



SUMMER 2006 ONLY

Instructor's Name: _____ Campus: _____

Instructions: In an effort to provide adequate coverage for instruction of course offerings available during the summer term 2006 and to accommodate all twelve-month instructors regularly assigned where enrollment is not adequate, the following options are presented. All twelve-month instructors must select and commit to one of the options listed below. *Be advised that the ability of the LTC to accommodate each employee is dependent upon the instructional needs of the affected campuses.*

- _____ 1. I am a twelve-month instructor assigned to a full teaching load for the summer term.
- _____ 2. I am a twelve-month instructor assigned to a full teaching load, and I will work a flex schedule (teach in the morning and evening) to satisfy my 40-hour workweek within the District.
- _____ 3. I am a twelve-month instructor who does not have a full teaching load for the summer term. I will satisfy any deficiencies in my 40-hours per week instructional requirement by performing other duties as a detailed employee to another area, campus, or department (e.g. curriculum development), as assigned by my Campus Dean.
- _____ 4. I am a twelve-month instructor who does not have a full teaching load for the summer term. I will work half time as an instructor and I will be granted _____ hours of annual leave/leave without pay, during the summer term, to pursue outside employment, in accordance with LCTCS Policy # 6.018.
- _____ 5. I am a twelve-month instructor and I do not have a full teaching load for the summer term. I would like to be granted up to _____ hours of annual leave/leave without pay for the summer term.
- _____ 6. I am a twelve-month instructor and I do not have a full teaching load for the summer term. I would like to be assigned to other duties, as determined by my Campus Dean and/or Vice Chancellor/Provost.

- Note:*
- 1) All forms must be signed by the instructor and approved by the Campus Dean and District Vice Chancellor/Provost.
 - 2) A full teaching load is defined as 5 classes with a minimum of 10 students in each class and 10 hours of preparation and office hours for a work week.
 - 3) Details of the selected option should be attached to the Summer Employment Assignment Form.
 - 4) Individuals working in industry must work out pay with industry, as well as review the LCTCS policy on outside employment and complete the LTC Disclosure of Outside Employment form.
 - 5) Use of annual leave/leave without pay and a determination of how much leave an individual would be allowed to use is dependent upon the approval of the affected Campus Deans and District Vice Chancellors. Annual leave must be exhausted prior to approval of leave without pay in accordance with LCTCS Policy # 6.003
 - 6) A nine-week semester equals to 360 hours of annual leave. Three hundred sixty hours (360) is the maximum amount of Annual leave an individual can take for the summer semester as it pertains to this agreement.

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|----------------------------------|-------|
| _____ | _____ |
| Instructor | Date |
| _____ | _____ |
| Campus Dean | Date |
| _____ | _____ |
| District Vice Chancellor/Provost | Date |

Policy Reference: LCTCS Policy # 6.003 Leave Record Establishment and Regulations for All Unclassified, Non-Civil Service Employees
LCTCS Policy # 6.018 Outside Employment
LTC Form # HR500.7

Review Process:

| X | Reviewing Council/Entity | Review Date | Effective Date |
|----------|---------------------------------|--------------------|-----------------------|
| X | Human Resources | 05/18/06 | |
| X | Chancellor Approval | 05/18/06 | 05/18/06 |

Distribution: Distributed Electronically via College's Intranet
Hard Copy Distribution to Vice Chancellors/Provosts

SIGNATURE

Margaret Montgomery-Richard, Ph.D.
Chancellor