

**SOLANO COMMUNITY COLLEGE DISTRICT**

**EXTENDED DAY AND SUMMER SCHOOL EMPLOYMENT**

**4420**

**POLICY:** All extended day and summer school faculty members shall be employed by payroll memo/notice of employment and paid in regular equal monthly installments in concert with the payroll dates.

Extended day instructors are expected to meet all classes during the semester or session. Failure to meet such classes shall result in a loss in the following month's pay for the total hours missed, excluding sick leave, personal necessity and bereavement leave.

The sick leave does not apply to extended day faculty employed with a special contract by another agency.

If the District is forced to cancel a class and prior notification is given to affected employee(s), the District shall not be obligated to pay the salary.

**REFERENCES/  
AUTHORITY:**

Solano Community College District Governing Board

**RDC/zg**

**ADOPTED:** April 17, 1972

**REVISED:** February 18, 1987  
April 16, 2008