APPENDIX S2
PAID OFFICE HOURS PROGRAM
(Article 7 – Part-Time Faculty)
Foothill-De Anza Community College District

INTENT TO PARTICIPATE

Please read in full the description of the Paid Office Hours program on the reverse of this sheet. If you are interested in participating in this voluntary program, follow the enrollment procedure described below. This form is the official document that sets forth the timelines and documentation necessary for enrollment in the office hours program. Please note the respective due dates. See reverse side for instructions.

Step 1: Intention to Participate & Enrollment in the Program

I hereby certify that I understand the terms and conditions of the Paid Office Hours Program as described in Article 7.15 of the Agreement between the District and the Faculty Association and elect to participate.

- Faculty with on-campus assignments: I will maintain office hours at the time/place specified below.

  Office Hour Location ___________________________  Day (s) ______  Time ______

- Distance learning/online faculty: I will provide student consultation through the method(s) specified below.

  Physical presence office hours ___________________________  Office Hour Location ___________________________  Date(s) ______  Time ______

  Online synchronous office hour(s) ___________________________  Day(s) ______  Time ______

  Instant messaging or equivalent means

  Instructor-student communication forums (bulletins, chat rooms etc.) built into course shell

  Telephone contact.

Other assignments this quarter:

Foothill  [ ] Division/Dept.  ____________________________________  De Anza  [ ] Division/Dept.  ____________________________________

Procedures and Timelines:
1. Complete and return this form to the Division Dean by the first week of the quarter to ensure mutual agreement and prompt payroll processing. See reverse side, Step 1.
2. Make a copy of the completed form for your records.
3. If necessary, the Dean will contact you to discuss your office hour/student consultation plan.
4. Note that if your class cancels, you may not be eligible for the program.

Employee’s Signature ___________________________  Date ___________________________

Step 2: Verification of Eligibility and Authorization for Payment

I hereby certify that the above part-time instructor qualifies for the Paid Office Hours Program and authorize payment.

Dean’s Signature ___________________________  Date ___________________________

Comments: _______________________________________________________________

Deans will complete this section and forward to the campus personnel office for processing. If the employee does not qualify for the program the Dean will notify the employee.

Processing Payment

<table>
<thead>
<tr>
<th>Campus Personnel Office/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column:  ___________________________</td>
</tr>
<tr>
<td>Earnings Code:  023</td>
</tr>
</tbody>
</table>
| Entered by:  _______________________
| Budget Code:  14-1445 |
| Step:  ___________________________ |
| Hours:  12 |
| Date:  ___________________________ |

PAID OFFICE HOURS PROGRAM INFORMATION
The Foothill-De Anza Community College District has a Paid Office Hours Program for part-time faculty employees. You are eligible to participate if you are a part-time faculty employee and meet the criteria described below. If you have questions about your eligibility, please consult with your Division Dean or call the Faculty Association.

**DESCRIPTION OF THE PROGRAM** (Article 7.15)

1. 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. An assignment is generally defined as “one course or the equivalent of 4 lecture hours, whichever is greater.” For further clarification, please refer to the Agreement, Article 7.6. Participation in the program is voluntary. Full-time faculty teaching overloads, non-teaching faculty, faculty teaching non-credit adult education and faculty teaching contract instruction are not eligible to participate.

2. Part-time faculty employees with on-campus assignments participating in this program shall establish and maintain a regular schedule of office hours. Appropriate locations may include, but are not limited to, division office, division lab, classroom, library, student council chambers, campus center, and, at the discretion of the individual regular or contract faculty, shared faculty offices.

3. Distance learning/online faculty and faculty teaching hybrid courses participating in this program shall provide for student consultation in one or more of the following ways: “physical presence” office hours (as described above), online synchronous office hours, instant messaging or equivalent means, email correspondence, telephone contact or instructor-student communication forums such as bulletin boards or chat rooms built into the course shell (for example, Etudes or Web CT). Faculty shall use professional discretion in determining the appropriate methods of consultation.

4. Faculty shall specify their office hours/methods of student consultation in the course description (greensheet).

5. Payment shall consist of one hour per week for each week of assignment during the quarter, paid in three equal payments, included in each regular pay period the faculty employee participates in the program. The appropriate column and step of Appendix G shall determine compensation.

6. This program is in effect during the regular academic year only. It excludes summer session.

7. Participating faculty shall submit the “Intent to Participate” form to the Division Dean during the first week of the quarter in order to ensure mutual agreement and prompt payroll processing. See Step 1 below.

**APPROVAL AND DOCUMENTATION PROCESS**

**Step 1: Electing Participation & Enrollment in the Program**

*The Paid Office Hours Information and Intent to Participate Form* is mailed to part-time faculty along with the Notification and Acceptance of Teaching Assignment Form. Part-time employees who are eligible to participate and elect participation complete Step 1 of the Intent to Participate Form including day(s), time(s) and location of office hour and submit it to the Dean during the first week of the quarter in order to ensure mutual agreement and prompt payroll processing. A form submitted in the second week of the quarter may result in a delay in compensation until the second regular pay period. The end of the second week of the quarter shall be the deadline for faculty to elect participation in the program. In cases where an assignment is made after the beginning of the quarter, this deadline shall be two weeks from the start of the assignment.

**Step 2: Verifying Faculty Eligibility**

The Dean shall: 1) verify the faculty employee’s eligibility; 2) complete Step 2 of the form and fill in the budget information; 3) forward the original form to the Campus Payroll Office no later than the 15th of the month for processing; and 4) retain a copy of the form in the Division Office. If the employee does not qualify, the Dean will notify the employee.

**Step 3: Processing Payment**

The Administrative Assistant on campus enters an assignment in HRS.

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