



# ESA/PEX WORKSHOP

August 2017

LOS RIOS COMMUNITY COLLEGE DISTRICT

# Today's Presentation

- Employment Service Agreement (ESA)
- ESA Salary Schedule
- 60% Rule / 67% Law
- ESA – College Service Activities
- ESA – Senate College Service
- Professional Expert Agreement
- ESA/PEX Required Paperwork
- ESA/PEX Corrections & Revisions
- Classified Temporary Intent
- Other Salary Schedules/Hourly Rate Information
- Updates and Reminders

# Employment Service Agreement Overview

# ESA – Overview

## □ When to use

- To compensate employees for certain academic (instructional) assignments that are not part of their regular load, adjunct, or overload work.
- To pay faculty for LRCFT stipends

## □ Requirements

- Assignment requires CCCCCO faculty minimum qualifications
- Duties cannot fit into an existing LRCCD job description
- CalSTRS creditable

## □ Pay Rate

- Payment is hourly and rate is determined based on Class/Step placement

## □ ESA vs. Independent Contractor

- Can be determined by reviewing the Los Rios “Independent Contractor vs. Employee” Guidelines (Form GS-79), located on the Purchasing webpage: <http://www.losrios.edu/purchasing/internal/>

# ESA – Overview

## □ Who Can Work an ESA?

### ▣ Current Los Rios Employees

- ✓ Certificated Employees: full-time faculty, adjunct faculty, substitutes
- ✗ Permanent Classified Employees
- ✗ Temporary Classified Employees & Student Help
- ✗ Current Managers and Administrators

### ▣ Other Employees

- ✓ External Employees: paperwork for new hires should be submitted **at least two weeks** prior to the start date. Original paperwork required.

# ESA – Overview cont.

## ▣ Other Employees cont.

### ■ ✓ PERS and STRS Retirees

- Both PERS and STRS have a separation from service requirement of 180 days after retirement (6 months)
  - PERS Retirees
    - Limited to 960 hours per fiscal year (under a CalPERS employer)
  - STRS Retirees
    - Limited to annual earnings of \$40,321 (2015/2016)
    - Cannot work in a classified position
- PERS/STRS retiree penalized if these requirements are not met

# ESA - Academic Step-By-Step

# Employment Service Agreement

## □ General Information

- ESA#: 5 character max string (number and/or letters)
- Work Location: hiring campus, campus assignment will be charged to
- Employee ID: enter ID if known, if not enter last 4 digits of social
- Name: employee's full name as shown on social security card (no nicknames or other names may go by)



# Employment Service Agreement

## **EMPLOYEE TO COMPLETE:**

### **#1. Retirement Question** (Employee to complete with each ESA):

Are you a member of (have funds on deposit): CalPERS  / CalSTRS  / Neither

If a member of CalPERS or CalSTRS, check one of the following: Active  / Retired\*

### **#2. Are you related to anyone employed by Los Rios?** No / Yes

If "Yes," provide name/relationship/campus/department: Kirk Cameron/cousin/ARC/Music

### **NEW HIRES ONLY:**

Street Address 777 Sky Ribbon Way

Telephone (916) 777-7777

City / Zip Sacramento, 95877

*(Address/Phone changes must be made for returning hires by submitting a [Name/Address Change](#) form to Human Resources.)*

## □ Employee To Complete

- Please make sure employee answers **BOTH** questions
- **#1: Important to have the correct retirement information**
- **#2: Employee must put ALL relative information**
- **New Hires Only: complete for new hires, existing employees should complete a Name/Address Change form**

# Employment Service Agreement

## ESA TERMS - TO BE COMPLETED BY HIRING DEPARTMENT:

**Payment Type:**  Hourly Rate: \$  Class:  Step:   
 LRCFT Stipend: \$  (**Head Coaching Stipends ONLY** – Step: )

## Payment Types

### Hourly Rate

- Based on **Class/Step placement** on the ESA Salary Schedule
- Include the hourly rate and the employee's Class and Step placement

### LRCFT Stipend

- Based on LRCFT Stipend Salary Schedule
- For athletic head coaching stipends, include the coach's Step placement

# ESA - Academic Salary Schedule

# ESA - Academic Salary Schedule

- Hourly rates determined by Class and Step placement
- **Not** subject to retro-active salary improvement
- Existing/Past LRCCD Faculty
  - Paid based on their Class/Step placement for adjunct/overload work
  - Class/Step placement for current fiscal year determined by placement from the preceding spring semester
    - e.g. faculty member advances from Step 8 to Step 9 in August 2016; will not get paid at Step 9 on ESA until Fall 2017 (following fiscal year)
- HR will send list of current Class/Step placement prior to the start of each fiscal year

# ESA - Academic Salary Schedule

- Who is on the ESA Class/Step placement list
  - ▣ Employees who have worked in an adjunct/overload assignment within the past three fiscal years (six semesters)
- New Hires
  - ▣ Submit official, sealed transcripts *at least 2 weeks prior* to start of ESA
  - ▣ Will start at Class I until HR has completed the transcript review
  - ▣ All new hires will start at Step 1
  - ▣ If transcripts received after start date, employee will be paid at new class (hourly rate) effective the following month
  - ▣ If transcripts received after ESA end date, the hourly rate will **not** be adjusted

# ESA - Academic Salary Schedule

- LRCCD retirees and past ESA only employees
  - ▣ Check with HR to see if official transcripts are needed prior to start date of ESA
- Stipend Salary Schedules
  - ▣ Athletic/Coaching
  - ▣ Department Chair
  - ▣ Performing Arts
- Salary Schedules on Website
  - ▣ [http://www.losrios.edu/hr/sal\\_schd\\_internal.htm](http://www.losrios.edu/hr/sal_schd_internal.htm)
  - ▣ [http://wserver.losrios.edu/hr/sal\\_schd.htm](http://wserver.losrios.edu/hr/sal_schd.htm)

