



## **FAQ on Part-Time Faculty Working Conditions**

*Peralta Federation of Teachers ([www.pft1603.org](http://www.pft1603.org) or 510-763-8820) September, 2017*

*Compiled by Part-Time Faculty Rep Brad Balukjian, [bbalukjian@gmail.com](mailto:bbalukjian@gmail.com)*

### **Q1: When and how often do I get paid?**

A1: There are 4 pay periods in the fall semester (at the end of September, October, November, and December), 5 pay periods in the spring (at the end of January, February, March, April, and May), and 1 pay period in the summer term. Your pay is divided into equal increments.

### **Q2: How do I get hired and who is my supervisor?**

A2: The dean of your academic division is your supervisor, and it is your dean who is responsible for offering you a teaching position, which is always a part-time, temporary position unless otherwise specified. While department chairs and faculty consult with deans on hiring decisions, it is ultimately the dean who makes the assignment. An assignment letter is to be provided sixty (60) days in advance of the beginning of Flex Week to every faculty member being offered a spot.

### **Q3: How is my pay determined?**

Q3: When you are first hired and do intake with someone from HR, you are asked about your teaching and professional experience to place you on the correct column (of which there are five options) and the correct step (of which there are 25) of the pay schedule. (The full description of pay placement is also available in the "Part-Time Corner" of the PFT website.)

### **Q4: What is my "teaching load?"**

Q4: Your teaching load is the number of equated hours per week that you are teaching in the classroom. **IMPORTANT:** An equated hour is not the same thing as a unit! 1 lecture hour= 1 equated hour; 1 lab hour= 0.8 equated hours. So if you are teaching a lab with 3 hours of lecture and 3 hours of lab per week, your teaching load is 5.4 equated hours. A full-time faculty member teaches 15 equated hours; as part-timers, our maximum load is 10 equated hours per semester (per California Educational Code). You will sometimes see teaching load expressed as a decimal, in which a full load (15 equated hours) is equal to 1.0 load. So the maximum load for a part-time faculty member is 10 equated hours, or 0.67.

### **Q5: What is my "base load?"**

Q5: Your base load is used to calculate the number of equated hours you are given as assignment for as a member of the rehire pool (see below for details). Your base load for spring is calculated as your average teaching load over the past three spring semesters and your base load for fall is calculated as your average teaching load over the past three fall semesters.

### **Q6: Am I only paid for time spent teaching, not for grading and prep?**

Q4: No, you are paid for both, following the expectations of a full-time faculty member. For every hour you spend teaching in the classroom, you are expected to spend an hour outside the classroom grading and prepping. You are not, however, paid for serving on committees or performing other college service, and your compensation for office hours is different from that of a full-time faculty member's.

### **Q7: Speaking of office hours, how do they work?**

Q7: You are paid for and obligated to hold office hours as follows: If your teaching load is 3-5.99 equated hours, you are paid for 1 office hour per week. If your teaching load is 6 or more equated hours, you are paid for 2 office hours per week. In order to receive payment, you must submit the Office Hours Form and your course syllabus to your dean by the end of the first week of instruction. Office hours are only paid



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for semester-long courses, not for summer or short-term courses. You are paid at the non-instruction rate (half of your instructional rate) for office hours.

### **Q8: What is the rehire pool?**

A8: The rehire pool is a mechanism to provide some measure of job stability for our part-time faculty. After teaching in 8 out of 12 semesters, you are eligible for entry into the rehire pool. You must have received a “surpasses requirements” or higher score on your faculty evaluation in order to enter into the pool and must receive a “surpasses requirements” or higher on future evaluations to remain in the pool. If you are in the pool, you are guaranteed a teaching assignment equal to your base load before all other part-time faculty not in the pool; as of Fall 2018, seniority also counts, so that you will be given preference for an assignment (up to your base load) over a more junior member of the rehire pool in the event of limited course offerings.

### **Q9: When am I evaluated?**

A9: You will be evaluated in your first year of teaching (often in the first semester) and every six semesters after that.

