

ASSIGNMENT, WORK LOAD, AND SCHEDULES

DJ  
(LOCAL)

**Assignment**

All employees will be subject to assignment and reassignment by the District President at any time when the District President determines that the assignment or reassignment is in the best interests of the College District. The District President may, from time to time, assign or reassign a contract or noncontract employee to other or additional duties for which the employee is professionally certified or otherwise qualified to perform. Reassignment of a contract employee will be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract.

**Exempt**

Full Time

Administrators and other full-time employees in positions identified as exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) will be expected to work a minimum of 40 hours per week. Holiday hours will be considered as hours worked.

Regular Faculty  
Assignment

The responsibilities of regular faculty assignments will be described in the full-time faculty position description and include, but are not limited to, teaching assigned courses and maintaining appropriate office hours for student advising and divisional and College District service responsibilities.

Extra Service  
Assignments

Full-time faculty employed on a nine-month contract may be employed during the summer based on a recommendation from the appropriate dean. No guarantee exists for summer or for any extra service assignment. Noncontractual extra service assignments or supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid extra service assignment or supplemental duty may do so by notifying the appropriate supervisor in writing. Paid extra service assignments or supplemental duties are not part of the College District's contractual obligation to the employee, and an employee will hold no expectation of continuing assignment to any extra duty assignment or supplemental duty.

**Nonexempt**

Full Time

Full-time employees in positions identified as not exempt from the overtime provisions of the FLSA will work 40 hours each week. All hours worked in excess of 40 will be compensated at a rate equal to one and one-half the employee's regular hourly rate or as defined by the FLSA. [See DEA]

Hours recorded for paid leave including, but not limited to, vacation, holidays, or sick leave will not be considered worked hours for the purposes of determining overtime. A full-time nonexempt employee will record all hours worked in the College District's time and attendance system.

No College District employee will have the authority to request or require that another College District employee falsify his or her time worked.

**Part Time**

A part-time employee in a position identified as not exempt from the overtime provisions of the FLSA will work the total number of hours for which he or she is individually hired.

A part-time nonexempt employee will record all hours worked in the College District's time and attendance system. No College District employee will have the authority to request or require that another College District employee falsify a time sheet.

**Service Definition**

College District service will be defined as the total length of full-time, benefits-eligible employment with the College District.

**Nepotism**

An employee will not initiate nor participate in, directly or indirectly, decisions involving pay or a direct benefit (e.g., initial employment or appointment, retention, promotion, salary, course or work assignments, research funds, leave of absences, and the like) to members of his or her immediate family or household or to a partner in a dating relationship.

For the purpose of this policy, the following definitions will apply:

1. Immediate family includes husband and wife; son and daughter (including stepchildren); grandchildren; son- and daughter-in-law; parents (including stepparents); grandparents; father- and mother-in-law; brother and sister (including stepbrother and stepsister); and brother- and sister-in-law.
2. Household includes individuals regularly sharing the employee's residence.
3. A dating relationship means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. A casual acquaintanceship or ordinary fraternization in a business or social context may not constitute a dating relationship.

It may be that other personal relationships are such that objective and equitable supervisory decisions are not possible; in all such cases, the human resources office will be consulted to ensure consistency with the spirit and intent of this policy.

A person will not be employed on a full-time or part-time basis in a department, or in a position in which:

- An immediate family or household member or partner in a dating relationship is also employed;

- He or she will be subject to the close supervisory authority by an immediate family or household member or partner in a dating relationship; or
- An immediate family or household member or partner in a dating relationship, in the ordinary course of business, makes or informs decisions concerning the employee's pay, evaluation, or direct benefits or may compromise the confidentiality of employment records or other materials.

An employee is responsible for reporting to his or her supervisor any personal relationships that arise under this policy.

**Required Disclosure**

Employees must disclose to their supervisor within ten business days if they become related, as defined in this policy, to an employee:

1. In the same department;
2. Whom they directly or indirectly supervise;
3. Whom directly or indirectly supervises them; or
4. Whose relationship may create a violation of this policy.

An employee's failure to report to the appropriate supervisor a relationship as defined by this policy may result in disciplinary action, up to and including termination.

The supervisor must promptly notify Human Resources upon becoming aware of such potential conflict. Human Resources will work with the supervisor and appropriate College District administrators to resolve the conflict to the extent possible, which may include relocating one of the parties to another position, campus, or department, if such reassignment or position is available.

An employee or job applicant may apply for a waiver of the nepotism policy, which may be considered based on a case-by-case assessment recommended by either a supervisor or a department head, up through and as approved by the District President or designee. If any nepotism waivers are granted for employees at the level of associate vice president or above, then an information item or report will be provided to the Board each September listing all such waivers by employee name(s), relationship(s), and the dates granted.