# Employment Service Agreement

**Are the duties creditable toward the\*:** #1) [67% Law](#)<sup>†</sup> (Answer only if employee is adjunct faculty / ESA-only employee): Yes  / No   
 #2) [60% Rule](#) (Answer only if employee is full-time / LTT Faculty): Yes  / No

If the answer is "no" to #1 or #2 above, complete Box A below:

A	<u>Start Date</u>	<u>End Date</u>	<u>Total Hours</u>	<u>Total Cost</u>
				\$

If the answer is "yes" to either #1 or #2 above, complete Box B below: The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

B	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
	Summer:				\$		
	Fall:				\$		
	Spring:				\$		
	Summer:				\$		

## □ 60% Rule / 67% Law

■ Answer to question #1 or #2 will determine which box (A or B) to complete

■ If the answer is "no" to either, ESA **does not** count toward FTE limit

■ Use box A

■ If the answer is "yes" to either, ESA **does** count toward FTE limit

■ Use box B

# 60 % Rule or 67% Law



# 60% Rule - Overview

- Applies to full-time and LTT faculty
- Limits full-time/LTT faculty to 60% overload FTE each semester/term (summer included)
- Academic year limit of 1.2 FTE overload (fall/spring)
  - ▣ Ensures that full-time faculty members are not working too many hours (quality of teaching issue)
- Applies to **most** ESAs with a few exceptions
  - ▣ Faculty Mentors for the Faculty Diversity Internship Program (FDIP)
  - ▣ Athletic Coaching Stipends
  - ▣ Adjunct Faculty Performance Evaluation Stipends
- Applies to **all** PEXs

# 67% Law - Overview

- Applies to adjunct faculty
- Limits adjunct faculty to 67% FTE during the fall and spring semesters
- The summer session is separate and has a limit of 60% FTE
- Only applies to Employment Service Agreements and TCSs
- Professional Expert Agreements are exempt from 67% law

# 67% Law – Determination

- Any duty that could be considered **part of a full-time faculty members' regular duties** would be subject to the 67% law
- Ancillary activities are exempt from the 67% law
  - ▣ *“Service in professional ancillary activities by persons employed under this section, including, but not necessarily limited to, **governance, staff development, grant writing, and advising student organizations,** shall not be used for purposes of calculating eligibility for contract or regular status unless otherwise provided for in a collective bargaining agreement applicable to a person employed under this section.” - Education Code 87482.5.(c)(1)*

# 67% Law – Examples

Type of Academic ESA	Creditable Towards 67% Law?
Cognitive Testing	Yes*
Curriculum Development (for-credit course)	Yes*
Program Development (for-credit course)	Yes*
Website Development – Content Related ( <i>i.e. counseling, academic guidance, etc.</i> )	Yes*
Academic Senate Representative	No
LRCFT Stipends	No
Office Hours Payments	No
Reading and Grading Placement Exams	No
Teacher Prep Program	No

\*Considered part of a full-time faculty members' regular duties

# 67% Law - FTE Limitations

- Fall/Spring Semester FTE Limits
  - ▣ Adjunct Instructional
    - Semester FTE: 0.67 (**one semester only**, then second must be .62 or less)
    - **Academic Year FTE: 1.29**
  - ▣ Adjunct Non-Instructional/SRPSTC:
    - Semester FTE: 0.67 (**one semester only**, then second must be 0.536 or less)
    - **Academic Year: 1.206**
  - ▣ **Both** Instructional/Non-Instructional
    - Non-instructional limits apply

# Summer FTE Limits

- Adjunct, full-time and LTT faculty are limited to 60% FTE in the summer term
- All assignments count toward summer FTE limit unless an exception has been made by Human Resources
- Hiring departments should check the Instructor Term Workload in PeopleSoft to ensure summer FTE limit has not been reached **prior to** hiring an employee for an ESA or PEX.

# ESA - Academic Step-By-Step cont.

# Employment Service Agreement

If the answer is "no" to #1 or #2 above, complete Box A below:

A	<u>Start Date</u>	<u>End Date</u>	<u>Total Hours</u>	<u>Total Cost</u>
				\$

If the answer is "yes" to either #1 or #2 above, complete Box B below: The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

B	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
		Summer:				\$	
	Fall:				\$		
	Spring:				\$		
	Summer:				\$		

- Start and End Dates – Refer to Academic Calendar
  - ESAs should begin **on or after** the start of the semester/term and end **before or on** the last day of the semester/term
  - Summer session begins the day after the spring semester ends and ends the day prior to the flex day of fall semester
  - Fall FTE limits count through the end of December; Spring FTE limits apply beginning on January 1
  - For ESAs that are the entire fiscal year (July 1 – June 30) that count toward FTE limits, FTE must be entered for **both** summer sessions



# Employment Service Agreement

**Are the duties creditable toward the\*:** #1) [67% Law](#)<sup>†</sup> (Answer only if employee is adjunct faculty / ESA-only employee): Yes  / No   
 #2) [60% Rule](#) (Answer only if employee is full-time / LTT Faculty): Yes  / No

If the answer is "no" to #1 or #2 above, complete Box A below:

A	<u>Start Date</u>	<u>End Date</u>	<u>Total Hours</u>	<u>Total Cost</u>
		07/01/17	06/30/18	480

If the answer is "yes" to either #1 or #2 above, complete Box B below: The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

B	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
	Summer:				\$		
	Fall:				\$		
	Spring:				\$		
	Summer:				\$		

- Example – “No” to 60% Rule or 67% Law
  - ▣ FTE **not** counted towards FTE limit (Fall/Spring **ONLY**)
  - ▣ ESA assignment dates will go into box A
  - ▣ No FTE entered into employee Term Workload

# Employment Service Agreement

**Are the duties creditable toward the\*:** #1) [67% Law](#)<sup>†</sup> (Answer only if employee is adjunct faculty / ESA-only employee): Yes  / No   
 #2) [60% Rule](#) (Answer only if employee is full-time / LTT Faculty): Yes  / No

