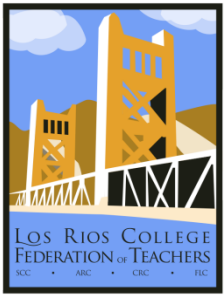


Adjunct Rights That Can Put \$\$ in Your Pocket

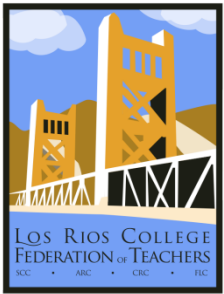
But only if you know what they are.





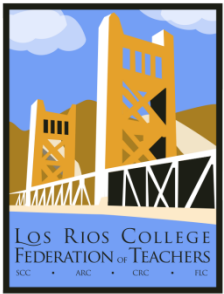
Collecting Unemployment

- You are eligible to apply for unemployment benefits as soon as your assignment ends
- The longer you wait to apply, the more \$\$ you lose
- Remember these words: “I am a part-time temporary community college instructor and I have no reasonable assurance of employment in a subsequent semester, as per the *Cervisi* decision.”



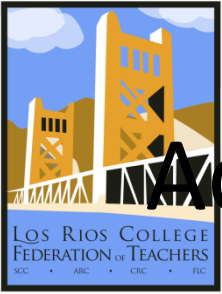
Unemployment Continued

- If you are denied benefits, always appeal
- The Union represents part-time faculty in unemployment appeal hearings
- If you have questions about unemployment issues, call the Union office at 916-448-2452



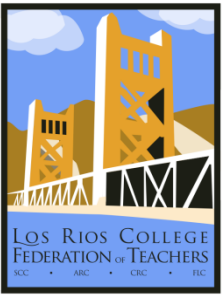
More on Unemployment

- As a part-time instructor, you are never on a semester break or recess; you are unemployed at the end of each semester, irrespective of your hiring preference.
- Even if you have an offer of an assignment in the next semester, you do not have a contract because that offer is contingent on adequate enrollment, funding, and not being “bumped” by a full-timer needing to make load.



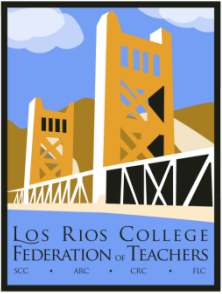
Advancement on the Salary Schedule

- Salary Schedule B, the schedule that applies to part-time faculty, is comprised of two distinct parts—Classes (horizontal) and Steps (vertical)
- There are five salary schedule classes and up to 15 steps, depending on the class
- Movement between classes depends on education, i.e. the amount of units earned beyond a Bachelor's or Master's Degree



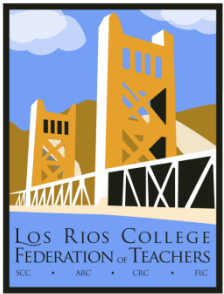
Salary schedule continued

- Movement between steps depends on longevity, the number of semesters it takes you to complete 30 formula hours
- One formula hour for the lecture/discussion teaching mode equals 18 catalog hours. This is the formula: $\text{catalog hours} / 18 = \text{formula hours}$
- Thus, a three-unit class, which is normally 54 catalog hours, equals three formula hours— $54 / 18 = 3$



Salary schedule continued

- One formula hour for the lab/shop/clinic mode of instruction equals 24 catalog hours. The equation is $\text{catalog hours} / 18 \times .75 = \text{one formula hour}$
- For most part-timers, the quickest way to increase your salary is to earn upper division or graduate level units.
- Lower division units are allowed only after approval by your dean and Human Resources



Salary schedule continued

- Refer to the form “Application For Credit For Salary Schedule Advancement For Lower Division Units, Continuing Education Units, And Non-Academic Activities” in your packet for additional information about earning credit for lower division courses.

Adjunct Benefits

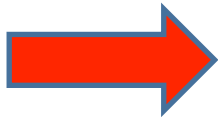
- Your guide to the 2015-16 Adjunct Benefits

<http://www.losrios.edu/business/LRCFTAdj.php>

- Use it OR lose out!
 - District – sends out Enrollment Memo twice a year
 - You – MUST inform the District of your choices

Adjunct Benefits

- For Medical and Dental

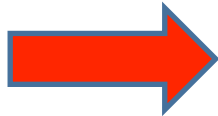


- TCS MUST be filed in district by

- Fall August 24th, 2015

- Spring February 10th, 2016

- CHECK WITH YOUR DEAN!



- Application to Employee Benefits By
Deadline – see above!

- Original enrollment application (no copies accepted)

- F o r m s :

- <http://www.losrios.edu/business/activeforms.php>

Medical Benefits

- Insurance stays in effect until employee makes a change.
- Changes are only allowed during the open ENROLLMENT periods
 - Spring: January 4 – February 10, 2016
 - Fall: July 1 – August 24, 2016

Medical Benefits

- **Joint Los Rios/Sierra Medical Insurance Program** —allows an adjunct who meets the Los Rios requirement (.3 FTE) and who also teaches in Sierra, to combine the two FTEs so as to lower the employee's cost of medical insurance (combined FTEs must be *greater* than .60).
- PLEASE, IF YOU WORK FOR SIERRA, FILE THIS SIMPLE FORM EVERY SEMESTER!
 - http://www.losrios.edu/business/forms/CCFS_361.pdf

Medical Benefits

- District contribution levels—
- <http://www.losrios.edu/~business/downloads/Calculator.HtML>
- This is the District calculator to determine your contribution level

DENTAL INSURANCE

- **DELTA DENTAL PLAN**

- One rate--\$129/month
- The District's contribution is also prorated, based on the FTE of your assignment

RETIREMENT BENEFITS

- Social security
 - Less than 50 hours
- STRS
 - 50 or more hours
 - Defined Benefits Plan
 - Vested 5 years full time equivalent
 - Employee Contribution (If hired before 1-1-13):
 - 2015 9.2%
 - 2016 10.25%
 - Annuity based on age/service credit/final compensation

Adjunct Faculty Office Hours Program

- Adjunct faculty who teach a load of at least .20 FTE are eligible for paid office hours of nine hours per semester. Those who teach a load of at least .40 FTE will be eligible for 18 hours of paid office hours. The hourly pay for office hours is currently \$32.17.

