

Side Letter of Agreement 2016-17.1

Cabrillo Community College District (District)
and the
Cabrillo College Federation of Teachers (CCFT)

Short Term Restricted Fund Projects

Effective July 1, 2016 – June 30, 2017, the parties agree:

Short-term Restricted Fund Assignments (No unrestricted general fund assignments allowed)

- Prior to the start of the project, paperwork must be completed and approved with funding source information.
- The assignment must have a beginning and end date.
 - If the project continues beyond one year, there must be a new approval and an evaluation of effectiveness.
- Assignment must be adjunct or overload.
- Deliverables are required.
- May be subject to a college-wide HR process.

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11.10.1 Professional Ancillary Activities

In accordance with Education Code section 87482.5 (c) (1), CCFT and the District agree that service in professional ancillary activities by unit members employed under this section, shall not be used for purposes of calculating eligibility for contract or regular status.

- 11.10.1.1 Professional ancillary activities include governance, staff development (except flex hours required according to Article 9.2), grant writing, **short-term restricted fund assignments**, advising student organizations, and union activity.
- 11.10.1.2 Teaching unit compensation for professional ancillary activities shall be counted toward eligibility for adjunct benefits as provided in Article 14.4.
- 11.10.1.3 CCFT will not pursue tenure claims on behalf of employees who accept professional ancillary activities assignments as defined herein.

Date

7/19/16

For Cabrillo Community College District

Date

July 19, 2016

For Cabrillo College Federation of Teachers (CCFT)

Expires:

June 30, 2017



**SHORT-TERM RESTRICTED
FUND ASSIGNMENTS*****

Cannot be part of a contract/regular faculty load (must be Adjunct/Overload)
These assignments will not be part of the 67% calculation pursuant to Ed Code 87482.5

Part I: Faculty Member to Complete

- Employee Name* -	Fulltime or Part-time faculty status *	Employee ID (for payroll use)	- Today's Date -
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Project title *:
Budget not to exceed \$ _____ for this assignment

Start Date*:		End date*:	
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Description: (brief but precise; please attach full proposal to this form)
Anticipated hours not to exceed _____ hours for this assignment

Outcomes or Deliverables:
(why it is needed)

Part II: Restricted Funding Sources (Project Manager/Director to complete)
(please include full name & description of funding source)

Account Number	Percent	Budgeted Amount
	%	\$
	%	\$
Total <i>(not to exceed funding allocation)</i>		\$

Approved number of TUs: _____ Hours worked will be converted to teaching units using Appendix AA.7

Date(s) of Delivery	
Deliverables: <i>(Description of results) Must be submitted to confirm completion of project</i>	

Approvals (required before assignment begins):

1. Employee	Date	4. Division Dean	Date
2. Project Manager/Director	Date	5. Human Resources	Date
3. Budget Officer	Date	6. Other Appropriate Dean or Administrator	Date

Once all signatures have been acquired in Part I, HR will notify employee & Project Manager of authorization to begin project.

PART III: CONFIRMATION OF PROJECT COMPLETION

1. Employee**	Date	3. Division Dean	Date
2. Project Manager/Director **	Date	4. Human Resources	Date

*=Required fields; incomplete forms will be returned to the initiator.
**By signing, I certify the project/assignment has been completed in its entirety.
*** See Side Letter 2016-17.1