

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT Spring 2024 ASSIGNMENT REQUEST FORM

DIRECTIONS: Type your information into spaces below and save to your computer (i.e., click “save as” and enter your last name, first name followed by **ARFSP24** Example: (Doe, Joe **ARFSP24**). E-mail the saved document as an attachment to 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 **February 17, 2023**.

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 **Spring 2024** semester. My teaching preferences are: [Print course number(s), title(s), or non-classroom assignment]

1. _____
2. _____
3. _____

My hourly assignment(s) for **Spring 2023** consisted of the following classes or work assignments:

- | | Course(s) | Hours/Week |
|----|-----------|------------|
| 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 _____