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Administrative Regulation

RELEASED TIME/EXTRA PAY (RT/EP) FOR FACULTY

Released Time/Extra Pay Assignments

1. Certain faculty members may, by appointment, be relieved of a percentage of their workloads in order to administer or coordinate special curricular or extra-curricular projects. (Some examples of the recipients of released time/extra pay are: Learning Resource Center Coordinator, Staff Development Officer and College Scholars Program Director).

Other faculty members may retain their loads and assume additional duties for which they receive extra pay.

2. Released Time (RT) and extra pay (EP) assignments of faculty are not directly related to the primary faculty assignment. A RT/EP position shall be voluntary and shall not interfere with the employee's non-released time contractual responsibilities.
3. A released time position is expected to require that percentage of the employee's weekly hours on campus. Work hours during the short sessions may be necessary to complete the assignment as defined in the job announcement.

NOTE: Extra pay implies doing something beyond the normal workweek of an employee. In order to qualify for extra pay, an employee must be able to show that a particular assignment cannot or should not be done within that employee's normal workweek because of all the other work-related responsibilities that individual must meet.

4. Some released time or extra pay is specified in the collective bargaining agreement and as such the amount of time or pay is covered in the contract. This would include such assignments as released time for Guild or Academic Senate officers, division chair's released time and stipends, and stipends for coaching or performing arts. Changes in assignments defined in the collective bargaining agreement will not be addressed by the RT/EP Committee. In addition, grant release time positions that specifically name an individual are not subject to this Administrative Regulation.
5. By the second week of each semester, the Human Resources Office will publish a complete list of current assignments which will include the position, incumbent, supervisor, term and amount of released time and/or stipend on the campus web site. Also included will be a current list of position openings.

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6. If the RT/EP position is no longer needed, the supervisor shall notify the Chair of the RT/EP Committee. The notification will be placed on the agenda for the next RT/EP Committee.

Released Time/Extra Pay Committee

The Released Time/Extra Pay Committee is a permanent committee consisting of two representatives each from the Administration, Guild, and Senate and two Classified members selected by CSEA. An Administrator who shall be a non-voting member will chair the committee. The committee may, from time to time, invite subject matter experts to assist it in carrying out its responsibilities. The RT/EP Committee reports to the Campus Executive Committee. The Campus Executive Committee may seek advice and a recommendation from the Budget Committee in basing its decisions on RT/EP recommendations.

The RT/EP Committee has responsibility for:

1. Review of requests for new released time/extra pay positions. The committee will review the proposed job description and make a recommendation to the Campus Executive Committee regarding the proposal including the term of the assignment and appropriate amount of released time/extra pay, if any.
2. Annual review of RT/EP positions and recommendation for maintaining, increasing, decreasing, or eliminating the released time or extra pay.
3. Review of annual performance evaluation of faculty in RT/EP assignments. Evaluation may take place more often, if necessary. The evaluation of released time or extra pay duties is independent of the evaluations specified in the contract and relates only to the position specified.
4. Each semester the committee shall publish and maintain a record of all actions taken relative to released time or extra pay assignments.

Procedures for Administering Released Time/Extra Pay Assignments

1. New RT/EP Positions
 - a) Requests for new Released Time/Extra Pay positions shall be submitted to the RT/EP Committee on the approved form.
 - b) The RT/EP Committee will review the request and make its

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recommendation as to the appropriate amount of released time/extra pay, if any, and term of the assignment.

- c) The RT/EP Committee will submit its recommendation(s) to the Campus Executive Committee for approval.
- d) The RT/EP Committee may ask for additional information prior to making its recommendation.

2. Announcing an RT/EP Opportunity

- a) When a released time (RT) or extra pay (EP) assignment becomes available or a new position is approved, the RT/EP Committee will approve a job announcement which the Human Resources Office will circulate to all employees via campus email.
- b) College-wide announcements will be made for all released time/extra pay positions except:
 - Assignments made in accordance with the collective bargaining agreement;
 - Emergency appointments for one semester as described in Section 4 below; and
 - Assignments made in conjunction with a grant in which the recipient is designated on the grant application.
- c) Job announcements shall contain the following information:
 - 1. The tasks or activities expected of the person who is to receive released time or extra pay.
 - 2. The specific amount of released time or extra pay to be given to perform the necessary tasks. Released time shall be phrased as a percentage of the regular contract. Assignment may include work hours during short sessions as needed.
 - 3. The term of the assignment (three years maximum to be reviewed at the end of each year or more often, if necessary).

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4. A statement that activities related to the released time or extra pay are in lieu of a partial assignment only and in no way supplant contractual responsibilities such as office hours, committee assignments, and curriculum revision and development.
 5. The minimum and desired qualifications for the position, if any.
 6. The required application procedure and deadline to apply.
- d) Qualified candidates may apply by the deadline stated in the job announcement and on the approved RT/EP Application Form.
 - e) Current RT/EP recipients may apply for re-appointment upon the expiration of their term.

3. RT/EP Selection Procedures

- a) The Human Resources Office will coordinate with the Senate, Guild, and Administration to appoint a selection committee consisting of a minimum of three members as follows:
 - 1 Administrative representative
 - 1 Academic Senate representative
 - 1 Guild representative
- b) One of the above will be selected by the committee as a whole to be the chair. The RT/EP Committee may expand the size of the selection committee beyond three members when appropriate.
- c) The selection committee will review applications, interview the candidates, and recommend through simple majority the successful candidate(s) to the Superintendent/President or designee for interview and final selection. The selection committee may call for the position to be re-advertised in the event that it deems there are no qualified candidates.
- d) Once the Administration has approved an appointment, the Human Resources Office will notify the successful candidate and the supervisor of the RT/EP assignment. Notification will also be sent to the other candidates who applied for the position. The appointment will be maintained in the master record of RT/EP positions and posted on the

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GCC web site. The Human Resources Office will coordinate the assignments of RT/EP positions with payroll and the budget process.

- e) Appeals to this procedure may be made to the RT/EP Committee. Upon lack of a mutually satisfactory solution, further appeal may be made to the Campus Executive Committee.

4. Mid-term and Emergency Appointments

- a) Released Time or Extra Pay believed to be necessary by the Administration may be given on an emergency basis for one semester only. It need not go through the formal procedure but the chair of the RT/EP Committee should be notified, in writing, when emergency released time or extra pay is given. This is understood to be an emergency procedure only. If the position is intended to be extended beyond one semester, it shall be processed through the RT/EP Committee as a new position.
- b) If a vacancy occurs in the RT/EP assignment during the term, an appointment can be made by the supervisor to complete the fiscal year. The position would then be advertised to fill the vacancy. The incumbent may apply for the vacant position.

Evaluation Procedure for Released Time/Extra Pay Positions

Faculty members receiving released time or extra pay will be evaluated during the year prior to the end of the assignment, or earlier if needed, as determined by the supervisor. This evaluation is independent of the evaluations specified in the contract and relates only to the position specified.

The procedure for the evaluation is as follows:

1. The recipient of the released time or extra pay completes a self-evaluation of his/her performance in the RT/EP assignment and evaluates the duties and release time of the RT/EP position.
2. The recipient's supervisor (division chair, administrator, or other individual or committee) completes an evaluation of the recipient's performance in the released time/extra pay assignment and evaluates the duties and release time of the RT/EP position.

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3. The Released timed/Extra pay Committee will review the evaluation information and make its recommendation(s) to the Campus Executive Committee.
4. If the annual evaluation process is not completed, the RT/EP Committee may recommend that the position not be continued.

Reference:

- Standard IV.A.5 (2014)

Board Policy:

None

Adopted 05/14/02

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