

IVCPTFACBA - ARTICLE 10.8 OFFICE HOURS

1. Office Hours Effective Spring 2018, Unit members with teaching assignments in **Fall** or

Steps to follow prior to Fall and Spring semesters

- Email your Area Dean regarding office hours for Pre-Authorization
- Area Dean will complete the Pre-Authorization form for Board approval
- PT Faculty members can submit a PT Office form on a monthly or semester basis for payments
- Part-Time Office Hour Payments:
- <u>Monthly Payment</u>: PT Office hours are due the last business day of the month no later th 2.2 31 ft (1.3 (06).6 f)00 4.00 d00.0 37 0 27 n0t P3.7 31 45.4

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