

# Instructions

## **Part-Time Faculty**

1. Scroll and access “Office Hour Stipend for Part-Time Faculty Request Form”.
2. Key in requested information required on the fillable MS Word document.
3. Upon completion of signed form, either (1) print, sign, scan and submit form via email to the Dean’s office or (2) print, sign and submit approval form to Dean’s office via campus mail.

## **Dean’s Office**

1. Upon receipt of the “Office Hour Stipend for Part-Time Faculty Request Form”, please review form and syllabus and confirm information provided.
2. Complete section “For Dean’s Office Use Only”
  - a. Reminder: check the appropriate sections approved for payment
  - b. Sign and date form
3. Scan and email approved form to Mayra Dueñas, Human Resource Analyst at [mduenas@yccd.edu](mailto:mduenas@yccd.edu).

**Note:** After scanning and sending form via email, please **DO NOT** send original form to HR as the scanned form will be used to generate payment.

If you choose not to scan form, you must submit original form to HR.

## **IMPORTANT NOTE:**

**The Dean’s Office must submit the “Office Hour Stipend for Part-Time Faculty Request Form” to the Office of Human Resources no later than November 30<sup>th</sup> for the Fall semester and no later than April 30<sup>th</sup> for the Spring semester.**



Office of Human Resources

# Office Hour Stipend for Part-Time Faculty Request Form

**Article 8.3** Eligibility for unit members to participate in the office hour program will be unit members teaching during the fall and spring semesters, including 9-week courses during the regular semester. Unit members must be teaching unit bearing, transfer, degree or certificate courses. Additionally, to be eligible, each unit member will be required to have a minimum load of 20% or 3 units in the semester of the request.

**Article 8.4** Each unit member who is eligible as described in 8.3 will be compensated a flat stipend of \$375 per semester, per assignment, to be paid at the end of the semester. The \$375 stipend will equate to 15 hours of STRS service credit.

**Article 8.5** Unit members requesting the office hours' stipend will be required to list their office hours on their syllabus and distribute it to students.

Part-Time Faculty: \_\_\_\_\_ Colleague ID: \_\_\_\_\_

Campus Location:  Beale  Clearlake  Colusa  Sutter  Woodland  Yuba

Office Hour Request for:  Fall  Spring \_\_\_\_\_ Year

Class Information:

	Section/Course Title (ex: ENGL-1A-M1234)	Office Hour Days and Time (ex: T/Th. 6:00 p.m. – 7:00 p.m.)	Load Units
1			
2			
3			
4			

Part-Time Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR DEAN'S OFFICE USE ONLY**

**Article 8.6** Unit members who request compensation for office hours must complete the "Office Hour Stipend for Part-Time Faculty Request Form" form and submit to the appropriate Dean within the **first eight weeks of the semester**. The Dean will sign and forward all requests to the Office of Human Resources for payment.

**I have reviewed and verified that the following section(s) above are eligible, as stated in the YC-AFT Agreement Articles 8.3, 8.4, 8.5, to receive the Office Hour stipend.**

Please check which section(s) above is approved for payment.

1  2  3  4

Dean Signature \_\_\_\_\_

Date \_\_\_\_\_