

**Los Angeles Harbor College
REQUEST FOR PAYMENT FOR ANCILLARY ACTIVITY**

Step 1

Requester _____ / _____ / _____
Ext. E-mail Date

_____ Number of individuals to be involved in project. _____ Total number of hours requested.

Description of activity or project

Estimated amount of funding needed \$ _____ Funding Source _____

Approved

Denied*

College President

*Rationale for denial

Step 2

Recommended Candidate(s) _____
Name(s)

Approved

Denied*

College President

*Rationale for denial

Step 3

Submit to VP of Academic Affairs for processing and provide copies to Academic Senate President and AFT Chapter President.

See reverse side for instructions on completing this form.

1. Fill out a Request for Payment for Ancillary Activity (RFP-AA).

The Department/Division Chair, Program Director, AFT Chapter President, Academic Senate President, or Administrator will fill out the form entitled "Request for Payment for Ancillary Activity." The RFP-AA will include a description of the activity/duties/job to be performed and the number of hours of payment requested.

2. Send the completed form to the College President.

After receiving the completed RFP-AA, the College President will meet with the AFT Chapter President within five (5) working days and notify the Academic Senate President. As a result of that meeting, the RFP-AA will be approved or denied. If the RFP-AA is denied, a written rationale shall be provided to the requester.

3. If the RFP-AA is approved, the requester will arrange for the activity/duties/job to be **publicized for a minimum of 5 working days** [Title 5 Section 53021 (b)(2); B 531 of the LACC Personnel Guide] following Board Rules. The publicized announcement will include:

- a description of the activity/duties/job
- the qualifications required of the applicant
- the number of hours to be compensated
- amount of payment
- deadline for application
- the name and contact information of the requester

4. In instances of **one-time projects with time constraints** near the minimum publicity requirement, an Instructor Development Grantee or similar district form may be used requiring no additional publicity. An individual should not be granted this opportunity more than once a semester.

5. Interested adjunct faculty will submit a **written letter of interest** to the requester and will provide information regarding their qualifications.

6. The requester shall select the person(s) to perform the activity/duties/job.

7. The name of the person(s) selected will be sent to the College President and the AFT Chapter President for approval.

8. a. If approved, the College President will return the RFP-AA with the names of the approved selected person(s) to the Office of Academic Affairs. The Office of Academic Affairs will ensure that the **assignment is processed** so the selected adjunct(s) will receive compensation at the conclusion of the activity/duties/job. The Academic Senate President and AFT Chapter President will receive notification.

b. If denied, **appeals** will be resolved by the AFT Chapter President, Academic Senate President, and College President.

9. RFP-AAs may be submitted at any time during the fiscal year.

10. If no applicants are selected within one month after approval of the RFP-AA, the requester will **notify** the College President, AFT Chapter President, and Academic Senate President.