



January 19, 2023

**RE: Full-time, Permanent Managers & Classified Employees with Part-time Faculty Assignments**

Dear \_\_\_\_\_

You are receiving this communicate because you have served as a part-time instructor at the Cerritos Community College District while also serving as a full-time, permanent manager or classified employee for the District.

We value your contributions to student success, both as a full-time employee and as a part-time instructor. However, the District has determined, based on operational need, employee well-being, and student learning, that beginning in Fall 2023, current full-time permanent managers and classified employees will be limited to one (1) additional adjunct faculty assignment per calendar year at Cerritos College.

Instructional assignments in addition to full-time employment have the unacceptable potential to negatively impact employee work performance and well-being, as well as the quality of educational services the District provides to its students. Further, it is not fair to deny eligible part-time faculty potential part-time opportunities in favor of full-time Cerritos College managers or staff who already receive a regular, consistent salary and benefit coverage.

To allow you and the departments time to plan for this decision, the "status quo" will be maintained with respect to current assignments in the Spring 2023 semester. Thereafter, the following will occur:

- Effective August 1, 2023, no full-time Cerritos College management or classified employee may teach unless the attached "Additional Faculty Assignment Request" form has been completed with approval signatures from your immediate supervisor and the vice president or Superintendent/President responsible for the area in which you work.
- Part-time assignments to permanent managers and classified employees will be limited to one (1) class per calendar year.
- Employees who accept a teaching load will be required to take an unpaid leave of absence from their full-time position in order to work as a part-time instructor for the teaching load in which they are providing instructional or non-classroom student services regardless of the modality. You are advised to speak with your retirement system in order to determine the impact this unpaid leave of absence will have on your creditable service toward retirement.

**Cerritos Community College District**

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The official Additional Teaching Assignment Request Form can be accessed on the Office of Human Resources webpage.

In addition, if you are a classified employee, your instructional pay will be based in accordance to the Fair Standards Labor Act (FSLA). The area of Business Services will be following up with you accordingly.

Employees with online teaching assignments will receive further communication regarding accessing CANVAS shells, as a review of CANVAS assignments determined concerns with usage during standard business hours.

This decision has not been made lightly. Please note that several other local colleges in the area, including Rio Hondo, Glendale, North Orange and South Orange County Community College Districts, prohibit this practice altogether. Others have limitations to the number of courses or student services which may be provided. Cerritos College endeavors to maintain and retain a part-time faculty population that effectively supports students. Providing instructional and non-instructional faculty part-time opportunities for our part-time faculty shows that we value their work and support them as they face the uncertainty of declining enrollment in our community college system.

Sincerely,

Dr. Mercedes Gutierrez  
Vice President, Human Resources/Assistant Superintendent

cc: Vice Presidents/Assistant Superintendents  
Personnel File

enclosed: Additional Teaching Assignment Request Form