



# **SURVIVAL GUIDE**

## **FOR PART-TIME FACULTY**

**Fall 2015**

**Cabrillo College Federation of Teachers**

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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. In terms of a minimum, you generally need 18 students to keep a class open. 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 Disabled Students Programs and Services (DSPS) 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 Disabled Student Services, room 810 at 479-6379 or Learning Skills Program, room 1073, 479-6220.
- 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 (available in mail room) 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?

Disruptive behavior should not be tolerated. See the "Student Rights and Responsibilities" handbook at [http://cabrillo.edu/services/studentaffairs/documents/SRRFinalRevision4.3.2012\\_000.pdf](http://cabrillo.edu/services/studentaffairs/documents/SRRFinalRevision4.3.2012_000.pdf). 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).

### AM I FREE TO CHOOSE MY OWN TEXTBOOKS?

This varies from department to department; check with your Program 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 non-discrimination policy and regulation (BP 5040 and AR 5040 respectively) can be found in the Board Policy Book (available in division offices and the CCFT office). For additional information regarding this policy and the procedures involved, contact Loree McCawley, Director of Personnel and Human Resources (staff complaints) at 479-6217 or Michelle Donohue, Dean of Student Services (student complaints), at 479-6525. 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](mailto: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 College Bank in the 100 building (phone: 479-6376). 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 11.1.1.3 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), industrial accident leave (10.8), and judicial leave (10.9).

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](http://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](http://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 2014-15, the adjunct salary schedule is based on 64.3% 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 C and D.

### ***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.

### ***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.

## SALARY AND BENEFITS

### ***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 2014 it will be applied towards your eligibility for 2014-15).

### ***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 1<sup>st</sup> of each year. Coverage is effective September 1<sup>st</sup> through August 31<sup>st</sup>. 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 G.1 and G.2).

### ***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, a 2013-14 pilot project utilized limited funding for certain ancillary activities. The project is continuing in 2015-16.

### 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](http://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](http://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](http://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>.

# Faculty Resources

## Absences

Let your division know if you will be absent and complete an Absence Report Form (Appendix A) as soon as possible (online at <http://ccftcabrillo.org>).

## Bookstore

Located on the street level of the Student Activities Center East building on the Aptos campus (phone: 479-6209). Textbooks may be ordered online at <http://www.cabrillobooks.net/> (on the left side of the page under “Textbooks” click on Faculty Resources).

## Class Cancellations

To report class cancellations, call your department and/or division office.

## Duplications

Duplications requests can be submitted through the college website or dropped off in the faculty mailroom. You can find the form and relevant info online at: <http://www.cabrillo.edu/internal/duplications/>. It may take up to two weeks to receive your materials, so plan ahead. Alternately, you may use the copy equipment in your division/program office or the faculty mailroom (your division can provide a code).

## E-mail and Network Account

Go to: [www.cabrillo.edu/help](http://www.cabrillo.edu/help). You can also use this web address for computer assistance.

## Emergency Help

Dial 911

## Faculty Mailroom

The faculty mailroom is located in the 1000 building, under the main entrance to the library.

## Faculty Resource Guide

Contains academic calendar, org chart, instructor responsibilities, best practices, Admissions & Records policies, services available to faculty, student services, copyright fair-use guidelines, and much more. Available online: <http://cabrillo.edu/services/instruction/documents.html>.

## Forms

Forms can be found in division offices, the faculty mailroom, the payroll office, and online. Many forms are listed as Appendices to the contract at <http://ccftcabrillo.org/contract>

## Help Desk/ Information Technology

For problems with your computer, printer, or network access, contact the help desk at 479-6392.

## Human Resources

Human Resources maintains your personnel files, evaluations, and salary schedule placement information. The Academic Personnel Technician, Debra Barnett, can be reached at 479-6240 or [debarnet@cabrillo.edu](mailto:debarnet@cabrillo.edu).

## Identification Card

Cabrillo ID card: obtain photos at the Sheriffs’ Office, card at HR, library sticker at library.

## Keys

Key request forms are available in division offices; pick up keys at the Sheriffs Office (479-6313).

**Library**

Call 479-6536 if you need books, periodicals, or videos added to the library collection to support your course.

**Night Administrator (Aptos)**

Call 809-0363 for help with any issue, M-TH: 5 to 9 PM.

**Opening/Locking Classrooms**

Contact the campus police: 212-8464

**Parking/Bus Pass**

College Bank (100 Building) M-F: 9 AM to 3:30 PM. Bring staff ID (or copy of your hire letter).

A parking pass or bus pass is provided free of charge; if you would like both, the cost is \$80 per semester.

