MEMORANDUM OF UNDERSTANDING

Articles 24/26–STRS Svc/FT Equivalency

This Memorandum of Understanding is entered into by and between the Foothill-De Anza Community College District ("District") and the Foothill-De Anza Faculty Association ("FA").

The District and FA agree that in accordance with Education Code Section 22138.5 for purposes of reporting STRS creditable service, the full-time equivalent (FTE) is defined as the number of days or hours of creditable service a person employed on a part-time basis would be required to perform in a school year if employed full time in the part-time position as outlined below. The parties agree to the following full time equivalencies:

1. “D”, “G”, “Z” SALARY SCHEDULES:
   (Load factor 1.0 makes up an FTE for Salary Schedule D, G and Z.)
   “D” = Quarter Instructor (Appendix C)  
   Annual FTE = D - Salary Schedule * 3;
   “G” = Summer Instructor  
   Annual FTE = G - Salary Schedule * 3;
   “Z” = Adult Education (Appendix E)  
   Annual FTE = Z - Salary Schedule * 3;

2. “F” SALARY SCHEDULE:
   (Hours indicated below make up the 1.0 FTE for each division.)
   “F” = Quarterly Non-Instructor (Appendix G) (Description of division code attached)
   If division code is “CE”, “ST”, “GU”  
   Annual FTE = (hourly) pay rate * 1050 hours;
   If division code is “LB”  
   Annual FTE = (hourly) pay rate * 1312 hours;
   If division code is “NA”, “ND”, “SE”  
   Annual FTE = (hourly) pay rate * 1225 hours;
   For Office Hours,  
   Annual FTE = (hourly) pay rate * 1050 hours;

3. “H” and “K” SALARY SCHEDULE:
   (Hours indicated below make up the 1.0 FTE for each type of service.)
   “H” = Academic Quarter Substitute Hourly Pay (Appendix D);  
   “K” = Summer Substitute Pay
   If salary schedule is for lecture pay (H01x, K01x),  
   Annual FTE = (hourly) pay rate * 525 hours;
   If salary schedule is for lec/lab pay (H02x, K02x),  
   Annual FTE = (hourly) pay rate * 630 hours;
   If salary schedule is for lab pay (H03x, K03x),  
   Annual FTE = (hourly) pay rate * 735 hours;

4. “R” SALARY SCHEDULE:
   (Hours indicated below makes up the 1.0 FTE.)
   “R” = Child Development Part-Time (Appendix B.1)  
   Division code is “CD”,  
   Annual FTE = (hourly) pay rate * 1400 hours

Dated: June 11, 2003