If the answer is "no" to #1 or #2 above, complete Box A below:

A	<u>Start Date</u>	<u>End Date</u>	<u>Total Hours</u>	<u>Total Cost</u>
				\$

If the answer is "yes" to either #1 or #2 above, complete Box B below: The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

B	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
	Summer:	07/01/17	08/16/17	40	\$ 2540.40	0.061	
	Fall:	08/17/17	12/31/17	40	\$ 2540.40	0.061	
	Spring:	01/01/18	05/16/18	40	\$ 2540.40	0.061	
	Summer:	05/17/18	6/30/18	40	\$ 2540.40	0.061	

## □ Example – “Yes” to 60% Rule or 67% Law

- ESA is counted toward FTE limit
- ESA assignment dates will go into box B
- ESAs that are the entire fiscal year (July 1 – June 30), FTE must be entered for **both** summer sessions
- FTE entered into employee Term Workload

# Employment Service Agreement

If the answer is "yes" to either #1 or #2 above, complete Box B below: The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
<b>B</b>	Summer:	07/01/17	08/16/17	40	\$ 2540.40	0.061	
	Fall:	08/17/17	12/31/17	40	\$ 2540.40	0.061	
	Spring:	01/01/18	05/16/18	40	\$ 2540.40	0.061	
	Summer:	05/17/18	6/30/18	40	\$ 2540.40	0.061	

## □ FTE Calculation

- To calculate FTE based on total number of hours
  - Divide the total # of hours by 652.5: e.g. 100 hours / 652.5 = 0.153 FTE or 15.3%
- To calculate FTE based on total cost
  - Divide the total cost by \$34.10, then divide by 652.5: e.g. (\$1,358 / \$34.10) / 652.5 = 0.062 FTE or 6.2%
- Excel calculator on ESA website

# Employment Service Agreement

- Instructor Term Workload
  - ▣ FTE needs to be entered into the Term Workload
  - ▣ Entered at the campus level
  - ▣ Per 67% law, must check both the fall and spring semester to ensure annual FTE limit is not exceeded

## Term Workload

██████████ ID: ██████████

**Workload Definition** Find | View All First 3 of 4 Last

Academic Institution: LRCCD Los Rios Comm College District Total Term FTE%

Term: 1176 Summer 2017 5.20

Instructor Assignment Class: PT Part-Time

Calculate Workload:  Assigned FTE %: 60.00

Limit Workload:  Instructor Multiplier %: 100

**Workload Assignment**

*Location	*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	*Assign Type	Work Load	App Load	Assignment FTE %
01ARCMAN	ESA# CW174						FTE-ESA	1.50	<input checked="" type="checkbox"/>	1.50 <input type="button" value="+"/> <input type="button" value="-"/>
01ARCMAN	ESA# CW192						FTE-ESA	3.70	<input checked="" type="checkbox"/>	3.70 <input type="button" value="+"/> <input type="button" value="-"/>

# Employment Service Agreement

Position #: 000	Budget #	/	/	/	/	/	/
	Account	Fund	Org/GL Dept. ID	Program	Proj/Grant	Distribution Amount	
Department:	Budget #	/	/	/	/	/	/
	Account	Fund	Org/GL Dept. ID	Program	Proj/Grant	Distribution Amount	

† Refer to Ancillary Activities for adjunct faculty

## □ Position & Department

- Enter position number and the department the employee will be working in

## □ Budget

- If more than 2 budget strings, write “see attached” in the Org/GL section and provide a separate attachment with all budget strings
- Budgets include all benefits
- ESA Accounts
  - 1301 – Stipends: Office Hrs, Performing Arts, Athletics
  - 1405 – Interim Dean
  - 1406 – Stipends: Dept. Chair, Faculty Evals
  - 1408 – Misc. ESA, Adj. College Services

# Employment Service Agreement

By signing below, I acknowledge that the answers above are correct. I also acknowledge that I have read and understand the criteria on page 2 of this Employment Service Agreement and agree to accept employment in accordance with the terms and conditions specified herein.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator Initiating Agreement (Printed Name)      Administrator Initiating Agreement (Signature)      (Date)

\_\_\_\_\_  
Administrator Approving Agreement (Printed Name)      Administrator Approving Agreement (Signature)      (Date)

## □ Signatures

- Employee

- Hiring (initiating) administrator

- Approving administrator

- Must be on the authorized signers list

- <https://www.losrios.edu/lrc/district/misc/signers.pdf>

# Employment Service Agreement

## ESA Services Rendered (TO BE COMPLETED BY HIRING DEPARTMENT)

Use this section to provide a detailed description of services to be rendered on the ESA, including specific job duties. Include any other relevant information (i.e. a description and/or background information on the program or grant that the ESA was written for). LRCFT stipends do not require a detailed explanation other than the specific details of the stipend (i.e. Department Chair, Level I).

### Detailed Description of Services to be Rendered:

- Description of Services Rendered
  - ▣ Provide as much detail as possible
  - ▣ Include **specific** job duties
  - ▣ ESAs that do not have enough detail pertaining to the job duties will be sent back
  - ▣ Include specific details of the stipend
  - ▣ Use the same titles as on the stipend salary schedule
- Preparing the Employment Service Agreement
  - ▣ Page 3 of ESA provides a guideline for completing the ESA application

# Employment Service Agreement

## □ Example of Description of Services

### ■ Coordinator for Basic Skills Student Mentorship Program

- Coordinate with mentor to ensure that mentor conducts activities that will benefit English composition students in terms of retention and success
- Work with mentor to explain assignments and expectations
- Design outside-class assignments and workshops that will benefit students
- Communicate with mentor to inform him/her how to assist students (meet with group in Writing Center, assist small group in exploring online library database, etc.)
- Coordinate with mentor on strategies to help students who are most at risk or disproportionately impacted via Student Equity data.



