

## Criteria for CSEA Unit Member to Teach Part-Time

In compliance with the Department of Labor, Fair Labor Standards Act, the District agrees to pay unit members one and one-half times their regular rate of pay for all hours worked over forty in one week. Additionally, employees in the state of California are also eligible for overtime compensation for hours worked in excess of eight hours in one day. This calculation of forty hours in a week or eight hours in a day includes classified hours worked as well as hours worked in the normally exempt category of teaching. Unit members are eligible to work as a part-time instructor if they satisfy the following criteria:

1. It is at the discretion of the instructional hiring department to make an offer to teach, which may include a blended overtime rate of compensation.
2. The unit member must have the approval of their supervisor each semester including summer sessions. Also, the unit member's most recent evaluation must have an average overall rating of "meets expectations" or better (*or satisfactory or better based on pre July 2019 evaluation form*).
3. Unit members are permitted to teach no more than six total TLU's during fall and spring semesters and no more than three total TLU's for each summer session.
4. The teaching assignment may not occur during the standard operating hours for which they are employed as a unit member.
5. Additional part-time instructional assignments may not be completed during the standard operating hours they are employed as a unit member, such as but not limited to, conducting instructional office hours or course preparation time.
6. It is understood by the unit member that their classified duties take priority and that their teaching assignment workload shall not interfere with their ability to perform essential duties of their classified job. The unit member's supervisor reserves the right to deny approval for a future term assignment should there be a conflict with the completion of essential duties.