

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 District language that AFT accepts Moving party (District) rejection of proposed new language <u>Moving party (AFT or District) propose return to current contract language</u>

9/22/2026 | CCSF to AFT |

Article 26 – TEMPORARY EMPLOYEES AND SUBSTITUTES

The provisions of this article address the full-time temporary upgrading procedure and short-term and long-term temporary employment, including substitutes (long-term and day-to-day).

- 26.A. Full-Time Temporary Upgrading Procedure (Article 26.A-D). Hiring standards and the hiring process for full-time and part-time faculty are governed by CCSF Hiring Procedures. Under the CCSF Hiring Procedures, vacancies for full-time faculty who are on planned leaves known well in advance, such as sabbaticals, may be filled using the full-time hiring procedure for Long-Term Substitute (LTS).
- 26.B. Temporary short-term vacancies other than LTS regularly arise, creating the potential for additional opportunities for temporary upgrading for part-time faculty. Circumstances that may provide opportunities for full-time temporary upgrading include:
1. Sudden incapacity or death of the faculty member of record;
 2. When available hours can no longer be assigned on a Day-to-Day Substitute basis (because the assignment exceeds 12 percent of the total hours of a single course or 20 work days);
 3. Sudden retirement/resignation of a faculty member;
 4. When a faculty member takes a leave that cannot be backfilled through the LTS hiring procedure because it is not known enough in advance;
 5. Sudden increase in or demand for classes or services (per Education Code section 87482(a)(1)).
- 26.C. The following delineates the status, usage, duration, and pay rates for each type of temporary vacancy (including LTS):

1. **Day-to-Day Substitute.** A Day-to-Day Substitute ~~generally covers~~ may be assigned by management to cover unplanned short-term leaves of absence when it is not known from one day to the next whether a substitute will continue to be needed (such as an illness of unknown duration). A Day-to-Day Substitute may also cover planned short-term leaves of absence. See Section F below for other applicable provisions.
 - 1.1. A Day-to-Day Substitute assignment cannot exceed twenty (20) working days. This limit will be applied as follows:
 - 1.1.1. For semester-long courses that are scheduled to meet three (3) or more days per week, and for short-term courses, the limit on Day-to-Day Substitute status is four (4) weeks (i.e., 20 days of the academic calendar).
 - 1.1.2. For semester-long courses that are scheduled to meet either one (1) or two (2) days per week, the limit on Day-to-Day Substitute status is six (6) weeks (i.e., 30 days of the academic calendar).
 - 1.1.3. For semester-long online courses, the limit is four (4) weeks.
 - 1.2. When a Day-to-Day Substitute assignment exceeds twelve (12) percent of the total hours of the course (generally about two weeks), the Department Chair shall evaluate whether the vacancy calls for a temporary upgrade and will strive to utilize the expedited upgrading procedure described in section D below as soon as practicable.
 - 1.3. A Day-to-Day Substitute assignment up to twelve (12) percent of the total hours of the course is paid at the appropriate substitute pay rate (Exhibit C-3). When a Day-to-Day Substitute assignment filled by a full-time or part-time faculty member exceeds twelve (12) percent of the total hours of the course, a full-time faculty member will receive the applicable overload rate as set forth in Exhibits C1-W or C2-W; a part-time faculty member will receive the appropriate rate as set forth in Exhibits C1 through C2W).
 - 1.4. When a Day-to-Day Substitute assignment of a part-time faculty member exceeds the four (4) or six (6) week limit in subsection C.1.1, and section D below has not been utilized, the following shall apply:
 - 1.4.1. Where conversion to a regular assignment does not cause the part-time faculty member's assignment to exceed 67 percent of a full-time load, the remainder of the assignment will be converted to a regular assignment.

- 1.4.2. Where conversion to a regular assignment would cause the part-time faculty member's assignment to exceed 67 percent of a full-time load, the Department Chair will offer the part-time faculty member the option to be categorized as a Short-Term Temporary per section C.2 and compensated as provided for in section C.2.2. If the part-time faculty member does not opt to be categorized as a Short-Term Temporary, the remainder of the Day-to-Day Substitute assignment must be assigned to a different substitute.

2. Short-Term Temporary. When a vacancy of less than one full semester occurs that is not filled as a Day-to-Day Substitute assignment, a part-time faculty member may be assigned in excess of 67 percent of a full-time load as a Short-Term Temporary, in accord with section D below.

- 2.1. The duration of a Short-Term Temporary assignment is an assignment for less than one full semester. Part-time faculty are limited to exceeding 67 percent of a full time load to no more than two semesters in any six-semester consecutive period (with the exception of clinical nursing faculty, per Education Code sections 87482(b) and (c)(1)).
- 2.2. When a Short-Term Temporary assignment causes the faculty member's load to exceed 67 percent of a full-time load, the faculty member will be paid 100 percent pro rata pay at their current column and step for their entire load for the duration of the Short-Term Temporary assignment.

3. Long-Term Temporary. When a vacancy of one full semester or longer cannot be filled through LTS because the need is not known sufficiently in advance, a part-time faculty member may be assigned in excess of 67 percent of a full-time load as a Long-Term Temporary, in accord with section D below.

- 3.1. The duration of a Long-Term Temporary assignment is for at least one full semester, and is limited to one full academic year. Subsequent need to fill the vacancy must be filled through the LTS or full-time hiring process. Part-time faculty are limited to service of no more than two semesters in any six-semester consecutive period (with the exception of clinical nursing faculty, per Education Code sections 87482(b) and (c)(1)).
- 3.2. When a Long-Term Temporary assignment causes the faculty member's load to exceed 67 percent of a full-time load, the faculty member will be paid at the 100 percent pro rata pay rate for their entire load.

