

## **Definitions and Procedures for Release Time**

**AP 4157**

### **Definitions**

The District distinguishes between release and reassigned time as follows:

**Release time** is that portion, up to 100% of a regular employee's normal work duties and responsibilities assigned to serve in a position that is unrelated to the employee's primary assignment.

District Release time for faculty and classified staff is provided for service with employee bargaining units and designated employee representative groups as determined through agreements reached with the Faculty Association, SEIU, and CSEA (See Article 3 of the *Agreement* between the District and the Faculty Association and MOU between the District and the Faculty Association dated August 6, 1992/pg. 177 of the *Agreement*; Article 5 of the *Agreement* between the District and SEIU, Local 715, Unit 1; Article 3 of the *Agreement* between the District and CSEA, Chapter 96, Unit A).

District Release time may also be provided to employee organizations that participate in the shared governance of the district.

**Reassigned time** is that portion, up to 100% of a regular employee's normal work duties and responsibilities assigned to complete tasks within a department or division that are not directly related to the employee's assignment but are related to the work/mission/function of the department, division or college.

### **Process to Request Release Time**

1. Complete the Application for Release Time.
2. Complete a Job Description(s) and attach to the Application.
3. Submit the Application with attachments to the Human Resources Advisory Committee (HRAC).
4. The HRAC will review and evaluate the request.
5. The HRAC may request an interview with the officers of the organization submitting the request.
6. The HRAC will make a recommendation to the Chancellor's Advisory Council within 30 work days of receipt of the request with a copy of the recommendation to the requesting organization.

## **Guidelines for Release Time**

### 1. Evaluation

Each organization will develop a method of evaluating the effectiveness/utilization of the release time granted. The HRAC may request an organization to provide documentation of the effectiveness of the release time.

### 2. Replacement

Whenever the District grants release time the District will allocate funds for the replacement of the individual to whom the release time is assigned.

### 3. Opportunity

Release time provides an opportunity for employees to serve the District and their constituents. The opportunity to participate should be made available to as many employees as possible.

### 4. Criteria

The HRAC will evaluate each application on the following criteria:

- Participation in shared governance
- Contribution to the mission of the District/College
- Contribution to student/employee success
- Contribution to shared governance
- Meeting needs not currently or adequately addressed
- Contribution to creating an environment of greater inclusion of employees
- Advocacy role

### 5. College Requests

Should requests for release time for College organizations be received by the College Roundtable at Foothill, or the Administrative Council at De Anza, the Colleges shall follow this policy and procedure to determine whether to provide release time.

*See Board Policy 4157—Release Time*

Reviewed 7/14/97