

**Articles 24/26–STRS Svc/FT Equivalency**

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
AND  
FOOTHILL-DE ANZA FACULTY ASSOCIATION

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. INSTRUCTIONAL SALARY SCHEDULES:**

(Load factor at 1.0/Appointment at 100% makes up an FTE)

“F4” = Quarter Instructor (**Appendix C**) Annual FTE = Assigned Salary/Appointment Percent \* 3;

“F8” = Summer Instructor Annual FTE = Assigned Salary/Appointment Percent \* 3;

“F1” = Non-Credit (Adult) Education (**Appendix E**) Annual FTE = Assigned Salary/Appointment Percent \* 3.

**2. NON-INSTRUCTIONAL SALARY SCHEDULE:**

(Hours indicated below make up the 1.0 FTE for each division.)

“F6” = Quarterly Non-Instructional (**Appendix G**)

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 ND/SE Annual FTE = (hourly) pay rate \* 1225 hours;

For Office Hours, Annual FTE = (hourly) pay rate \* 1050 hours.

**3. SUBSTITUTE SALARY SCHEDULE:**

(Hours indicated below make up the 1.0 FTE for each type of service.)

“F5” = Academic Quarter Substitute Hourly Pay (**Appendix D**);

“F9” = Summer Substitute Pay (**Appendix D.1**);

If salary schedule is for lecture pay (Grade 0001#) Annual FTE = (hourly) pay rate \* 525 hours;

If salary schedule is for lab pay (Grade 0003#) Annual FTE = (hourly) pay rate \* 735 hours.

**4. CHILD DEVELOPMENT SALARY SCHEDULE:**

(Hours indicated below makes up the 1.0 FTE.)

“FZ” = Child Development Part-Time (**Appendix B.1**)

Division code is “CD” Annual FTE = (hourly) pay rate \* 1400 hours.

Dated: May 25, 2017