

ADMINISTRATORS AND CLASSIFIED EMPLOYEES TEACHING OR COUNSELING DURING THEIR NORMAL WORKING HOURS

General Requirements

Administrators and classified employees may teach District classes and/or counsel District students during their normal working hours provided they meet the minimum qualifications for teaching and/or counseling at a community college. "Normal working hours" within this administrative procedure shall refer to those hours (including lunch breaks) the administrator or classified employee works in his/her primary job with the District.

Administrators and classified employees shall be limited to teaching one class per semester or providing up to four (4) hours of counseling per week during their normal working hours unless other arrangements are authorized by the Superintendent/President.

Administrators and classified employees who teach shall not utilize their normal work hours to prepare for the class they are teaching, review class material or meet with students for the class they are teaching. Administrators and classified employees who counsel shall not utilize their normal work hours to work on their counseling responsibilities, including but not limited to: meeting with students; interpreting standardized tests for class placement recommendations; reviewing articulation agreements; reviewing transcripts or other similar counseling responsibilities.

If an administrator or classified employee plans to teach or counsel during their normal work hours – they must receive supervisor approval prior to each semester of teaching or counseling. Such approval must occur during the class scheduling process for the relevant class or counseling hours. A supervisor has the discretion to deny an administrator or classified employee's request to teach/counsel for reasons including, but not limited to: inadequate staff coverage during the requested semester the administrator or classified employee wishes to teach/counsel; in the event of a modified work schedule (see below), an employee is left without adequate supervision; or, other justifiable reasons that can be demonstrated by the supervisor.

Classified Employees

Adjustments within a classified employee's normal work hours must be negotiated. Therefore, before a classified employee may teach/counsel at COS during his/her normal work hours, the District and the California School Employees' Association (CSEA) must agree on a revised work schedule for the classified employee. In negotiating a revised work schedule, the District, Payroll and CSEA will ensure compliance with any/all laws regarding wage and hours.

Adjustments within the classified employees work schedule may include, but are not limited to the following examples:

1. A proportional reduction in the work week for the classified employee. To illustrate, if a forty (40) hour a week classified employee teaches three (3) hours per week, the classified employee's work hours (in his/her capacity as a classified employee) shall be reduced to thirty-seven (37) hours for the week. Such a reduction will also include a proportional salary reduction in the classified employee's primary job as a classified employee.
2. A blended pay rate. To illustrate, a classified employee shall continue to work forty (40) hours a week in his/her role as a classified employee. However, the classified employee shall have a revised work schedule which includes the hours taught, spent teaching or counseling. As such, any hours the classified employee works over eight (8) hours for the day, shall be paid at the applicable adjunct faculty salary rate and must be at least the classified overtime rate of pay for the classified employee.

Administrators

Unless authorized by the Superintendent/President, administrators who choose to work during their normal work hours will not be paid in addition to their normal administrative salary. All time spent teaching courses during normal working hours shall be considered to be part of their normal administrative duties.

Reference: Title 5, Section 53400-53501; 29 Code of Federal Regulations Section 785.19; California Labor Code, Section 512

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