

South Orange County Community College District



ACADEMIC EMPLOYEE
MASTER AGREEMENT
2018 - 2021

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**PARTICLE I
AGREEMENT**

- 1.1. The Articles and Provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the South Orange County Community College District (“District”) and the South Orange County Community College District Faculty Association, an affiliate of CTA/NEA (“Association”), an employee organization.
- 1.2. This Agreement is entered into pursuant to the Educational Employment Relations Act (EERA) [Chapter 10.7, Sections 3540-3549 of the Government Code].
- 1.3. This Agreement shall remain in full force and effect from July 1, 2018 until June 30, 2021.

47 **ARTICLE II**
48 **EFFECT OF AGREEMENT**
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50 The articles of this Agreement shall be final and binding on both parties.
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**ARTICLE III
SEVERABILITY**

3.1. Savings Clause

If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Any invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.

3.2. Replacement for Severed Provision

In the event of suspension or invalidation of any article or section of the Agreement, the District and the Association will meet within thirty (30) days after such determination for the purpose of arriving at satisfactory replacement for such article or section.

ARTICLE IV
DEFINITIONS

ACADEMIC YEAR

The traditional fall and spring semesters of a school year which are consistent with the 178 total instructional days as specified in the Academic Calendar.

ACADEMIC CALENDAR

The published academic calendar developed by the Academic Calendar Committee and adopted by the Board of Trustees. The Academic Calendar specifies when classes are in session, professional development days, holidays and final exam periods.

ADMINISTRATION

The College or District employees who are designated management employees by the Board of Trustees in accordance with Government Code Section 3540.1 (g) and (m) of the EERA.

ADMINISTRATIVE REGULATIONS

Regulations that provide for the implementation of board policy which are developed by the Chancellor in consultation with the various constituent groups in accordance with Board Policy 107.

AGREEMENT (MASTER)

The negotiated collective bargaining agreement between the South Orange County Community College District as a public school employer and the Association as the certified organization recognized as the exclusive representative of the full- and part-time faculty.

ASSOCIATION

South Orange County Community College District Faculty Association, which is the certified organization recognized as the exclusive representative of the faculty of the South Orange County Community College District.

BASE SALARY

Column 1, step 1, of the Faculty Salary Schedule in any given year. The dollar amount in column 1, step 1, of the Faculty Salary Schedule shall be the dollar amount in column 1, step 1, of the immediate prior Faculty Salary Schedule and any negotiated and agreed upon adjustments for that given year.

BOARD POLICY

A policy adopted and published by the Board of Trustees in accordance with Board Policy 107.

CCR

The California Code of Regulations.

185 CHANCELLOR
 186 South Orange Community College District chancellor.
 187

188 CLOCK HOUR
 189 Sixty (60) minutes.
 190

191 COLLEGE
 192 The college (Irvine Valley College, Saddleback College) where a faculty member has a
 193 primary assignment.
 194

195 COLLEGE SERVICE
 196 An activity and/or service that fulfills the faculty member's contracted service obligation
 197 outside of the faculty member's load.
 198

199 CONTACT HOUR
 200 Fifty (50) clock minutes of a sixty (60) minute scheduled classroom activity.
 201

202 DAY
 203 A "day" is any day on which the District administrative offices are open for business.
 204

205 DEAN
 206 The administrator assigned to a specific division/school at a college.
 207

208 DEPARTMENT CHAIR
 209 A faculty member who, under the supervision of a dean, administers an academic
 210 department.
 211

212 DISTANCE EDUCATION (DE) or ONLINE EDUCATION
 213 Instruction in which the instructor and student are separated by a distance so that they
 214 interact primarily through the assistance of communication technology.
 215

216 DISTRICT
 217 The entire South Orange County Community College District consisting of Irvine Valley
 218 College, Saddleback College, and their off-campus sites, including ATEP.
 219

220 DUTY DAYS
 221 The District has adopted a 178-day Academic Calendar (per Title 5, sections 55700 et.
 222 seq. and 58120 of the California Code of Regulations) within which each full-time
 223 faculty member fulfills his/her contracted workload as specified in Articles XIV
 224 (Assignment, etc.) and XV (Workload).
 225

226 EDUCATION CODE (EDUC. CODE)
 227 The California Education Code.
 228
 229
 230

231 EERA
 232 The Educational Employment Relations Act as recorded in Chapter 10.7, §3450-§3549 of
 233 the Government Code.
 234

235 EXTRA DUTY DAYS
 236 Additional days beyond a faculty member's normal contractual assignment during which
 237 designated faculty members perform duties (see Article XV).
 238

239 FACULTY
 240 All full- and part-time academic employees who are included in the bargaining unit as
 241 defined in Article V, and therefore covered by the terms and provisions of this
 242 Agreement.
 243

244 FACULTY MEMBER
 245 A full- or part-time academic employee who is included in the bargaining unit as defined
 246 in Article V, and therefore covered by the terms and provisions of this Agreement.
 247

248 FULL-TIME
 249 A faculty member employed by the District full-time as defined in the Education Code.
 250

251 FULL-TIME FACULTY EQUIVALENT DAY
 252 The equivalent of 7.2 hours of instructional and prep time.
 253

254 GRIEVANCE
 255 A formal written allegation by a grievant who alleges a violation of a specific article,
 256 section, or provision of this Agreement.
 257

