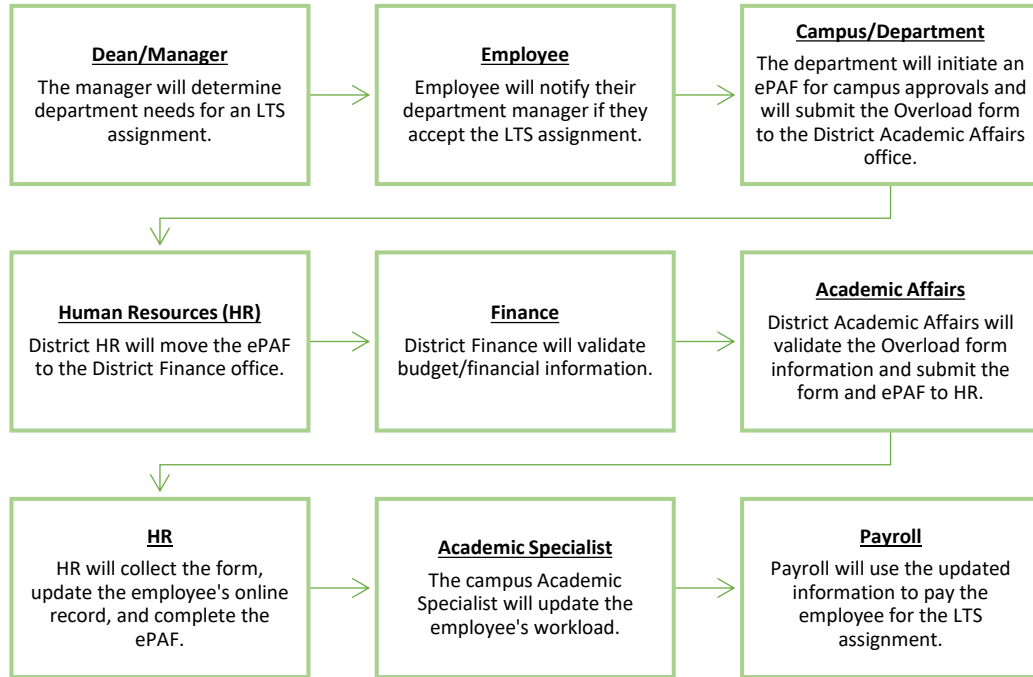




# Long-Term Substitute (LTS) Guide

Please carefully review the chart and full guide to learn how the process for a long-term substitute (LTS) works.

Below is a chart of the process for an LTS request to be completed.



## Employee/Faculty

### What is a Long-Term Substitute (LTS) assignment?

An LTS assignment applies to faculty who are hired to temporarily replace a full-time faculty member who is on leave. The long-term substitute assignment is like a part-time overload, but they are not the same<sup>1</sup>. The long-term substitute assignment is also different from temporarily substituting classes.

An LTS position can only be assigned during the academic year because the faculty is taking over a semester or year of a full-time faculty's contract assignment. Full-time faculty have a contract to work for 175 days of the academic year.

The faculty member will return to their regular status once the LTS assignment is complete.

### Are there limitations to how long faculty can be an LTS?

Yes, an LTS assignment for a part-time faculty is a type of overload, which means the overload limit will apply. No part-time faculty can be overloaded for more than two (2) semesters in any three (3) consecutive year period.

### What counts as the academic year?

The academic year starts from flex day to the last day of instruction for the fall and spring semesters.

<sup>1</sup> Refer to the Overload Guide in the training section of the PCCD HR site for information on overloads.



# Long-Term Substitute (LTS) Guide

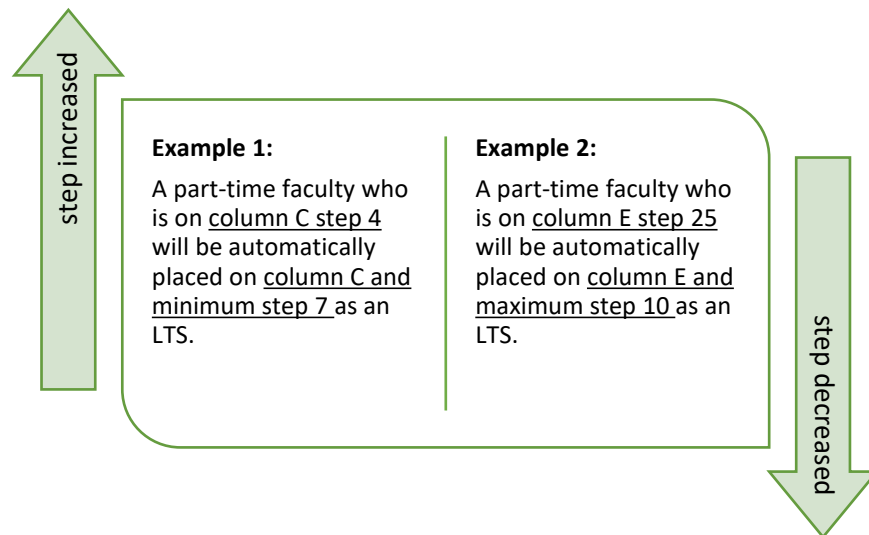
Days outside of the first and the last day of instruction do not count as part of the academic year (e.g. intersession or summer session).