### **Q10: What health benefits are available?**

A10: Part-time faculty members who have at least a .4 teaching load (6 equated hours), and do not have medical benefits from another employer are eligible for health coverage if they pay half the cost of these benefits, with the District/State paying the remaining half. Check [web.peralta.edu/benefits](http://web.peralta.edu/benefits) for open enrollment details and to register online. You may also call the Benefits Office at (510)-466-7229. Voluntary medical and dental benefits, 100% of which is paid for by the employee, are available to PT faculty members (regardless of load). See details at [web.peralta.edu/benefits](http://web.peralta.edu/benefits) or call the Benefits Office.

### **Q11: How do I advance in pay?**

Q11: Every 30 equated hours that you teach, you will move up 1 step on the 25-step salary schedule. To advance columns, you may take lower division undergraduate courses in specific disciplines relevant to your professional development (up to 20 semester units).

### **Q12: Since I am a temporary, part-time employee with no guarantee of employment beyond the current term, can I apply for unemployment benefits between semesters?**

Q12: Yes! This principle was established in Unemployment Insurance Code 1253.3 and *Cervisi v. California Unemployment Insurance Appeals Board* (1989). Under the *Cervisi* ruling, an assignment that is contingent on enrollment, funding or program changes is not “reasonable assurance” of employment. Thus all temporary faculty, including instructors, counselors, nurses and librarians are eligible for this benefit between semesters and during any period when one is not working or has received a reduction in assigned hours. For more information visit [edd.ca.gov](http://edd.ca.gov).

### **Q13: As a part-time faculty, is there any difference in my standing or status with a full-time faculty member?**

A13: There shouldn't be! You have the right to vote for, and be selected as department chairs, and have the right to vote and hold other leadership positions. You are also a member of the Academic Senate. But note that you are not compensated for these ancillary activities.



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### **Q14: Is a letter of assignment a guarantee of employment?**

A14: No. A letter of assignment only gives you the opportunity to teach the class barring the issues discussed below; it is not a contract or a guarantee of employment. The administration retains the right to cancel your class if you do not have adequate enrollment (minimum class size is 20 for CTE classes and 25 for others). There are also no bumping rights, i.e., if your class does not fill, you cannot bump another part-timer from their class simply because you are in the rehire pool or a more senior member of the rehire pool. However, full-time faculty do have bumping rights, i.e., if their class does not fill, they have the right to bump a part-timer regardless of the part-timer's enrollment.

### **Q15: Do I get sick leave/time?**

A15: Yes. Part-time faculty members are entitled to sick leave based on the following formula: the total number of equated hours assigned divided by 15 equated hours, then multiplied by 17.5 weeks. For example, Jessica is assigned 6 equated hours in the fall.  $6 \div 15 \times 17.5 = 7$  hours of sick leave for the fall semester. Sick leave accumulates from one semester to the next. Also, part-time faculty members can use sick leave for personal reasons, not to exceed 7 school days in any school year, and they are also entitled to industrial illness, jury duty and subpoena leave, with proof. Unused sick time can also be rolled into your retirement.

### **Q16: Can I take classes within the Peralta district for free?**

A16: Yes! You are eligible for enrollment fee waivers for courses taken at any college in the district. The waiver does not include the student use fee and any other fees that may be applicable; these would be the responsibility of the employee.

### **Q17: How can I get more involved with the PFT?**

A17: First, make sure you are a member – if you aren't sure then ask! Download the membership application if you haven't already filled one out. Consider joining the part-time faculty committee by emailing part-time rep Brad Balukjian at [bbalukjian@gmail.com](mailto:bbalukjian@gmail.com). There are other sub-committees in need of membership as well, such as COPE (the Committee on Political Education), the diversity committee, and the CTE committee. The PFT Executive Council meets every first and third Thursday of the month during the spring and fall semesters, from 3-5 pm at the PFT offices (500 East Eighth St. in Oakland). You are welcome to attend and make your voice heard!

### **Q18: When can the union help me?**

A18: Always remember, part-time faculty members have rights to union representation, known as Weingarten Rights. It allows faculty to have a union representative present during an investigatory review, in which a supervisor questions an employee in order to obtain information that could be used as a basis for some type of discipline or other adverse action or in which the employee is asked to defend her/his conduct. The union representative must be informed of the subject of the interrogation, and has the right to assist and counsel the employee, before and during the interview.

**Visit the Part-Time Corner section of the PFT website ([pft1603.org](http://pft1603.org)) for lots more documentation and info pertinent to part-timers!**