

DAY ADJUNCTS OFFICE HOURS FORM

In accordance with an agreement between the College (FIT) and the Union (UCE of FIT) regarding the 16th week of pay for day adjunct classroom faculty, beginning with the Fall 2010 semester, day adjunct faculty are required to hold office hours each semester equal to two (2) times their weekly contact hours. For example, an adjunct teaching 3 day contact hours provides 3 office hours per section 38.8 of the Collective Bargaining Agreement. Beginning with the Fall, 2010 semester, the adjunct shall complete an additional 3 office hours for payment for the 16th week of work during a fall or spring semester in accordance with the following chart:

Contact Hours	Contractual Office Hours	16 th Week Office Hours	Total Office Hours For Semester
1	1	1	2
2	2	2	4
3	3	3	6
4	4	4	8
5	5	5	10
6	6	6	12
7	7	7	14
8	8	8	16
9	9	9	18
10	10	10	20
11	11	11	22

To be completed by the day adjunct faculty member:

Name: _____
(Please print first and last name)

Semester (Fall or Spring): _____ Year: _____

Office Hours in Lieu of the 16 th Work Week as Prescribed in Settlement					
Date	Time Office Hours Worked		Date	Time Office Hours Worked	
	In	Out		In	Out

Please complete a second form for additional lines.

As indicated above, I have worked a total of _____ required office hours for the 16th week.

Employee Signature: _____ Date: _____

Chairperson Signature: _____ Date: _____

Completed and signed form should be forwarded to the Office of Human Resources.