

Key: AFT	Key: CCSF
Current contract language <u>AFT language</u> AFT strikethrough of current contract language AFT language the District accepts Moving party (AFT) rejection of proposed new language <u>Moving party (AFT or District) propose return to current contract language</u>	Current contract language <u>District language</u> District strikethrough of current contract language <u>District language that AFT accepts</u> Moving party (District) rejection of proposed new language <u>Moving party (AFT or District) propose return to current contract language</u>

05/19/2026 | CCSF to AFT | 10:30 AM

09/02/2026 | AFT to CCSF | 1:35 PM (with minor typo corrected 9/4/26 at 4:26pm)

09/22/2026 | CCSF to AFT |

ARTICLE 13 - ASSIGNMENT AND SCHEDULING

An assignment is the act of appointing a faculty member to a post or duty within their employment capacity in order to meet student and district requirements.

13.A. Pre-Assignment

1. Preference Forms. Within each department, full-time and part-time employees shall ~~may, prior to each semester, on a form mutually agreed upon,~~ submit to their immediate manager or designee their desires preferences with respect to future assignments, ~~-their instructional or instructionally related programs~~ including courses, modalities, hours and locations within the Department, with any relevant notes. Employees shall also indicate any special job-related skills that are applicable to their preferences. Preference forms for spring assignments shall be submitted by the end of the third week of the preceding fall semester. Preference forms for summer and fall assignments shall be submitted by the end of the third week of the preceding spring semester. For part-time faculty, receipt of a preference form by this deadline is a condition of establishing a re-employment preference, in accordance with Article 13-1.C.
2. ~~In the credit and noncredit program where it is determined and approved by management to be in the best interests of the educational program (instructional, counseling or librarian), a less than five day (i.e. four or three day) a week schedule shall be permitted. The primary intent of this provision is to provide an incentive for voluntary acceptance of evening, weekend, or split assignments.~~
3. ~~Wherever possible, employees shall be notified in writing of their initial assignments at least four (4) weeks in advance of the assignments becoming effective.~~

4. Course equivalency

- 4.1. For the purposes of making instructional assignments, certain courses may be deemed equivalent. Management will publicize these equivalencies when distributing preference forms. Management shall apply these equivalencies consistently when making assignments.
- 4.2. Equivalence, for this purpose, is intended to include updates to course outlines including course titles, hours, or details such as SLO and activities used. Courses with updated subject codes and/or course numbers shall also be considered equivalent, if they are designated as equivalent in the updated Course Outline of Record.

5. Special skills

- 5.1. Assignment to online and hybrid classes requires specialized training. Details of this training are outlined in Article 29.G.
- 5.2. Certain assignments require special job-related skills beyond the minimum qualifications ~~and approved local qualifications~~ for the discipline. These skills may include industry certification, licensure, ~~specialized~~ subject area knowledge, or ~~specialized~~ subject area skills.
 - Special skills are not knowledge/skills which ~~faculty the candidate~~ could teach themselves within a reasonable amount of time as part of preparing for the course.
 - Special skills are not preferred qualifications, but rather skills necessary to fulfill a particular assignment.
- 5.3. Management shall ~~consult with faculty in the field~~ prior to establishing a special skills requirement on an assignment. Management shall also consult with faculty prior to determining the ~~(s) for which special skills are under consideration to determine the need for any particular of special skills to special assignments, as well as the methodology used to verify that individual faculty possess these skills.~~ Any special skills requirement or assignment established pursuant to this process shall be consistent with applicable Title 5 requirements and shall require approval by the appropriate Vice Chancellor prior to implementation.
 - When the District announces new special skills for an assignment within a department, current faculty may volunteer to be evaluated for these skills.
 - The criteria for meeting special skills should be made available to all faculty prior to assessment.
- 5.4. Management will publicize special skills when distributing preference forms.

13.B. Assignment

1. Assignments shall be made considering qualifications, affirmative action (See Article 4), seniority, job performance, special job-related skills and the needs of the District. Assignments will only be made to faculty that possess the applicable minimum qualifications, as outlined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook.
2. Assignments of both full-time and temporary part-time employees will be made, where possible, on a ~~two~~-semester basis.
3. Wherever possible, employees shall be notified in writing of their initial assignments at least four (4) weeks in advance of the assignments becoming effective.
4. Assignments shall be made after consultation, wherever possible, prior to any new assignment at more than one site or campus.
5. The District shall consider submitted ~~program requests i.e.,~~ preference forms in making assignments but cannot guarantee compliance.
6. Assignments shall be made by management or designee as required to fulfill educational offerings of the District and contractual obligations of District and unit members.
7. Schedule Deviations (See Article 18.J)
8. Split Assignments: Split assignments occur when a faculty member is assigned to work at two or more sites in the same day, or with a big gap in excess of five hours between assignments in a day.
 - 8.1. Except where specifically requested by full-time faculty, split assignments shall be avoided for full-time faculty except to fulfill District needs.
 - 8.2. Where split assignments occur, volunteers will be first considered.
 - 8.3. Management will, where feasible, rotate any such split assignment on a semester basis.
9. Released time for faculty serving on District initiated committees may be granted by management, in its sole discretion.
10. Categorical Employees – FT and PT categorical employees who have been evaluated and received a rating of satisfactory shall have first right of refusal to assignments offered in the same categorically funded program and position.

13.C. Reassignment

A reassignment is a subsequent change in a full-time employee's initial assignment for part of a load or part of a semester not covered in Article 14.B (Emergency Transfer).

1. Management will solicit and make reasonable effort to find qualified volunteers prior to an involuntary reassignment, except where cancellation of classes or changes in program occur either prior to the beginning of a semester, or in the credit program prior to completion of the first census week, or in the noncredit program within four (4) weeks of the beginning of a class in the semester.
2. Reassignments shall not be made arbitrarily or capriciously; where requested in writing, the full-time employee shall be furnished, in writing, reason(s) for the involuntary reassignment.
3. Employee requests for voluntary reassignment shall be granted with mutual agreement between the District and the faculty member. **Whenever possible, employees will receive a response to their request within two weeks.**

- 13.D. A part-time faculty member who has taught in the District at a particular load for at least four semesters and is not able to complete their assignment due to illness, personal emergency or death in the immediate family, will be given first consideration to return to the same workload when conditions permit, upon their written request.
- 13.E. When the services of a part-time faculty member are terminated for reasons other than lack of an available class assignment, such faculty member shall, upon written request made within 20 workdays after notice of termination, receive a written statement of the reasons for termination. Reasons for termination may be appealed to the Provost and, if not satisfactorily resolved, then to the Chancellor or designee for final decision.
- 13.F. Full-time faculty members with split site assignments, exclusive of extra-pay overload, shall be reimbursed, in accordance with past practice, for approved expenditures of mileage, garage parking, bus/streetcar fares and bridge tolls, provided the employee submits the District "Field Expense Form" accompanied by all receipts prior to the fifth (5th) day of the month following the month in which the expenses were incurred.