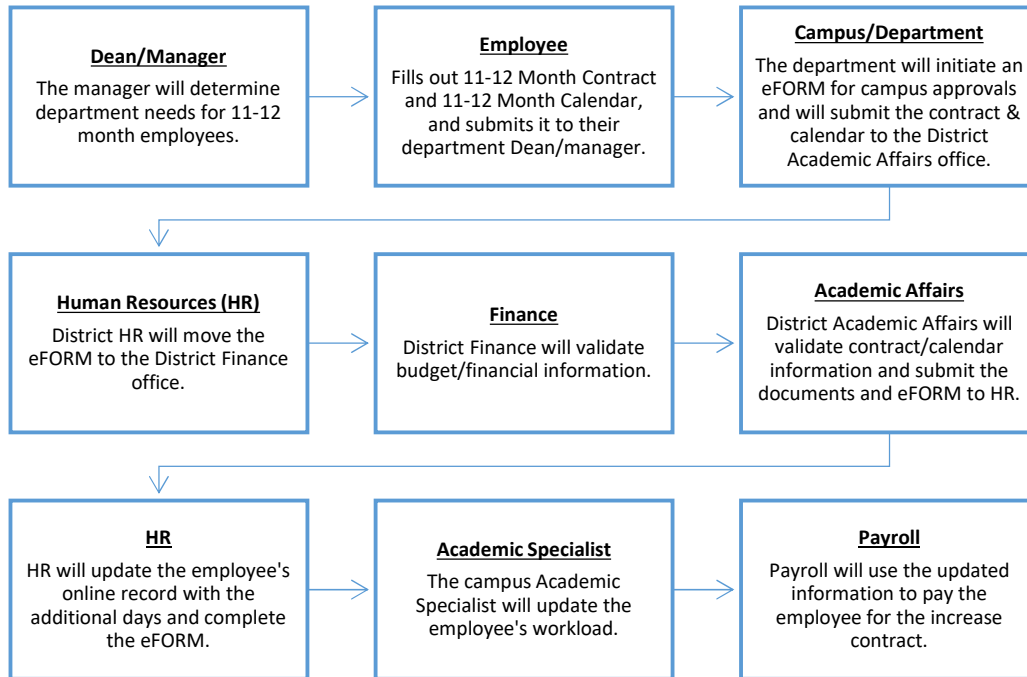




11-12 Month Contract/Calendar Guide

Please carefully review the chart and full guide to learn how the process for 11-12 Month Contract (Increase Contract) works.

Below is a chart of the full process for the 11-12 Month Contract to be completed.



Employee/Faculty

What is the 11-12 Month Contract?

The 11-12 month contract is an increase in contract for full-time faculty, which can also be applied for long-term substitute positions. The 11-12 month increase contract is NOT applicable to part-time faculty, faculty interns, or administrators.

Full-time faculty are required to work 175 days in the academic year and are eligible to apply for an increase in contract if they work any days outside of the academic year. The 175 days are part of the full-time faculty's 10-month contract.

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. 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 will need to fill out the 11-12 month contract and the 11-12 month calendar. You can find the contract, calendar, and academic calendar by visiting the Academic Affairs site in web.peralta.edu or by the following link:

<https://www.peralta.edu/academicaffairs/academic-calendars>

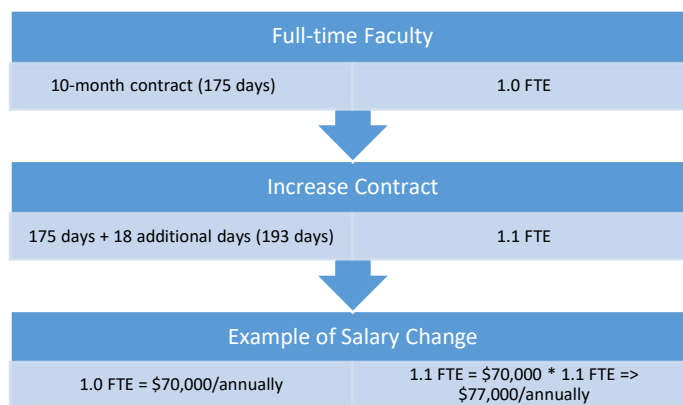


11-12 Month Contract/Calendar Guide

Verify that the days you circled in the 11-12 Month Calendar are outside the academic year and submit your documents to your Dean or department manager after you have completed them. 11-12 Month Calendars that have days circled within the academic year will not be valid (all days must be outside the academic calendar).

How will an increase contract affect my salary?

Your salary will increase depending on how many additional days you will work outside of your 10-month contract (175 days). You can view the current full-time faculty salary schedule in the HR site by clicking on the Salary Information icon (<https://www.peralta.edu/hr/titles-and-pay>). The combination of your salary multiplied by the total full-time equivalent (FTE) will give you an idea of how much your pay will increase. Please use the [Equating Factors](#) chart in the Academic Affairs site for a list of additional days FTE.



If the increase contract process is completed on-time, your first paycheck will be on the last working day of August (if you are working from 1-35 additional days), or the last working day of July (if you are working 36 additional days). All full-time faculty that work the full academic year (fall and spring) will receive a total of 12 paychecks.

Campus/District

Collect and fill in the missing information the 11-12 month contract from the employee and initiate an eFORM. You should have the contract and the calendar.

Where can I find examples of how to initiate an 11-12 month eFORM?

You can find examples by visiting the HR website and clicking on the eFORM Guides PS Training Guide : ([PS Training Guide](#)).

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

1. The correct FTE: FTE should match the contract and calendar.
2. The fiscal year the employee will have an increase contract.
3. Comment section: List the additional dates.
4. Correct budget information.
5. Attach Signed Contract and academic calendar



11-12 Month Contract/Calendar Guide

What happens after I initiate the eFORM?

The eFORM 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 eFORM has been initiated.

Documents must be approved by District personnel and no changes will be made to an employee record without the supporting documents.

What will happen if there are any errors on the eFORM or 11-12 Month Contract/Calendar?

The eFORM will be sent back if there are errors in the dates or budget. If the information on the documents doesn't match the information on the eFORM, the faculty member might need to redo the paperwork.

*Please note that faculty will not be paid if the process is not complete by the Payroll deadline. It's best to make sure all information is correct before submitting the eFORM and documents for approval.

What should I do if there are additional changes after the first change?

Collect an updated contract and calendar and initiate a new eFORM every time there is a change. The full process must be completed the same way every time there is a change.

Contact:

- **Employee:** If you have questions about the information filled in the contract or calendar.
- **HR:** If you have questions about how the 11-12 month process works.
- **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 have questions about which days are valid for the increase contract.

How does the increase contract work for faculty in concurrent positions?

All qualifying faculty for an increased contract can work a **maximum of 1.2 FTE**. If a faculty will be working in two positions, their workload should be split by a total of 1.2 FTE. Anything over a 1.2 FTE should be paid with their extra services hourly rate (not part of the increase in contract). The initiator should include FTE for each position number in the comment section of the eFORM (e.g., Campus 0.7 and District 0.6). The total FTE will be 1.3 – the campus scheduler will code it according to the assignment type.

Human Resources

The HR office checks the eFORM when it gets to the HR queue the first time. HR will verify that the employee is active and eligible for an increase contract, and then move the eFORM forward to the Finance office. The eFORM will go through District approvals and then back to HR. The HR Generalist will update the faculty's information (FTE, etc.) after the eFORM is complete and the faculty's documents are 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 eFORM or documents late. Information will be updated the following month if the Payroll deadline has passed.