

## FACULTY EMPLOYMENT ON SALARY SCHEDULE FOR SPECIAL PROGRAMS

Faculty employed for special programs are governed by the following employment, pay and benefit plan provisions.

1. Employee Status - Education Code Section 87470 provides that service by a person as an instructor in classes conducted under contract with public or private agencies shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee. Accordingly, instructors working in special programs funded under contracts-do not have probationary status. Supervisors, coordinators and counselors shall not be employed for special programs unless they are contract or regular faculty employed for the special programs on an extra service basis or are employed as temporary part-time faculty. The only exceptions are full-time positions funded from EOPS and DSPS. These positions are considered tenure track.
2. Payroll Deductions
  - a. Federal and State Income Tax: Federal and State Income Tax will be withheld on the basis of information furnished by the employee on Form W-4.
  - b. Retirement Fund: Deductions will be made at rates determined by the retirement system.
  - c. Medicare Insurance: Medicare contributions will be deducted at the rate established by the Federal government.
3. Group Insurance - The District will pay the cost for the employee and his/her family in a group health plan. This provision applies only to those working in a program of more than 18 weeks duration on at least a half-time basis and is subject to inclusion of the specific insurance benefit in the contract with the funding agency.
4. Holidays - An employee is entitled to pay for holidays if the following four conditions are met:
  - a. the holiday is one of the regularly scheduled working days;
  - b. the school calendar designates the day as an academic holiday (Winter and Spring recess periods are not academic holidays);
  - c. the day falls between the beginning and ending dates of the special program as designated in the contract with the funding agency; and
  - d. payment for the holiday is approved and funds provided by the funding agency.
5. Sick Leave - If approved in the program budget, full-time employees (working forty hours per week) will be granted one day sick leave with full salary for each month worked. Part-time employees will be entitled to that proportion of one day per month as the hours worked per week bear to forty hours.

Sick leave is available for use on the first day of the month following the month in which it is earned.

In case of industrial accident or illness, the provisions of the United Faculty contract will apply.
6. Separation from the District
  - a. Resignation: Special program employees desiring to resign should be requested to submit a letter of resignation.
  - b. Termination: All special program employees whose services are being terminated by the District should be notified in writing no later than their last day of service.