

Completing the 174-Day Certificated Employee Work Schedule

On each schedule, be sure to complete the information at the top of the schedule (type your name, campus, and employee ID number). Once the schedule is complete, print it out, sign and date towards the bottom where it states “Signed (Employee)”, and submit to your dean for approval.

Although your dean may request an electronic copy of your schedule, Human Resources needs the original copy with (wet) signatures of both the employee and their dean.

Please complete the 174 Day schedules using one of the three (3) options linked below. Examples of completed calendars are on pages 3-5. Should you have questions, please contact Human Resources at 916-568-3109.

174 Day Full Time “Certificated Employee Work Schedule” Form

Employee works 7.5 hour days for 174 days (1,305 hours worked per fiscal year)

Instructions:

1. Complete the schedule by entering an “x” on the days that will be worked within each month. The cell (day) will then turn yellow. The “x” represents a 7.5 hour workday.
2. The total days worked each month will be automatically totaled under each month.
3. Once complete, the “Total Days Worked” (above the signature area) should say “174”.

174 Day Part Time “Certificated Employee Work Schedule” Form

Employee has a reduced workload (less hours worked) or has a split assignment and works a percentage of a 174-day schedule (Ex: Employee has a split assignment as Instructor - 60% / Counselor - 40%)

Instructions:

1. Towards the bottom of the schedule, where it says “% of Assignment”, enter in the percentage of the 174-day assignment (i.e. Enter “40” for a 40% assignment). The “Required Hours”, will then tell you how many hours should be worked that year.
2. Complete the schedule by entering the **number of hours** to be worked on the days that will be worked (an “x” is only used when working 7.5 hour days). If you are not working on a particular day, do not change the cell (date).
3. Once the hours for the day are entered, change the color of the cell (date) to yellow. This helps Human Resources to differentiate between the calendar days and the hours worked.
(For instructions on changing the cell color, refer to the “Helpful Hints” page)
4. Once all the hours are entered, at the bottom of each month enter the total number of days worked to the right of “Days” and enter the sum of the hours to the right of “Hours”.
(To have Excel count the days and total the hours for you, see the “Helpful Hints” page)
5. As the total hours for the month are entered, the “Remaining Days” and “Remaining Hours” (at the bottom of the schedule) will let you know how many days and hours are left to work.
6. The “Remaining Hours” will become “0” once you have met the required hours for your assignment. If it is more or less, the days and/or hours will need to be adjusted until its “0”.

174 Day Alternate “Certificated Employee Work Schedule” Form*

Employee is has an adjusted full-time schedule. (Ex: working more hours with less work days **OR** working less hours with more work days.) Can also be used for a reduced workload (with less days worked).

Instructions:

1. Complete steps 2 – 5 of the 174 Day Part Time “Certificated Employee Work Schedule”
2. Towards the bottom of the schedule, the “Total Days Worked” and “Total Hours Worked” will be calculated as you enter the days and hours worked each month.
3. The “Remaining Hours” will become “0” once you have met the required hours (1,305) for your assignment. If it is more or less, the days and/or hours will need to be adjusted until its “0”.

