



**LBCCFA COMPENSATION FORM FOR NON-CONTRACT WORK  
(Interession Hiring / Equivalency Committee Work)**

**TO: HUMAN RESOURCES – G-3 ATTN: HR SPECIALIST, ACADEMIC**

See LBCCFA Contract Article 12.7 to view details on types of work included as non-contract pay, or follow this link: [LBCCFA Contract](#)

**Full Faculty serving on a hiring or Equivalency Committee:**

- Pay will be at the first step & first column of full-time hourly pay scale
- Max payment: \$600 for each FT faculty member on a hiring committee (max of \$3,000 for each hiring committee)
- Allowable activities include: classified interview committee work, EEO training, committee meetings (including interviews and teaching demos) and time equal to a max of 20 minutes for each application approved for screening. If the committee meeting to select applicants for interview occurs prior to the last day of the academic year, no pay shall be given for review of folders (See: Article 12.7 for full explanation)
- Allowed to work on a maximum of two (2) hiring committees for pay beyond the regular academic year during each year as defined in Article 11.1
- If a counselor on a staggered schedule, you will get credit for college service if the work takes place on your regularly scheduled semester
- Department Heads may not receive additional duty pay & non-contract work for the same day of work
- Dean and Department Head (s) must review, sign and approve hours listed prior to the form being submitted to Human Resources

**IMPORTANT: Hiring or Committee work for ADJUNCT FACULTY**

**VP OF ACADEMIC AFFAIRS MUST PRE-APPROVE THIS WORK PRIOR TO YOUR PARTICIPATION**

<b>Employee Name:</b>		<b>Employee ID:</b>	<b>Phone Number:</b>
<b>Name of Recruitment / Committee:</b>		<b>Non-Contract Session (check one):</b>	
		<input type="checkbox"/> Spring Recess      Year: _____ <input type="checkbox"/> Winter Intersession      Year: _____ <input type="checkbox"/> Summer Intersession      Year: _____	
<b>Account Number: 149000 - 01 - (department #) - 0000</b>			
<b>Dates:</b>	<b>Hours Worked:</b>	<b>Description of Committee Activity:</b>	
<b>Vice President, Academic Affairs:</b> <i>(required before adjunct faculty committee work begins)</i>		<b>Dean:</b> <i>(signature is acknowledgement that all dates/hours listed have been reviewed and approved)</i>	
<b>Date:</b>		<b>Date:</b>	
<b>Department Head or Committee Chairperson:</b>		<b>Vice President, Human Resources:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>For Human Resources only:</b>			
Total Hrs. Approved:	_____ \$ _____		
Date Entered:	_____ Rec. # _____		
Board Action Date:	_____		
HR Staff Signature:	_____		