



SURVIVAL GUIDE

FOR PART-TIME FACULTY

Fall 2017

Cabrillo College Federation of Teachers
6500 Soquel Dr., Room 1709
Aptos, CA 95003
(831)464-2238
<http://ccftcabrillo.org>
ccft@ccftcabrillo.org

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Nancy Stucker, John Govsky, Michael McCarthy, and Sadie Reynolds.

Familiarizing yourself with your rights as well as your obligations as a part-time instructor can be a daunting endeavor. This guide will help you through the maze of rules and regulations applicable to you as a part-time faculty member in the Cabrillo Community College District.

If you have any questions, please contact a CCFT representative (See Appendix C) or the CCFT office (464-2238). The Contract and useful information for part-timers can also be found online at <http://ccftcabrillo.org>.

Good luck!

Disclaimer:

The *Guide* is just that: a guide. We have tried to ensure that the advice it gives is consistent with our contract, District rules and policies, and the *California Education Code*. But in case of any inconsistency, these other documents take precedence. If you notice any inaccuracies, or have suggestions for supplementing the *Guide*, please contact the CCFT office at (831) 464-2238.

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In the Classroom

BEFORE YOU CAN TEACH

You will be given information during your orientation session with the Human Resources office on requirements for being fingerprinted and having a TB test (services provided free of charge on campus). For fingerprinting, contact the Sheriff's Office located on lower campus next to the parking lot R and the stadium (479-6313). For a TB test, contact the Health Services Office located in room 912 near the cafeteria (479-6435).

HOW DO I TAKE ATTENDANCE?

Opening and permanent rosters are now available only online via WebAdvisor. There is a link to WebAdvisor on the main Cabrillo page (at <http://cabrillo.edu>); additional information about WebAdvisor can be found on the Teaching and Learning Center website (see technology training on p. 6 of this handbook). You may add students until the enrollment reaches the maximum for the course, giving students from the waiting list priority. It is important that you take accurate roll through census week, generally around the end of the second week of the semester. The student count on census week helps determine funding for the college and district. Also, be aware that according to the *California Education Code*, you cannot assign a grade based solely on attendance. However, you may give a grade for participation (and, of course, attendance is part of that).

WHAT IS THE LIMIT ON THE NUMBER OF STUDENTS IN A CLASS?

This varies – check with your department chair. If you start out with fewer than that you may want to recruit students to keep the class from closing.

COURSE SYLLABUS

You are required to give your students accurate and complete information about your course requirements. You may want to include the following information:

- Administrative information. Include the course name and section number, meeting times and place, your name and contact information, including your office hours and where the office hours will be held.

- Course description: Include information about the course goals, texts, requirements, grading system, rules of conduct, and your attendance policy.
- Student learning outcomes (SLOs): SLOs must be included in your syllabus, see your division staff or program chair for a copy of the SLOs that have been developed for your class.
- Accommodations statement: Please include a statement about accommodations in your syllabus. The following statement has been provided by our Accessibility Support Center (ASC) faculty: "Students needing accommodations should contact the instructor ASAP. As required by the Americans with Disabilities Act, accommodations are provided to insure equal opportunity for students with verified disabilities." If you need assistance with an accommodation, please contact the Accessibility Support Center, outside room 1073 in the Hub, upstairs behind the library (phone: 479-6379)
- Consult your Program Chair or Division Office for more information and previous class syllabi.

GRADES

All grades must be submitted online. Log in to WebAdvisor and enter the Faculty Menu; select Grading and follow the steps you take when accessing online Census and Class Rosters. Enter the grades for your students on the Grading Form and submit. Contact Delia Torres in Admissions & records with any questions (479-6411).

SPECIAL STUDIES

It is possible for students to enroll by special arrangement with an instructor in a special studies course. If you wish to work with a student in this format, you must turn in a Special Studies request form to your Division Dean. Instructors can be compensated at the rate of 1/15 of a teaching unit for each special studies student unit. If teaching a special studies course, you must turn in a request for compensation to your Division Dean by the published date that grades are due to Admissions & Records.

