

Employment Service Agreements (Academic) and Professional Expert Agreements Quick Reference Guide

	Employment Service Agreement – Academic (ESA)	Professional Expert Agreement (PEX)
When to use:	To compensate employees for certain types of academic (instructional) assignments that are not part of their regular load, adjunct, or overload work.	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 .
Hiring Requirements:	CCCCO Faculty Minimum Qualifications . (Hiring Administrator to determine if Min. Quals. are required for services to be rendered). Transcripts must be on file with HR.	Professional expertise and/or specialized knowledge in a particular field/area (Hiring Administrator to determine). PEX attachments must be on file with HR (resume, certificate, etc.)
Other Requirements:	<i>Duties on an ESA/PEX cannot fit into an existing Los Rios job description</i> (If they do, the work should be on a TCS or Temporary Classified Intent depending on if it's Certificated or Classified work)	
Pay Rate:	<p><u>Hourly Rate ESAs</u> - paid based on class/step placement on the Employment Service Agreement (ESA) – Academic Salary Schedule.</p> <ul style="list-style-type: none"> Class/step placement based on adjunct/overload rate for current/past LRCCD faculty. All other employees must submit placement documentation (official, sealed college transcripts or acceptable foreign transcript evaluations) <p><u>LRCFT Stipends</u> - paid based on the Stipends Salary Schedule.</p>	<p><u>Consultants and N.F.C. Presenters</u> - hourly rate is based on level of work (I, II, III, IV) using the Professional Expert Agreement (PEX) Salary Schedule (Hiring Administrator to determine level based on services to be rendered).</p> <ul style="list-style-type: none"> Exceptions to the hourly rates must be pre-approved by Associate Vice Chancellor of Human Resources or the Director of Accounting Services <p><u>Contract Trainers (Ethan Way Center)</u> - hourly rate is based upon contract and approval by Human Resources.</p>
Retirement Information:	Work is CalSTRS Creditable if the employee is a CalSTRS member. If the employee is not a member, they must elect/decline membership using the CalSTRS Permissive Election form (MR350) .	Assignment is not CalSTRS or CalPERS creditable. Employees pay into Public Agency Retirement Services (PARS). Employees must complete a Notice of Exclusion from CalPERS form each fiscal year.
Guidelines and Instructions for Completion:	Refer to Page 3 of the Employment Service Agreement – Academic (ESA) for additional information and guidance.	Refer to Page 3 of the Professional Expert Agreement – (PEX) for additional information and guidance.
Other Resources:	<ul style="list-style-type: none"> ESA/PEX PowerPoint Presentation (PDF) ESA/PEX Website 	
FTE Guidance		
67% Law – Fall / Spring Semesters (Adjunct Faculty/ ESA/PEX Only Employees ONLY):	67% FTE limit depends on the type of work being done. Any duty that could be considered part of a full-time faculty members' regular duties would be subject to the 67% law. Refer to the Ancillary Activities list for guidance.	67% FTE limit <u>does not</u> apply to PEXs for adjunct faculty / PEX Only Employees.
60% (Overload) Rule – Fall / Spring Semesters (Full-Time / LTT Faculty ONLY):	60% FTE limit applies to <u>all</u> ESAs for full-time / LTT faculty with the following exceptions: <ul style="list-style-type: none"> FDIP Faculty Mentors Athletic Coaching Stipends Adjunct Faculty Evaluation Stipends 	60% FTE limit applies to <u>all</u> PEXs for full-time / LTT faculty.
Summer Term FTE Limit	All are limited to 60% FTE in the summer term. All assignments count toward the summer FTE limit unless an exception has been made by Human Resources.	