**Paychecks**

For questions about your paycheck, contact your division office, Human Resources (479-6240) and/or Payroll (479-6386). Assignments are entered into the system by each division. Payroll can verify how many units you have been paid for.

**Payroll**

The Academic Payroll Technician, who processes the final end of your paycheck and tracks your sick leave hours, can be reached at 479-6386.

**Salsa – Office Hours**

Don't forget to post your office hours on Cabrillo's web site. Go to <http://salsa.cabrillo.edu>. If you haven't previously been provided with a login and password, e-mail a request to [tlc@cabrillo.edu](mailto:tlc@cabrillo.edu).

**Sheriff's Office**

- Campus Sheriff's Office (831) 479-6313. Located on lower Aptos campus near the track in room 1185; open 8AM-5PM.
- Cell phone number for Aptos & Scott's Valley: (831) 212-8464; accessible 7AM-midnight, seven days a week, including holidays.
- Cell phone number for Watsonville: (831) 212-8466; accessible 5:30-10:30PM M-TH.
- Sheriff's Office dispatch: (831) 688-1117

**Student Learning Outcomes & Accreditation Self Study**

From home page go to Administration and Community Interests.

**Student Services**

Michelle Donohue, Dean of Student Services, can help with disruptive students in the classroom or related issues. Phone: 479-6525.

**Teaching and Learning Center (TLC)**

The TLC assists with instructional technology, including web, email, scantron test scoring, and multimedia and provides faculty access to computers, scanners, printers, and cameras. Located on the first floor behind library, rooms 1095 & 1096. Phone: 479-5030.

**Web Based Directory of Staff Resources**

Go to <http://cabrillo.edu> and click the **Staff /Faculty Area** link for links to relevant resources at Cabrillo.



## INSTRUCTIONAL DIVISIONS AND DEPARTMENTS 2014-2015

<b>Office of Instruction</b>	<b>SAC West 213</b>
<b>Dr. Kathleen Welch, Vice President</b>	<b>6451</b>
Lois Christos, Executive Assistant	5077
Dawn Zizzo, Senior Accounting Specialist	5733
Drew Kelley, Office Specialist	6453
Institutional Research Analyst	477-5281
Dale Attias, Instructional Procedures Analyst	477-5679
Laurie Hedin, Instructional Procedures Analyst	5097
Matthew Weis, Program Coordinator, Work Based Living	477-5650
<b><u>Instructional Division Assistant (Central IDA)</u></b>	
Belem Ruiz	6348
<b><u>Articulation &amp; Honors</u> (Transfer/Career Center)</b>	<b>Room 132</b>
Carolyn Jackson, Counselor	6272
<b><u>Business, English &amp; Language Arts</u></b>	<b>Room 301</b>
Dr. James Weckler, Division Dean	<b>477-3248</b>
Sandra McCann, Division Coordinator	6361
Virginia Rossi, Instructional Division Assistant	6400
Dawn Zizzo, Senior Accounting Specialist	5733
Academy for College Excellence – Dr. Sadie Reynolds (DIR)	477-3292
Accounting & Finance – Mo Hassan	6276
Business & Real Estate – Mo Hassan	6276
Computer Apps/Business Technology – Calais Ingel	477-5216
English – Joseph Carter	477-3585
English as a Second Language – Nancy Phillips	6573
Journalism – Bradley Kava	408-656-1519
Reading – Nancy Phillips	6573
World Languages – Nancy Stucker	477-3221
<b><u>Health, Athletics, Wellness, &amp; Kinesiology</u></b>	<b>Room 1102</b>
Dr. Ian Haslam, Division Dean	<b>6389</b>
Marian Apra, Division Coordinator	6523
Cathy Martin, Instructional Division Assistant	5087
Peter Leuck, Division Accounting Specialist	6594
Elissa Kurk, Program Coordinator – Allied Health/Nursing	6430
Adaptive Physical Education – Micki Witzig	6576
Athletics – Dale Murray (DIR)	6149
Dental Hygiene – Bridgete Clark	6472
Health Science & Human Services – Patrick Meyer	6210
Kinesiology – Kim Belliveau	6333
Medical Assistant – Pamela Sanborn	6438
Nursing – Dorothy Nunn (DIR)	6130
Radiologic Technology – Ann Smeltzer	5056
Stroke Center – Cynthia FitzGerald (DIR)	477-3278
<b><u>Human Arts &amp; Social Sciences</u></b>	<b>Room 420</b>
Dr. Isabel O'Connor, Division Dean	<b>6383</b>
Carena Dewis, Division Coordinator	6384
Jenna Whaley Coura, Instructional Division Assistant	6297
Christina Lee, Division Accounting Specialist	477-3538
Anthropology – Kristin Wilson	477-3253
Communication Studies – Dan Rothwell	6511
Culinary Arts & Hospitality Management – Eric Carter	5012
Early Childhood Education – Jean Gallagher-Heil	477-5477
Economics – Paul Harvell	477-5218
Education – Rory O'Brien	6443
Geography & Meteorology – Deirdre Scholar	6346
History – Michael Pebworth	477-3577
Philosophy – Claudia Close	6141
Political Science – Rory O'Brien	6443
Psychology – Jennifer Lee	6403
Public Safety – Phil Carr	477-5227
Sociology & Women's Studies – Teresa Macedo	477-3254