FIELD TRIPS

Instructors make field trip arrangements with the approval of their Division Dean. A Class-Associated Activity form must be turned in to the Division Dean at least 7 days before the field trip. Requests for use of a college vehicle must be made to the Maintenance and Operations department at 479-6465. Vehicle request forms are available in the mailroom. Faculty, staff and students can be cleared to drive these vehicles through the Campus Sheriff's Office (479-6313).

FINALS

Your class must meet during finals week, even if you are not giving a test. If you plan to meet off campus, be sure and fill out a Class Associated Activity form.

HOW DO I HANDLE DISRUPTIVE STUDENTS?

When a student cheats, demonstrates concerning behavior, or is disruptive in class, lab, or other educational setting, the instructor or supervising authority must complete a clear and detailed report to document the incident for information only or follow up purposes. For more information see the "Student Rights and Responsibilities" handbook at https://www.cabrillo.edu/services/welcomecenter/documents/SRR_9-15-15_APPROVEDFINAL_001-2.pdf and the Student Support and Care Team (SSCT) website at <https://www.cabrillo.edu/services/welcomecenter/SCT.html>. A Flex Activity is scheduled at the beginning of each academic semester to walk faculty through the disruptive behavior reporting process. For very serious incidents jeopardizing the safety of students and faculty, call 911 immediately. Further questions can be directed to the Dean of Student Services, Michelle Donohue (479-6525).

SUPPORT STUDENTS IN DISTRESS

The Student Support and Care Team is a dedicated, inter-disciplinary group of educators who coordinate caring, compassionate developmental intervention and follow-up for students in need prior to crisis. The team initiates a coordinated response of resources and interventions with the goal of addressing student behavior while mitigating risk. If you have concerns about the health and safety a student, the SCCT is there to

help. Observations of a student in distress may involve issues related to mental health, bullying, drug or alcohol abuse, homelessness, isolation, financial need, or educational support and counseling,

AM I FREE TO CHOOSE MY OWN TEXTBOOKS?

This varies from department to department; check with your Department Chair for more information. Textbooks for students (required or optional) can be ordered through the Cabrillo College Book Store. You may submit textbook requisition forms online at <http://cabrillo.bncollege.com>. On the left side of the page under textbooks click on faculty resources to set up a profile and place textbook requisitions. See the *Faculty Resource Guide* for a detailed description of how to order. You may also call the bookstore text department at 479-6275 with any questions. Contact the publisher to obtain a desk copy for your use.

DO WE HAVE ACADEMIC FREEDOM?

Yes, refer to Article 4 of the Contract Agreement for details. The Contract can be found online at <http://ccftcabrillo.org>.

SEXUAL HARASSMENT & DISCRIMINATION

It is the policy of the Cabrillo Community College District to provide an educational, employment, and business environment free of unlawful sexual harassment or discrimination.

The sexual harassment and nondiscrimination policies and regulations (BP/AR 3430 and BP/AR 3410 respectively) can be found in the Board Policy Book online at <https://www.cabrillo.edu/associations/governingboard/BoardPolicies.html>. For additional information contact Angela Hoyt, Director of Human Resources & Labor Relations (staff complaints) at 479-6234 or Michelle Donohue, Dean of Student Services (student complaints), at 477-3584. If you are involved in a sexual harassment or discrimination case you may seek union assistance by calling the union office at 464-2238.

Work Environment

WORK ENVIRONMENT

Work environment means the physical space and or conditions in which you, the instructor, conduct your instruction (the classroom) or prepare for it (the office). Article 8 of the CCFT/District Contract pertains to work environment.

OFFICE SPACE

Before the first week of the semester the appropriate administrator is to notify you of the location that has been designated as your office space (part-time faculty members usually share office space with each other or with full-time faculty). This is where you will hold office hours and where you should have access to a phone and computer. You should be given a key by your department; if not, you may need to request one from the Sheriff's Office.

In reality, part-timers in many departments have to share a desk, a chair, a telephone, and a file cabinet with other part-timers (often more than one). In that case, the faculty lunch room, department workroom, library, or cafeteria may be an alternative. If you have not been provided with office space, please contact a CCFT representative.

