

Note to faculty: this completed form must be submitted to your dean for approval at least two (2) weeks prior to the start of the term for which you want to bank



Solano Community College District

Instructor's Request to Bank Overload Assignment for a Future Leave

Print Employee Name: _____ Employee ID: _____

SECTION I

I request that my overload assignment be banked for a future leave per the conditions set forth in Article 13.9 of the SCFA contract. I understand that the first use of any banked leave will be used to reduce or eliminate underloads in excess of 20%.

I have read and understand the information/conditions presented below and in the contract in Article 13.9 and the Adjunct Parity calculations in Appendix IV (attached to the back of this form); specifically, that a new request must be submitted prior to the start of each semester or contract year in which the non-paid overload assignment occurs. Please indicate on my overload assignment that it is to be banked for the terms(s) checked below:

Fall _____ Semester
Indicate Year

_____ Course Name

Spring _____ Semester
Indicate Year

_____ Course Number

Summer _____ Session
Indicate Year

_____ CRN

Faculty Member's Signature

Date

School Dean's Signature

Date

SECTION II

Note to Instructor:

If you receive a paycheck or pay advance for the overload assignment you requested to be banked:

- Notify your Dean within 10 working days after the first payroll date of the new semester and request corrective action.
- Your Dean will send the Request for Corrective Action to the VP of Academic Affairs for approval

SECTION III

To be Completed by Human Resources:

Date received: _____

Date Added to Database: _____

Hours	CAT	Hrly Rate	POSN	Salary Table	Grade	Step

Signature – HR Generalist

Date

Part-Time / Hourly Parity Calculation

The formulas below yield the “FT hourly rate” for the proportion of regular faculty workload that is spent in the respective type of work assignment per Article 19. These hourly rates are the targets for “full parity”: equal pay for equal work in each type of work assignment.

- 75% of the FT salary for instruction (instructional faculty)
 - Divide 75% of FT salary by 525 hours for CAT1 instruction
 - Divide 75% of FT salary by 630 hours for CAT2 instruction
 - Divide 75% of FT salary by 787.5 hours for CAT3 instruction
- 87.5% of the FT salary for librarian hours
 - Divide 87.5% of FT salary by 1225 hours for hourly librarian rate
- 75% of the FT Counselor salary (185-day contract)
 - Divide 75% of FT salary by 1110 hours for hourly counseling rate

The goal of “full parity” is to pay adjunct / hourly faculty employees the same amount per hour that regular faculty war for equivalent, in-load assignments.

- The hourly pay rate in each cell on the Adjunct / Hourly Salary Schedule corresponds to the same cell on the Regular / FT Salary Schedule. The example below compares the respective pay rates at Class 2 / Step 1.
- **Example:**
 - Class 2 / Step 1 Regular / FT salary = \$53,699 (AY 2020-2021)
 - 75% “instructional” portion of FT salary = $\$53,699 \times 0.75 = \$40,274$
 - FT hourly equivalent rate @ CAT1 = $\$40,274 / 525 \text{ hours} = \$76.71/\text{hour}$
 - Therefore, “full parity” for an adjunct/hourly instructor with Class 2 / Step 1 salary placement in AY 2020-21 would be \$76.71/hour for a CAT1 assignment
- To calculate the current status of progress toward the parity goal:
 - 2020-21 adjunct/hourly rate for Class 2 / Step 1 = \$61.37/hour
 - Divide the adjunct/hourly rate by the FT hourly equivalent rate to find the current ratio: **$\$61.37 / \$76.31 = 0.80$, or 80%**
 - The 2020-2021 parity ratio for CAT1 instruction stands at 80%
- **Our goal is 100% parity in all faculty assignment types**