<b><u>Natural &amp; Applied Sciences</u></b>	<b>Room 701</b>
<b>Wanda Garner, Dean</b>	<b>6329</b>
Sarah Doub, Division Coordinator	6327
Norma Pena, Instructional Division Assistant	6328
Patty Nelson, Division Accounting Specialist	6335
Astronomy – Rick Nolthenius	6506
Biology – Denise Lim	6339
Chemistry – Jason Camara	477-5621
Computer Information Systems – Gerlinde Brady	477-5672
Computer Networking & System Admin	477-3533
Rick Graziani (Contact)	
Computer Support Specialist – Gerlinde Brady	477-5672
Computer Science – Steve Hodges	6494
Construction & Energy Management – Chuck Mornard	6235
Engineering – Jo-Ann Panzardi	6497
Engineering Technology – Gary Marcoccia	6250
Environmental Science – David Schwartz	6495
Geology – David Schwartz	6495
Horticulture – Peter Shaw	6241
Mathematics – Jennifer Cass	6363
MESA – Sue Tappero (DIR)	5785
Oceanography – David Schwartz	6495
Physics – Joseph McCullough	6521
Welding – Gary Marcoccia	6250

<b>Visual, Applied, and Performing Arts</b>	<b>VAPA 1007</b>
<b>Dr. John Gaulty, Division Dean</b>	<b>6336</b>
Sherida Lincoln, Division Coordinator	6288
Linda Stinger, Instructional Division Assistant	6464
Wendy Scott, Division Accounting Specialist	477-5661
Art History – Brian Legakis	6368
Art Photography – Gordon Hammer	6188
Art Studio –Rebecca Ramos/Dawn Nakanishi	477-3364/6199
Cabrillo Stage – Jon Nordgren	477-5653
Dance – Regina DeCosse & David King	6519/5027
Digital Media – Francine Van Meter & Beth Regardz	6191/6478
Music – Michael Strunk	477-3256
Theater Arts/Drama – Skip Epperson/Sarah Albertson	6168/477-3257

<b><u>Library/Learning Resource Center</u></b>	
Georg Romero, Director	6536
Lori Chavez, Tutoring Coordinator	4670

<b><u>Education Centers and Online and Innovative Learning</u></b>	
<b>Dr. Rachel Mayo, Dean</b>	<b>786-4710</b>
Olga Diaz, Administrative Assistant (Watsonville)	786-4753
Windy Rouse, Title V Administrative Assistant	477-3291
<b><u>Teaching and Learning Center</u></b>	
Francine Van Meter, Director	477-6191
Matt Smithey, Help Desk Support Assistant	5030

# CCFT Council 2015-16

CABRILLO COLLEGE  
FEDERATION OF TEACHERS  
Phone: 464-2238 Fax: 477-3838  
<http://ccftcabrillo.org>  
Director: Maya Bendotoff

## ELECTED OFFICERS

### President

Conrad Scott-Curtis ..... 477-3530  
([coscott@cabrillo.edu](mailto:coscott@cabrillo.edu))

### Vice President

John Govsky ..... 466-3269  
([john@teacherjohn.com](mailto:john@teacherjohn.com))

### Vice President

Barbara Schultz Perez ..... x6244  
([baschult@cabrillo.edu](mailto:baschult@cabrillo.edu))

### Historian

Winnie Bear ..... x6350  
([wibaer@cabrillo.edu](mailto:wibaer@cabrillo.edu))

### Treasurer

Karl Ewald ..... 359-2267  
([kaewald@cabrillo.edu](mailto:kaewald@cabrillo.edu))

### Membership/Education Chair

Beth McKinnon ..... x6394  
([bemckinn@cabrillo.edu](mailto:bemckinn@cabrillo.edu))

## APPOINTED CHAIRS

### Grievance Chair

TBD ..... x  
([@cabrillo.edu](mailto:@cabrillo.edu))

### Adjunct Committee Chair

Sadie Reynolds ..... 477-3339  
([sareynol@cabrillo.edu](mailto:sareynol@cabrillo.edu))

### Communications Director

David Lau ..... x1216\*  
([dalau@cabrillo.edu](mailto:dalau@cabrillo.edu))

