

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**  
**and the**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**and its**  
**CHAPTER #289**

**Criteria for Classified Staff to Teach Part-Time**

The U. S. Department of Labor indicates that community college classified employees fall under the Fair Labor Standards Act (FLSA) and therefore, those classified employees categorized as non-exempt are entitled to one and one-half times their regular rate of pay for all hours worked over forty in one week. Additionally, non-exempt 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.

Classified staff members are eligible to work as an adjunct instructor if they satisfy the following criteria:

1. Classified staff members who have served as an adjunct instructor in 2013-14 will be allowed to teach credit and Continuing Education (non-credit) courses.
2. Classified staff members who are "grandfathered" to continue being hired as an adjunct instructor will be allowed to teach the number of courses per term that they were assigned to in 2013-14.
3. Classified staff members who are "grandfathered" to teach are not guaranteed future class assignments.
4. Classified staff members who teach (i.e. provide direct instruction) at times that conflict with the performance of their job responsibilities are required to have prior approval from their supervisor to teach these classes. The prior approval must include a mutually agreed upon plan between the supervisor and the classified staff member regarding completion of essential classified job duties. The plan must specify when and how the hours the staff member is devoting to direct instruction during their scheduled work hours as a staff member will be made up. The staff member is responsible for performing the essential components of their classified position.
5. Classified staff members who are employed 10 or 11 months per year are eligible to teach as an adjunct instructor at times when they are not on contract.
6. Adjunct faculty who accept a staff position will be included in the grandfather clause if this occurs during the 2013-14 academic year.
7. Grandfather protection ends if the staff member does not teach as an adjunct for two consecutive semesters, or in the case of summer session assignments, the two prior summer sessions.
8. If an unforeseen condition is discovered by either party it is agreed that this clause will be reopened for consideration.

Patricia English  
SBCC

4/4/14  
Date

Elizabeth Auchincloss  
CSEA

4/4/14  
Date