

PART-TIME IN-SERVICE PAY

Here are the guidelines for Spring In-Service pay:

From: Dennis Carr/Human Resources

Greetings College Managers and Department/Division Administrative Support Personnel:

Consistent with the manner in which part-time faculty were compensated for spring in-service last year, and consistent with Article 9.2.2.2 of the agreement between the College and LCCEA, part-time faculty are eligible for compensation for up to eight (8) hours at their hourly rate of pay for attendance at the May 2, spring in-service conference. Article 9.2.2.2 reads:

"Up to an additional eight (8) hours of in-service attendance for part-time faculty members shall be compensated by the College each year for part-time faculty in either the winter or spring terms if the employee works as a bargaining unit member during the term the in-service is held. This additional time for part-time faculty in-service shall be scheduled for a college-wide activity or event and is not available for a discretionary assignment"

Compensation for part-time faculty to attend the May 2, spring in-service conference shall be based upon the actual hours of in-service attended by the part-time faculty member for the May 2, in-service. In no case will compensation for more than eight (8) hours of spring in-service attendance by part-time faculty be approved. The compensation for part-time faculty in-service attendance shall be charged to the same department/division FOAP to which the part-time faculty member's spring term instructional assignment is charged.

Part-time faculty shall be required to enter the exact hours of May 2, in-service attendance on their online ExpressLane time sheets for the May 1 - May 15, pay period. HR will establish a special "in-service" hours code on the ExpressLane time sheets of part-time faculty in order to facilitate time entry for in-service attendance. In-service time entry by part-time faculty must be approved and authorized by the designated payroll approvers for the May 2, spring conference.

Good health to you and please help support a successful spring in-service conference on May 4!

To ensure you get paid for your in-service hours, please enter hours in ExpressLane

I attended Spring In-Service

NAME _____

DATE	HOURS	EVENT
May 2, 2008		
TOTAL HOURS		NOT MORE THAN 8 HOURS

OR I did not attend In-Service