

# Substitute Policy for the NON-CREDIT Classes at City College of San Francisco

**Due to the current fiscal crisis, unusual measures must be taken.**

- A. The following series of options for covering noncredit classes in ways that reduce costs but have the least possible negative impact on students have been developed in consultation with the Department Chairperson Council, AFT 2121, and City College administration. They are intended as voluntary options and faculty are asked to consider them carefully when they are absent.

Note that in all cases the faculty member's absence will be reported and accrued sick leave will be used. The savings to the college come from not having to pay a substitute teacher.

- 1) Combine-another teacher agrees to take your class in his/her classroom. Students should sign PARS.
- 2) Lab-when available, students go to a lab. If the lab is supervised by an instructor of record, students should sign PARS; if it is an open lab with someone other than certificated faculty monitoring, students should *not* sign PARS.
- 3) Contact assignment-students complete an assignment which involves interaction outside the classroom. Students should *not* sign PARS.

- B. If none of the above is feasible, the designated authority per department procedures a) calls a substitute or b) cancels the class. **THESE GUIDELINES MUST BE FOLLOWED OR THE SUBSTITUTE WILL NOT BE PAID**

- 1) There will normally be no paid substitute for an instructor's first absence from a class. (It would be a benefit to students if the instructor/department could encourage a colleague to substitute on a voluntary basis when this first absence occurs).
- 2) Paid substitutes can be hired for the first absence from class under the following conditions:
  - a. When the instructor will be absent from the first and/or second meeting of the beginning of the semester.
  - b. When the instructor will be absent from a class that meets once a week.
  - c. When the instructor already knows that the first absence will be the beginning of a long term absence (i.e., selected for jury service, long term illness, worker's comp accommodation, etc.)
  - d. When there is a formal agreement and the sub is not paid for from U funds (i.e. when the sub is paid for by AFT for AFT activities).
  - e. When the Department Chair believes it is absolutely necessary and essential for some over-riding reason that the absence be covered. Example of such cases are:
    - total instructional hours required for certification,
    - when the instructor will be absent from a class where a contract for services has already been made and will have to be paid even if the class is not held (i.e. model hired to sit for an art class, etc.)

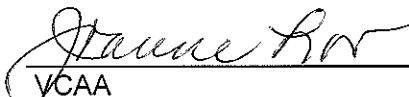
For other situations not covered by the above examples, please consult with either your School Dean or the Vice Chancellor of Academic Affairs before assigning a substitute.

- 3) Paid substitutes in almost all instances will be provided commencing with the second regular meeting of a class and will continue until an instructor returns. For situations requiring subs of more than 20 calendar days, refer to the AFT Contract Article 26.
- 4) NO paid substitute can be assigned for instructors attending conferences, seminars, meetings, or workshops unless there is a prior approval from the Vice Chancellor of Academic Affairs.

**This policy will be in effect when FTES is not a priority.**

  
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