

When a temporary employee serves for at least seventy-five (75) percent of the days in a regular academic year and performs duties normally required of a faculty member, they shall be deemed to have served a complete school year as a contract employee if employed as a contract employee for the following year.

### **Associate Faculty**

Procedures for associate faculty hiring will be developed jointly by the administration and the Academic Senate.

### **Order-of-Employment Number for Full-Time Faculty**

Every contract or regular employee employed after June 30, 1947, shall be deemed to have been employed on the date upon which they first rendered paid service in a probationary position and an order-of-employment number shall be assigned.

The order-of-employment number shall be assigned to a new employee by the Human Resources Department. Employees who first render paid service on the same date shall participate in a single drawing, as prescribed in the Education Code, to determine their order of employment.

The order, once determined, shall be permanent, entered on the permanent records of the district, and accessible on demand to any certificated employee of the district or their designated representative.

An employee who has resigned and has been re-employed by the Board of Trustees shall have the date on which they first accepted re-employment as their order of employment number.

Also see BP/AP 3050 Institutional Code of Ethics, BP/AP 3410 Nondiscrimination, BP/AP 3420 Equal Employment Opportunity, BP/AP 7120 Recruitment and Hiring, BP 7210 Academic Employees, AP 7211.1 Faculty Service Areas, AP 7211.2 Minimum Qualifications and Equivalencies, AP 7211.2B Minimum Qualifications and Equivalencies Related to Upper Division Instruction, AP 7212 Temporary Faculty, and the related collective bargaining agreements for applicable employee groups.