1. **Purpose**

The purpose of this procedure is to identify (a) employees who have been granted released time as provided by their respective bargaining unit contract and (b) employees who have been hired to provide the actual service for which a state-mandated claim for reimbursement may be made. This procedure is effective July 1, 1994, updated May 5, 2003.

2. **Certificated Service**

   a. The office of the Labor Relations (formerly Employer-Employee Relations) will provide a listing each semester of employees granted released time for collective bargaining unit activities.

   b. The employee who is to be released should be assigned to class code 0755 (Bargaining Unit Representative) if the assignment is to be on the preparation salary schedule, or class code 0888 (Bargaining Unit Representative, Hourly Rate) if on the hourly rate schedule. As indicated in the Operational Plan Instructions, it is the responsibility of the college to establish the budget for the collective bargaining reps. For salary distribution detail purposes the following account information should be keyed on the RPA:

      1. Preparation salary schedule - Fund 10100, G/L 121100, Cost Center X2610A (where X= Location), Class Code/Basis 0755-C7A
      2. Hourly rate service - Fund 10100, G/L 141500, Cost Center X2610A (where X= Location), Class Code/Basis 0888-C0A

   c. An employee who is hired to take the place of an employee granted released time should be assigned to class code 0744 (Instructor, CB Replacement) or class code 0817 (Instructor, Hrly, CB Replacement). Funding for these assignments is provided from district wide funds. An NF-12 [budget change form] should be submitted to the Budget Office and must provide all the following replacement information: employee name, employee number, employee’s hourly rate, dates of assignment and total hours to be funded. Funds will be transferred to the college in account(s) Fund 10059, G/L 131500-xxxx (academic activity). When keying the RPA in the personnel payroll system, be sure that the name of the employee being replaced is listed in the “Remarks” section.

3. **Classified Service**
a. The Office of Labor Relations will provide a listing each semester of employees granted released time for collective bargaining unit activities.

b. Classified service employees who are granted released time for collective bargaining unit activities are not assigned as yet to a different class code. They are to be released from their assignments for the authorized time and reported as “M” time for payroll reporting purposes.

c. A claim for reimbursement for service rendered by another classified service employee, or by the hiring of a substitute should be submitted by BTA accompanied by a listing of the time and charges incurred. The name of the absent employee, the name of the replacement employee, dates of replacement and total hours must accompany the BTA in order to obtain funds. Funds will be transferred to the college in account Fund 10059, G/L 23xxxx-xxxx so that state-mandated reimbursable costs can be identified and reported. Colleges may then transfer charges.