COMPUTER/E-MAIL ACCOUNTS

Access to the Cabrillo campus network, along with an e-mail address, is available to all faculty. You may even access your Cabrillo e-mail from your home computer. To sign up for an e-mail account, go to the Cabrillo College Help Desk Main Page (<https://sites.google.com/a/cabrillo.edu/helpdesk/>). Click on "Request a network account."

You can also create a website for course information. Contact or visit the Teaching and Learning Center (TLC) for more information (room 1095, 479-5030).

Note: some divisions will set up your e-mail account for you.

ONLINE FACULTY AND STAFF DIRECTORY (SALSA)

Cabrillo has made it easy to put your contact info on the Cabrillo website where students and colleagues can find it. To add your info, go to: <http://babyface.cabrillo.edu/salsa/login.jsp>.

Note: some divisions add your info for you.

VOICE MAIL (ROLM)

Adjunct faculty members are assigned a voice mail number. See your Division Office regarding your extension and password. The number students call to access your voice mail is 477-3700. The number you call to retrieve messages is 477-3701.

MAIL ROOM/STAFF LOUNGE

The faculty mailroom is located in room 1003/1004, below the library. Mailboxes are available to all faculty members. Staff in your division may arrange a mailbox for you; if not, contact the mailroom staff to obtain one. CCFT strongly urges all faculty members to use a mailbox in the mailroom (otherwise you may not receive important information). Most forms are available in mailroom, such as absence reports, duplication requests, overtime cards, reimbursement forms, mileage claim forms, etc. Many of these forms can also be found in the business office. The CCFT bulletin board is in the mail room; here you can look up the CCFT Council meeting schedule and find relevant information. There is a refrigerator, microwave, and seating area.

TECHNOLOGY TRAINING

The Teaching and Learning Center (TLC, room 1095) offers training and resources to support faculty in the development of technology-mediated materials. Services include consultation, audio production, CD-ROM burning and testing, resources for photography and slides, scanning, software testing and training, video production, and assistance/training with putting your course materials online.

For more information see their website at <http://cabrillo.edu/services/tlc> or give them a call at 479-5030.

DUPLICATIONS

You may have course materials photocopied by the Cabrillo College Duplications department. To do so, complete a request form (downloadable at <http://www.cabrillo.edu/internal/duplications/>) or email your request to duplications@cabrillo.edu. Detailed information about requirements and fair-use guidelines are printed in the *Faculty Resource*

WORK ENVIRONMENT

Guide. Duplications is located in the faculty mailroom, and can be reached by calling 479-6535.

LIBRARY RESERVE

You may place course materials on reserve with the library or in the Computer Technology Center. See the *Faculty Resource Guide* or call the Library at 479-6473 for more information on the services available.

PARKING

In order to park on campus, you must obtain a parking permit from the Welcome Center (SAC E, second floor). You will receive one permit free of charge; a second permit may be purchased for \$2.00.

WHAT ARE PAID OFFICE HOURS?

Cabrillo students are entitled to equal access to academic advice and assistance from all faculty, including adjunct instructors. Compensation for adjunct office hours is included in the unit pay.

What is my office hour obligation?

You must provide 17 (16.666) minutes of office hour for every unit of instruction. For a 3-unit class this translates into 50 minutes of office hours per week.

Where and when do I provide this service?

Most adjunct faculty members have a shared office space from which they can hold office hours. Some adjunct faculty members use their classrooms or computer labs before or after class, when available. Office hours are to be held contiguous to class offerings. Note that office hours may *not* be scheduled during class breaks or during passing times. Refer to section 11.1.3 of the Contract for more detail.

WHAT ARE MY PROFESSIONAL DEVELOPMENT (FLEX) OBLIGATIONS?

Your obligation to fulfill professional development requirements is based on your teaching load; for each unit assigned one hour of participation in a professional development activity is required.

At the beginning of each semester, the college holds a week-long staff development training (flex week)

that includes classes, workshops, and field trips offered on topics from CPR to computers. Your attendance counts as flex time and you get credit for the hours you attend. If you present at a flex activity you get double credit. Additional flex activities are sometimes held throughout the semester.

CAN I BE REIMBURSED FOR ATTENDING CONFERENCES?

There is some funding available to help with part or all the cost of attending conferences.

