

Requestor:	Date:
Supervisor:	Date:
Vice President:	Date:
Cabinet/President Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date:
Human Resources:	Date:
HR Sends copy to <u>Division/Department Secretary</u> to Enter Assignment Contract AFTER APPROVED :	Date:
HR Sends copy to <u>Payroll</u> :	Date:
Contracts may NOT be entered or forwarded to Payroll without approval of VP, Cabinet & HR	

Definitions & Guidelines:

- Reassigned Time for Non-Teaching Duties - activities that are done as a substitution for teaching
- Extra Contractual Time for Non-Teaching Duties - hours above required load in substitution for teaching
- STIPENDS for Extra Compensation - see Article 26 of the AFT Local 1650 Contract

Approval of faculty-initiated requests for reassigned time should be based on the following:

- If the requested reassigned time is for a task that could be part of a faculty member's essential functions, then reassigned time is not an option.
- The amount of time reassigned should be determined with the guideline of thirty clock hours for every contact hour of reassigned time in a semester.
- A faculty member's requested reassigned time cannot exceed nine (9) academic hours during any single semester.
- Any task to be considered as a reassignment of teaching load must meet all of the following criteria:
 - linked to the strategic plan;
 - regarded by the College as a high priority of the institution;
 - explicitly linked to student success; and
 - beyond the essential functions* required of every faculty member.
- Additional criteria that may be considered:
 - provides benefits to the College community but there are not staff or faculty resources available;
 - requires a level of involvement that exceeds routine committee work;
 - enhances the academic growth and/or the scholarship of the College and is beyond the scope of "Other Duties as Assigned."

*Essential Functions: 1) Teaching, 2) Outside classroom support to students, 3) Contributions to the curriculum and discipline, 4) Contributions to the College and community, 5) Professional Development

Pay Code & Pay Code Description **			
Y	Year-round activities paid 1/10 each month (August, September, October payments will be made in October).	SP	Spring activities paid in equal installments pending beginning and ending dates of assignment.
O	Other – List Details	SU	Summer activities paid in equal installments pending beginning and ending dates of assignment.
MB	Men's Basketball - Paid October through March	GF	Golf – Paid February through May
WB	Women's Basketball – Paid October through March	BB	Baseball – Paid February through May
SB	Softball – Paid February through May	VB	Volleyball – Paid September through November
Payroll Contract Entered By:		Date Entered:	