



**LOS RIOS COMMUNITY COLLEGE DISTRICT
ADJUNCT FACULTY COLLEGE SERVICE PROGRAM**

ESA-SCS #: _____
(Maximum of 5 Characters)

Work Location

- ARC CRC DO
 EWC FLC SCC
 Other _____

EMPLOYMENT SERVICE AGREEMENT, SENATE COLLEGE SERVICE (ESA-SCS)

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

Name _____
Last, First M.I. *(Enter the name as it appears on their Social, no nicknames.)*

EMPLOYEE TO COMPLETE:

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

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 AND 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.)

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>

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 is 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 10th) and spring service is anticipated to be paid on the May variable payroll (warrant dated June 10th).

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. I understand that duties performed under the ESA-SCS are creditable towards CalSTRS; therefore, contributions for CalSTRS will be withheld if I am already a member of their Defined Benefit (DB) program. If I am not a member of CalSTRS DB, I understand that I have the option of electing CalSTRS DB membership at any time that I am performing CalSTRS creditable service and will contact a Human Resources Specialist at 916-568-3179 for paperwork should I elect to enroll.

Employee's Signature: _____ **Date:** _____

Administrator Initiating Agreement (Printed Name) **Administrator Initiating Agreement (Signature)** **(Date)**

Administrator Approving Agreement (Printed Name) **Administrator Approving Agreement (Signature)** **(Date)**

TO BE COMPLETED BY HIRING DEPARTMENT

The following forms are completed & attached:

First-Time ESAs (Adjunct should complete the following form(s) if they have never worked on an ESA assignment before):

- CalSTRS MR350 – Permissive Election Form
 SSA-1945 (Complete ONLY if the employee is an active member of CalSTRS)
 All Appropriate Paperwork on File

TO BE COMPLETED BY DISTRICT HUMAN RESOURCES

HR Administrator Approval (Date)

Current Employment Status: Adjunct

FICA _____ RC _____ Record # _____

SAP _____ GR _____ STP _____ Exempt? Yes / No

Initials _____ Date Processed _____

The Adjunct Academic Senate College Service Program will compensate adjunct faculty who serve on the Academic Senate, Curriculum Committee, or Matriculation/Student Success Committee. Except for adjunct faculty elected to be Academic Senate representatives, adjunct faculty wishing to serve on the college Curriculum and/or Matriculation/Student Success committees must request appointment to the college Academic Senate president. The college Academic Senate president will appoint qualified adjunct applicants to the college Curriculum and Matriculation/Student Success committees and notify the Vice President of Instruction of the appointments.

CRITERIA OF THE EMPLOYMENT SERVICE AGREEMENT, COLLEGE SERVICE ACTIVITIES (ESA-SCS)

- Either party may terminate this agreement at any time, with or without cause, effective immediately upon notifying the other party in writing of the contract termination. Compensation due to the employee shall be paid based on services rendered.
- This agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this agreement.
- ESA-SCS employees are paid at an hourly rate and are required to submit a timesheet for services rendered. Employees should follow their campus process for the completion of ESA-SCSs and timesheet(s). Include the ESA-SCS number on the timesheet in the designated area ("ESA No.").
- This agreement is tentative with final approval upon the Human Resources Administrator's approval.

PREPARING THE EMPLOYMENT SERVICE AGREEMENT, SENATE COLLEGE SERVICE

ADJUNCT FACULTY ACADEMIC SENATE COLLEGE SERVICE PROGRAM

1. Please adhere to the following guidelines in preparing this document for processing:

- A. Use the employee's legal first and last name (as it appears on the social security card), **not** their preferred name.
- B. Adjunct faculty must be assigned at least 0.200 FTE for the semester to be eligible for the Adjunct Faculty Academic Senate College Service Program
- C. ESA-SCSs should be submitted to the Human Resources Department for approval during the semester in which the services are rendered.
- D. ESA-SCSs should be written for one semester at a time.
- E. An ESA-SCS is for academic work; therefore, the ESA-SCS is subject to CalSTRS. According to the CalSTRS law below (§22119.5(6)), if the work meets the following criteria, the work IS subject to CalSTRS and is considered "Academic":
"School activities related to, and an outgrowth of, the instructional and guidance program of the school when performed in addition to other activities described in this section within the hours considered normal on a full time basis for full-time employees of the employer." (For additional information, visit www.calstrs.com)
- F. Minimum Qualifications for Faculty (as defined by the [California Community Colleges Chancellor's Office](#)) are required to perform services on an ESA-SCS.
- G. Classified employees may not concurrently provide services paid on an ESA-SCS.
- H. Upon completion of this ESA-SCS, please send via email to Human Resources. If high risk data (SSN, driver license, etc.) is included on the ESA-SCS or the accompanying paperwork then the email must be encrypted. The ESA-SCS and its attachments may also be sent via intercampus mail to the Human Resources Department.

2. Payment and Hourly Rate:

- All ESA-SCSs must be paid on an hourly basis and are paid at Class I, Step 1, on the Faculty Salary Schedule "B-2 & B-3" of the fiscal year services are rendered.
- Employees are limited to 9 hours maximum each semester.
- ESA-SCSs are paid upon submission of a timesheet. Fall service is anticipated to be paid on the December variable payroll (warrant dated January 10th). Spring service is anticipated to be paid on the May variable payroll (warrant dated June 10th).

3. Start and End Dates:

Start dates must be on or after the semester start date on the [academic calendar](#) for the current fiscal year. End dates must be prior to or on the last day of the semester.

4. Retired STRS/PERS Members:

- Retired CalSTRS members should visit the [STRS - Working After Retirement](#) page to learn about guidelines for working after retirement along with their annual earnings limitation, which is subject to change each fiscal year.
- Retired CalPERS members should visit the [PERS - Working After Retirement](#) page to learn about guidelines for working after retirement and their annual limitation for hours that can be worked while still receiving their retirement allowance.

5. 67% Law

Los Rios Community College District Employment Service Agreements for Senate College Service (ESA-SCSs) are exempt from the 67% law.