At the beginning of each academic year, your Division Dean is to announce how much professional development funding is available for adjunct faculty in your division and the process for applying for such funds. You may also ask full-time faculty members in your division to donate some of their unused conference funds.

CAN I PARTICIPATE IN THE UNION?

Absolutely. You may choose to nominate yourself or another adjunct faculty member to serve as an officer or division representative, or you may contact CCFT if you wish to serve as a union rep on a campus-wide committee. You are also welcome to attend CCFT Council, Adjunct, Contract Development or Committee on Political Education meetings if you would like to; see the website for a meeting schedule (<http://ccftcabrillo.org>).

The faculty union serves as the official bargaining unit; our main task is to support the workplace rights of all faculty members.

CAN I PARTICIPATE IN THE FACULTY SENATE?

Yes! Faculty are nominated and elected within their divisions and there are a couple of senators-at-large. You may nominate yourself or a fellow adjunct faculty member to serve.

The Faculty Senate serves as the official representative of the faculty on academic and professional matters.

Relevant Contract Sections

WILL MY PERFORMANCE BE EVALUATED?

Yes, you will be evaluated during your first and third semesters worked, then once every three years. The evaluation process is described in section 17.8 of the Contract. In accordance with the contract, you are to be evaluated by the appropriate administrator or faculty designee. Please note that you may request a second faculty evaluator on the notice of evaluation that will be sent to you by your Division Dean (Appendix HH).

Your evaluation will include student evaluations, worksite observations by your evaluator(s), and a self-evaluation, and will be based on your knowledge of the subject, effectiveness, performance of responsibilities, and recent professional growth.

WHAT IS THE PROCEDURE FOR GRIEVANCES?

A grievance is a process that seeks to remedy an alleged violation of the collective bargaining agreement. It is not a complaint or feeling of dissatisfaction alleging unprofessional conduct by another faculty member, rude behavior by others, or poor judgment by an administrator. Even though a complaint may not be grievable, CCFT may be able to facilitate a resolution. Some complaints might be resolved through exposure or other public pressure while other conflicts can be handled through mediation.

CCFT has a grievance officer who is available to assist you. You may also want to contact your division representative or the CCFT office (464-2238). If a grievable violation has occurred, CCFT will assist you through all the steps of the process. This assistance is provided to all faculty members.

DOES SENIORITY MATTER?

Good question. CCFT has negotiated some protections based on seniority. These limited seniority protections are referred to as

“reemployment preference” and are detailed in section 16.8 of the Contract.

Reemployment Preference

Reemployment preference is gained after working for eight semesters in an academic discipline. An adjunct unit member with reemployment preference in an academic discipline shall be offered an assignment therein before an adjunct unit member without reemployment preference, provided she/he is qualified for the assignment as noted in 16.4. While all of the criteria in 16.4 are used in making assignments and the number of available assignments can change based on several factors, the District will make an effort to provide continuing comparable assignment to adjunct unit members with reemployment preference. Additionally, if, during any semester, there are more adjunct unit members with reemployment preference than there are available assignments in an academic discipline, the available assignments are to be offered to those adjunct faculty members who are most senior provided that you meet the criteria specified in 16.4. Note that reemployment preference is complicated. Please refer to the contract or ask your CCFT representative for more information. If you think your seniority rights have been violated, contact the grievance officer or the CCFT office immediately.

LEAVES

A leave of absence is an authorized absence from your job with the right to return to a position in the same classification at the conclusion of the leave. Adjunct employees are entitled to certain leaves, some with compensation and some without. There are many different kinds of leaves spelled out in the contract – see Article 10 for specifics.

Am I entitled to personal illness and injury leave?

Adjunct instructors are entitled to receive one third (1/3) of a day per unit taught per semester. (For example, for a 50% or 7.5-unit load worked over a semester you would receive 2.5 days). Personal illness and injury leave (sick leave) does not accumulate over summer or winter sessions.

RELEVANT CONTRACT SECTIONS

Sick leave pay accumulates every semester— once a year the District is to inform you of your accumulated leave hours. You may also contact the Academic Payroll Technician to find out how many hours of leave you have accumulated (479-6386). If you use up all of your sick leave, you may request donations of leave from other faculty and staff members (see sections 10.2.2.1 and 10.14 of the Contract for details). If you need donations of leave contact the CCFT office (464-2238).