4. Long-Term Substitute (LTS). LTS is used to fill vacancies of full-time faculty who are on planned leaves of absence known well in advance (e.g., sabbatical leave).

- 4.1. The duration of an LTS assignment is for one full semester or one full academic year. Part-time faculty are limited to service of no more than two semesters in any six-semester consecutive period (with the exception of clinical nursing faculty, per Education Code sections 87482(b) and (c)(1)).
- 4.2. LTS is placed on the full-time faculty salary schedule (Exhibit B) and paid according to their column and step placement. See Section E below for other applicable provisions.

26.D. Expedited Upgrading Procedure

NOTE: Subsections 2.2, 2.3 and 2.4 of this Article 26.D are suspended as of May 2015. During the period of suspension, faculty shall be assigned according to the assignment rules in Articles 13 and 13-1 as needed for short-term and long-term temporary assignments under Articles 26.C.2 and 26.C.3.

1. When Short-Term Temporary or Long-Term Temporary vacancies arise, Department Chairs may first seek to cover these vacancies by assignment to a current part-time faculty member of additional hours up to 67 percent of a full time load (in accordance with Article 12.A(1)), or by overload assignment.
2. Short-Term Temporary or Long-Term Temporary vacancies may also be filled through an expedited procedure to upgrade current part-time faculty above 67 percent of a full-time load.
 - 2.1. The Department Chair may seek approval from the appropriate Vice Chancellor to utilize the expedited upgrading procedure for available unassigned hours that qualify for Short-Term Temporary or Long-Term Temporary status.
 - 2.1.1. This expedited upgrading procedure will not be used for vacancies for which LTS was available, or for which LTS was requested but denied by the FPAC or the PBC.
 - 2.2. Upon approval by the appropriate Vice Chancellor, Human Resources will distribute a notice for the temporary upgrade opportunity by posting the announcement electronically college-wide and within the department to current part-timers; a copy will also be provided to AFT. The announcement will include the days, hours, and course name or type of service (if non-instructional) of the assignment, any special job-related skills required for the assignment, the minimum requirements, the length of assignment, and an outline of the expediting hiring procedure.
 - 2.3. Departments will contact part-time faculty who express interest in

temporary upgrade either via their last preference form or in response to the announcement.

2.3.1. For the purpose of expressing interest in these vacancies, Short-Term Temporary and Long-Term Temporary vacancies will be collectively referred to as "temporary upgrades." Part-time faculty may express interest in temporary upgrades either via assignment preference forms, or in response to an announcement for a Short-Term Temporary or Long-Term Temporary vacancy.

2.4. The Department Chair will convene a screening session with two other faculty to identify part-timers who (1) meet the minimum qualifications for the assignment, (2) possess the special job-related skills designated in the announcement, and (3) are available during the days/hours needed for the assignment(s).

2.4.1. Assignments shall be made considering qualifications, affirmative action (See Article 4), seniority, job performance, special job-related skills and the needs of the District.

2.4.2. Among part-time faculty who meet the conditions and whose qualifications are relatively equal, seniority shall be considered as a factor in determining to whom the Chair will offer the assignment(s).

2.5. In no case shall assignments be offered under this process to a particular part-time faculty member for more than two semesters in any six-semester consecutive period.

3. Acceptance of a Short-Term Temporary or Long-Term Temporary assignment may limit a faculty member from accepting an LTS assignment because of the limitation that these assignments cannot exceed two semesters in any six-semester consecutive period.

4. AFT will not pursue tenure claims on behalf of employees who accept a Short-Term Temporary or Long-Term Temporary assignment in accord with, and solely as a result of this expedited upgrading process.

26.E. The following terms and conditions of the AFT/District Agreement shall be applicable to District-funded Long-Term Substitute positions:

Article 1	Duration, Bargaining Unit, Reopeners
Article 2	Effect of Agreement
Article 3	Past Practices

Article 4	Separability and Savings
Article 5	Non-discrimination
Article 6	Management Rights
Article 7	Union Rights – all provisions that are applicable with the following qualifications: The provisions of Section 7.H.2 – Negotiations – shall apply only to a Full-time Temporary Employee who was a unit member prior to the current assignment.
Article 8	Academic Freedom, Duties, and Responsibilities
Article 9.E	Evaluation of Temporary Employees (Includes Part-Time, Categorical Full- and Part-Time, and Long-Term Substitutes (LTS))
Article 11	Personnel Files – Where a personnel file is maintained for a Full-time Temporary Employee, the provisions of Article 11 shall apply.
Article 12	Should a Full-time Temporary/ Long Term Substitute apply or wish to apply for another District position while in the Full-time Temporary/Long Term Substitute status, they shall be considered as part-time for purposes of Upgrading, Article 12.
Article 16	Work Environment
Article 17	Leaves – IN THE FOLLOWING PROVISIONS ONLY:
17.A.1	Definition, Salary
17.A.6.2	Notification - of approval/denial
17.A.6.3	Notification - Short-term leaves
17.B.1	Unpaid Leave (up to 20 days)
17.C.1.1	Sick Leave
17.C.2	Earned Sick Leave
17.C.2	Loss of Sick Leave

- 26.F. The following terms and conditions of the AFT/District Agreement shall be applicable to Day-to-Day Substitute assignments:

Article 1	Duration, Bargaining Unit, Reopeners
Article 2	Effect of Agreement
Article 3	Past Practices
Article 4	Separability and Savings
Article 5	Non-Discrimination
Article 6	Management Rights
Article 7	Union Rights (Excluding I.1 Union Leave)
Article 16	Work Environment
Article 19	Calendar
Article 20.A	Exhibit C-3, Only
Article 22	Grievance Procedure