

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT FALL 2020 ASSIGNMENT REQUEST FORM

**DIRECTIONS:** Type your information into spaces below and save to your computer (i.e., click “save as” and enter your name followed by **ARFFA20** Example: (JDoeARFxxxx). E-mail the saved document as an attachment to [ARF@vcccd.edu](mailto:ARF@vcccd.edu) or print and mail to the Human Resources Department at the **District Administrative Center, 761 E. Daily Dr., Suite 200, Camarillo, CA 93010** no later than **September 27, 2019.**

Check the box below to indicate for which campus this request is made. If you are requesting assignments in more than one discipline or college, you must submit a separate completed ARF for each discipline and/or college.

**Moorpark College**      
 **Oxnard College**      
 **Ventura College**

Name: \_\_\_\_\_ Discipline: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone No#. (Day/cell): \_\_\_\_\_ (Eve): \_\_\_\_\_ e-mail: \_\_\_\_\_ Employee ID # \_\_\_\_\_

I am requesting an hourly assignment for the **Fall 2020** semester. My teaching preferences are: [Print course number(s), title(s), or non-classroom assignment]

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

My hourly assignment(s) for **Fall 2019** consist(s) of the following classes or work assignments:

Course(s)	Hours/Week
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- 1.
- 2.
- 3.

I would like to Increase  Maintain  Reduce  my current load level.

My preferred times are indicated below. Indicate **preferred** time with a “**P**,” other times **available** with an “**A**,” and times **not available** leave **blank**.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 p.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							

Hourly assignments will be made in compliance with the provisions of the current AFT/VCCCD Agreement. The information that you provide on this form will be used as a guideline in determining your preferences and time availability.

Signature \_\_\_\_\_ Date \_\_\_\_\_