

COVID Related Extra Activities and Payment Request Process Summer 2020

Pay for Summer Work

UF and 4CD have agreed that faculty (such as department chairs and Curriculum Committee members), who are asked to work in non-teaching capacities during summer of 2020, doing work beyond the normal scope of duties and specifically related to the District's COVID-19 response, may submit time cards and be compensated at their "other academic rate" for work performed. To be compensated, the faculty member must have received authorization from the appropriate area dean or vice president, and this authorization must include a written expectation of the number of hours to be worked and the maximum number of hours that will be compensated.

Note that this does NOT include the extra work most faculty will be doing preparing to teach online in the fall. We are still discussing compensation for the transition as part of our general compensation discussions that will go on over the next weeks and perhaps months. But per our new agreement, faculty will not be expected to volunteer summer hours without pay for duties that fall outside of their regular scope of duties. (To be clear: preparing for fall classes will be more work than usual this year for all of us who don't usually teach online, we know, but these preparations are still considered within the regular scope of duties in the context of this summer pay agreement.). Funds to support summer work connected to preparing for an expansion of fully online and partially online (hybrid) summer and fall classes will come from CARES allocation and will not be expensed against local department or division budgets.

Process

1. If you are planning to perform extra activities or work this summer related to COVID-19, please complete the FACULTY DESCRIPTION FORM OF COVID-RELATED EXTRA WORK AND APPROVAL FOR PAYMENT Request Form and email it to OfficeofInstruction@losmedanos.edu for review and approval by your Dean. This form is to be used to provide a description of work in non-teaching capacities during summer of 2020, doing work beyond the normal scope of duties and specifically related to the District's COVID-19 response, and be compensated at their "other academic rate" for work performed.
2. Your Dean will review your request. An email will be sent to you indicating approval or non-approval of the extra activities or work.
3. If the extra activities or work have been approved, you will need to submit the appropriate time card along with a completed TIME and EFFORT Log form.

Upon completion of the extra activities or work, please email the time card and time and effort log form to OfficeofInstruction@losmedanos.edu for processing.