



**Butte-Glenn Community College District**  
**Associate Faculty Flex & Mandatory Meetings Payment Form**  
**Please complete all applicable fields or your form will not be processed!**

Instructor \_\_\_\_\_ ID# \_\_\_\_\_ Term \_\_\_\_\_

**A. Options for Flex Hours:** *(paid at flex/contract rate)*

Date	1. Butte-sponsored Flex Workshops & Activities (include Flex number):	Hours
	#	
	#	
	#	
	#	

**2. Individual Activity Contract:**

	Pre-approval is required from Department Chairpersons. An Individual Activity Contract may count for up to 75% (not 100%) of an associate faculty members contracted flex hours per semester. Forms are available on the Professional Development webpage.	
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**3. Required Activities for New Associate Faculty:**

	A. New Part-time Faculty Orientation (2.5 hours)	
	B.	

<b>TOTAL FLEX HOURS</b>	
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**B. Mandatory Meetings:** *(paid at the meeting rate) Dates Required!*

Date	1. Institute Day Mandatory Meetings: (11.000.XXX.1.XXXXXX.51393)	Hours
	A. All Faculty Meeting	1.0
	B. Department Meeting	2.0

**2. Other Mandatory Department Meetings:** All "other" mandatory department meetings deemed necessary by chairpersons will be charged to the applicable department's budget (object code 51490). This is inclusive of meetings associated with curriculum, SLO, and assessment development. If a department does not have funds available for mandatory meetings associated with curriculum, SLO, and assessment development, dean/director funding may be available (object code 51490). Dean/director approval is required. If the dean/director does not have funding for such meetings, the dean/director may request funding from the Office for Student Learning and Economic Development. Vice President approval is required (object code 51393).

Date	Description of Meeting	Hours	Budget Code (specify & obtain required signature/s)

<b>TOTAL MANDATORY MEETING HOURS</b>	
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- Instructors are welcome to attend all flex workshops; however, compensation for flex hours cannot be made prior to a class making and will not exceed authorized hours.
- Hours earned within a fiscal year may be applied to either the Fall or Spring semester of that fiscal year.
- Please submit form when hours are complete or no later than 6/30/XX. (PFA 11.1.3.b)
- Instructions for completing this form are on the reverse side.

*I certify that I have completed the above hours and attended all activities listed.*

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_ Chair/Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director Signature (if necessary) \_\_\_\_\_ Date \_\_\_\_\_ Vice President Signature (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

POSITION	(payroll office use only) MEETING PAY RATE HOURS	FLEX PAY RATE HOURS

To complete this form:

1. Look at your contract (Butte College Temporary Instructional Assignment form) for the number of flex hours you are authorized (Flex Total). (see below)
2. Complete the top of the form with your name, ID#, and term.
3. FOR FLEX ACTIVITIES: Enter date, flex number, activity, and number of hours in the top portion of the Associate Faculty Flex & Mandatory Meetings form.

FOR MANDATORY MEETINGS: Enter date, meeting, and number of hours in the bottom portion of the Associate Faculty Flex & Mandatory Meetings form. Section B.2 requires special approval. Please follow the directions noted in that section.

4. Once you have completed all activities/meetings sign and date the bottom of the form, have your chair/coordinator sign and date, have the dean/director/VP sign and date if necessary, and send form to the Business Office for processing.

**Butte College Temporary Instructional Assignment**  
Monday July 06, 2009  
Fall 2009 Load Period 08/24/2009 to 12/18/2009

**Pay Dates: 10th of the month for hours worked the previous month\***  
\*Contracts must be received in Payroll by the 25th of the month in order for terms to be paid by the 10th of the following month. Late items will be processed for payment the following pay period.  
You are hereby employed in the temporary position described below.

\* Employment for 60% or less of a full-time load. (Education Code Section 87482.5).  
This is a temporary assignment in accordance with the CBA/PFA agreement and does not guarantee future employment. OR  
\* Overload Assignment is in accordance with the BCCA Agreement. OR  
\* Load Banking (Notify your Dean and Office of Instruction at least one semester before you take banked time off).  
1. This assignment is based on sufficient student enrollment to justify continuing the class.  
2. Assignments are subject to change or cancellation due to schedule adjustments and reassignment of full-time instructors.  
3. Assignments are for the hours and days indicated only. Any changes require prior approval by the program administrator.  
4. Failure to gain administrative approval for any changes to this contract will result in delay of payroll warrant.

