

**Classified Shared Governance Compensation Program**  
**Frequently Asked Questions**  
As of 9/7/17

**What is this program?**

Effective July 1, 2017 unit members are eligible for compensation for hours served on committees. Unit members may opt for \$15 for each hour served (in addition to regular salary, subject to SEIU fund availability) or one hour of flex time for each hour served. See SEIU Contract 22.4 for more details.

**How will employees earn flex time or payment?**

Flex time or payment may be earned by participating in eligible shared governance activities, subject to limits detailed in SEIU Contract Article 5. See Compensation Request form for list of eligible activities. Only seats filled by appointment or election are eligible for compensation. Seats filled by position are not eligible for compensation.

**How will employees request flex time credit or payment?**

Employees will utilize the Classified Shared Governance Compensation Form to request compensation for hours served. An employee may request flex time credit or payment. The form is located on the Human Resources web site. The form is to be submitted to SEIU for validation and tracking. SEIU to submit consolidated spreadsheet to Payroll for those requesting payment, or to Human Resources for those employees requesting flex time.

**Will this process be paperless?**

The Classified Shared Governance Compensation Form will be routed via hardcopy paper to SEIU. If paper becomes overwhelming, SEIU will investigate alternatives. SEIU will consolidate and submit information to the District electronically.

**If payment is elected, where is the money coming from?**

SEIU has set aside money for this purpose. For those who elect the payment option, payments will be made while funds are available. The District Payroll Office will process payments to employees.

**How will participation be verified and validated?**

The request form requires the employee to certify their submission is true and accurate with a signature and date. SEIU will validate that the participation is eligible for compensation. No other validation or verification will be required.

**Who will keep track of employee flex bank balances?**

Human Resources will keep track of flex bank balances.

**How can accrued Flex Hours be used?**

Flex bank hours can be utilized for any approved flex activity, additional professional development release time, and/or additional educational leave.

**Is the use of flex time hours subject to supervisor approval?**

All use of Flex Time is subject to the approval of the employee's supervisor.

**Is there a limit of how many flex hours an individual may accrue or use?**

There is no limit of how many hours an individual may accrue. However, the maximum allowed usage of hours from an employee's flex bank is twenty (20) hours per fiscal year.

**Can employees use Flex Hours in advance of accrual?**

No.

**How will employees report their use of Flex Time to Human Resources?**

After using flex bank hours, an employee will submit a Notice of Absence form, marking the option "Other" then adding the reason of Classified Flex Time in the Comments section.

**What happens to unused flex hours when an individual is no longer employed with the District?**

Flex bank hours will expire upon separation from the District. There is no cash value of hours accrued in the flex bank.

**If payment is chosen, what will employee deductions and employer contributions be?**

SEIU will pay the costs of all required employer contributions for Social Security, Medicare, Worker's Comp, and Unemployment. The employee's normal salary deductions will apply to this income.

**If payment is chosen, how will this compensation affect employee's CalPERS/CalSTRS pension?**

This income is not pensionable. It will not be subject to any PERS/STRS deductions and will not count toward an employee's service credit.