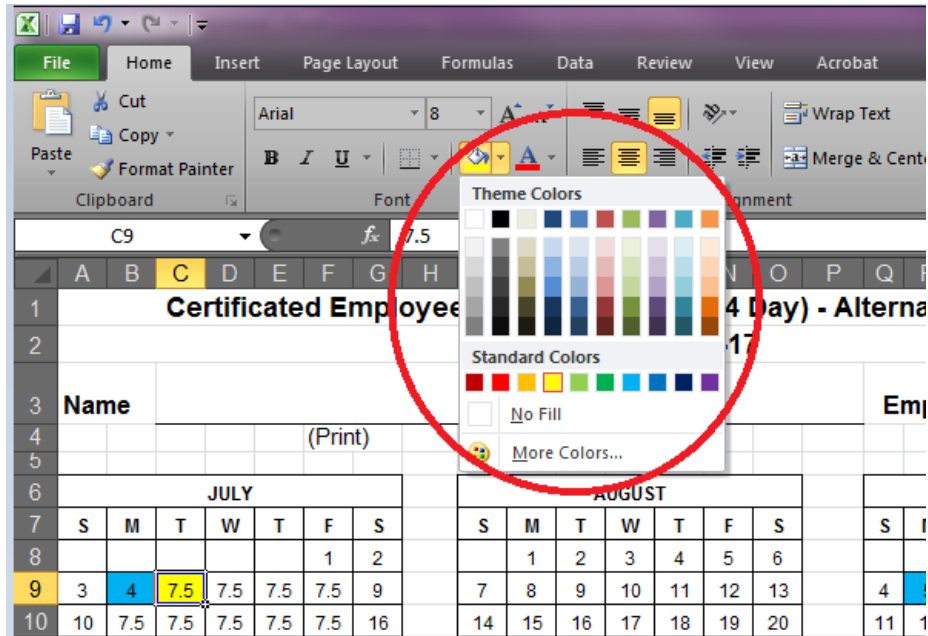
For additional information, please refer to the LRCFT Contract, Section 4.8 – “Counselor, Coordinator, College Nurse, and Librarian (non-Classroom) Work Year”

**Dean pre-approval is required to work an alternate, full time schedule*

Helpful Hints

Change a cell color on the “Alternate” or “Part Time” schedules

- Select the cell (work day) you want to color
- Select the Fill Color option on the Home tab and choose the color “Yellow”
(Note: These calendars are scanned in black and white, so anything darker than yellow will make it difficult for Human Resources to read the hours being worked)



Using Excel to count days worked and total the hours worked

- For each month, select the cell range of cells (days) by holding down on “Ctrl” and selecting each cell (only select the ones that are yellow). You can click and drag to make your selection if the cells are side-by-side, instead of clicking one at a time
- At the bottom-right of the workbook, you will see the words “Average”, “Count”, and “Sum”. Based on your selection, Excel has calculated this information for you
- “Count” tells how many instances there are (use this for “Days”) and the “Sum” gives a total of the selected cells (use this for “Hours”)

6	JULY						
7	S	M	T	W	T	F	S
8						1	2
9	3	4	7.5	7.5	7.5	7.5	9
10	10	7.5	7.5	7.5	7.5	7.5	16
11	17	7.5	7.5	7.5	7.5	7.5	23
12	24	7.5	7.5	7.5	7.5	7.5	30
13	31						
14	Days:		Hours:				



**EXAMPLE - Certificated Employee Work Schedule (174 Day) - Full Time
Fiscal Year 2016-17**

Name Smith, John Campus SCC Empl ID 0000001
(Print)

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Days Worked: 0						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	X	X	X	X	20
21	X	X	X	X	X	27
28	X	X	X			
Days Worked: 13						

SEPTEMBER						
S	M	T	W	T	F	S
				X	X	3
4	5	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	X	X	X	X	X	
Days Worked: 21						

OCTOBER						
S	M	T	W	T	F	S
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29
30	X					
Days Worked: 21						

NOVEMBER						
S	M	T	W	T	F	S
		X	X	X	X	5
6	X	X	X	X	11	12
13	X	15	16	17	18	19
20	21	22	23	24	25	26
27	X	X	X			
Days Worked: 12						

DECEMBER						
S	M	T	W	5	F	S
				X	X	3
4	X	X	X	X	X	10
11	X	X	X	X	X	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Days Worked: 12						

JANUARY						
S	M	T	W	T	F	S
1	2	X	X	X	X	7
8	X	X	X	X	X	14
15	16	X	X	X	X	21
22	X	X	X	X	X	28
29	X	X				
Days Worked: 20						

FEBRUARY						
S	M	T	W	T	F	S
			X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	17	18
19	20	X	X	X	X	25
26	X	X				
Days Worked: 18						

