

**POLICY TYPE: BOARD AUXILIARY**

**POLICY TITLE: SPECIAL SERVICES EMPLOYMENTS**

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- A. Limited, temporary special services employments allowing for additional compensation to Management, Administrative & Technological (MAT) or Residential Faculty employees for work beyond their normal hours of employment may be made upon the recommendation of a College President or, for the District Office, a Vice Chancellor, and the approval of a Vice Chancellor for Human Resources where one of the following conditions exists. Additionally, the terms of this policy apply to any and all other individuals having special services employments:
1. The employee possesses specialized knowledge or skills needed by an operating unit of the District which is not the employee's regular place of employment, and where the employee's workload does not permit "loaning" of services to the other unit during regular work hours; or
  2. The employee is part of a special project or contract between the District or a college and a corporate or government client and the client requests a temporary change of schedule to accommodate a special need; or
  3. The employee is part of a highly specialized program and possesses special skills which are not readily available elsewhere, the employer has additional assignments which are critical to the further development or maintenance of the specialized program, and the special assignment is not sufficient to warrant a full-time employee and requires skills that cannot be readily acquired on less than a full-time basis.
- B. Every special services employment created pursuant to this policy shall be for a specified term, which shall not exceed twelve months. Work performed under such a special services employment shall be performed outside the employee's normal work hours or hours of accountability, and shall not be within the scope of the employee's normal full-time employment.
- C. Employees and supervisors proposing special services employments are required to provide specific, detailed information about the scope of work, objectives and outcomes of the employment and the person and title of person for whom the work is performed. Falsification of special services employments can lead to employee discipline, including termination, for all parties involved.
- D. Supervisors are required to verify all existing special services employments to determine that the employee reasonably can perform their normal work responsibilities as well as work to be performed under special services employments. The Vice Chancellor for Human Resources may set forth certain limits on the number of hours of work performed under special services employments in order to ensure that work can reasonably be performed and employees and supervisors shall observe these limits when establishing special services employments.
- E. Special services employments shall not be put into effect on a retroactive basis.

- F. ~~Employees will be required to submit in writing a statement detailing how the objectives of the employment were met; this is to be signed by the supervisor and otherwise administered pursuant to guidelines established by the Vice Chancellor for Human Resources.~~  
SUPERVISORS WILL BE REQUIRED TO SUBMIT IN WRITING A STATEMENT DETAILING HOW THE EMPLOYEE MET THE OBJECTIVES OF THE EMPLOYMENT; THIS IS TO BE ADMINISTERED PURSUANT TO GUIDELINES ESTABLISHED BY THE VICE CHANCELLOR FOR HUMAN RESOURCES. EMPLOYEES WHO FAIL TO MEET THE OBJECTIVES OF THE EMPLOYMENT MAY BE INELIGIBLE FOR FUTURE SPECIAL SERVICES ASSIGNMENTS AND/OR SUBJECT TO DISCIPLINARY OR OTHER APPROPRIATE ACTION.
- G. Paragraphs 11.4 (regarding shift differentials) and 19.3 (regarding overtime pay and/or compensatory time) of the MAT policy manual shall not apply to the calculation of compensation for a special services employment under this policy.
- H. This policy shall in no way diminish the rights of residential faculty regarding assignments beyond the regular contract as provided under the Residential Faculty policy manual.
- I. The Vice Chancellor for Human Resources, Vice Chancellors or College Presidents may delegate their responsibilities under this policy. Delegations shall be in writing and may not be delegated below the dean level or, for the District office, the director level.