### Committee on Political Education (COPE) Co-Chairs

Sadie Reynolds ..... 477-3292  
([sareynol@cabrillo.edu](mailto:sareynol@cabrillo.edu))

Steve Schessler ..... 477-3240  
([stschess@cabrillo.edu](mailto:stschess@cabrillo.edu))

## DIVISION REPRESENTATIVES

### BELA (6 reps)

Francisco Iñiguez ..... x6407  
([frinigue@cabrillo.edu](mailto:frinigue@cabrillo.edu))

Julio Leal ..... x6351  
([juleal@cabrillo.edu](mailto:juleal@cabrillo.edu))

Ekua Omosupe ..... 477-5667  
([ekomosup@cabrillo.edu](mailto:ekomosup@cabrillo.edu))

Steve Schessler ..... 477-3240  
([stschess@cabrillo.edu](mailto:stschess@cabrillo.edu))

Nancy Stucker ..... 477-3221  
([nastucke@cabrillo.edu](mailto:nastucke@cabrillo.edu))

Katie Woolsey ..... 246-4199  
([kawoolse@cabrillo.edu](mailto:kawoolse@cabrillo.edu))

### Counseling & Educational Support Services (2 reps)

Arturo Cantu ..... x6265  
([arcantu@cabrillo.edu](mailto:arcantu@cabrillo.edu))

Beth McKinnon ..... x6394  
([bemckinn@cabrillo.edu](mailto:bemckinn@cabrillo.edu))

## DIVISION REPRESENTATIVES (cont.)

### HASS (6 reps)

Enrique Buelna ..... x6371  
([enbuelna@cabrillo.edu](mailto:enbuelna@cabrillo.edu))

Eric Hoffman ..... x5093  
([erhoffma@cabrillo.edu](mailto:erhoffma@cabrillo.edu))

Robin Mara ..... 786-4720  
([robin.mara@yahoo.com](mailto:robin.mara@yahoo.com))

Dan Rothwell ..... x6511  
([darothwe@cabrillo.edu](mailto:darothwe@cabrillo.edu))

### Health Services/Library/Other Instruction (2 reps)

Sylvia Winder ..... 479-6150  
([sywinder@cabrillo.edu](mailto:sywinder@cabrillo.edu))

### HAWK (5 reps)

Kim Belliveau ..... x6333  
([kibelliv@cabrillo.edu](mailto:kibelliv@cabrillo.edu))

Bridgete Clark ..... x6472  
([brclark@cabrillo.edu](mailto:brclark@cabrillo.edu))

Merritt Tucker ..... 477-3306  
([metucker@cabrillo.edu](mailto:metucker@cabrillo.edu))

Gail West ..... x1626\*  
([gailwest1@sbcglobal.net](mailto:gailwest1@sbcglobal.net))

### NAS (6 reps)

Jeffrey Bergamini ..... 477-3539  
([jeffrey.bergamini@cabrillo.edu](mailto:jeffrey.bergamini@cabrillo.edu))

Joe Caputo ..... 477-3239  
([jocaputo@cabrillo.edu](mailto:jocaputo@cabrillo.edu))

Sara Decelle ..... x1719\*

Lisa McAndrews ..... x6450  
([limcandr@cabrillo.edu](mailto:limcandr@cabrillo.edu))

Peter Shaw ..... x6241  
([peter.shaw@cabrillo.edu](mailto:peter.shaw@cabrillo.edu))

### VAPA (5 reps)

Don Adkins ..... x1301\*  
([doadkins@cabrillo.edu](mailto:doadkins@cabrillo.edu))

Sarah Albertson ..... 477-3257  
([saalbert@cabrillo.edu](mailto:saalbert@cabrillo.edu))

Brian Legakis ..... x6368  
([brlegaki@cabrillo.edu](mailto:brlegaki@cabrillo.edu))

Sharon Took-Zozaya ..... 477-3501  
([stzozaya@cabrillo.edu](mailto:stzozaya@cabrillo.edu))

Susan Stuart ..... 476-5924  
([sustuart@cabrillo.edu](mailto:sustuart@cabrillo.edu))

### WATSONVILLE CENTER (2 reps)

Rudy Puente ..... 786-4743  
([ropuente@cabrillo.edu](mailto:ropuente@cabrillo.edu))


Barbara Schultz Perez ..... x6244  
([baschult@cabrillo.edu](mailto:baschult@cabrillo.edu))

# Membership Form

To effectively represent and advocate for all faculty, we need your participation. If you haven't completed a membership card, please do so right away.

Benefits of membership include: the right to vote on contract ratification and in union elections; the right to serve on the union council and other committees; access to state-wide (CFT) and national (AFT) union publications; coverage by a million dollar professional liability insurance policy; access to various scholarship programs for yourself and your family members; free legal consultations for up to half an hour; and access to many other insurance, medical, entertainment, and discount programs through our national union.

