

APPENDIX S2
PAID OFFICE HOURS PROGRAM
(Article 7 – Part-Time Faculty)
 Foothill-De Anza Community College District
INTENT TO PARTICIPATE

Please read in full the description of the Paid Office Hours program on the reverse of this sheet. If you are interested in participating in this voluntary program, follow the enrollment procedure described below. This form is the official document that sets forth the timelines and documentation necessary for enrollment in the office hours program. Please note the respective due dates. See reverse side for instructions.

Name (please print) _____ CWID _____ Quarter _____
 Division _____
 Department _____

Step 1: Intention to Participate & Enrollment in the Program

I hereby certify that I understand the terms and conditions of the Paid Office Hours Program as described in Article 7.24 of the Agreement between the District and the Faculty Association and elect to participate.

Faculty with on-campus assignments: I will maintain office hours at the time/place specified below.

Office Hour Location _____ Day (s) _____ Time _____

Distance learning/online faculty: I will provide student consultation through the method(s) specified below.

Physical presence office hours _____

Online synchronous office hour(s) _____
 Office Hour Location _____ Date(s) _____ Time _____
 Day(s) _____

Instant messaging or equivalent means

Instructor-student communication forums (bulletins, chat rooms etc.) built into course shell

Telephone contact.

Other assignments this quarter:

Foothill Division/Dept. _____ De Anza Division/Dept. _____

Procedures and Timelines:

1. Complete and return this form to the Division Dean by the first week of the quarter to ensure mutual agreement and prompt payroll processing. See reverse side, Step 1.
2. Make a copy of the completed form for your records.
3. If necessary, the Dean will contact you to discuss your office hour/student consultation plan.
4. Note that if your class cancels, you may not be eligible for the program.

I have read, understand and agree to the terms, conditions, provisions of the program, including that payment is for one hour per week for each week of assignment during the quarter.

Employee's Signature _____ Date _____

Step 2: Verification of Eligibility and Authorization for Payment

I hereby certify that the above part-time instructor qualifies for the Paid Office Hours Program and authorize payment.

Dean's Signature _____ Date _____ # of Weeks of Assignment: _____

Comments: _____
 Deans will complete this section and forward to the campus personnel office for processing. If the employee does not qualify for the program the Dean will notify the employee.

Processing Payment

Campus Personnel Office/Assignments			
FOAP	Column: _____ Step: _____	Earnings Code: <u>023</u> # of Class Weeks: _____	Entered by: _____ Date: _____

PAID OFFICE HOURS PROGRAM INFORMATION

The Foothill-De Anza Community College District has a Paid Office Hours Program for part-time faculty employees. You are eligible to participate **if** you are a part-time faculty employee **and** meet the criteria described below. If you have questions about your eligibility, please consult with your Division Dean or call the Faculty Association.

DESCRIPTION OF THE PROGRAM (Article 7.24)

1. Part-time faculty employees teaching in the classroom or through distance learning with a quarterly load of at least one assignment are eligible to participate in the Paid Office Hours Program. An assignment is generally defined as “one course or the equivalent of 4 lecture hours, whichever is greater.” For further clarification, please refer to the *Agreement*, Article 7.15. Participation in the program is voluntary. Full-time faculty teaching overloads, non-teaching faculty, faculty teaching non-credit adult education and faculty teaching contract instruction are not eligible to participate.
2. Part-time faculty employees with on-campus assignments participating in this program shall establish and maintain a regular schedule of office hours. Appropriate locations may include, but are not limited to, division office, division lab, classroom, library, student council chambers, campus center, and, at the discretion of the individual regular or contract faculty, shared faculty offices.
3. Distance learning/online faculty and faculty teaching hybrid courses participating in this program shall provide for student consultation in one or more of the following ways: “physical presence” office hours (as described above), online synchronous office hours, instant messaging or equivalent means, email correspondence, telephone contact or instructor-student communication forums such as bulletin boards or chat rooms built into the course shell (for example, Etudes or Web CT). Faculty shall use professional discretion in determining the appropriate methods of consultation.
4. Faculty shall specify their office hours/methods of student consultation in the course description (greensheet).
5. Payment shall consist of one hour per week for each week of assignment during the quarter, paid in three equal payments, included in each regular pay period the faculty employee participates in the program. The appropriate column and step of Appendix G shall determine compensation.
6. This program is in effect during the regular academic year only. It excludes summer session.
7. *Participating faculty shall submit the “Intent to Participate” form to the Division Dean during the first week of the quarter in order to ensure mutual agreement and prompt payroll processing. See Step 1 below.*

APPROVAL AND DOCUMENTATION PROCESS

Step 1: Electing Participation & Enrollment in the Program

The *Paid Office Hours Information and Intent to Participate Form* is available via the District Portal (<https://myportal.fhda.edu>) in conjunction with the Assignment Contract. Part-time employees who are eligible to participate and elect participation complete *Step 1* of the Intent to Participate Form including day(s), time(s) and location of office hour and submit it to the Dean during the first week of the quarter in order to ensure mutual agreement and prompt payroll processing. A form submitted in the second week of the quarter may result in a delay in compensation until the second regular pay period. The end of the second week of the quarter shall be the deadline for faculty to elect participation in the program. In cases where an assignment is made after the beginning of the quarter, this deadline shall be two weeks from the start of the assignment.

Step 2: Verifying Faculty Eligibility

The Dean shall: 1) verify the faculty employee’s eligibility; 2) complete Step 2 of the form and fill in the budget information; 3) forward the original form to the Campus Payroll Office no later than the 15th of the month for processing; and 4) retain a copy of the form in the Division Office. If the employee does not qualify, the Dean will notify the employee.

Step 3: Processing Payment

The Administrative Assistant on campus enters an assignment in Banner HR.