Your accumulated sick leave hours will count towards retirement credit if you are vested in STRS. If you are not vested in STRS and do not transfer your leave hours to another District then you will lose these accumulated hours at the termination of your employment with Cabrillo.

What other types of paid leaves do we get?

Other types of leave applicable to part-time faculty include: personal necessity leave (10.3), bereavement leave (10.4), individual responsibility leave (10.5), leave for pregnancy disability (10.6), leave for new parents (10.7), state disability insurance and paid family leave (10.8), industrial accident leave (10.10), and judicial leave (10.11).

You can take personal necessity leaves, such as extra days related to bereavement, and for such reasons as accident, family illness, and paternity; *however, payment is deducted from your accumulated personal illness and injury days.* In addition, you are entitled to pro rated individual responsibility leave that doesn't get taken out of illness leave. Such leave can be used for the observance of religious holidays or family responsibilities that cannot be scheduled outside of working hours. Individual responsibility leave (10.5) does not accumulate from year to year, so if you don't use it, you lose it.

Adjunct employees are eligible to file with the Employment Development Department (EDD) for State Disability Insurance (SDI). You are responsible for filing with the EDD in accordance with SDI filing dates and processes, but you will also work with the District Payroll department to coordinate paid leave benefits. SDI consists of two

components, Disability Insurance and Paid Family Leave:

1. Disability Insurance (DI): may be available to employees who suffer a loss of wages when they are unable to work due to a non work-related illness or injury, pregnancy or childbirth. Disability is any illness or injury, either physical or mental, that prevents an employee from doing his or her regular or customary work. Disability also includes elective surgery, pregnancy, childbirth, or related medical conditions. DI benefits may be payable for a maximum of 52 weeks and may be used in conjunction with the following paid leaves: personal illness and injury leave, extended illness and injury leave, or leave for pregnancy disability. For additional information regarding SDI, refer to www.edd.ca.gov/disability/DI_Eligibility.htm.

2. Paid Family Leave (PFL) may be available to employees who stop working or reduce work hours to care for a seriously ill family member or to bond with a new child. PFL includes bonding with a new child (including adoption and foster care placement), caring for an immediate family member (spouse, domestic partner, child or parent) with a serious health condition, or for the employee to take medical leave. PFL benefits may be payable for a maximum of 6 weeks. PFL may be used in conjunction with the following paid leaves: personal illness and injury leave; personal necessity leave; and individual responsibility leave. For additional information regarding PFL, refer to www.edd.ca.gov/disability/PFL_Eligibility.htm.

Other leaves can be taken, but are unpaid. If you take an unpaid leave and/or do not accept (or have) an assignment for two academic years, you will need to reapply for a position at the College (you will also lose your seniority and initial eligibility for health benefits).

For more information about leaves, please refer to the information on our website at <http://ccftcabrillo.org>.

Salary and Benefits

SALARIES

Adjunct salary schedules are based on a percentage of the full-time salary schedules up to step 12. For 2017-18, the adjunct salary schedule is based on 65.36% of the full-time salary schedule (up from 61% in 2006-07). The schedule for adjunct academic specialists is based on 80% of the full-time schedule. The adjunct salary schedules are listed in the contract as appendices F.2 and F.3.

Progress towards parity

For years, the pro rata pay for adjuncts was based on 60% of the full-time schedules. Moreover, there were no increases beyond step 4 (or step 7, depending on the column of the salary schedule). Over the past decade CCFT has made progress on closing this glaring inequity. In 2005 we started off by bringing all 12 steps of the adjunct schedule up to 60% of the full-time schedule. Beginning in 2006-07, the pro rata increased to 61%; for 2007-08 it increased to 63%. In 2013-14 it increased to 64.5% on a "one-time" basis (using one-time funding with agreement that we would have to renegotiate) and in 2014-15, the base increased to 63.8% with one-time funding bringing it up to 64.3% (the total amount was slightly lower given that the base amount increased). For 2015-16, the pro rata increased to 64.8% on an ongoing basis. For 2016-17 it increased to 65.2%, and for 2017-18 to 65.36%

How can I be sure I'm being paid correctly?