Please note that if you do not become a union member, you will still need to pay a service fee (agency fee) to the union (and the union will still represent you).

Last Name		First Name		Date	
Home Mailing Address		City	State	Zip	Department
Work Phone	Home Phone		Email		Division
<b>Membership dues</b> are based on 1.17% of gross salary for all terms, including overload units. <input type="checkbox"/> New as of _____ term <input type="checkbox"/> Change		 <b>CABRILLO COLLEGE FEDERATION OF TEACHERS</b> AFT LOCAL #4400  <b>Membership Card</b>  <small>CCFT dues are not deductible as charitable contributions for federal income tax purposes. However, under limited circumstances, they may be deductible as a business expense.</small>		I hereby authorize the current CCFT payroll deductions, as set by CCFT and affiliated organizations, to be paid as membership dues as opposed to agency fee deductions. <b>This authorization will remain in effect until I revoke it in writing, and shall be effective as of my next pay warrant.</b>  _____ <i>Signature</i>  _____ <i>Date</i>	
Employment Status <input type="checkbox"/> Contract/Regular <input type="checkbox"/> Part-Time: _____ units					
<input type="checkbox"/> Associate Member \$3.00/month (Faculty emeritus, administrators, and others)					
~ ADDITIONAL AND OPTIONAL ~ <input type="checkbox"/> Committee on Political Education (COPE) ___ \$2/mo. ___ \$5/mo. ___ \$10/mo. ___ \$20/mo. ___ other ___ I would like to receive email updates from COPE					

Please return completed card to the CCFT mailbox in the Cabrillo College mailroom



<b>VAPA 2000</b>	2D Art (H3)
<b>VAPA 3000</b>	3D Art (J3)
<b>1000</b>	Academy for College Excellence (ACE) (E5)
<b>SAC West</b>	Administrative Office(F4)
<b>2030</b>	Administrative Office / Purchasing (H7)
<b>100</b>	Admissions and Records (E4)
<b>VAPA 1000</b>	Art History Forum (G4)
<b>SAC West</b>	Assessment (F4)
<b>800</b>	Baskin Center (E6)
<b>1700</b>	Baskin Child Care Center-Head Start (L2)
<b>SAC East</b>	Bookstore (Librería) (F5)
<b>2600</b>	Business Office (J2)
<b>SAC West</b>	Cabrillo Advancement Program (CAP) (F4)
<b>2100 A</b>	Cabrillo Extension Office (K2)
<b>900</b>	Cafeteria (F6)
<b>2100 A</b>	Career Education & Economic Development (CEED) (K2)
<b>100</b>	Career / Transfer Center (E4)
<b>1500</b>	Children's Center & Public Safety Office(L2)
<b>600</b>	Chemistry and Biology (C5)
<b>400</b>	Communication Studies Department (E2)
<b>800</b>	Computer Science (CS) (E6)
<b>800</b>	Computer Information Systems (CIS) (E6)
<b>100</b>	College Bank (E4)
<b>1400</b>	Computer Technology Center-Solari (CTC) (K3)
<b>1550</b>	Cooperative Work Experience Education (L2)
<b>100</b>	Counseling (E4)
<b>1190</b>	Delta High School (N5)
<b>HW2</b>	Dental Hygiene (F7)
<b>1000</b>	Disabled Students Programs / Services (DSPS) (D5)
<b>100</b>	Enrollment Services-Hurd (Servicios de Matricula) (E4)
<b>450</b>	Erica Schilling Forum (E3)
<b>HW1</b>	Exercise Studio (E7)
<b>900</b>	Extended Opportunity Program & Services (EOPS) (F6)
<b>SAC West</b>	Fast Track to Work (F4)
<b>100</b>	Financial Aid & Scholarships (E4)
<b>1800</b>	Foundation (H2)
<b>1100</b>	Gymnasium (Gimnasio) (H5)
<b>100</b>	Honors Transfer Program (E4)
<b>5000</b>	Horticulture (C6)
<b>900</b>	Human Resources (Recursos Humanos) (F6)
<b>1200</b>	Information Technology, Planning & Research-Graefe (H2)
<b>SAC West</b>	Job Placement / Student Employment (F4)
<b>500</b>	Learning Communities Center (D3)
<b>1000</b>	Learning Resources Center (LRC) (E5)
<b>1000</b>	Learning Skills (E5)
<b>1000</b>	Library-Swenson (Biblioteca) (E5)
<b>800</b>	Mathematics, Engineering, Science Achievement Lab (MESA) (E6)
<b>1074</b>	Math Learning Center (MLC) (D5)
<b>100</b>	Matriculation (E4)
<b>HW2</b>	Medical Assistant (F7)
<b>VAPA 5000</b>	Music- Samper Recital Hall (H4)
<b>800</b>	Networking Lab (E6)
<b>HW2</b>	Nursing (F7)
<b>350</b>	OASIS (E3)
<b>900</b>	Outreach & Recruitment (F6)
<b>1500/1600</b>	Public Safety (K2)
<b>700</b>	Planetarium (D6)
<b>SAC West</b>	Puente Program (F4)
<b>HW2</b>	Radiologic Technology (F7)
<b>SAC</b>	Samper Student Activities Center (F5)
<b>1800</b>	Sesnon House (Pino Alto Room) (H2)
<b>1185</b>	Sheriff (M5)
<b>2100 C</b>	Small Business Development Center (SBDC) (K2)
<b>500</b>	STARS / Title V Project (D3)
<b>HW1</b>	Stroke & Acquired Disability Learning Center (E7)
<b>SAC East</b>	Student Affairs Office (Asuntos Estudiantiles) (F5)
<b>900</b>	Student Health Services (Servicios de Salud) (F6)
<b>1095</b>	Teaching & Learning Center (TLC) (D5)
<b>2100 B</b>	CTE/S4C (K2)
<b>VAPA 4000</b>	Theater- Crocker Theater (K3)
<b>100</b>	Transfer/Career Center (E4)
<b>1000</b>	Tutorials (E5)
<b>900</b>	Veterans Information Center (VIC) (F6)
<b>1300</b>	Welding (J3)
<b>HW1</b>	Wellness Eduation Center (WEC) (E7)
<b>1000</b>	Writing Center & ESL Lab (E5)