MARCH						
S	M	T	W	T	F	S
			X	X	X	4
5	X	X	X	X	X	11
12	X	X	X	X	X	18
19	X	X	X	X	X	25
26	X	X	X	X	X	
Days Worked: 23						

APRIL						
S	M	T	W	T	F	S
						1
2	X	X	X	X	X	8
9	X	X	X	X	14	15
16	X	X	X	X	X	22
23	X	X	X	X	X	29
30						
Days Worked: 19						

MAY						
S	M	T	W	T	F	S
	X	X	X	X	X	6
7	X	X	X	X	X	13
14	X	X	X	X	X	20
21	22	23	24	25	26	27
28	29	30	31			
Days Worked: 15						

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Days Worked: 0						

Total Days Worked:	174
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Signed: _____
Employee

Date: _____

Approved: _____
Supervisor

Date: _____

Part Time Schedule: Employee is working a 60% workload. For example, they may work as a 60% Coordinator or have a 60% pre-retirement reduced workload where they work less hours in a day.

**EXAMPLE - Certificated Employee Work Schedule (174 Day) - Part Time Schedule
Fiscal Year 2016-17**

Name Smith, John Campus SCC Empl ID 0000001
(Print)

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
Days: Hours:						

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	4.5	4.5	4.5	4.5	4.5	20
21	4.5	4.5	4.5	4.5	4.5	27
28	4.5	4.5	4.5			
Days: 13 Hours: 58.50						

SEPTEMBER						
S	M	T	W	T	F	S
				4.5	4.5	3
4	5	4.5	4.5	4.5	4.5	10
11	4.5	4.5	4.5	4.5	4.5	17
18	4.5	4.5	4.5	4.5	4.5	24
25	4.5	4.5	4.5	4.5	4.5	
Days: 21 Hours: 94.50						

OCTOBER						
S	M	T	W	T	F	S
						1
2	4.5	4.5	4.5	4.5	4.5	8
9	4.5	4.5	4.5	4.5	4.5	15
16	4.5	4.5	4.5	4.5	4.5	22
23	4.5	4.5	4.5	4.5	4.5	29
30	4.5					
Days: 21 Hours: 94.50						

NOVEMBER						
S	M	T	W	T	F	S
		4.5	4.5	4.5	4.5	5
6	4.5	4.5	4.5	4.5	11	12
13	4.5	4.5	4.5	17	18	19
20	21	22	23	24	25	26
27	4.5	4.5	4.5			
Days: 14 Hours: 63.00						

DECEMBER						
S	M	T	W	T	F	S
				4.5	4.5	3
4	4.5	4.5	4.5	4.5	4.5	10
11	4.5	4.5	4.5	4.5	4.5	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Days: 12 Hours: 54.00						

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	4.5	4.5	7
8	4.5	4.5	4.5	4.5	4.5	14
15	16	4.5	4.5	4.5	4.5	21
22	4.5	4.5	4.5	4.5	4.5	28
29	4.5	4.5				
Days: 18 Hours: 81.00						

FEBRUARY						
S	M	T	W	T	F	S
			4.5	4.5	4.5	4
5	4.5	4.5	4.5	4.5	4.5	11
12	4.5	4.5	4.5	4.5	17	18
19	20	4.5	4.5	4.5	4.5	25
26	4.5	4.5				
Days: 18 Hours: 81.00						

MARCH						
S	M	T	W	T	F	S
			4.5	4.5	4.5	4
5	4.5	4.5	4.5	4.5	4.5	11
12	4.5	4.5	4.5	4.5	4.5	18
19	4.5	4.5	4.5	4.5	4.5	25
26	4.5	4.5	4.5	4.5	4.5	
Days: 23 Hours: 103.50						

APRIL						
S	M	T	W	T	F	S
						1
2	4.5	4.5	4.5	4.5	4.5	8
9	4.5	4.5	4.5	4.5	14	15
16	4.5	4.5	4.5	4.5	4.5	22
23	4.5	4.5	4.5	4.5	4.5	29
30						
Days: 19 Hours: 85.50						

