

Application for Office Hours Part-Time Instructors

Amount and Eligibility

Part-time Instructors with at least a 20% load for the semester prior to census (per your contract) may apply for \$400 for holding 16 office hours during the semester.

Office hours must be held at a designated college location during normal operating hours: Monday-Thursday (8 am - 10 pm) and Friday (8 am - 5 pm). If your teaching assignment includes an online course/s, set a specific time students can contact you online.

APPLICATION IS DUE PRIOR TO THE FIRST CLASS MEETING OF THE SEMESTER

Name: _____ **Semester:** _____

Proposed time for office hours: _____

Proposed location for office hours: _____

Forward to Human Resources

Applications can be delivered to Human Resources; sent through the interoffice mail; mailed to Human Resources. Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482; or faxed to 707 467-1023.

Office hours will be paid in equal payments in the checks the instructor receives for the semester (except the first check).

For use by Human Resources

Date received:	<hr/> Load % <hr/> Human Resources
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