There is no one in the district who checks to see whether you get paid the correct amount or get paid on time. This is entirely up to you.

There are two offices responsible for your payment: the Human Resources office and the Payroll office. The college Human Resources (HR) department records your hours, so it is important that they have the correct information about the number of hours

you work. HR also determines your pay rate (which column and step you are in on the pay scale) and "releases" your assignment every semester. If they do not release your assignment, you do not get paid. The Payroll department processes your paycheck and tracks your sick leave hours.

Remember that it is incumbent upon you to check your hours, pay rate, and deduction information. If you spot a mistake on your paycheck, contact the Academic Payroll Technician at 479-6386.

How do I figure out my placement on the salary schedule?

All new unit members are to be notified of their initial placement on the salary schedule within thirty days of beginning their assignment. Permanent placement is contingent upon submission of required records and documents within 90 days of employment. Step placement is based on in-district teaching service rendered and credit for out-of-district teaching experience granted at the time of employment. Column placement is based on education and related degrees. Please review Article 13 of the contract for specific information about step and column placement. If you believe that you have been placed incorrectly call the Grievance Officer or the CCFT office (464-2238)

When will I receive my paycheck?

Paychecks are sent or deposited at the end of each month. You receive five paychecks each semester. For the Fall term, paychecks are issued from August thru December (note that the December check is paid in early January). For the Spring term, paychecks are issued from January thru May (note there is no June paycheck). Given that the District pays up front before most of the work is complete (as requested by a majority of adjunct), you may owe the District money if you have an assignment canceled.

Do I get paid for shared governance?

Part-time faculty members are currently not compensated for shared governance activities (outside of flex week). However, in most cases, you are welcome to participate if you choose to do so.

Where do I file a change of address?

Change of address forms should be filed with the Human Resources office (479-6240) as well as the appropriate division office(s).

MEDICAL BENEFITS

You are eligible for a District-paid benefits stipend and access to the District health benefits plans after working at least a 50% workload (or 15 units) for two academic years. Eligibility is maintained by working at least 40% (or 12 units) each year.

The summer session(s) prior to an academic year, and winter session in the middle of the academic year count towards eligibility (for example if you worked during the summer of 2017 it will be applied towards your eligibility for 2017-18).

How do I know if I am eligible?

By May 15 of each year, the Human Resources department is to notify you if you are eligible for the District-paid stipend the following year. Those choosing to participate must notify the Human Resources office by August 1st of each year. Coverage is effective September 1st through August 31st. If you believe that you are eligible and do not receive notification from the District, please contact the Academic Resource Specialist in Human Resources (Debra Barnett at 479-6240).

What if my class is cancelled?

If you drop below the 15 teaching unit requirement per academic year needed to maintain eligibility due to a class cancellation after the beginning of a term, you will not lose eligibility for your District-paid health benefit stipend. Please note that ***you are responsible for communicating this information to the Human Resources office.***

How do I find out about the health benefits plans?

Plan information can be found online at <http://www.cabrillo.edu/services/hr/benefits.html> or by contacting the Human Resources office (479-6217).

WILL I BE ENROLLED IN A RETIREMENT PLAN?

Part-time faculty members have three retirement plan options: Social Security, STRS or APPLE. By default, you will be put in Social Security. Once you select one of the other two plans, *you cannot switch plans*. Please refer to Attachment G of this handbook or the retirement information for part-timers on the CCFT website for a summary of plans (<http://ccftcabrillo.org>). Please carefully review your options before selecting a plan.

If you would like to review or discuss the options, you may contact the CCFT office at 464-2238. Every couple of years CCFT hosts a forum with representatives from all of the plans.

Summer and Winter Sessions

WHAT ARE THE RULES FOR WINTER AND SUMMER SESSIONS?

Winter and summer sessions provide additional work opportunities for adjuncts. Be sure to let your Program Chair know in advance if you are interested in teaching summer or winter sessions.

Salary

The same salary schedules apply to winter and summer sessions for adjunct faculty (Appendices F.2 and F.3).

Does working these sessions help me obtain health benefits?