<b>INSTRUCTIONAL DIVISION OFFICES</b>	
<b>300</b>	Business, English, Language Arts (BELA) (E3)
<b>1100</b>	Health, Athletics, Wellness and Kinesiology (HAWK)(H5)
<b>400</b>	Human Arts & Social Sciences (HASS) (D3)
<b>SAC West</b>	Instructional Development (ID) (F4)
<b>700</b>	Natural & Applied Sciences (NAS) (D6)
<b>VAPA 1000</b>	Visual, Applied & Performing Arts (VAPA) (G4)



FREQUENTLY ASKED QUESTIONS

How do I get a parking permit?

- 1) Purchase a Semester Permit at the Student Affairs Office in SAC East or at the Admissions & Records Office in Building 100.
- 2) Use the Day Permit vending machines in each parking lot.

Where do I get a student activity card?

Student Affairs Office in SAC East.

Where do I get a bus pass?

Student Affairs Office in SAC East.

Where can I get additional information?

Student Affairs Office in SAC East.

IN CASE OF EMERGENCY CALL 911

To reach a Sheriff's Deputy 7:00am - midnight, call 831.212.8464.  
For ADA assistance, call 831.479.6379.

CONTACT US

Aptos Campus	831.479.6100
Watsonville Center	831.786.4700
Scotts Valley Center	831.477.3550
Disabled Student Programs / Services	831.479.6379
<a href="http://www.cabrillo.edu">www.cabrillo.edu</a>	



# Fall 2015

Flex Days: August 24-28

Fall Semester: August 31 - December 19

<b>July 2015</b>							<b>July</b>	
S	M	T	W	TH	F	S	<b>3 Holiday Observed</b> <b>Summer 2015</b> First 4-week session: 06/15 - 07/10 6-week session: 06/22 - 07/31 8-week session: 06/15 - 08/07	
			1	2	<b>3</b>	<b>4</b>		
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19	20	21	22	23	24	25		
26	27	28	29	30	31			
<b>August</b>							<b>August</b>	
S	M	T	W	TH	F	S	<b>24-28 Flex Days — August 24 - August 28</b> <b>31 Fall Semester Begins</b>	
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
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<b>September</b>							<b>September</b>	
S	M	T	W	TH	F	S	<b>7 Holiday: Labor Day</b>	
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<b>November</b>							<b>November</b>	
S	M	T	W	TH	F	S	<b>13 Veterans Day Observed</b>  <b>26 Thanksgiving Holiday: no classes</b> <b>27 Board Holiday: no classes</b>	
1	2	3	4	5	6	7		
8	9	10	11	12	<b>13</b>	14		
15	<b>16</b>	17	18	19	20	21		
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29	30							
<b>December</b>							<b>December</b>	
S	M	T	W	TH	F	S	<b>14-19 Final Exams</b> <b>19 End of Fall Semester</b> <b>24 Holiday in lieu of Admissions Day ( Ed. code 88205.5)</b> <b>25 Holiday</b> <b>28-31 Board Holidays: college closed (4 days)</b>	
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27	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>				