**ESA – College Service Activities**

**ESA – Senate College Service**

# ESA – College Service Activities

## □ When to Use

- To compensate adjunct faculty for participating in approved college service activities which include but are not limited to college planning (e.g. Ed Plan, Strategic Plan) SLO activities, curriculum and program development, and accreditation in the Fall/Spring.

## □ Requirements

- Assignment requires CCCCO faculty minimum qualifications
- Duties cannot fit into an existing LRCCD job description
- 18 hours max each semester
- Include the Application for Adjunct Faculty College Service Activities

## □ Pay Rate

- Payment is hourly and rate is based on Class I/Step 1 on the Faculty Salary Schedule B2/B3

# ESA – College Service Activities

## **ESA-CSA TERMS - TO BE COMPLETED BY HIRING DEPARTMENT:**

Are the adjunct faculty college service duties on the attached application creditable toward the [67% Law](#)? Yes  / No

If the answer is "yes", the hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below. If the answer is "no" write "N/A" in the FTE box below.

<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
			\$33.47	\$		

Position #: \_\_\_\_\_ Budget # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Account Fund Org/GL Dept. ID Program Proj/Grant Distribution Amount

## **DETAILED DESCRIPTION OF SERVICES TO BE RENDERED:**

ESA-CSA for duties performed through the "**Adjunct Faculty College Service Activities Program**".

Please see attached "Application for Adjunct Faculty College Service Activities Program" for the exact duties being performed. A copy of the approved application must be included with the ESA-CSA.

**Pay Information:** 18 hours maximum each semester. Hourly Rate for 2016-2017 is \$33.47 (Class I/Step 1 on the Faculty Salary Schedule "B-2 & B-3").

**Pay Dates:** Upon submission of a timesheet, fall service is anticipated to be paid on the December variable payroll (warrant dated January 10<sup>th</sup>) and spring service is anticipated to be paid on the May variable payroll (warrant dated June 10<sup>th</sup>).

# ESA – Senate College Service

## □ When to Use

- To compensate adjunct faculty who serve on the Academic Senate, Curriculum Committee, or Matriculation/Student Success Committee in the Fall/Spring

## □ Requirements

- Assignment requires CCCCO faculty minimum qualifications
- Duties cannot fit into an existing LRCCD job description
- 9 hours max each semester
- Include the Application for Adjunct Faculty College Service Activities

## □ Pay Rate

- Payment is hourly and rate is based on Class I/Step 1 on the Faculty Salary Schedule B2/B3

# ESA – Senate College Service

**ESA-SCS TERMS - TO BE COMPLETED BY HIRING DEPARTMENT:**

<u>Start Date*</u>	<u>End Date*</u>	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Total Cost</u>
			\$33.47	\$

Position #: \_\_\_\_\_ Budget # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Account Fund Org/GL Dept. ID Program Proj/Grant Distribution Amount

**DETAILED DESCRIPTION OF SERVICES TO BE RENDERED:**

ESA-SCS for duties performed through the “**Adjunct Faculty Academic Senate College Service Program**”.

Adjunct faculty member will be serving on the following committee (check ONE):

- Academic Senate
- Curriculum Committee
- Matriculation/Student Success Committee

**Pay Information:** 9 hours maximum each semester. Hourly Rate for 2016-2017 is \$33.47 (Class I/Step 1 on the Faculty Salary Schedule "B-2 & B-3").

**Pay Dates:** Upon submission of a timesheet, fall service is anticipated to be paid on the December variable payroll (warrant dated January 10<sup>th</sup>) and spring service is anticipated to be paid on the May variable payroll (warrant dated June 10<sup>th</sup>).

# Professional Expert Agreement Overview

# PEX - Overview

## □ When to Use

- To compensate employees for non-academic, non-classified services on a short-term, temporary basis for a specific project. Should not be used for independent contractors.

## □ Requirements

- Professional expertise and/or specialized knowledge in a particular field/are.
- Duties cannot fit into an existing LRCCD job description
- Work is not part of the classified service, so it is not CalPERS creditable (employees pay into PARS)
- Documentation required to demonstrate that the employee is an “expert” (resume, certificate, etc.)

## □ Pay Rate

- Payment is hourly and rate is based on level of work using the professional expert salary schedule

# PEX - Overview

- PEX vs. Independent Contractor
  - Can be determined by reviewing the Los Rios “Independent Contractor vs. Employee” Guidelines (Form GS-79), located on the Purchasing webpage:
    - <http://www.losrios.edu/purchasing/internal/>
  - For assistance in making this determination, please contact the Purchasing Department at 916-568-3071
  - Independent Contractors would not be hired on a PEX (PEXs are used when someone is considered an employee)



# PEX - Overview

## □ 920 Hour Limit

- The maximum total hours an employee may work in a fiscal year (July 1st – June 30th)
  - HR will keep track and notify employees who are close to this limit
- Applies to work on both Professional Expert Agreements and Classified Temporary Intents
- Employees may not work concurrently as a Professional Expert and in a Temporary Classified assignment

# PEX Step-By-Step

# Professional Expert Agreement



## LOS RIOS COMMUNITY COLLEGE DISTRICT PROFESSIONAL EXPERT AGREEMENT (PEX)

PEX #: \_\_\_\_\_

(Maximum of 5 Characters)

Employee ID / SSN (Only if Employee ID is not available): \_\_\_\_\_

### Work Location

- ARC    CRC    DO  
 EWC    FLC    SCC  
 Other \_\_\_\_\_

Name \_\_\_\_\_

Last,

First,

M.I.

(Name on PEX and Social Security card **must** be the same)

### EMPLOYEE TO COMPLETE:

**#1. Retirement Question** (Employee to complete with each PEX):

Are you a retiree of:    CalPERS  / CalSTRS  / Neither

**#2. Are you related to anyone employed by Los Rios?**    No  / Yes

If "Yes," provide name/relationship/campus/department: \_\_\_\_\_

### NEW HIRES ONLY:

Street Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

City / Zip \_\_\_\_\_

(Address/Phone changes must be made for returning hires by submitting a [Name/Address Change](#) form to Human Resources.)

