

ASSIGNMENT AND SCHEDULES

DJ
(LOCAL)

	<u>NEW POLICY CODE</u>
ASSIGNMENTS	<u>CONTENT MOVED FROM DI(LOCAL)</u> <p>All employees shall be subject to assignment and reassignment by the <u>College District</u> President at any time when the <u>College District</u> President determines that the assignment or reassignment is in the best interests of the College District. The <u>College District</u> President may, from time to time, assign or reassign a contract or noncontract employee to other or additional duties for which the employee is professionally certified or otherwise qualified to perform. Reassignment of a contract employee shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract.</p>
FULL-TIME EXEMPT	Administrators and other full-time employees in positions identified as exempt from the overtime provisions of the Fair Labor Standards Act are expected to work a minimum of 40 hours per week. Holiday hours are considered as hours worked.
<u>REGULAR FACULTY ASSIGNMENT</u>	<u>The responsibilities of regular faculty assignments shall be described in the full-time faculty position description and include, but are not limited to, teaching assigned courses and maintaining appropriate office hours for student advising and divisional and College District service responsibilities.</u>
<u>EXTRA SERVICE ASSIGNMENTS</u>	<u>Full-time faculty employed on a 9-month contract for less than 12 months may be employed during the summer based on a recommendation from the appropriate dean. No guarantee exists for summer or for any extra service assignment. Non-contractual extra service assignments or supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid extra service assignment or supplemental duty may do so by notifying the appropriate supervisor in writing. Paid extra service assignments or supplemental duties are not part of the College District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any extra duty assignment or supplemental duty.</u>
<u>FULL-TIME NONEXEMPT FULL-TIME</u>	Full-time employees in positions identified as not exempt from the overtime provisions of the Fair Labor Standards Act shall work 40 hours each week. <u>Holiday hours are considered as hours worked.</u> All hours worked in excess of 40 shall be compensated at a rate equal to one and one-half the employee's regular hourly rate or as defined by the Fair Labor Standards Act. <u>Hours recorded for leave (e.g. vacation, holidays, sick leave, etc.) are not considered</u>

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	<p>worked hours for the purposes of determining overtime. A full-time nonexempt employee shall record all hours worked on his or her time sheet in the College District's time and attendance system.</p> <p>No College District employee shall have the authority to request or require that another College District employee falsify <u>his/her time worked</u>a time sheet.</p>
<p>PART-TIME NONEXEMPT</p>	<p>Part-time employees in positions identified as not exempt from the overtime provisions of the Fair Labor Standards Act shall work the total number of hours for which they are individually hired. A part-time nonexempt employee shall record all hours worked <u>in the College District's time and attendance system</u>on his or her time sheet. No College District employee shall have the authority to request or require that another College District employee falsify <u>a college district record of time worked</u>a time sheet.</p>
<p>EXTRA SERVICE ASSIGNMENTS</p>	<p>Full-time faculty employed for less than 12 months may be employed during the summer based on a recommendation from the appropriate dean. No guarantee exists for summer or for any extra service assignment. Noncontractual extra service assignments or supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid extra service assignment or supplemental duty may do so by notifying the appropriate supervisor in writing. Paid extra service assignments or supplemental duties are not part of the College District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any extra duty assignment or supplemental duty.</p>
<p>DEFINITION</p>	<p>Service shall be defined as the total length of continuous full-time, benefits-eligible employment with the College District.</p>
<p>EMPLOYMENT OF MEMBERS OF IMMEDIATE FAMILY OR HOUSEHOLD (NEPOTISM)</p>	<p>All employees shall not initiate nor participate in, directly or indirectly, decisions involving a direct benefit (e.g., initial employment or appointment, retention, promotion, salary, course or work assignments, research funds, leave of absences, and the like) to members of their immediate family or household. For the purpose of this policy:</p> <ol style="list-style-type: none">1. Immediate family includes husband and wife; son and daughter (including stepchildren); grandchildren; son- and daughter-in-law; parents (including stepparents); grandparents; father- and mother-in-law; brother and sister (including stepbrother and stepsister); and brother- and sister-in-law.2. Household includes individuals regularly sharing the employee's residence.

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It may be that other personal relationships are such that objective and equitable supervisory decisions are not possible; in all such cases, the human resources office shall be consulted to ensure consistency with the spirit and intent of this policy.

Persons shall not be employed on a full-time or part-time basis in positions in which they will be subject to the close supervisory authority of a member of their immediate family or household, or in which a member of their immediate family or household in the ordinary course of business makes decisions or plays a significant role in making decisions concerning their direct benefits or may compromise the confidentiality of records or other materials.

Questions on the interpretation of this policy shall be referred to the human resources office.