

Instructions for Completing the Non-Instructional Faculty Work Schedule

All regular, 12-month non-instructional faculty working 174 days per academic year will complete the PDF work calendars available for the appropriate academic year. The work calendar is fillable and will calculate required days in addition to totaling the days worked for each month and the total days worked for the entire academic year are calculated at the bottom of the page.

Some browsers, such as Mozilla Firefox, are not compatible with fillable PDF forms. For that reason it is best to download the form to your hard-drive prior to completing your work calendar.

General Directions

At the top of the schedule, employees should input their information: For example, if you are a full-time employee working your full academic year, you will put 1.0 as your workload. You'll notice the "Required Day(s):" box will automatically populate with 174 as the number of days required. Then check the "Full-Time" box to the right.

If you are working less than full-time for the entire academic year, enter the amount of work in decimal format, such as "0.75". You'll notice the "Required Days(s):" box will automatically populate with 130.5 as the number of days required. Then you would check the "Part-Time Schedule (<1.0 FTE)" box to the right. You will also need to complete the "Partial day <7.5 hrs.*:" box at the bottom of the page with the date and how many hours working on that date. (See further instructions below).

Complete your Name, Campus and employee ID number.

Once the calendar is complete, the required days should match the total days at the bottom of the work calendar.

Please note that the required days 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, please use the work calendar designated for one semester only.

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 4 and 5. Please contact Human Resources at HR-FTFaculty@losrios.edu or 916-568-3112 if there are any questions.

Non-Instructional Faculty Work Schedule - 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*: ; **Hours worked**

*If applicable (part-time)

(Month/Day)

(##) x (7.5hrs)