Return signed contract to:  
Butte College Payroll Department  
3536 Butte Campus Dr.  
Oroville, CA 95965

SSN: XXX-XX-XXXX  
Colleague ID: XXXXXXX

Your campus mailbox will be:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**Current Faculty Assignments(s):**

Section Name	Title	Days	Times	Room	X	IM	TA	Lead	Sec	Assn	FS	Assignment
1) FHL-G-0903	Introduction To Logic	TTh	04:30PM-05:55PM	3-CHC 157	LEC	FN		10.00	51.0	W		08/24/09 to 12/18/09
2) FHL-G-0908	Introduction To Logic	MW	08:00AM-09:20AM	3-CHC 217	LEC	FN		10.00	51.0	W		08/24/09 to 12/18/09
3) FHL-G-1M905	Introduction To Logic	TTh	02:00PM-03:20PM	1-ERC 108	LEC	FN		10.00	51.0	W		08/24/09 to 12/18/09
								<b>Total:</b>	<b>30.00</b>	<b>153.0</b>		

Position ID	Gr	St	Pay Rate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sched Total
1) FHL-FNI-NT5A	3	4	\$56.43					3.00	13.50	13.50	10.50	6.00				49.50
2) FHL-FNI-NT5A	3	4	\$56.43					4.50	12.00	12.00	13.50	7.50				49.50
3) FHL-FNI-NT5A	3	4	\$56.43					3.00	13.50	13.50	10.50	6.00				49.50
<b>Totals:</b>								<b>10.50</b>	<b>39.00</b>	<b>39.00</b>	<b>34.50</b>	<b>25.50</b>	<b>148.50</b>			

Flex Total: 9.00

1. LAWS: This contract of employment is made subject to the laws of California, applicable rules of the Community College Board of Governors and of the Governing Board of the above-named College District affecting the terms and conditions of employment by Governing Boards of community college districts and any collective bargaining agreement in effect during the term of this contract.  
2. MINIMUM QUALIFICATIONS: Employee certifies that he/she now holds or will hold on the above-named beginning date of his/her services, the minimum qualifications required for this employment which will be on file in the Human Resources Office, prior to the first day of service.  
3. NO OTHER EMPLOYMENT: Employee certifies that he/she has not entered into a valid contract of employment with the Government Board of another school district which in any way conflict with his/her employment.

This contract, dated Monday July 06, 2009, supersedes any/all previous contracts for the Fall 2009 Load Period. I accept the above assignment of the salary and under the conditions indicated above and agree that no other contract of employment with the District has been signed nor will be signed during this contract period. I also agree that I must communicate any changes in the temporary part-time contract with my current supervisor.

Employee Signature \_\_\_\_\_ V.P. Instruction \_\_\_\_\_  
Date \_\_\_\_\_ Counseling \_\_\_\_\_  
White - Payroll    Canary - Instructor    Plak - Human Resources    Goldenrod - Office of Instruction

**Flex Activities (#3)**

**Institute Day and Other Mandatory Meetings (#3)**

**Flex Total = Total number of hours you are authorized to receive payment for. (#1)**

**Faculty member, chair/coordinator, and dean/director/VP sign and date.**

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Instructor \_\_\_\_\_ ID# \_\_\_\_\_ Term \_\_\_\_\_

**A. Options for Flex Hours: (paid at Flex/contract rate)**

Date	1. Butte-sponsored Flex Workshops & Activities (include Flex number):	Hours
#		
#		
#		

**2. Individual Activity Contract:**  
Call Professional Development (PD) at 895-2543 for Individual Activity Contracts or print one from accessing the PD website. Pre-approval is required from Department Chairpersons. After approved activity is complete, please send this form to PD for appropriate initial.

**3. Required Activities for New Associate Faculty:**  
A. New Part-time Faculty Orientation (2.5 hours) \_\_\_\_\_  
B. \_\_\_\_\_

**TOTAL FLEX HOURS** \_\_\_\_\_

**B. Mandatory Meetings: (paid at the meeting rate) Dates Required!**

Date	1. Institute Day Mandatory Meetings: 11,000,XXX,1,XXXXXX,51393	Hours
	A. All Faculty Meeting	1.0
	B. Department Meeting	2.0

**2. Other Mandatory Department Meetings:** All "other" mandatory department meetings will be charged to the applicable department's stipend object code (51499). This is inclusive of meetings associated with curriculum, SLO, and assessment development. Dean/Director approval is required. If a department does not have funds available for mandatory meetings associated with curriculum, SLO, and assessment development, the dean or director may request funding from the Office for Student Learning and Economic Development. Vice President approval is required.

Date	Description of Meeting	Hours	Budget Code

**TOTAL MANDATORY MEETING HOURS** \_\_\_\_\_

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Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_ Chair/Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean/Director Signature (if necessary) \_\_\_\_\_ Date \_\_\_\_\_ Vice President Signature (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

(payroll office use only)

POSITION	MEETING PAY RATE HOURS	FLEX PAY RATE HOURS

Revised 11/17/11 Office for Student Learning and Economic Development