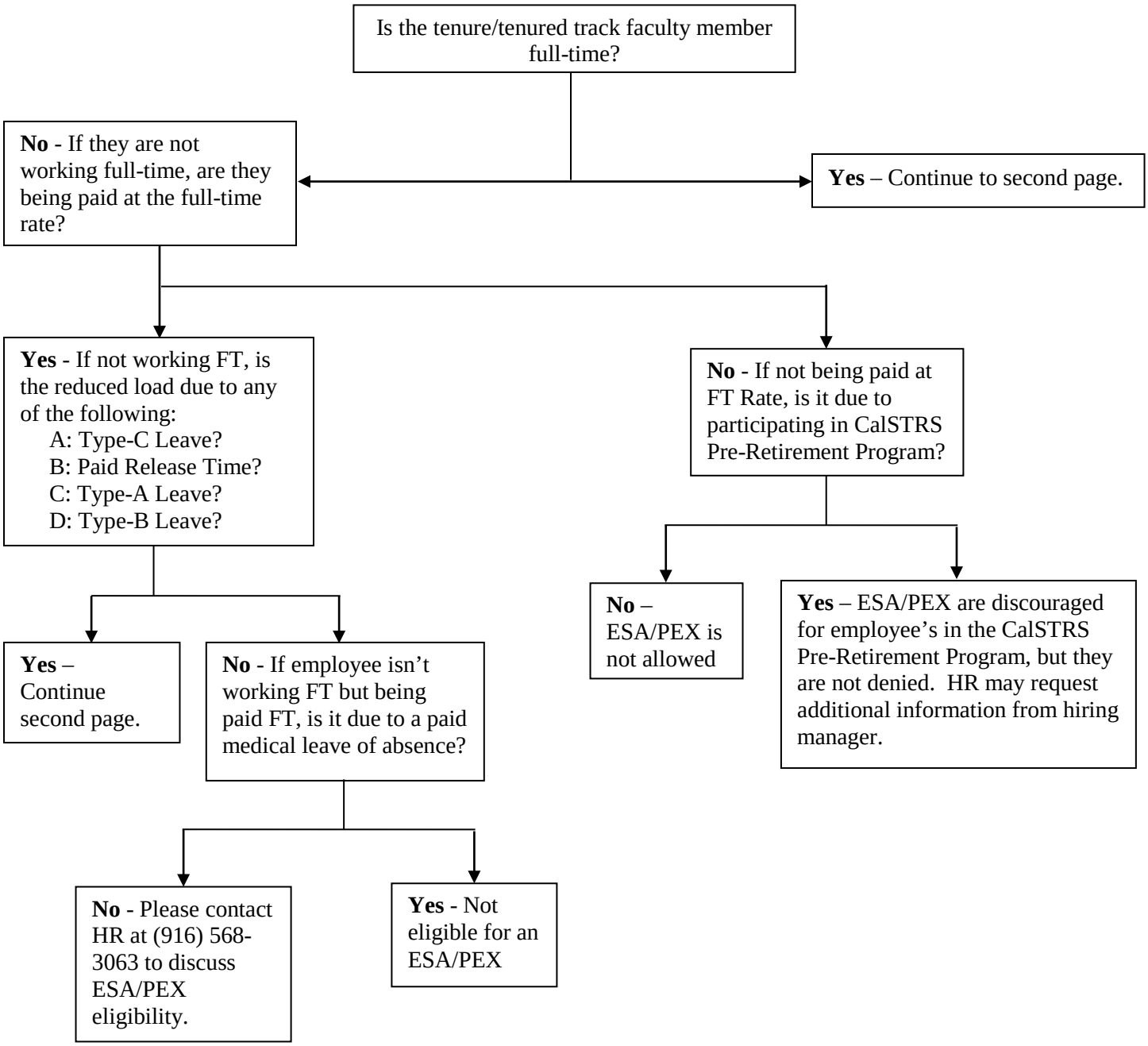
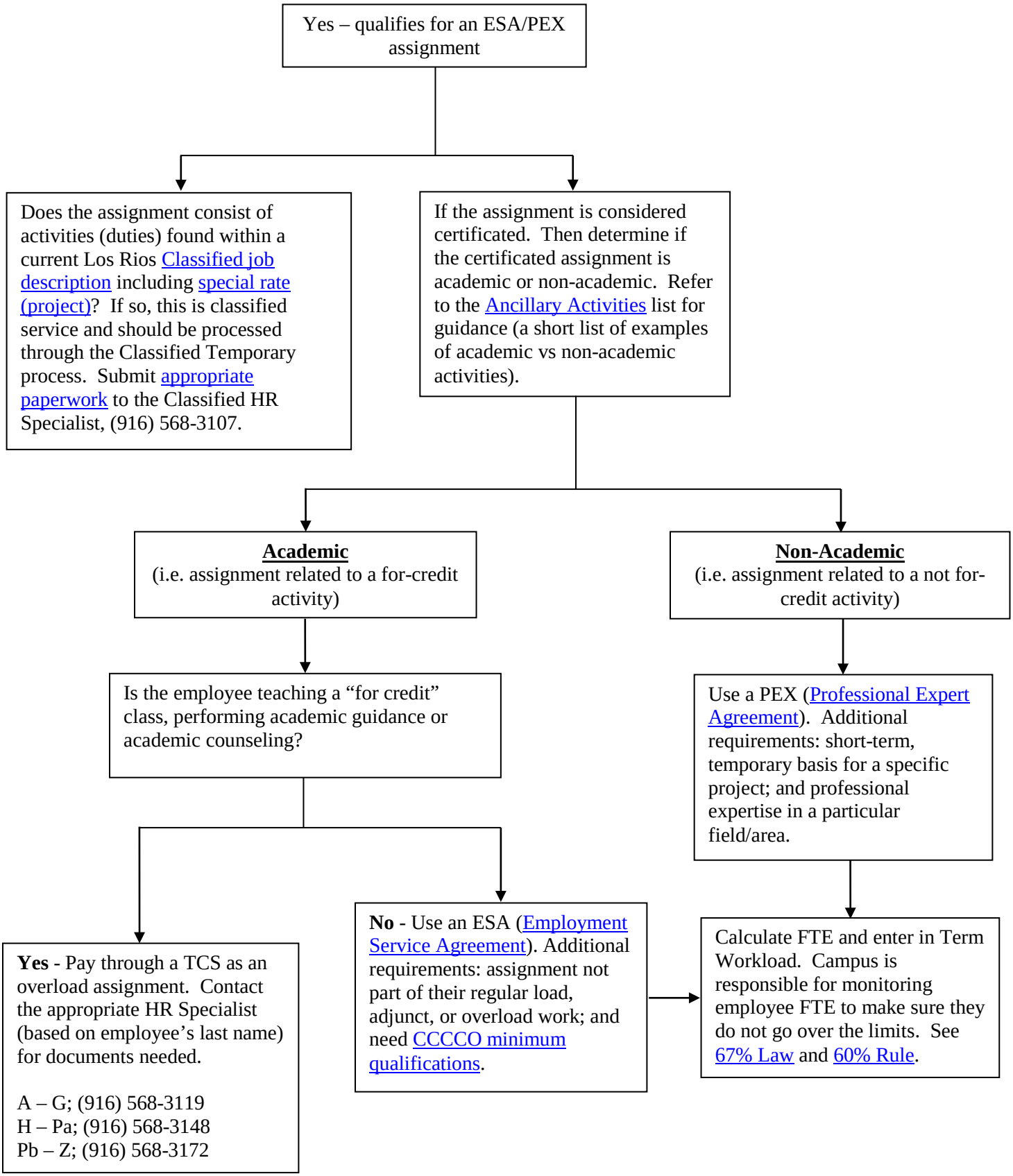
Employment Service Agreement (ESA) vs Professional Expert Agreement (PEX)
Tenure/Tenured Track Faculty Flow Chart




Yes – qualifies for an ESA/PEX assignment
Does the assignment consist of activities (duties) found within a current Los Rios Classified job description including special rate (project)? If so, this is classified service and should be processed through the Classified Temporary process. Submit appropriate paperwork to the Classified HR Specialist, (916) 568-3107.
If the assignment is considered certificated. Then determine if the certificated assignment is academic or non-academic. Refer to the Ancillary Activities list for guidance (a short list of examples of academic vs non-academic activities).
Academic
(i.e. assignment related to a for-credit activity)
Non-Academic
(i.e. assignment related to a not for-credit activity)
Is the employee teaching a "for credit" class, performing academic guidance or academic counseling?
Use a PEX (Professional Expert Agreement). Additional requirements: short-term, temporary basis for a specific project; and professional expertise in a particular field/area.
Yes - Pay through a TCS as an overload assignment. Contact the appropriate HR Specialist (based on employee's last name) for documents needed.
A – G; (916) 568-3119
H – Pa; (916) 568-3148
Pb – Z; (916) 568-3172
No - Use an ESA (Employment Service Agreement). Additional requirements: assignment not part of their regular load, adjunct, or overload work; and need CCCCO minimum qualifications.
Calculate FTE and enter in Term Workload. Campus is responsible for monitoring employee FTE to make sure they do not go over the limits. See 67% Law and 60% Rule.