Santa Fe

Community College

**Part Time Faculty Redirected Assignment in Event of Emergency**

Part-time faculty who have an emergency that causes them to miss a scheduled assignment may be given a redirected assignment to offset missed work. The maximum number of classroom contact hours that can be redirected in any term is nine (9). The conversion of class minutes to hours is the same as used for full-time faculty (see figuring partial days missed form).

The redirected assignment must be completed prior to the final pay period of the term. Written documentation of satisfactory completion of the redirected assignment must be supplied to Human Resources for the personnel file prior to the payroll deadline date of the final pay period. The supervisor must also verify to Human Resources that the redirected assignment has been satisfactorily completed.

An emergency, for the purpose of this procedure, is defined as:

* 1. Death of an immediate family member (example: child, spouse, parent)
	2. Accident or sudden, unforeseen, serious health problem of a dependent (spouse/child) or of the part-time faculty member

Written verification in a form acceptable to Human Resources of the qualifying event is required to be submitted to Human Resources by the chair/director as soon as possible after the event.