

Employer Information Circular



Volume: 19 Issue: 2
Date: January 27, 2003

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Full-Time Equivalent Agreement Required for Part-time Community College Instructors

Full-time equivalent (FTE) is defined as the number of days or hours of creditable service a person employed on a part-time basis would be required to perform in a school year if employed full-time in that part-time position. Existing law defines the minimum standard for full-time that is applicable to part-time faculty of community colleges, except adult education instructors, as 525 instructional hours per school year, increased appropriately by the number of office hours required annually. **Employers are responsible for establishing the full-time standard and the FTE among their part-time faculty.** However, not all part-time community college instructors have consistently had the appropriate FTE defined for them. Accordingly, the annual pay rate reported for them has led to incorrect service credit calculations. To resolve this issue and to ensure that all part-time faculty of community colleges receive the appropriate service credit, the Education Code has been amended.

Effective January 1, 2003 and pursuant to Chapter 375, Statutes of 2002 (Assembly Bill 2982), employers are required to define the FTE and state that FTE within the part-time employee's bargaining or employment agreement. The bargaining or employment agreement must make specific reference to Education Code Section 22138.5 (c)(5) and specify the number of hours of creditable service including office hours that equal full-time.

In summary, the changes to existing Education Code Section 22138.5 include:

- Each collective bargaining or employment agreement entered into on or after January 1, 2003, that applies to a member subject to the minimum standard specified in paragraph (5) of subdivision (c) of Section 22138.5, for part-time community college instructors shall specify the number of hours of creditable service that equal full-time for the part-time position.
- That agreement shall make specific reference to Section 22138.5 (c)(5).

Please contact your CalSTRS Pension Program Representative with any questions.