# Spring 2016

Flex Days: January 15 (SLO Assessment)

January 19-22

Spring Semester: January 25 - May 21

<table><tr><th colspan="7">January 2016</th></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>TH</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	January 2016							S	M	T	W	TH	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table><tr><th colspan="2">January</th></tr><tr><td>1</td><td>Holiday: New Year's Day</td></tr><tr><td>18</td><td>Holiday: MLK</td></tr><tr><td>19-22</td><td>Flex Week (Jan 15 - Flex Day/SLO Assessment)</td></tr><tr><td>25</td><td>Spring Semester begins</td></tr></table>	January		1	Holiday: New Year's Day	18	Holiday: MLK	19-22	Flex Week (Jan 15 - Flex Day/SLO Assessment)	25	Spring Semester begins
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# Retirement Plan Options for Part-Timers at Cabrillo

	<b>SOCIAL SECURITY</b>	<b>STRS DEFINED BENEFIT</b>	<b>APPLE</b>
<b>TYPE OF PLAN</b>	Old Age Survivor and Disability Insurance	Defined Benefit Pension Plan	401a Defined Contribution Plan
<b>VESTING</b>	Vested for retirement after 40 credits (previously quarters). If not vested you receive nothing.	Vested after the equivalent of 5 years service time. If non-vested, employee contribution is returned plus interest.	100% Immediate vesting
<b>DISABILITY BENEFITS</b>	Yes	Yes	No
<b>EMPLOYEE CONTRIBUTION</b>	6.2%	9.20% (8.56% for employees who were members of CalSTRS prior to January 1, 2013)	3%
<b>DISTRICT CONTRIBUTION</b>	6.2%	10.73%	4.5%
<b>MEDICARE (provided to all employees hired after April 1, 1986)</b>	1.45%	1.45%	1.45%
<b>PRE-TAX CONTRIBUTION?</b>	No	Yes	Yes
<b>ABILITY TO WITHDRAW FROM PLAN?</b>	Yes	No (with possible exceptions for those with a break in service)	No (with possible exceptions for those with a break in service)
<b>DISTRIBUTIONS</b>	Monthly	Monthly	One time lump sum

*Compiled by CCFT for general reference only. Please call us at 464-2238 if you have any additions or changes.  
CalSTRS rates slated to increase for the next several years under the CalSTRS2014 Funding Plan (AB 1469)*

*As of 8/24/15*

**Attachment G**

# Retirement Plan Options for Part-Timers at Cabrillo

## Social Security:

You must have 40 credits (the equivalent of 10 years) to receive a pension at retirement age. If you are not going to get 40 credits and become vested in SS, you will not get any money back. If you don't know how many credits you currently have, you should find out. If you have close to, but less than 40 credits, you may want to stick with social security a little longer. If you have already accumulated 40 credits, you will have to decide whether to stick with social security or to switch over to one of the other plans. You should know that there are several "offsets" or "windfalls" between social security and other pensions. For example, if you also have a STRS pension, you will only receive a certain percentage of your Social Security pension. There is also a spousal offset provision. We recommend contacting a local Social Security counselor to find out how the various offset provisions will affect you before you make a decision.

Some people have already paid enough into SS to be assured of having maximum benefits at retirement. For those people, paying more into the system will not bring them any more back and the money is basically being given to the SS system.

## CalSTRS Defined Benefit:

You must have contributed to the plan for the equivalent of five years to become vested. If you drop out of the program with less than five years, they will return the portion that you contributed, plus interest, but you will not receive the district's contribution.

If you remain a part-timer, you may never become vested in STRS and thus never receive a pension nor have access to any of the money that the college invested in STRS on your behalf. In this case, you are basically giving STRS 9% of your wages to invest until you stop teaching, at a modest interest rate. If you become vested as a part-timer with few teaching units, you are likely to receive a modest pension.

If you do get a full-time job or work a large load as a part-timer over many years, you are likely to get the best retirement benefits from STRS.

## APPLE 401a Defined Contribution Plan:

Unlike the STRS or Social Security pensions, you vest immediately in this plan and receive the entire amount in one "lump sum" when you retire. There may be "off sets" or "windfalls." However, because the account balances are typically very low, it is unlikely. You also have greater portability and flexibility: you may purchase STRS or PERS credit or roll your account over into an IRA. However, the interest on this plan is usually relatively low and both you and the district contribute significantly less.

If you are a good investor and would rather not see your money in STRS or Social Security, you may want to opt for this plan, as you will have more from your paycheck to save. If you only plan on teaching a few classes for a few years—and you have much less than 40 credits vested in social security—this option may be your best bet. However, if you plan to teach a lot for a long time (or you are convinced that you will receive a full time position), you may want to opt for STRS, as the interest and benefit are likely to be higher and the district contributes more.