## □ General Information

■ Follow the same guidelines as the Employment Service Agreements when completing the following sections:

- PEX #
- Work Location
- Employee ID
- Name
- Employee To Complete
- New Hires Only

# Professional Expert Agreement

## LRCCD Adjunct Faculty & PEX Only Employees:

A	<u>Start Date</u>	<u>End Date</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total Cost</u>
					\$ 0.00

**LRCCD Full-Time / LTT Faculty (Only)\*:** In accordance with the [60% Rule\\*](#), PEXs for full-time / LTT faculty count toward FTE limits. The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

B	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
	Summer:					\$ 0.00		
	Fall:					\$ 0.00		
	Spring:					\$ 0.00		
	Summer:					\$ 0.00		

- Adjunct Faculty & PEX Only Employees
  - FTE **not** counted towards FTE limit (Fall/Spring ONLY)
  - PEX assignment dates, hourly rate, total hours and total cost will go into box A
  - No FTE entered into employee Term Workload
  
- Full-Time/ LTT Faculty
  - FTE **is** counted toward FTE limit
  - ESA assignment dates, hourly rate, total hours and total cost will go into box B
  - FTE entered into employee Term Workload

# Professional Expert Agreement

## PEX TERMS - TO BE COMPLETED BY HIRING DEPARTMENT:

### LRCCD Adjunct Faculty & PEX Only Employees:

A	<u>Start Date</u>	<u>End Date</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total Cost</u>
	08/18/17	08/20/17	65	16	\$1040

**LRCCD Full-Time / LTT Faculty (Only)\*:** In accordance with the [60% Rule\\*](#), PEXs for full-time / LTT faculty count toward FTE limits. The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

	<u>Sem./Term</u>	<u>Start Date*</u>	<u>End Date*</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Total Cost</u>	<u>FTE</u>	<u>Initials</u>
B	Summer:					\$ 0.00		
	Fall:					\$ 0.00		
	Spring:					\$ 0.00		
	Summer:					\$ 0.00		

## □ Example – “No” FTE

- Adjunct Faculty & PEX Only Employees
- FTE **not** counted towards FTE limit (Fall/Spring **ONLY**)
- PEX assignment dates will go into box A
- No FTE entered into employee Term Workload

# Professional Expert Agreement

**PEX TERMS - TO BE COMPLETED BY HIRING DEPARTMENT:**

**LRCCD Adjunct Faculty & PEX Only Employees:**

<b>A</b>	<b><u>Start Date</u></b>	<b><u>End Date</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Total Hours</u></b>	<b><u>Total Cost</u></b>
					\$0.00

**LRCCD Full-Time / LTT Faculty (Only)\*:** In accordance with the [60% Rule\\*](#), PEXs for full-time / LTT faculty count toward FTE limits. The hiring campus must enter FTE into the Term Workload in PeopleSoft for each applicable semester; once the FTE has been entered, initial below.

	<b><u>Sem./Term</u></b>	<b><u>Start Date*</u></b>	<b><u>End Date*</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Total Hours</u></b>	<b><u>Total Cost</u></b>	<b><u>FTE</u></b>	<b><u>Initials</u></b>
<b>B</b>	Summer:	08/14/17	08/16/17	65	8	\$ 520.00	0.012	
	Fall:	08/17/17	08/19/17	65	8	\$ 520.00	0.012	
	Spring:					\$ 0.00		
	Summer:					\$ 0.00		

- Example – “Yes” PEX Counted Towards FTE
  - ▣ Full-time/ LTT faculty (Fall/Spring)
  - ▣ All faculty Summer PEX
  - ▣ PEX assignment dates will go into box B
  - ▣ FTE entered into employee Term Workload

# Professional Expert Agreement

Position #: 000	Budget # 2305	/		/		/		/		/	
	Account		Fund		Org/GL Dept. ID		Program		Proj/Grant		Distribution Amount
Department:	Budget # 2305	/		/		/		/		/	
	Account		Fund		Org/GL Dept. ID		Program		Proj/Grant		Distribution Amount

## □ Position & Department

- Enter position number and the department the employee will be working in

## □ Budget

- If more than 2 budget strings, write “see attached” in the Org/GL section and provide a separate attachment with all budget strings
- Budgets include all benefits
- PEX Account
  - 2503

# Professional Expert Agreement

**PEX Title\*:**  Consultant  N.F.C. Presenter  Contract Trainer

**PEX Range (if applicable)\*:** Level \_\_\_\_\_

**PEX Attachments (check all that apply):** Resume  / Certificate  / Other : \_\_\_\_\_

The hiring administrator affirms that they have reviewed the employee's attachments and statement of specialized knowledge/expertise which demonstrates the employee's experience and/or background in order to qualify them as a "professional expert" for the services described in section 1 on page 2.

## PEX Title

- Consultant:** Provides professional advice and/or services in their area of expertise. Plans, organizes and/or develops workshops, not-for-credit programs or trainings, and supports specific projects
- N.F.C. (Not-For-Credit) Presenter:** Provides not-for-credit presentations in their specific area of expertise
- Contract Trainer:** Hired to provide not-for-credit training in their area of expertise (specific to Ethan Way)



# Professional Expert Agreement

**PEX Title\*:**  Consultant  N.F.C. Presenter  Contract Trainer

**PEX Range (if applicable)\*:** Level \_\_\_\_\_

**PEX Attachments (check all that apply):** Resume  / Certificate  / Other : \_\_\_\_\_

The hiring administrator affirms that they have reviewed the employee's attachments and statement of specialized knowledge/expertise which demonstrates the employee's experience and/or background in order to qualify them as a "professional expert" for the services described in section 1 on page 2.

