



Los Rios Community College District

Ancillary Activities

Subject to 67% Rule (effective 1/1/09) and/or
Subject to the State Teachers' Retirement System (effective 7/1/02)

Employment Service Agreements – Academic (ESAs) are used to compensate employees for certain types of instructional assignments that are not part of their regular load, adjunct, or overload work; the duties should not fit into an existing LRCCD Job description. [CCCCO Faculty Minimum Qualifications](#) are required in order to work on an ESA.

Professional Expert Agreements (PEXs) are used for non-academic services wherein professional expertise and/or specialized knowledge are required. PEX assignments are not classified and must not consist of duties found within a current LRCCD job description.

Type of ESA/PEX	Creditable towards...		
	CalSTRS Retirement System	67% Law* Adjunct Faculty (Fall/Spring Only)	60% Rule** Full-Time Faculty (Fall/Spring Only)
Employment Service Agreements – Academic (ESAs)			
Academic Senate Representative	Yes	No	N/A
Adjunct College Service Stipends	Yes	Varies*	N/A
Attending a Mandated Workshop (to enhance teaching skills) <i>Note: must be required by the manager that employee attend</i>	Yes	No	Yes
Cognitive Testing	Yes	Yes	Yes
Coordinator of Flex Activities	Yes	No	Yes
Curriculum Development (for a for-credit course)	Yes	Yes	Yes
Faculty Diversity Internship Program (FDIP) – Facilitator	Yes	Yes	Yes
Faculty Diversity Internship Program (FDIP) - Mentors, Interview Panel Members	Yes	No	No**
Interim Educational Administrators (Certificated Manager)	Yes	No	Yes
LRCFT Executive Board	Yes	No	Yes
Mentor for Internship Program or Student Success and Student Equity Mentor	Yes	No	Yes
New Faculty Welcome – Moderator, Presenter, Panel Member	Yes	No	No**
Office Hours Payments	Yes	No	Yes
Presenter – For-Credit Workshop (for students enrolled in a specific course e.g. Dance Showcase)	Yes	No	Yes
Presenter – Workshop/Orientation for Instructional Program (by program faculty)	Yes	No	Yes
Program Development (For-Credit Courses)	Yes	Yes	Yes
Reading and Grading Placement Exams	Yes	No	Yes
Stipend - Adjunct Faculty Evaluations (<i>Adjunct evaluator must be preferenced</i>)	Yes	No	No**
Stipend - Athletic Coaching	Yes	No	No**
Stipend - LRCFT (i.e. Performing Arts, Department Chair)	Yes	No	Yes
Student Internship Development	Yes	No	Yes
Teacher Prep Program	Yes	No	Yes
Website Development - Content Related (Curriculum, Counseling, Guidance)	Yes	Yes	Yes
Weekend/Evening Coordinator (otherwise known as "Dean of the Dark")	Yes	No	Yes
Professional Expert Agreements (PEXs)			
Attending a Non-Mandated Workshop (requested by employee to attend) <i>Note: workshop is NOT required by the manager for the employee to attend</i>	Yes	No	Yes
Community Service Classes	No	No	Yes
Consulting	No	No	Yes
Curriculum Development (for a not-for-credit course)	No	No	Yes
Exam Proctoring	No	No	Yes
Facilitator	No	No	Yes
Faculty Program Coordinator for Grants (not-for-credit)	No	No	Yes
Foster Care & Independent Living Directors	No	No	Yes
Guest Speakers for Class	No	No	Yes
Music Accompaniment or Recording Track Music (not by course instructor)	No	No	Yes
Music Mentor - Mentoring Students in Practice/Presentation	No	No	Yes
Presenter - Not-For-Credit Courses / Workshops (i.e., Boot Camp Workshop)	No	No	Yes
Program Development (not-for-credit courses)	No	No	Yes
Student Organization Advisors	No	No	Yes
Website Development - Technical Side (not related to content)	No	No	Yes

Guidance for making CalSTRS determination:

- CalSTRS law §22119.5(6): "School activities related to, and an outgrowth of, the instructional and guidance program of the school when performed in addition to other activities described in this section within the hours considered normal on a full-time basis for full-time employees of the employer."
- All ESA assignments are considered CalSTRS creditable.

***Guidance for making 67% Law determination:**

- The 67% Law limits adjunct faculty to a 67% maximum workload (FTE) in either the fall or spring semesters:
 - Fall/Spring Semester FTE Limits:
 - Adjunct Instructional:
 - Semester: 0.67 FTE (one semester only, then second must be 0.62 FTE or less)
 - Academic Year: 1.29 FTE
 - Adjunct Non-Instructional/SRPSTC:
 - Semester: 0.67 FTE (one semester only, then second must be 0.536 FTE or less)
 - Academic Year: 1.206 FTE
 - Both Instructional/Non-Instructional:
 - Non-instructional limits apply (see above)
- Any duty that could be considered part of a full-time faculty's regular duties (excludes release time) would be subject to the 67% law, such as:
 - Cognitive Testing
 - Curriculum Development (for-credit course)
 - Program Development (for-credit course)
 - Website Development – Content Related (i.e., counseling information, academic guidance, etc.)
- Education Code 87482.5: "Service in professional ancillary activities by persons employed under this section, including, but not limited to, governance, staff development, grant writing, and advising student organizations, shall not be used for purposes of calculating eligibility for contract or regular status."
- Education Code 87470(a)(1): "The governing board of a community college district may employ academic employees, including educational administrators, in programs and projects to perform services conducted under contract with public or private agencies, or other categorically funded projects of indeterminate duration under terms and conditions mutually agreed upon by the employee and the governing board. The agreement shall be reduced to writing. (2) Service pursuant to this section shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a regular employee of a community college district unless both of the following occur: (A) The person has served as a faculty member pursuant to this section for at least 75 percent of the number of days in regular schools of the district by which he or she is employed are maintained. (B) The person is subsequently employed as a contract employee in a faculty position."
- Professional Expert Agreements (PEXs) for adjunct faculty are exempt from the 67% Law (67% limit applies to the fall or spring semesters only)

****Guidance for making the 60% Rule determination:**

- The 60% Rule limits full-time and LTT faculty to 60% overload (FTE) in the fall and spring semesters.
- All ESA and PEX assignments count toward the 60% overload limit with the exception of:
 - Adjunct Faculty Evaluator Stipends
 - Athletic Coaching Stipends
 - FDIP Mentors and Interview Panel Members
 - New Faculty Welcome Moderators, Presenters, and Panel Members

Summer 60% FTE Limit:

- All Los Rios Community College District faculty (adjunct, full-time, and LTT) are limited to a 60% workload (FTE) in the summer term. Employees that are ESA/PEX only are exempt from the 60% summer FTE limit.
- All ESA and PEX assignments that take place during the summer term count toward the 60% FTE limit unless an exception has been made by the Associate Vice Chancellor of Human Resources.