CHECK NO.: 015900

[illegible]

Void after 12 months

ONE THOUSAND SEVEN HUNDRED SEVENTY-FIVE AND 73/100\*\*\*\*

Your Name Here

# Non-Negotiable

0 \*\*\*\*\*  
Authentic Signatures:  
*able* *19/10/14*  
Margarette *19/10/14*

RETURN SERVICES  
REQUESTED



## ***New Paycheck Map***

Beginning with checks issued for January 2, 2007

<b>Sample Check Item Number</b>	<b>Item Description</b>
1	This is the last day of the pay period for which you are being paid on this check.
2	This is your Datatel identification number. As we move away from using Social Security Numbers for many purposes, we will be using this number instead.
3	Earnings have various type codes in our system. <i>See Attached List A</i>
4	If this item is being paid at an hourly rate, the number of hours being paid will show here.
5	This is the total gross pay for this item.
6	These codes describe the various taxes withheld from your pay. <i>See Attached List B.</i>
7	This is the amount withheld from this check for each of these tax items listed in #6.
8	This is the total withheld from your paychecks since January 1 for each of these tax items listed in #6.
9	These abbreviations describe various other benefits and deductions withheld from your pay.
10	This is the amount withheld from this check for each of these benefit or deduction types listed in #9.
11	This is the total withheld from your paychecks since January 1 for each of these benefits and deductions listed in #9.
12	This is the amount paid by Cabrillo College for each of your benefits and deductions listed in #9.
13	This is the total gross pay amount for this pay period.
14	This is the total withheld from this check for all of the taxes listed in #7.
15	This is the total withheld from your paychecks since January 1 for all of the taxes listed in #8.
16	This is the total withheld from this check for all of the benefits and deductions listed in #10.
17	This is your total gross pay since January 1.
18	This is your net pay, the actual amount of your check. It is your total gross (13) minus taxes (14) and deductions (16).



***New Paycheck Map***  
***List A —Earning Types***

Beginning with checks issued for January 2, 2007

<b>Earn Type</b>	<b>Description</b>
ADJ	Salary Adjustment
ADJM	Adjustment to Pay – Miscellaneous
AOL	Adjunct and Overload
ARR	Arrears
BENE	Fringe Benefit - Health
BSTR	Excess Fringe STRS Creditable
CHLY	Classified Hourly
CS	Community Service, Non STRS
DOC	Salary Dock
EQP	Equity Pay
FHLY	Faculty Hourly
HRY	Hourly Pay
IAL	Industrial Accident Leave
NTAX	Non-Taxable Earnings
OFC	Office Hours
ONSP	One Time STRS Creditable, Non PERS Creditable
OT	Overtime (1.5)
OT2	Overtime Double Time
OTC	Overtime Comp Time
OTP	Overtime, PERS Creditable
OTSP	Overtime Straight PERS Creditable
R08	Regular Pay, 8 Month
R09	Regular Pay, 9 Month
R10	Regular Pay, 10 Month
R11	Regular Pay, 11 Month
R12	Regular Pay, 12 Month
RAP	Retroactive Pay
SABB	Sabbatical Leave
SNFI	STRS Member No FICA
SRIO	Overtime Student Summer/FICA
SRIR	Regular Pay Student Summer/FICA
SRPO	Overtime, Student Normal
SRPR	Regular Pay, Student Normal
STH	Coaching Stipend
SUB	Substitute Pay
SUPP	Supplemental Earnings
SWIO	Overtime Work Study Summer/FICA
SWIR	Regular Pay Work Study Summer/FICA
SWPO	Overtime Work Study Normal
SWPR	Regular Pay Work Study Normal
UBE	Unit Banking Earnings
UBL	Unit Banking Lump Sum Payout
UBP	Unit Banking Payout
VAC	Vacation Payoff
WCMP	Workers Compensation Benefit Payment



***New Paycheck Map***

***List B —Tax Codes***

Beginning with checks issued for January 2, 2007

**Important Note:** The Datatel system handles taxes in a way that is more accurate to your actual position and work months. All employees are encouraged to review their tax status, complete a W4 worksheet, and submit an updated W4 Tax Withholding form if necessary. You may obtain a W4 form from Payroll, Human Resources, or online from the IRS at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>.

<b>Tax Code</b>	<b>Description</b>
FICA	Federal Insurance Contributions Act Tax
FIT(M,S)	Federal Tax Withholding (FITM = Married Rate or FITS = Single Rate)
MEDI	Medicare
SUI	State Unemployment Insurance
S(XXX)	State Tax Withholding (Digits 2 through 4 depend on your election)