MAY						
S	M	T	W	T	F	S
	4.5	4.5	4.5	4.5	4.5	6
7	4.5	4.5	4.5	4.5	4.5	13
14	4.5	4.5	4.5	4.5	4.5	20
21	22	23	24	25	26	27
28	29	30	31			
Days: 15 Hours: 67.50						

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Days: Hours:						

% of Assignment: 60 **Required Hours:** 783 **Remaining - Days:** 0 **Hours:** 0.0

Signed: _____
Employee

Date: _____

Approved: _____
Supervisor

Date: _____

Alternate Schedule: Employee has an agreement with their dean to work 6 hour work days while still working full-time. They must work a total of 218 days at 6 hours each to meet the 1,305 hours for the academic year.

**EXAMPLE - Certificated Employee Work Schedule (174 Day) - Alternate Schedule
Fiscal Year 2016-17**

Name Smith, John Campus SCC Empl ID 000001
(Print)

JULY						
S	M	T	W	T	F	S
					1	2
3	4	6	6	6	6	9
10	6	6	6	6	6	16
17	6	6	6	6	6	23
24	6	6	6	6	6	30
31						
Days: 19 Hours: 114						

AUGUST						
S	M	T	W	T	F	S
	6	6	6	6	6	6
7	6	6	6	6	6	13
14	6	6	6	6	6	20
21	6	6	6	6	6	27
28	6	6	6			
Days: 23 Hours: 138						

SEPTEMBER						
S	M	T	W	T	F	S
				6	6	3
4	5	6	6	6	6	10
11	6	6	6	6	6	17
18	6	6	6	6	6	24
25	6	6	6	6	6	
Days: 21 Hours: 126						

OCTOBER						
S	M	T	W	T	F	S
						1
2	6	6	6	6	6	8
9	6	6	6	6	6	15
16	6	6	6	6	6	22
23	6	6	6	6	6	29
30	6					
Days: 21 Hours: 126						

NOVEMBER						
S	M	T	W	T	F	S
		6	6	6	6	5
6	6	6	6	6	11	12
13	6	6	6	6	6	19
20	21	22	23	24	25	26
27	6	6	6			
Days: 16 Hours: 96						

DECEMBER						
S	M	T	W	T	F	S
				6	6	3
4	6	6	6	6	6	10
11	6	6	6	6	6	17
18	6	6	6	6	23	24
25	26	27	28	29	30	31
Days: 16 Hours: 96						

JANUARY						
S	M	T	W	T	F	S
1	2	6	6	6	6	7
8	6	6	6	6	6	14
15	16	6	6	6	6	21
22	6	6	6	6	6	28
29	6	6				
Days: 20 Hours: 120						

FEBRUARY						
S	M	T	W	T	F	S
			6	6	6	4
5	6	6	6	6	6	11
12	6	6	6	6	17	18
19	20	6	6	6	6	25
26	6	6				
Days: 18 Hours: 108						

MARCH						
S	M	T	W	T	F	S
			6	6	6	4
5	6	6	6	6	6	11
12	6	6	6	6	6	18
19	6	6	6	6	6	25
26	6	6	6	6	6	
Days: 23 Hours: 138						

APRIL						
S	M	T	W	T	F	S
						1
2	6	6	6	6	6	8
9	6	6	6	6	14	15
16	6	6	6	6	6	22
23	6	6	6	6	6	29
30						
Days: 19 Hours: 114						

MAY						
S	M	T	W	T	F	S
	6	6	6	6	6	6
7	6	6	6	6	6	13
14	6	6	6	6	6	20
21	6	6	6	6	6	27
28	29	6	3			
Days: 22 Hours: 129						

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Days: Hours:						

Total Days Worked: 218

Total Hours Worked: 1305

Remaining Hours: 0

Signed: _____
Employee

Date: _____

Approved: _____
Supervisor

Date: _____