

EXTRA ASSIGNMENTS POLICY

BP 5140

Regular full-time or contract certificated staff may make application to the appropriate Division Chairperson or administrator for special contract (overload) assignments during the evening, summer, or at any time not in conflict with employee's regular schedule.

An employee will not be permitted to serve more than six hours of overload per week aside from his/her regular schedule, including part-time assignments accepted at districts other than Cabrillo College.

Each person who receives a certificated assignment other than that included in the annual notice of assignment, will be issued a special contract to cover the specific courses or activities as listed in the class schedule. The additional salary for such service will be computed as a multiple of hours per semester at the current unit-pay temporary rate.

All special contracts for extra assignments are subject to approval of the Governing Board.

Adopted: April 4, 1988