



## MEMORANDUM

18422 Bear Valley Road, Victorville, CA 92395-5849 (760) 245-4271

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To: VVCCD Full-Time Faculty

From: Human Resources

Subject: Hiring Committee Compensation on Non-Contract Dates

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If you participate in hiring committee activities in as outlined below, please complete the following information and submit it to Human Resources to process compensation.

### HIRING COMMITTEE ACTIVITIES ON NON-CONTRACT DATES

- **Name of Full Time Faculty Member:** \_\_\_\_\_
- **Name of the selection committee, please complete one form per committee assignment:** \_\_\_\_\_
- **Non-contract Dates Involved:** \_\_\_\_\_

I participated in authorized hiring committee activities outside my regularly scheduled hours on the non-contract day(s) noted, and I shall be compensated \$350 per committee assignment in accordance with Article 19 of the Agreement between VVCCD and VVC Faculty Association CTA (2019-2022):

\_\_\_\_\_  
**Faculty Member's Signature**

\_\_\_\_\_  
**Date**

VVCCD and VVC Faculty Association CTA (2019-2022)

ARTICLE 19: HIRING COMMITTEE ACTIVITIES

A. Hiring committee activities, including paper screening, meetings and interviews related to the hiring process, shall be scheduled during the regular contract days (currently 175) whenever practicable and at such times as to minimize interference with classroom instruction and disruption of the educational process.

B. In the event it is necessary to schedule hiring committee activities on a non-contract day, full-time faculty members on the committee shall be compensated at the rate of \$350 per committee assignment.

C. Full-time faculty members shall not be compensated for hiring committee activities conducted on any of the regular contract days.

D. A full-time faculty member engaging in authorized hiring committee activities while on extra duty assignment status or teaching summer school shall not be eligible for the compensation provided in paragraph 2 above, unless such activities occur outside his/her scheduled hours.

E. In order to be eligible for the committee assignment compensation as provided in paragraph 2 and 4 above, a full-time faculty member must fully participate in all hiring activities, on both contract and non-contract days.