## PEX Range

- Based on level of expertise and scope of work
- Hiring manager to determine placement on [Professional Expert Salary Schedule](#)
- Consultant: Range I – IV
- N.F.C. Presenter: Range I – IV
- Contract Trainer: Range \$25 - \$200

## PEX Attachments

- Submitted with PEX application to demonstrate employee's qualifications as a "Professional Expert"

# Professional Expert Agreement

## **PEX Services to be Rendered & Statement of Specialized Knowledge/Expertise (TO BE COMPLETED BY HIRING DEPARTMENT)**

In section 1, provide a detailed description of services to be rendered on the PEX, including specific job duties. Include any other relevant information (i.e. a description and/or background information on the program or grant that the PEX was written for).

In section 2, provide a statement explaining what specialized knowledge and/or expertise the employee has which qualifies them as an “expert” in a particular field or area.

### **SECTION 1 – Detailed Description of Services to be Rendered:**

- **Section 1 – Description of Services**
  - Include as much detail as possible regarding the PEX description of services, including job duties
  - This information is needed to ensure that the work being done is that of a “Professional Expert”
  - If job duties are similar to those within a current LRCCD job description, the work is classified (Should be on a TCL intent)
- **Section 2 – Statement of Expertise**
  - A “Statement of Specialized Knowledge/Expertise” is required on the PEX
  - Hiring administrator explains what qualifies employee as a “Professional Expert” for this assignment
- **Preparing the Professional Expert Agreement**
  - Page 3 of PEX provides a guideline for completing the PEX application

# Professional Expert Agreement

## □ Example of Description of Service

### ■ English Composition Student Mentor

- Coordinate with class instructor to strategize outside-classroom work for small groups of students and individuals
- Provide workshops (ex., study strategies, note taking techniques) for English students
- Meet with students outside classroom to develop strategies for successfully completing particular assignments and overall course objectives in English composition class
- Assist students in finding and utilizing campus resources (Writing Center, DSPS, Counseling, RISE) so they can best incorporate those resources into their work as developing writers
- Mentor students by contextualizing their English coursework in the larger realm of their college and work lives
- Mentor students for retention and completion by contacting them whenever they have been absent and explaining any homework they may have missed
- Mentor students, intentionally focusing on individuals and groups who are most at risk or disproportionately impacted via Student Equity data.

# ESA/PEX Required Paperwork

# Hiring Paperwork For ESAs/PEXs

- ESAs and PEXs have most of the same forms
- Forms can be found on the HR website's ESA page
  - ▣ Go to “Forms” page for a list of required paperwork
  - ▣ Fillable PDF new hire packets will be available for ESAs/PEXs
- First time ESAs for existing LRCCD employees
  - ▣ Submit SSA-1945 – “Statement Concerning Your Employment in a Job Not Covered by Social Security”
    - (STRS and PARS members only)
      - PARS = Public Agency Retirement Services
      - Alternative to social security

# Hiring Paperwork For ESAs/PEXs

- LRCCD employees with a break in service of more than one year
  - Contact Human Resources
  - HR will review the employee's file to see what forms are required
- First Time ESAs (New Hires)
  - Submit original, signed forms and hiring paperwork to HR
- STRS Retirees Working on ESA/PEX for the first time
  - Complete “Freedom from Disabling Disease” Form
    - **Required for all STRS Retirees** (Education Code 8708.5)

# ESA vs. PEX Hiring Paperwork

## TO BE COMPLETED BY HIRING DEPARTMENT

### The following forms are completed & attached:

- |  |  |
|--|--|
| <input type="checkbox"/> Compliance Checklist (Signed by Employee)   | <input type="checkbox"/> Emergency Information Form      |
| <input type="checkbox"/> Demographic Information Form  | <input type="checkbox"/> W-4                             |
| <input type="checkbox"/> Tuberculosis (TB) Test Clearance*   | <input type="checkbox"/> Oath of Allegiance              |
| <input type="checkbox"/> FERPA Agreement Form  | <input type="checkbox"/> New Employee Training Checklist |
| <input type="checkbox"/> Mandated Reporter Statement   | <input type="checkbox"/> I-9 (plus attachments)          |
| <input type="checkbox"/> CalSTRS MR350 – Permissive Election Form  | <input type="checkbox"/> SSA-1945                        |
| <input type="checkbox"/> Social Security Card Photocopy (required for IRS purposes)                        |  |
| <input type="checkbox"/> Employment Eligibility Disclosure Form (and, if applicable, P-881)                |  |
| <input type="checkbox"/> Live Scan Receipt & Fingerprint Deduction Authorization form (fingerprint fees)*  |  |
| <input type="checkbox"/> Notice of Worker's Compensation / Predesignation of Personal Physician (Optional) |  |
| <input type="checkbox"/> Freedom from Disabling Disease Form (Retired CalSTRS employees <u>only</u> )      |  |
| <input type="checkbox"/> <b>All Appropriate Paperwork on File</b>  |  |

## ESA Required Paperwork:

### CalSTRS MR350 – Permissive Election Form

- For new hire ESA employees to complete in order to join CalSTRS

## TO BE COMPLETED BY HIRING DEPARTMENT

### The following forms are completed & attached:

- |  |   |
|--|---|
| <input type="checkbox"/> Compliance Checklist (Signed by Employee)   | <input type="checkbox"/> Emergency Information Form |
| <input type="checkbox"/> Demographic Information Form  | <input type="checkbox"/> W-4                        |
| <input type="checkbox"/> Oath of Allegiance  | <input type="checkbox"/> FERPA Agreement Form       |
| <input type="checkbox"/> New Employee Training Checklist   | <input type="checkbox"/> SSA-1945                   |
| <input type="checkbox"/> Mandated Reporter Statement   | <input type="checkbox"/> I-9 (plus attachments)     |
| <input type="checkbox"/> Notice of Exclusion from CalPERS Membership                                       |   |
| <input type="checkbox"/> Social Security Card Photocopy (required for IRS purposes)                        |   |
| <input type="checkbox"/> Employment Eligibility Disclosure Form (and, if applicable, P-881)                |   |
| <input type="checkbox"/> Live Scan Receipt & Fingerprint Deduction Authorization form (fingerprint fees)*  |   |
| <input type="checkbox"/> Notice of Worker's Compensation / Predesignation of Personal Physician (Optional) |   |
| <input type="checkbox"/> Freedom from Disabling Disease Form (Retired CalSTRS employees <u>only</u> )      |   |
| <input type="checkbox"/> <b>All Appropriate Paperwork on File</b>  |   |

