



**LOS RIOS COMMUNITY COLLEGE DISTRICT  
EMPLOYMENT SERVICE AGREEMENT (ESA) – ACADEMIC**

ESA #: \_\_\_\_\_  
(Maximum of 5 Characters)

**Work Location**  
 ARC  CRC  DO  
 EWC  FLC  SCC  
 Other \_\_\_\_\_

Employee ID / SSN (Last 4, 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):  
 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, department AND campus: \_\_\_\_\_

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

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

Are the duties creditable\* towards: #1) 67% Law<sup>†</sup> (Answer if employee is adjunct faculty / ESA-only employee (Fall/Spring)): Yes  No   
 #2) 60% Rule (Answer if employee is full-time / LTT Faculty or a **summer assignment**): Yes  No

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

A	Start Date	End Date	Total Hours	Total Cost

If **summer assignment** or 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	Sem./Term	Start Date*	End Date*	Total Hours	Total Cost	FTE	Initials
	Summer:						
	Fall:						
	Spring:						
	Summer:						

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

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

<sup>†</sup>Refer to [Ancillary Activities](#) for adjunct faculty

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) \_\_\_\_\_

**TO BE COMPLETED BY HIRING DEPARTMENT**

The following forms are completed & attached:

- CalSTRS MR350 – Permissive Election Form
- Compliance Checklist (signed by employee)
- Demographic Information Form
- Emergency Information Form
- Employee FERPA Agreement Form
- Fingerprint Deduction Authorization Form\*
- I-9 (plus attachments)
- New Employee Training Checklist
- Oath of Allegiance
- Employment Eligibility Disclosure Form (and, if applicable, P-881)
- Freedom from Disabling Disease Form (Retired CalSTRS employees only)
- Social Security Card Photocopy (required for IRS purposes)
- All Appropriate Paperwork on File
- SSA-1945
- Statement of Mandated Reporter
- Tuberculosis (TB) Test Clearance\*
- W-4 and DE-4 Forms
- Workers' Compensation Form / Predesignation of Personal Physician (optional)

**TO BE COMPLETED BY DISTRICT HUMAN RESOURCES**

HR Administrator Approval \_\_\_\_\_ (Date) \_\_\_\_\_

Current Employment Status:

FT / LTT Faculty  ADJ / ESA Only

FICA \_\_\_\_\_ RC \_\_\_\_\_

Exempt? Yes  No  Record # \_\_\_\_\_

SAP \_\_\_\_\_ GR \_\_\_\_\_ STP \_\_\_\_\_

Initials \_\_\_\_\_ Date Processed \_\_\_\_\_



**Employment Service Agreements (ESAs) are used to compensate employees for certain types of academic (instructional) assignments that are not part of their regular load, adjunct, or overload work.**

## **PREPARING THE EMPLOYMENT SERVICE AGREEMENT - ACADEMIC**

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

- A. ESAs must be submitted to the Human Resources Department for approval prior to the ESA start date.
- B. ESAs should be written for one semester at a time; however, if the assignment is for an entire year without a break in service, you may submit an ESA covering the fiscal year **only** (July 1 to June 30).
- C. An ESA is for academic work; therefore, the ESA 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](http://www.calstrs.com))
- D. Minimum Qualifications for Faculty (as defined by the [California Community Colleges Chancellor's Office](#)) are required to perform services on an ESA.
- E. Classified and Student employees may not concurrently provide services paid on an ESA.
- F. Upon completion of this ESA, please send via email to Human Resources. If high-risk data (SSN, driver license, etc.) is included on the ESA or the accompanying paperwork then the email must be encrypted. The ESA and its attachments may also be sent via inter-campus mail to the Human Resources Department.

### **2. Payment and Hourly Rate:**

- **All Summer assignments are subject to the 60% Rule and count toward FTE limits.** Please put all summer assignment information in box B. ESAs must be paid on an hourly basis unless they are being paid for work on an approved LRCFT stipend (see LRCFT contract). Hiring departments should use the current LRCFT stipend amount, as listed on the LRCCD Stipend Salary Schedule. Hourly ESA employees will be paid off the ESA - Academic Salary Schedule. Salary schedules can be found on the [LRCCD Salary Schedules](#) web page.
- Hourly rates will be based upon class and step placement. ESAs are **not** subject to retroactive salary improvement. Additional information on class and step placement can be found on the [Human Resources Website](#).
- **Current/Past LRCCD Certificated Employees** - hourly rates will be based on the employee's class and step placement for adjunct or overload assignments. Class/step placement for the current fiscal year will be determined by what the employee's placement was at the end of the preceding spring semester. A class/step placement report will be sent annually to each campus by Human Resources.
  - Ex: If an employee moves from step 8 to step 9 in January, their ESA payment will be paid at their hourly rate at step 8 for the remainder of the fiscal year.
- **Retired LRCCD Managers Working as Interim Managers** – please contact Human Resources for assistance in calculating the hourly rate.
- **Newly Hired ESA Employees** – newly hired ESA employees will begin at Step 1 on the ESA salary schedule. Class placement documentation (official, sealed college transcripts or acceptable foreign transcript evaluations) must be on file in the District Human Resources Office **at least two weeks prior to the first day of employment on the ESA**. New ESA employees will be placed at Class I, Step 1 on the ESA Salary Schedule until placement documentation has been evaluated by Human Resources. Once the required placement documentation has been evaluated, Human Resources will notify the hiring department of the correct class placement so that they may correct the original ESA. Official transcripts should be submitted to Human Resources at the following address:
  - Los Rios Community College District, Human Resources, Attn: ESAs, 1919 Spanos Court, Sacramento, CA 95825If placement documentation is not received prior to the first day of employment the employee will remain at Class I, Step 1 on the ESA Salary Schedule. If placement documentation is submitted after the first day of employment, employees will be placed at the corresponding hourly rate for their updated class placement on the ESA Salary Schedule effective the following month. If placement documentation is received in Human Resources after the ESA work has already been completed (i.e. after the ESA end date has passed) the hourly rate will not be retroactively changed.

### **3. Start and End Dates (Box "B"):**

Start dates must be on or after the semester/term 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/term. Summer term begins the day after the spring semester has ended and ends the day prior to the start of the fall semester. On ESAs lasting the entire fiscal year, include start/end dates for the fall and spring semesters, the summer term preceding the fall semester, and the summer term following the spring semester.

### **4. Fingerprinting / TB Test:**

In a continued effort to provide a safe environment for our students and staff, all individuals hired on ESAs are to be fingerprinted prior to starting and must have a current TB test on file within 15 calendar days of their start date. Please provide Live Scan Receipt. There may be additional fingerprinting fees at location.

### **5. 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.

### **6. 67% Law and 60% Rule Determination**

Duties creditable toward 67% law (part-time certificated) and 60% rule (full-time / LTT certificated and **ALL** summer assignments) will be reviewed for compliance by the District Human Resources Office. The 67% law limits the amount of FTE a part-time certificated employee can work and is mandated by Education Code [87470\(a\)\(1\)](#) and [87482.5](#). Please see the [60% Rule / 67% Law Information page](#) for additional information. Employees must not exceed FTE limits.