under Section 1.

6.  This program will not require the creation of additional office space.

7.  Either party may reopen this program for amendment each year.

8.  Hours available per FTEF:

| SEMESTER FTEF | MAXIMUM NUMBER OF OFFICE HOURS (per semester from all assignments combined) |
|---|---|
| .01 to .10 | 5 |
| .11 to .20 | 10 |
| .21 to .30 | 15 |
| .31 to .40 | 20 |
| .41 to .50 | 25 |
| .51 to .60 | 30 |
| .61 to .67 | 33.5 |

# Adjunct Office Hours (College) -Collection & Reporting Guidelines-

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**SAN DIEGO COMMUNITY COLLEGE DISTRICT**
**ADJUNCT OFFICE HOURS FORM**

| Print Form |
| --- |

INSTRUCTIONS:
1) Submit this completed form (with a copy of your syllabus attached) to your dean no later than the second week of the assignment.
2) It is recommended to retain a signed copy for your records.
3) Your syllabus must include the number of office hours which you agree to hold during the semester, including the days, times, and places where the office hours will be held.
4) A separate form must be submitted for each school/college discipline where you have an assignment.

NAME _____

CAMPUS _____

DEAN _____

EMPLOYEE ID*
PeopleSoft (10 digits) _____

Assignment/Job Empl Record Number _____

LIST THE OFFICE HOURS MEETING PLACE(S) AND DAYS/TIME(S) TO BE HELD:
It is the responsibility of the faculty member to find his/her own location to hold the office hours.

ENTER TOTAL SEMESTER FTEF: For this Discipline at this College: _____

CHART For hours available per FTEF:

| FTEF | Maximum Number of Office Hours (per semester from all assignments combined) |
| --- | --- |
| .01 to .10 | 5 |
| .11 to .20 | 10 |
| .21 to .30 | 15 |
| .31 to .40 | 20 |
| .41 to .50 | 25 |
| .51 to .60 | 30 |
| .61 to .67 | 33.5 |

*EMPLOYEE ID CAN BE LOCATED ON YOUR PAY STUB, BY CONTACTING YOUR CAMPUS BUSINESS OFFICE OR BY CONTACTING THE DISTRICT OFFICE PAYROLL OFFICE 619-388-6582.

*I agree to provide _____ office hours by the Chart above and reflect the schedule of these hours in my syllabus during this semester. A copy of my syllabus is attached indicating the office hour information for my students.*

_____     _____

**Signature**                                      **Date**

_____

**Please Print Name**

Please return this form to your school Dean by the dates specified above.

**Questions? Contact the AFT Office at 619-640-1155.**

*Updated August 2017*

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## Collection Spreadsheet Instructions:

Please note:  If the correct data is not input, the cell will give you an error until the correct data is input into the cell.

Please call (619) 388-6576 or 6880 for input questions.

1. Enter the Dean's Name.

2. Enter the name of the person preparing the spreadsheet.

3. Enter the Adjunct's name (format: Last Name, First Name).

4. **Enter the PeopleSoft Employee ID** (10-digit PeopleSoft # that is used to pay the adjunct). Please do not enter "S0" #'s (correct format is similar to 3330000000 or 0001234567).

5. **Enter the adjunct's assignment FTE** (decimal format) from the TAO.

6. **Enter the approved total of adjunct office hours to be paid** (between .5 and 33.5) for the semester.

7. **Enter the Empl Record # (ER #)** of the corresponding assignment in PeopleSoft to be paid from for the adjunct office hours approved.

8. Save a copy for your records and email completed spreadsheet back (as an attachment) to HR-Compensation for processing.   (It is highly recommended to include the campus, dean's name, and date emailing HR in the filename-e.g., " AOH Log-{campus}-{dean's last name}-{date emailing to HR}".  The main purpose of including the date is to avoid confusion with earlier versions should there be necessary changes after the spreadsheet is submitted to HR.)

**CAMPUS COLLECTION SPREADSHEET FOR ADJUNCT OFFICE HOURS - 2017 - 2018**

| Enter Dean's Name Below: | Prepared by: | | | | |
|---|---|---|---|---|---|
| | | | | | |
| **Adjunct Name** *(Format: Last, First)* | **PeopleSoft Employee ID** *(10- digit #)* | **Adjunct Assignment FTE** | **No. of Office Hours to be paid** | **Empl Record #** *(from PeopleSoft)* | Enter the Empl Record # (ER #) of the corresponding assignment in PeopleSoft to be paid from for the adjunct office hours approved |
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