Part-Time Instructors

Know Your Contract to Access Your Benefits

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Most part-time faculty are aware of how part-time assignments are made and the importance of gaining reemployment preference because their livelihood depends directly on this knowledge (Article 7.9). However, many part-time faculty are not aware of the additional benefits that are provided in the Agreement. Review the list below and contact the FA office if you have any questions.

**Article 7 - Part-time Faculty**

**Paid Office Hours:** All 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. One office hour is paid for each week of the assignment(s) (Article 7.24).

**Attendance at Part-time Orientation:** Part-time faculty are entitled to up to 8 hours of paid orientation (Article 7.25.1).

**Part-time Faculty Professional Development Fund:** $32,000 has been set aside to support college-sponsored professional development activities for part-time faculty and to compensate part-time faculty who participate in them (Article 7.25.2).

**Article 9 - Load and Class Size**

**Class Size:** Once the first day of class has commenced, only a faculty member, at his or her own discretion, may add students to the class unless they are needed to meet minimum class size (Article 9.4).

**Article 16 - Leaves**

**Sick Leave:** Each part-time faculty employee is entitled to two days of paid sick leave per quarter. Sick leave is cumulative (Article 16.15).

**Personal Necessity Leave:** Part-time faculty who have been employed by the District for at least one month may be granted one day of personal necessity leave per quarter. Leave may be used for family emergencies, judicial orders, major religious holidays, funeral attendance or natural disasters. Those with reemployment preference may also use it to attend professional conferences (Article 16.2). Personal necessity leave does not accumulate from year to year.

**State Disability Leave:** In accordance with Article 7.26.3, under qualifying conditions, part-time faculty are eligible for State Disability Insurance (SDI) and Paid Family Leave Insurance (PFL) (Article 16.26.1 and 16.26.2).

**Jury Duty:** A part-time faculty member who is called for jury duty is granted a jury duty leave of absence with pay. The amount the faculty employee receives for jury fees, excluding mileage allowance, is deducted from his or her earnings (Article 16.29).

**Bereavement Leave:** Each faculty employee is entitled to paid bereavement leave of absence sufficient to allow for three consecutive days, following the death of any member of his or her immediate family (Article 16.8).

**Transfer of Sick Leave:** Part-time faculty can transfer unused sick leave accumulated in other California school districts to FHDA if the application for transfer is made within one year after the employee is employed by the District (Article 16.21.3).

**Article 22A - Paid Benefits for PT Faculty**

**Paid Health Benefits:** Part-time faculty who have re-employment preference and had an annual load factor of at least 0.4 or more during the previous academic year and have no other access to medical insurance are eligible to enroll in any one of the District’s health benefits plans offered by CalPERS. Employees with loads of at least 0.4 up to .4999 shall have 40 percent of the cost of the premium paid by the District; employees with loads of 0.5 up to 0.5999 shall have 50 percent covered; and employees with loads of .6 up to .67 shall have 60 percent covered. (Article 22A).

**Article 27 - Calendar**

**Flex Day Attendance:** Part-time faculty who choose to attend the College Flex day activities are compensated at a fixed rate of one-hundred dollars (Article 27.2.1).

**Faculty Flex Days:** One “Faculty Professional Development Day” and two “Faculty Conference Days” may be used each year on an elective basis. Prior approval is required through submission of Appendix H4 to the Division Dean or appropriate administrator (Article 27.3).

**Article 36 - Professional Conference Fund**

**Professional Conference Attendance:** Part-time faculty employees with reemployment preference are eligible to apply for funds that will pay for all or part of their attendance at professional conferences (Article 36.4.1).