Adjunct Faculty Office Hours Program

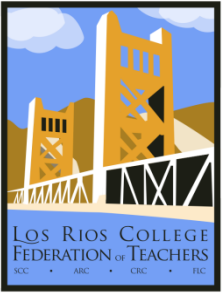
- The required form to apply for office hour pay must be submitted by the end of the first week of scheduled classes. Forms are available from the area dean and in the packet provided here.

Adjunct Faculty Hiring Preference

- Adjunct faculty who have worked in the District for eight semesters out of 12 have earned hiring preference.
- Adjuncts with hiring preference have a right to an assignment before an adjunct without hiring preference.

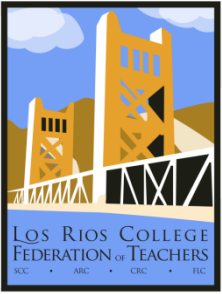
Adjunct Faculty Hiring Preference

- Adjunct faculty who have worked in the District for 16 of 20 semesters have a higher preference level and must be given an assignment before all other adjuncts with fewer semesters than 16 of 20.



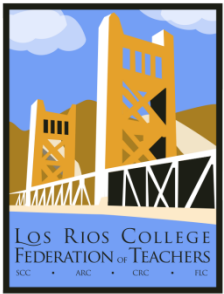
Adjunct Faculty Hiring Preference

- Adjunct faculty can only be “bumped” by a full-timer who needs to make a regular load. “Bumping” needs to occur in the reverse of the hiring preference order, i.e. non-preferenced adjuncts first, etc.



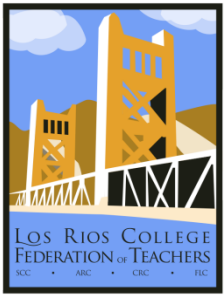
Adjunct Faculty College Service Program

- There are two different programs that will compensate adjunct faculty for college service. Adjuncts must be assigned at least .200 FTE for the semester to be eligible for either program.
- The Adjunct Academic Senate College Service Program will compensate adjunct faculty who serve on the Academic Senate, Curriculum Committee, or Matriculation Committee.



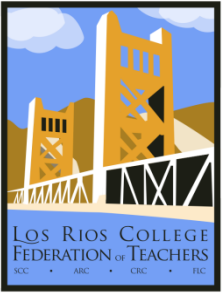
Adjunct Faculty College Service Program

- Except for adjunct faculty elected to be Academic Senate representatives, adjunct faculty wishing to serve on the college Curriculum and/or Matriculation/Student Success committees must address their request to the college Academic Senate president.
- Adjunct faculty serving on these committees will be compensated each semester for 9 hours of service paid at the office hour rate (Column 1, Step 1 on the B2 schedule). The Vice President of Instruction shall complete an ESA for the appointees, with payment at the end of each semester.



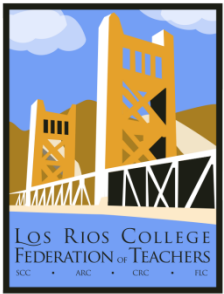
Adjunct Faculty College Service Program

- The Adjunct College Service Activities Program will compensate adjunct faculty for participating in approved college service activities which include but are not limited to college planning (e.g. Ed Plan, Strategic Plan) SLO activities, curriculum and program development, and accreditation (LRCFT article 2.3).



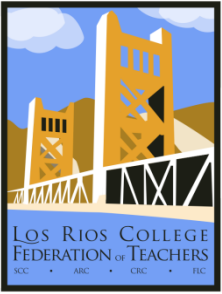
Adjunct Faculty College Service Program

- Adjunct faculty must apply for this program by submitting an Employment Service Agreement (ESA) form to the Dean's office by the campus determined deadline date each semester.



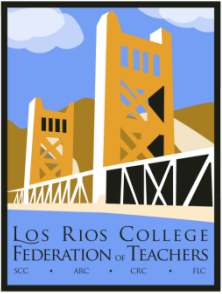
Adjunct Leaves with Pay

- Sick leave—earned based on your assignment FTE each semester.
- Maternity/Paternity leave—now have the right to use up to 30 days of accrued sick leave.
- Personal necessity—six days
- Industrial accident or illness—you do not have Disability Income protection for accidents that occur away from work.



Adjunct Leaves with Pay

- Bereavement—three working days in-state; five, if out-of-state travel is necessary.
- Jury duty
- Judicial appearance—one day
- Paid catastrophic leave
- Conference and meeting attendance
- Mileage for teaching at more than one District location in a single day.



Intellectual Property Rights

- You own the copyright to materials you create on your own time.
- This includes courses you developed, your syllabi, your in-class presentations, etc.
- The District, as opposed to individual faculty, has a non-exclusive license to use your works in various ways.
- The District may not authorize others to use your copyright without your written consent.