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E. Adjunct Stipends

1. Ancillary Activities Stipends and Ancillary Activities Fund

a. Ancillary Activities

Ancillary Activities may include, but are not limited to:

- Curricular Development Projects
- Learning Outcome Assessment Cycle Activities Outside of Contractual Obligations
- Division/Department Activities (not used for flex)
- Governance Activities/Committees
- Accreditation Committees
- Master Planning Committees and Subcommittees
- Program Review Committees
- Academic Senate or an Academic Senate Assignment
- Hiring Committees
- Grant Writing/working on grant
- Advising Student Organizations
- Task Force Assignments
- Preparation and Presentation for Staff Development

Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5) Stipends shall not be awarded to individuals for work that is claimed for flex time.

b. Ancillary Activities Fund

The District agrees to establish an annual Ancillary Activities Fund of \$50,000 to provide stipends for Adjunct faculty members who elect to undertake activities outside of their regular assignment. Any of the dollars of this fund that are not paid to adjunct faculty for Ancillary Activities stipends shall accumulate, allowing the fund to grow, up to a maximum of \$75,000. -Ancillary Activities stipends shall be disbursed in 2-hour increments, paid at \$65 an hour, not to exceed \$1,495 per activity. The \$65 an hour rate shall be excluded from increases unless mutually agreed upon between the Guild and the District.

Ancillary Activities shall be either one semester or one year in length. Adjunct Faculty applying for Ancillary Activities stipends shall submit an Ancillary Activities Stipend Application to the designee of the Vice President of Instruction

or the Vice President of Student Services. The Ancillary Activities Stipend Application shall then be forwarded to the Ancillary Activities Stipend Committee. The Ancillary Activities Stipend Committee shall be comprised of:

- A designee of the Vice President of Instruction
- A designee of the Vice President of Student Services
- A designee of the Guild
- A designee of the Academic Senate

Ancillary Activities Stipend Applications may be submitted at any time during the year and must be approved and board reported before work is commenced. The Ancillary Activities Stipend Committee shall make recommendations on pending applications in the first week, fourth week and fifteenth week of each semester. Ancillary Activities stipends shall be awarded based on merit and established criteria. Once the fund has been expended, no more applications shall be accepted for that year.

The Ancillary Activities Stipend Committee shall make the final recommendation of who receives the stipend and how much. Approval of the Ancillary Activities Stipend Application shall require a majority of the votes cast by this Committee. If the Ancillary Activities Stipend Application is denied or approved for a lesser amount than requested, the applicant may appeal the decision to the appropriate Vice President and the President of the Guild. The appeal decision shall not be subject to the grievance procedure.

Applicants are encouraged to submit an Ancillary Activities Stipend Completion Form prior to the end of the fiscal year.

An Ancillary Activities Stipend Completion Form shall be completed and forwarded to the designee of the appropriate Vice-President and forwarded to Payroll for payment processing to occur in the next payroll cycle.

## 2. Ad Hoc Ancillary Activities and Stipends

Periodically, work related to academics or student services arises and needs to be completed in a timely basis. In these circumstances, based upon mutual agreement with the adjunct faculty, the appropriate Vice President may assign an Ad Hoc Ancillary Activity.

Ad Hoc Ancillary Activity work must be approved by the appropriate Vice President and Board reported before work is commenced.

Assigned Ad Hoc Ancillary Activities shall be compensated at the non-instructional rate. This compensation shall be authorized by the appropriate Vice President and is not subject to the Ancillary Activities Fund application process, nor will funds be drawn from the Ancillary Annual Fund.

Ad Hoc Ancillary Activities are exempt from and do not count towards calculating eligibility for full-time, contract or regular status. (Education Code Section 87482.5)

Stipends shall not be awarded to individuals for work that is claimed for flex time.

F. Released Time/Stipend for Special Instructional Assignments

<b>ASSIGNMENT</b>	<b>RELEASED TIME/STIPEND</b>
Alcohol and Drug Studies	20%
College's Judicial Board Chair	20%
Curriculum and Instruction Committee Co-Chair (C&I Co-Chair)	20%
Emergency Medical Technician Coordinator	\$647 Each Semester
Special Events Coordinator	20%
Student Newspaper Advisor	20%

G. Adjunct Faculty Ancillary Activities Stipends

Ancillary Activities shall include, but not be limited to:

- Curricular Development Projects
- Learning Outcome Assessment Cycle Activities Outside of Contractual Obligations
- Division/Department Activities (not used for flex)
- Governance Activities/Committees
- Accreditation Committees
- Master Planning Committees and Subcommittees
- Program Review Committees
- Academic Senate
- Grant Writing/working on grant
- Advising Student Organizations
- Task Force Assignments
- Preparation and Presentation for Staff Development

Ancillary activities shall not count or be used for purposes of calculating eligibility for full-time, contract or regular status. As stipends for ancillary activities may be considered categorical, these activities will not count or be used for purposes of calculating eligibility for full-time, contract or regular status under the exemption defined in Title 5 section 87604. This exemption shall be defined in materials describing the process by which stipends are awarded as well as on the stipend application form.

1. Ancillary Activities that are undertaken at the request of another college employee, such as a department chair, Division Chair, or Administrator, or undertaken by appointment to a committee by the Senate or the Guild must be authorized by the appropriate vice president and will be compensated at the non-instructional rate. This compensation will be authorized directly and is not subject to the Ancillary Activities application process, nor will funds be drawn from the Ancillary Activities account. Projects must be authorized by the appropriate vice president before any work is undertaken.

Stipends awarded to perform Ancillary Activities shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving it. It is not to be used to trigger the 67% rule. Stipends should not be awarded to individuals for work that is claimed for flex time.

2. The District agrees to establish an Ancillary Annual Fund of \$50,000 to provide stipends for Adjunct faculty members who elect to undertake projects or activities outside of their regular assignment. Any of the dollars of this fund that are not paid to adjunct faculty for these stipends shall accumulate, allowing the fund to grow, up to a maximum of \$75,000. These projects/activities shall be either one semester or one year in length and shall be referred to as Ancillary Activities. Stipends shall be disbursed in 2-hour increments, paid at the instructor's non-instructional rate, not to exceed \$1,500 per activity.

Adjunct Faculty applying for these stipends shall submit an application to the designee of the Vice President of Instruction or the Vice President of Student Services. Upon submission of the application, a committee of four, composed of a designee of the Vice President of Instruction, a designee of the Vice President of Student Services, one designee from the Guild, and one from the Academic Senate, shall make the final determination of who receives the stipend and how much. Approval of the request shall require a majority of the votes cast by this committee. If the applicant is denied a stipend, the applicant may appeal the decision to the appropriate Vice President and the President of the Academic Senate. The final decision shall not be subject to the grievance procedure.

Applications may be submitted at any time during the year and must be approved and board reported before work is completed. The committee shall make decisions on pending applications in the first week, fourth week and fifteenth week of each semester. Stipends shall be awarded based on merit and established criteria. Once the fund has been expended, no more applications shall be accepted for that year.

Verification of completion of the ancillary activity as outlined in the approved plan shall be submitted to the designee of the Vice-President of Instruction, before June 2 of that contract year for payment to be

processed. Those who are denied stipends because the funds have been expended or the application deadline is missed shall have their application considered first the following year.

Stipends awarded to perform Ancillary Activities shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving it. It is not to be used to trigger the 67% rule. Stipends should not be awarded to individuals for work that is claimed for flex time.

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