## PEX Required Paperwork:

### Notice of Exclusion from CalPERS Membership Form

- PEX work is not classified; therefore, it is not PERS creditable

# ESA/PEX Corrections & Revisions



# ESAs & PEXs Corrections

- Information **incorrect** on original ESA/PEX
  - ▣ e.g.: Position number, retirement system question, etc.
- Do not submit a revision
- Correct the original ESA by crossing out the incorrect information and entering the new information
- Correct original ESA with new class and hourly rate when **newly hired** ESA employees' placement documentation has been evaluated

# ESAs & PEXs Revisions

- Complete an ESA or PEX Revision Form
- Use to make changes to an existing ESA/PEX
  - ▣ Start/end date(s), hourly rate, total hours, budget, etc.
  - ▣ If change in employment status (ex: adjunct to LTT, the 67% law question would need revision and possibly FTE)
- If changing total hours on a 67% law or 60% rule creditable ESA or PEX, the FTE will need to be revised!
- Employees must sign the revision page for all changes
  - ▣ Exception: if budget is the only revision

# ESAs & PEXs Revisions cont.

- Revisions to the Description of Services to be Rendered (ESA and PEX)
  - ▣ Use when adding to or making a revision to the original description (check one of the boxes)
    - If making a revision, it should be minor (i.e., a specific job duty)
  - ▣ If significant revisions are needed, a new ESA or PEX may be required
- Revisions to the Statement of Specialized Knowledge / Expertise (PEX)
  - ▣ Complete if additional/revised description of services to be rendered require specialized knowledge/expertise not listed on original/last revised PEX

# Classified Temporary Intent

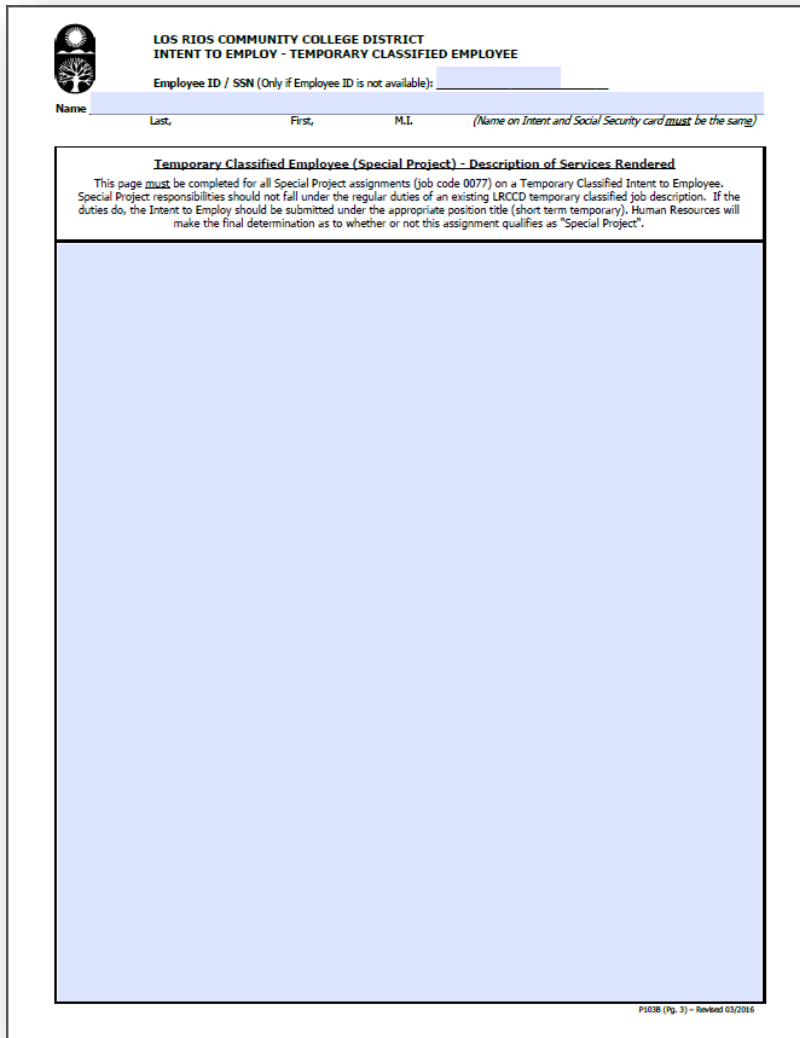
# Classified Intent (P103B)


- Description of services rendered required for Special Projects
- If a PEX should be changed to a TCL intent that an adjunct faculty member previously worked on...
  - Can choose between adjunct assignment or TCL intent OR hiring department will need to hire another employee to work on the TCL intent
- Follow the normal process for submitting TCL intents

# Revised Classified Intent (P103B)

- Page 3 on the Temporary Classified Intent
  - Temporary Classified Employee (Special Project) – Description of Services Rendered
  - Similar to ESA and PEX hiring paperwork
  - Hiring departments should check to see if duties/services rendered fall within an existing classified job description
  - Human Resources will also review. If duties fall within a classified job description, it is not a special project
- **For assistance with Classified Intents, please contact 916-568-3107**

# Classified Intent (P103B)



 **LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**INTENT TO EMPLOY - TEMPORARY CLASSIFIED EMPLOYEE**

Employee ID / SSN (Only if Employee ID is not available): \_\_\_\_\_

Name \_\_\_\_\_  
Last, First, M.I. (Name on Intent and Social Security card *must* be the same)

**Temporary Classified Employee (Special Project) - Description of Services Rendered**

This page *must* be completed for all Special Project assignments (job code 0077) on a Temporary Classified Intent to Employee. Special Project responsibilities should not fall under the regular duties of an existing LRCCD temporary classified job description. If the duties do, the Intent to Employ should be submitted under the appropriate position title (short term temporary). Human Resources will make the final determination as to whether or not this assignment qualifies as "Special Project".

