

## **Instructions for Completing the Certificated Employee Work Schedule**

All regular, 12-month faculty should use one of the two PDF work calendars available for the appropriate academic year. Both work calendars are fillable and will calculate required days/hours (depending upon the calendar used) in addition to totaling the days/hours worked for each month and the total days/hours worked for the entire academic year.

Some browsers, such as Mozilla Firefox, are not compatible with fillable PDF forms. If the totals aren't calculated when completing the work calendar directly on the website, please try another browser (such as Internet Explorer) or save the calendar as a PDF file and complete it in Adobe Acrobat. If using Google Chrome, when opening the calendar you may need to select the option "Open with System Viewer" in order to make changes.

### **General Directions**

At the top of each schedule, employees should input their information: workload (in decimal format, such as "0.75"), schedule type (ex: Part-Time), name, campus, and employee ID number. Once the workload (FTE) is entered, the calendar will calculate how many days/hours are required, assuming the employee works the entire year. Once the calendar is complete, the required days/hours should match the total days/hours at the bottom of the work calendar.

Please note that the required days/hours do not apply to those working a partial work year due to retirement, a Long-Term Temporary (L.T.T) assignment, etc. If an employee works for only one semester, it should be based upon 87 work days for those with full-time schedules (half of 174 days) or pro-rated. For example, if an L.T.T. with an 85% workload works in the fall, their total days should be 73.95 ( $87 \times 0.85$ ).

Once the calendar is complete, employees should sign and date the top signature line ("Employee") and provide their calendar to their area manager for approval. The hiring manager should sign and date the second signature line ("Supervisor") and route to the appropriate administrative office at their campus/location. The administrative office will forward the signed/approved calendar(s) to Human Resources where they will be added to the employee's personnel file.

Examples of completed calendars are on pages 3-6. Please contact the Human Resources Specialist for Full-Time Faculty at 916-568-3109 if there are any questions.

### **Certificated Employee Work Schedule (12 Month) Based on 174 Days (at 7.5 Hours)**

This calendar will be used by most regular, 12-month faculty and is intended for those who work the required 7.5 hours every work day. "Full-time" are those that work 1.0 FTE as part of their regular, 12-month position (174 days per year). "Part-Time Schedule" are those that work less than 1.0 FTE as part of their regular, 12-month position due to a reduced workload (i.e. split assignment, participation in the Pre-Retirement Reduced Workload Program, etc.)

Instructions:

1. Select the days that will be worked within each month by clicking on the desired date. An “X” will appear, which represents a 7.5 hour workday. If a day is selected in error, it cannot be deselected. To make changes to work days within a given month, select the blue “Reset” button, which will clear all work days for that month.
2. The total days worked will be automatically totaled under each month.
3. Once all days are entered, the “Total Days Worked” (above the signature area) should match the “Required Days” at the top of the page (with the exception of those working less than a full work year).
  - a. For some part-time schedule faculty the “Required Day(s)” will not be a whole number. When this occurs, please complete the “Partial Day” box toward the bottom of the work calendar to account for the partial work day. For example, a workload of 75% requires 130.5 work days for the academic year, so 0.5 days must be accounted for:

Workload:  (FTE)

Full-Time

Part-Time Schedule (< 1.0 FTE)

Required Day(s)\*:

\*If “Required Day(s)” are not automatically calculated after entering workload (FTE), download form and complete in Adobe Acrobat.

Part-Time Employees: If “Required Day(s)” is not a whole number, complete “Partial day” box (below)

- b. Complete the calendar by selecting 130 days. Then, in the “Partial day” box indicate the date when the partial day will be worked and how many hours will be worked by multiplying the remaining decimal amount by 7.5 (hours in a work day). In this case, the 0.5 days multiplied by 7.5 is 3.75 hours:

Partial day < 7.5hrs*:	<input type="text" value="5/22"/>	;	Hours worked	<input type="text" value="3.75"/>
<small>*If applicable (part-time)</small>	<small>(Month/Day)</small>			<small>(##) x (7.5hrs)</small>

**Certificated Employee Work Schedule (12 Month) Based on Hours**

This calendar is intended for regular, 12-month faculty who do not work the typical 7.5 hours every work day. “Part-Time Schedule” are those that work less than 1.0 FTE as part of their regular, 12-month position due to a reduced workload (i.e. split assignment, participation in the Pre-Retirement Reduced Workload Program, etc.). “Alternate Schedule” are full-time faculty whose manager has approved them to work less hours/more days or more hours/less days while still fulfilling the required 1,305 hours in the work year.

Instructions:

1. For each work day, input the total hours to be worked. Entries can be deleted if a mistake is made.
2. The hours will be automatically totaled under each month.
3. Once the hours worked for each day have been entered, the “Total Hours Worked” (above the signature area) should match the “Required Hours” at the top of the page (with the exception of those working less than a full work year).

