

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ  
(LOCAL)

ASSIGNMENT AND REASSIGNMENT	All employees shall be subject to assignment and reassignment by the Chancellor or designee at any time as provided by the regulations in this manual.
TELECOMMUTING	The Board authorizes the Chancellor to promulgate regulations that govern employees who work at home, i.e., telecommuting. Primary considerations shall include the needs of the College District and its colleges, efficient and flexible utilization of the workforce, productivity, and security of information.
THE WORK PERIOD	The period during which an employee shall be on duty shall be, for contractual employees, the contract term, and for professional support staff, the normal work periods as provided below. The faculty shall be on duty according to a faculty calendar that each college president shall prepare. The faculty calendar must be consistent with the academic calendar adopted annually by the Board. The academic calendar may be changed by the Chancellor or designee when necessary for the efficient administration of the College District.
FULL-TIME FACULTY TEACHING	<p>A full-time instructor's contractual workload is a minimum of 30 hours each week on campus. A full-time instructor's workload shall include a teaching assignment that normally shall not exceed 15 credit hours, posted office hours spread throughout a week, and other duties that may include, but are not limited to, service on committees, meetings, special projects, student consultation, grading, class preparation, registration, commencement, and similar activities. A full-time instructor may teach extra-service courses up to a maximum of 14.7 hours.</p> <p>The performance of these activities may vary for nontraditional instruction such as distance learning that may not require on-campus instruction. A normal teaching assignment may also include evening and weekend classes. The Chancellor shall establish equivalent teaching assignments for lab hours, self-paced instruction, and other nontraditional modes of instruction.</p>
COMMENCEMENT CEREMONIES	The annual commencement exercise involves an academic professional, and participation in this ceremony is part of the contractual obligation of each full-time member of the college faculty. The College District shall provide the academic cap, gown, and hood for faculty members, including regalia, to reflect additional degrees earned. A faculty member is responsible for the care, custody, and control of the academic regalia, which is the property of the faculty member. Replacement of lost, stolen, or damaged regalia is also the responsibility of the faculty member.
PART-TIME FACULTY	A part-time instructor's workload is 9 credit hours or less each week (less than 20 clock hours per week) according to Teacher

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Retirement System rules. A part-time instructor's workload shall include preparing for and teaching assigned classes, providing consultation to students, conducting examinations, and submitting grades to the college. Like a full-time instructor, activities may vary for nontraditional instruction. The College District shall compensate part-time instructors for additional activities as assigned. [See the Human Resources Operational Guidelines for noncredit and other part-time employment]

ADMINISTRATORS

The normal workweek for administrators shall provide for office hours of eight hours per day at a minimum from 8:00 a.m. to 5:00 p.m., five days a week from Monday through Friday, provided that all administrators shall devote such hours and effort to their jobs as may be necessary for effective performance. The College District shall provide academic regalia for designated administrators on the same basis as faculty.

PROFESSIONAL  
SUPPORT STAFF

The normal workweek for physical plant personnel and professional support staff personnel shall be 40 hours beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday. The normal workday begins at 8:00 a.m. and ends at 5:00 p.m. and is five days a week from Monday through Friday. [See DEA(REGULATION) for overtime procedures]

CAMPUS POLICE  
OFFICERS

The workweek for campus police officers shall be 40 hours beginning at 12:01 on Sunday and ending at midnight on Saturday. The Chancellor shall establish procedures for overtime pay in accordance with applicable laws.

SPECIAL  
ASSIGNMENTS  
SUPPLEMENTAL  
EMPLOYMENT

Agreements for supplemental employment may be made with contractual personnel for the performance of duties in summer school, evening colleges, or other assignments beyond the regular contract. Such service shall be compensated at rates established by the Board. The Chancellor is authorized to approve such agreements and may establish procedures for the delegation of such authority.

RELEASED TIME

Faculty members on full-time contracts may, from time to time, be granted release from all or a portion of their teaching work load for the purpose of performing special assignments. Any such released-time activity shall be approved by the Chancellor or designee, and the terms thereof shall be evidenced in the employment contract.