



**IMPERIAL VALLEY COLLEGE**  
**PART OFFICE HOUR GUIDE**  
**FOR**  
**FALL & SPRING**

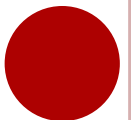
**PT Office Hours – Date Board Approved: 03/21/18**

## IVCPTFA CBA - ARTICLE 10.8 OFFICE HOURS

1. Office Hours Effective Spring 2018, Unit members with teaching assignments in **Fall** or **Spring** semesters will be paid for office hours served in order to support student success. Performance of office hours are optional and **must be pre-approved by the appropriate Dean**. Office hours will not be rejected without good cause in writing.

2. Office hours are compensated at the **current hourly rate**. Unit members must submit a PT office hour e-form on a **monthly** or **semester** basis in order to be compensated.

3. Office hours can be held either **online, via social media**, or in a traditional **face to face** meeting on campus which best meet the needs of the students. At least 50% of the approved office hours must be held on campus. If office hours are held online or via social media, unit members are expected to be available to respond to students through email, a discussion board, chat board, or other means of communication, as appropriate. Unit members should respond in a timely manner to all student inquiries during the work week. A unit member will make every effort to meet with a student who requests a meeting by appointment if the student is unable to meet during regular scheduled office hours.



# NUMBER OF PAID OFFICE HOURS PER WEEK

- (Depending on number of units teaching)
- PT Faculty members are responsible for emailing their Area Dean to start the Pre-Authorization process and Board approval

Number of Units Teaching	Number of Paid Office Hours per Week
2.99 or less	0.5
3.0 - 5.99	1
6.0 - 8.99	2
9.0 and above	3

# Steps to follow prior to Fall and Spring semesters

- Email your Area Dean regarding office hours for Pre-Authorization
- Area Dean will complete the Pre-Authorization form for Board approval
- **PT Faculty members can submit a PT Office form on a monthly or semester basis for payments**
- **Part-Time Office Hour Payments:**
- **Monthly Payment:** PT Office hours are due the last business day of the month no later than the 5<sup>th</sup> of the following month
- **Semester Payment:** PT Office hours is due the last day you teach either Fall or Spring.

# ACCESS TO THE PT OFFICE HOUR FORMS


<https://www.imperial.edu/faculty-and-staff/human-resources/forms/index.html>

## Digital Forms

1. **Electronic Timesheet / Leave Report**
2. **Timesheet / Leave Report Adjustment Request**
3. **Shift Change Request (Emp to Sup)**
4. **Shift Change Request (Sup to Emp)**
5. **Shift Change Request History (for Managers)**
6. **Leave Request Status (for employee)**
7. **Leave Request Calendar (for Managers)**
8. **Leave Request History (for Managers)**
9. **Interactive Service Days Calendar**
10. **PT Office Hours Form**
11. **PT Office Hours Form (Web)**
12. **Leave Request (for employees)**
13. **Classified Performance Appraisal**
14. **Catastrophic Pool Donation**



# PART TIME FACULTY HAVE TWO (2) ENTRY PAYMENT METHODS MONTHLY OR SEMESTER (CLICK YOUR OPTION BEGINNING OF SEMESTER)



## Part Time Office Hours

**Employee Information**

**Term**

**Employee**  **PT0080** **Position**  **PT0080** **Select Supervisor**

**Load Information**

**Total Load: 10** **Eligible Office hours p/week: 3**

CRN	COURSE	TITLE	UNITS	DEPARTMENT	DIVISION
10912	EWIR090	Low Voltage Systems	2	ITEC	EWD
10912	EWIR090	Low Voltage Systems	3	ITEC	EWD
10913	EWIR092	Smart Home Instrumentation	2	ITEC	EWD
10913	EWIR092	Smart Home Instrumentation	3	ITEC	EWD

4 items

**Before proceeding you have to select your entry method for this term:**

**Monthly**  
 **Per Semester**

**\*\* Once you submit your entry method it cannot be changed \*\***