\_\_\_\_\_

P103B (Pg. 3) - Revised 03/2016

- Temporary Classified Employee (Special Project) – Description of Services Rendered
  - ▣ Similar to ESA and PEA hiring paperwork
- Hiring departments should check to see if duties/services rendered fall within an existing classified job description
- Human Resources will also review. If duties fall within a classified job description, it is not a special project

## Other Salary Schedules / Hourly Rate Info



# Special Rate Salary Schedule

- Applies to Temporary Classified Intents
- Changes to Special Projects (Job Code 0077)
  - ▣ Range 1 = \$11.00 - \$49.99 per hour
    - Approved by VPA
  - ▣ Range 2 = \$50.00 - \$100.00 per hour
    - Human Resources Admin pre-approval required
- Human Resources has removed special rate positions that are no longer used

# Interim Educational Administrators

- For Los Rios retired annuitants working in interim Educational Administrator positions
- STRS creditable; will work on an ESA
- Paid using the current Management Salary Schedule
  - Payment is based upon their rate at retirement and the range of the interim position
    - Hiring departments should contact Human Resources for assistance with determining the hourly rate

# Other Interim Positions

- Interim Classified Manager
  - ▣ Los Rios Retired Annuitants
  - ▣ Would work on a Temporary Classified Intent as a “Special Project”
- Interim Supervisor/Interim Confidential Employee
  - ▣ For external employees working in interim positions (Classified Intent)
  - ▣ Rates based upon existing LRCCD salary schedules for Supervisory Positions and Confidential Employees

# Updates & Reminders

# Updates & Upcoming Changes

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- Continuing to update ESA webpage
- Updated FTE calculator on webpage
- Updates and changes to ESA-CSA, ESA-SCE forms forthcoming

# ESA/PEX Reminders

- Electronic submission of ESAs/PEXs is *preferred*
  - ▣ Saved individually w/employee name and ESA/PEX #
- ESAs/PEXs containing high risk data (i.e. social security numbers) should not be sent electronically unless encrypted (**should only include last four**)
  - ▣ Can also send via intercampus mail
- Send ESA/PEX by email OR via intercampus mail, not both
  - ▣ Could result in ESA/PEX being entered twice
- Account Codes
  - ▣ Specific codes needed depending on ESA/PEX
    - Drop-down options have been added to the fillable pdfs

# ESA/PEX Reminders

- Adjunct College Service ESAs
  - ▣ ESA is revised by HR each fiscal year
    - Posted on HR website along with adjunct college service application
  - ▣ Paid in the form of a stipend at the end of the fall and spring semesters
- ESA/PEX Routing Information
  - ▣ Approving administrator's office should submit ESAs/PEXs directly to Human Resources
  - ▣ ESA questions from HR will be sent to the approving administrator's office, not the hiring department

# Quiz Time!!





# Fill In The Blank

- An ESA is created with a start date of July 1, 2016 and an end date of June 30, 2017. How many semesters and/or terms are included on this ESA?
- **Correct Answer: 4**

Dates	Semester/Term
July 1 <sup>st</sup> – August 19 <sup>th</sup>	Summer 2016
August 20 <sup>th</sup> – December 31 <sup>st</sup>	Fall 2016
January 1 <sup>st</sup> - May 17 <sup>th</sup>	Spring 2017
May 18 <sup>th</sup> - June 30 <sup>th</sup>	Summer 2017

# True or False?

- Allen Hacker is a full-time faculty employee working on an Academic ESA during the Fall 2016 semester. He advances from Step 4 to Step 5 on his overload assignment in August 2016. This means he will be paid at the Step 5 hourly rate on his ESA.
- **FALSE** – Class/step placement each fiscal year is based on the employee's class/step placement from the preceding spring semester.
  - ▣ Mr. Hacker will be paid at the Step 4 hourly rate since this was his placement in the preceding spring semester

# True or False?

- Sally Soprano is an adjunct faculty member working on a PEX. The duties of her assignment include holding not-for-credit workshops to teach students how to create an effective resume. This PEX assignment counts toward Sally's FTE limit due to the 67% law.
- **FALSE** – the 67% law does not apply to adjunct faculty working on a Professional Expert Agreement. This is because PEX's do not include duties that would be part of a full-time faculty members' regular assignment, nor do they require academic Min Quals.

# True or False?

- Due to the popular demand of Sally's resume workshops, Mr. Hacker, a full-time faculty, has been hired on a PEX so that he can host resume workshops at his own campus. The hours worked on Mr. Hacker's PEX will count toward his FTE limit in accordance with the 60% rule.
- **TRUE** – the 60% rule applies to all PEXs for full-time faculty. The only exceptions to the 60% rule are for specific assignments worked on an ESA:
  - ▣ FDIP mentor, athletic coaching stipend, and adjunct performance evaluation stipend

# True or False?

- Stanley Star is an adjunct faculty member who is going to work on an ESA. The hiring department does not think the ESA counts toward the 67% law since there is another full-time faculty member in the department doing a similar assignment as release time.
- **It Depends...** what type of release time assignment is it?
  - ▣ Academic senate representative
    - Not creditable towards 67% law (not a full-time faculty member's regular assignment)
  - ▣ Research
    - Creditable toward the 67% law (consists of a full-time faculty members' regular duties)

# QUESTIONS?



Taurus Jackson

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# Human Resources ESA Committee



**Ryan Cox**

Associate Vice Chancellor, Human Resources

**Theresa Cuny**

Interim Human Resources Director

**Dan Cueva**

Interim Confidential Human Resources Officer,  
Employment

**Tatyana Zabegalin**

Interim Confidential Financial Analyst

**Taurus Jackson**

Confidential Human Resources Specialist III