Reset Form



Certificated Employee Work Schedule (12 Month)
Based on 174 Days (at 7.5 Hours) - Fiscal Year 2021-2022

EXAMPLE

Workload: 100% (FTE)
Required Day(s)\*: 174

[X] Full-Time [ ] Part-Time Schedule (< 1.0 FTE)

\*If "Required Day(s)" are not automatically calculated after entering workload (FTE), download form and complete in Adobe Acrobat.
Part-Time Employees: If "Required Day(s)" is not a whole number, complete "Partial day" box (below)

Name Name Campus FLC Empl ID 0000000
(Last, First)

NOTE: Once a date has been selected it cannot be deselected. To make changes to the work days in a given month, select the "Reset" button.

Calendar for July with days worked: 2

Calendar for August with days worked: 22

Calendar for September with days worked: 18

Calendar for October with days worked: 17

Calendar for November with days worked: 13

Calendar for December with days worked: 12

Calendar for January with days worked: 17

Calendar for February with days worked: 17

Calendar for March with days worked: 19

Calendar for April with days worked: 13

Calendar for May with days worked: 21

Calendar for June with days worked: 3

Total Days (7.5hrs) Worked: 174

Partial day < 7.5hrs\*: ; Hours worked
\*If applicable (part-time) (Month/Day) (##) x (7.5hrs)

Signature: Employee Signature
Employee

Date: 04/15/2021

Signature: Manager's Signature
Supervisor

Date: 04/19/2021

Reset Form



Certificated Employee Work Schedule (12 Month) Based on 174 Days (at 7.5 Hours) - Fiscal Year 2021-2022

EXAMPLE

Workload: 85% (FTE) Required Day(s)\*: 147.9

Full-Time Part-Time Schedule (< 1.0 FTE)

\*If "Required Day(s)" are not automatically calculated after entering workload (FTE), download form and complete in Adobe Acrobat. Part-Time Employees: If "Required Day(s)" is not a whole number, complete "Partial day" box (below)

Name Name Campus ARC Empl ID 0000000

NOTE: Once a date has been selected it cannot be deselected. To make changes to the work days in a given month, select the "Reset" button.

Calendar for July showing 4 days worked.

Calendar for August showing 22 days worked.

Calendar for September showing 14 days worked.

Calendar for October showing 16 days worked.

Calendar for November showing 13 days worked.

Calendar for December showing 8 days worked.

Calendar for January showing 18 days worked.

Calendar for February showing 15 days worked.

Calendar for March showing 11 days worked.

Calendar for April showing 12 days worked.

Calendar for May showing 14 days worked.

Calendar for June showing 0 days worked.

Total Days (7.5hrs) Worked: 147

Partial day < 7.5hrs\*: 5/20 ; Hours worked 6.75

\*If applicable (part-time) (Month/Day) (##) x (7.5hrs)

Signature: Employee Signature Employee

Date: 04/15/2021

Signature: Manager's Signature Supervisor

Date: 04/19/2021



Workload: 50% (FTE)

Part-Time Schedule (< 1.0 FTE)

Required Hours\*: 652.5

Alternate Schedule (1.0 FTE)

\*\*Required Hour(s)" should not be zero. If not automatically calculated after entering workload (FTE), download form and complete in Adobe Acrobat.

Name \_\_\_\_\_ Name \_\_\_\_\_ Campus SCC \_\_\_\_\_ Empl ID 0000000  
(Last, First)

JULY calendar grid with total hours: 18.75

AUGUST calendar grid with total hours: 82.50

SEPTEMBER calendar grid with total hours: 52.50

OCTOBER calendar grid with total hours: 56.25

NOVEMBER calendar grid with total hours: 41.25

DECEMBER calendar grid with total hours: 48.75

JANUARY calendar grid with total hours: 71.25

FEBRUARY calendar grid with total hours: 63.75

MARCH calendar grid with total hours: 71.25

APRIL calendar grid with total hours: 60.00

MAY calendar grid with total hours: 78.75

JUNE calendar grid with total hours: 7.50

Total Hours Worked: 652.50

Signature: Employee Signature  
Employee

Date: 04/15/2021

Signature: Manager's Signature  
Supervisor

Date: 04/19/2021



Workload: 100% (FTE)

Part-Time Schedule (< 1.0 FTE)

Required Hours\*: 1305

Alternate Schedule (1.0 FTE)

\*\*Required Hour(s)" should not be zero. If not automatically calculated after entering workload (FTE), download form and complete in Adobe Acrobat.

Name \_\_\_\_\_ Name \_\_\_\_\_ Campus CRC \_\_\_\_\_ Empl ID 0000000  
(Last, First)

JULY grid with hours: 90.00

AUGUST grid with hours: 129.00

SEPTEMBER grid with hours: 90.00

OCTOBER grid with hours: 120.00

NOVEMBER grid with hours: 90.00

DECEMBER grid with hours: 78.00

JANUARY grid with hours: 114.00

FEBRUARY grid with hours: 108.00

MARCH grid with hours: 132.00

APRIL grid with hours: 96.00

MAY grid with hours: 126.00

JUNE grid with hours: 132.00

Total Hours Worked: 1,305.00

Signature: Employee Signature

Date: 04/15/2021

Signature: Manager's Signature

Date: 04/19/2021