## What documents do I need to fill out and where can I find them?

You do not need to fill out any documents, but your department will need to complete an Overload form and submit it to the District Academic Affairs department.

## How will an LTS assignment affect my salary?

The employee status will change from part-time faculty to a temporary “full-time faculty” status, so the salary placement will change from the part-time hourly scale to the full-time annual salary, with an extra-service hourly rate. The full-time salary will be according to the new full-time hire guidelines range because the LTS faculty will be new to the position. The new full-time/LTS hire range is from columns A-E and steps 7-10, and it is applicable to all faculty even if they are at a higher column/step placement in their part-time positions.



Faculty who complete one semester in the LTS position are eligible to receive a total of six (6) checks, and faculty who complete the academic year in the LTS position are eligible to receive a total of twelve (12) checks.

## What is an extra-service rate?

An extra-service rate is an hourly rate that full-time faculty can receive if they have extra assignments outside their base load during the academic year. The extra-service column placement will match the LTS column placement.

## Will I be eligible for benefits?

Yes, LTS faculty receive full-time benefits. The faculty member should contact the Benefits office directly within 30 days after their LTS hire date. Contact: [benefits@peralta.edu](mailto:benefits@peralta.edu) or 510.466.7229 for more information.

## **Campus/District**

The department will need to fill out the Overload form and specify that the assignment is for an LTS position. You can find the Overload form by visiting the Academic Affairs site in [web.peralta.edu](http://web.peralta.edu) or the following link:

<https://web.peralta.edu/academicaffairs/documents/adjunct-overload-form/>



# Long-Term Substitute (LTS) Guide

Where can I find examples of how to initiate an LTS ePAF?

You can find examples by visiting the HR website and clicking on the ePAF Guides icon (<https://web.peralta.edu/hr/epaf-guides/>).

You will need to list the following information on the ePAF:

1. Position number.
2. The correct FTE.
3. The dates of the LTS assignment.
4. The name of the full-time faculty who will be temporarily replaced.
5. Correct budget information.

Please note that the ePAF may be returned if there are any errors or if the information does not match the Overload form. **Errors regarding FTE, position number, budget information, etc. will slow down the approval process, and might cause a delay to the faculty's pay if everything is not complete by the Payroll deadline.**

Contact:

- **Employee:** If you have questions relating to their availability for the assignment.
- **HR:** If you have questions about how the LTS process works and for information on the position number.
- **Campus Business Office or District Finance:** If you have questions about the budget (e.g. budget transfer, budget journal, memo, etc.).
- **Academic Affairs:** If you are a manager and need access to the faculty's **Term Workload** screen.

What happens after I initiate the ePAF?

The ePAF will go through the campus approvals until it reaches the District. All employee documents should be submitted to the Academic Affairs office at the District after the ePAF has been initiated. Documents must be approved by District personnel and no changes will be made to an employee record without the supporting documents.

## **Human Resources**

The HR office checks the ePAF when it gets to the HR queue the first time, and then moves it forward to the Finance office. The ePAF will go through District approvals and then it will go back to HR. The HR Generalist will complete the ePAF after the faculty's Overload form is approved by Academic Affairs and in the HR office.

Updates can only be made before the Payroll deadline, which means that faculty information will not be updated right away if HR receives the ePAF or documents late. Information will be updated the following month if the Payroll deadline has passed.

## **Academic Affairs**

Academic Affairs will verify if the faculty member qualifies for the LTS position and will approve or deny the request based on eligibility. If approved, Academic Affairs will lift the 67% cap and change the classification status from the faculty's Term Workload so that the campus Academic Specialist can enter the faculty's workload.