

How to Request Premium Pay (for Teaching Scheduled Classes on Campus)

If you are teaching scheduled classes with students on campus in Spring '21 (and/or if you taught such classes in Fall '20), you can apply for Premium Pay (*i.e.*, supplemental pay set at 15% of the "F-Hour" rate) for each class hour on campus. While the provision will mostly impact faculty teaching lab sections in the "essential services pipeline", the MOU defines applicability more broadly for scheduled class meetings on campus, *as approved by the dean*. Please note that Premium Pay can only be requested for scheduled class meetings that *actually occurred with students present*; Premium Pay does *not* apply to preparation, grading, or office hours held on campus.



A text version of the MOU can be found at the FA Website: www.clpfa.com

Unfortunately, arranging for automatic payment of Premium Pay was impractical. Affected faculty are asked to fill out monthly time sheets, and submit them through their dean as described below. Faculty are requested to use the Academic Non-Instructional/Special Assignments timesheet, a fillable PDF document that can be found here:

http://www.clpccd.org/business/documents/ServiceReportAcademicNon-InstructionSpecialAssignments5-11-2020FILLABLE_000.pdf

HOW TO FILE YOUR REQUEST:

1. Complete one Non-Instructional time sheet for each month. (There's space to record up to 15 days; if you had on-campus class meetings for more than 15 days in any given month, you will need to indicate those on an additional time sheet for that month);
2. Tick the box marked "Other", and specify "Premium Pay", along with the month for which you are submitting your hours;
3. Dates and applicable hours per date are required on each time sheet;
4. OK to leave blank the Flat rate (they know that's 15% of an F Hour) and "Labor Distribution Number" (the latter will default to your home code);

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5. Use the "Save As" function to save that month's service report— (when you name the new document, I recommend including your last name and the applicable month in the document's name);
6. Sign each time sheet (if possible) and send to your dean for approval. (if the dean cannot physically sign the time sheet because they are working from home, they should email their approval to Payroll, with the time sheets attached).

When to send it: The window is now open for submitting time sheets for Fall Semester (August through December, 2020) **ASAP**.

A note from Payroll: *For January 2021 through May of 2021, time sheets for each month should be submitted in accordance to the established payroll deadlines, to ensure payment worked that pay period, and thus reported to STRS on time. Moving forward, it is important that Faculty members do not hold on to time sheets until the end of the term, as the District will incur late fees and penalties from STRS.*

For your applicable hours each month, we recommend submitting your timesheets by end of the first week of the following month (for payment at the end of that month). Timesheet due dates are *usually* in the middle of the month; when in doubt, the current Payroll deadline dates can be found here:

<http://districtazure.clpccd.org/hr/files/docs/board-deadlines/HRPayrollDeadlines2021.pdf>

Please note: Premium Pay is funded through a District-level block grant from the State for FY 2020-21, and *all payments must be completed by June 30, 2021*. Premium Pay doesn't impact your college's unrestricted fund, so it does NOT constitute a cost-incentive for your dean to pull back any hours that you are approved to teach on-campus in Spring. (Other factors could still have impact, *e.g.*, new lockdown orders from the Alameda County Public Health Dept.)

Chabot-Las Positas Faculty Association
February 5, 2021