As of July 1, 2007, units worked over summer and winter sessions can be used towards obtaining and maintaining eligibility for a District-paid benefits stipend. See section 14.4 of the Contract for details.

Will these assignments count against the state's 67% limit?

No. Summer and winter intersession assignments are not included in the calculations limiting part-timers during regular semesters to 67% of a full-time load.

Other Important Info

WHAT IS THE 67 PERCENT RULE?

California regulations prohibit part-time instructors from working more than “67%.” This sixty seven percent (67%) rule states that no part-time temporary faculty member may be employed to teach more than 67 percent of the workload of scheduled duties assigned a full-time, regular employee having comparable duties averaged over the semester.

Activities that do not count towards the 67% workload include: classes taught for Cabrillo Community Education, work as a substitute, work over summer or winter sessions, and professional ancillary activities (see next bullet).

WHAT ARE ANCILLARY ACTIVITIES?

State law allows collective bargaining agreements to define “ancillary activities” that will not apply towards the 67% rule and shall not be used for the purpose of calculating eligibility for contract or regular status. As defined in section 16.16 of the Contract, professional ancillary activities include governance, staff development (except flex hours required according to Article 9.2), grant writing, advising student organizations, and union activity. While many ancillary activities performed by adjunct employees have historically been unpaid, as of 2013-14 pilot project utilized limited funding for certain ancillary activities. The project is continuing in 2017-18.

CAN I RECEIVE UNEMPLOYMENT BENEFITS?

Yes! Part-time faculty may be eligible for unemployment benefits over summer and winter breaks. In order to qualify, you must be actively looking for work in your occupation during this time period and you must not have “reasonable assurance” of reemployment.

How and when to apply

CCFT typically holds an Unemployment Filing Workshop at the end of spring and fall semesters. You may also call the Employment

Development Department (EDD) at 1-800-300-5616 or apply online at www.edd.ca.gov/fleclaim.htm. Your claim will start at the beginning of the week you apply and only go back to the first day of application, so it is best to apply on your first day of unemployment or as soon thereafter as possible. There is a one-week waiting period for each benefit year, which begins with the date of filing for benefits and ends one calendar year later.

Please note that you are paid from the beginning of flex week through the end of the academic semester (unless you have a specified, shorter-term contract). This is true even if you stop teaching before the final date listed in your individual contract.

What you need to know when you file

Be sure to let them know you are a temporary, part-time employee who has been laid off for lack of work. If you have an assignment for the fall, explicate that *you have a tentative assignment for the fall semester and that your assignment may be withdrawn at the District’s discretion at the last minute because of funding, enrollment, or other changes*. We recommend having on hand a copy of section 16.5 of the CCFT contract (online at ccftcabrillo.org) for your application process. You may also want to mention your entitlement to benefits under the case of *Cervisi v. California Unemployment Insurance Appeals Board* (1989) 256 Cal.Rptr.142. The *Cervisi* decision states, “an assignment that is contingent on enrollment, funding, or program changes is not a ‘reasonable assurance’ of employment.”

In filing your claim, please note that your union number is AFT local 4400. CCFT does not control your hiring, look for work, or register you if you are out of work.

You will also need information on all earnings over the eighteen months prior to applying,

OTHER IMPORTANT INFO

which can be found on your paystubs. An earnings statement for work at Cabrillo can be obtained from the payroll department (479-6386).

What if I am denied benefits?

With your denial notification, you will receive a form to appeal the decision that has been made. Complete and return the form within 20 calendar days after the mailing date of the denial notice. If you decide to appeal the EDD's decision, you must continue to file claim forms for each two-week period and continue to look for work in your occupation. Contact the union office if you would like assistance.

For more info and resources, refer to the CCFT website at ccftcabrillo.org. You may also call CCFT office at 464-2238.

HOW DO I OBTAIN INFORMATION ABOUT FULL-TIME VACANCIES?

The Human Resources Department is to notify all part-time faculty members by electronic mail (at their District email) of all available tenure track faculty vacancies. If you would like to receive such notification by mail, you must submit an interest card to the Human Resources Department each academic year (479-6217).

You can also search for jobs in other Districts and post your resume online at the California Community Colleges' Job Registry at <https://www.ccregistry.org/jobs/index.aspx>.