258 GRIEVANT
 259 Any faculty member(s) who claim(s) to have been aggrieved by an alleged violation of
 260 this Agreement.
 261

262 IMMEDIATE FAMILY
 263 The mother, father, stepparent or legal guardian, son, son-in-law, daughter, daughter-in-
 264 law, brother, brother-in-law, sister, sister-in-law, grandmother, grandfather, or grandchild
 265 of the employee or of the spouse or domestic partner of the employee, and the spouse or
 266 domestic partner of the employee, or any relative living in the immediate household of
 267 the employee.
 268

269 IMMEDIATE SUPERVISOR
 270 The administrator who has immediate supervision of a faculty member.
 271

272 INSTRUCTOR
 273 An employee who is included in the bargaining unit as defined in Article V, and therefore
 274 covered by the terms and provisions of this Agreement.
 275
 276

277 **LABORATORY (INSTRUCTIONAL ACTIVITY)**

278 Instructional activity in which the workload is divided between student contact activities
279 and preparatory activities, including but not limited to laboratory preparation, course
280 material development, responding to student work and grading. Instruction is normally
281 delivered on a group basis. Laboratory assignments are characterized by the need for
282 preparatory time for the faculty member and issuance of a grade for work completed in
283 the laboratory by the student. The grading criteria should be outlined in the Course
284 Outline of Record and Syllabus providing some weight to the final grade. Both
285 preparatory time and the issuance of a grade are part of laboratory instructional activities.
286

287 **LEARNING CENTERS/TUTORIAL (INSTRUCTIONAL ACTIVITY)**

288 Instructional activities such as learning assistance or learning centers, in which the
289 assignment is fulfilled entirely by student contact activities, with no preparatory
290 activities. Instruction is normally delivered on an individual basis.
291

292 **LATERAL TRANSFER**

293 Any administrative or Board action which results in the movement of a faculty member
294 from one immediate supervisor or site to another as set forth in Article XIX. A transfer
295 may be initiated by the faculty member (“voluntary”) or by the District (“involuntary”).
296

297 **LECTURE (INSTRUCTIONAL ACTIVITY)**

298 Instructional activity in which the workload is divided between student contact activities
299 and preparatory activities, including but not limited to lecture preparation, course
300 material development, responding to student work and grading.
301

302 **LECTURE HOUR EQUIVALENT (LHE)**

303 A unit of measure used to establish the load and rate of pay for a faculty assignment.
304

305 **LIBRARY, COUNSELING SERVICES, AND LEARNING DISABILITY SPECIALISTS**
306 **(INSTRUCTIONAL ACTIVITY)**

307 Instructional activities in which the assignment is fulfilled primarily by student contact
308 activities within an assigned period.
309

310 **LOAD**

311 The contractual instructional assignment of a faculty member made up of Lecture,
312 Laboratory, Practicum, Learning Center/Tutorial, Library, Counseling Services or
313 Learning Disability Specialist instructional activities.
314

315 **MUTUAL AGREEMENT**

316 Agreement between the appropriate District administrator and unit member. If mutual
317 agreement is not reached, the appropriate Vice President and the President of the
318 Association or designee shall meet with the faculty member and the appropriate
319 administrator to reach mutual agreement.
320
321
322

323 PART-TIME

324 A faculty member employed by the District who works less than a full-time workload and
325 is not a tenured faculty member, a probationary full-time faculty member, or a temporary
326 full-time faculty member as described in the Education Code (e.g. Educ. Code §§ 87478,
327 87480, 87481, 87482).

329 PRACTICUM (INSTRUCTIONAL ACTIVITY)

330 Instructional activity in which instruction is delivered primarily during student contact
331 activities with some necessary instructor preparation. This activity includes courses in
332 which the learning objectives are demonstrated through student participation.

334 PRESIDENT

335 College president for each campus in the District.

337 PROFESSIONAL DEVELOPMENT ACTIVITIES

338 Professional development (formerly called Flex) activities are in lieu of classroom,
339 preparation, and office hour assignment time and, therefore, attendance is required for
340 full-time faculty members (5 CCR §55726).

342 SALARY SCHEDULE

343 The appropriate schedule as set forth in Appendix A.

345 SOCCCD

346 South Orange County Community College District.

348 STRS

349 California State Teachers Retirement System

351 TRC – TENURE REVIEW COMMITTEE

352 A committee assigned to evaluate and assist probationary faculty members through the
353 tenure process.

355 VICE CHANCELLOR

356 The Vice Chancellor of Human Resources & Employer/Employee Relations, Vice
357 Chancellor of Technology and Learning Services, or the Vice Chancellor of Business
358 Services of the SOCCCD.

360 VICE PRESIDENT

361 The Vice President for Instruction, Vice President for Student Services, or the Vice
362 President for Administrative Services for each campus in the District.

364 WORKLOAD

365 A faculty member's total contractual assignment, including load, overload, extra duty
366 days, and duties compensated by stipend and/or reassignment.

WORKSITE

A physical location where a faculty member performs and completes some or all of their academic assignment(s). Example: A clinical setting in which a nursing faculty member performs instruction.

**ARTICLE V
RECOGNITION**

The District recognizes the Association as the exclusive representative of full-time and part-time academic employees of the District, including librarians and counselors, for the purposes of meeting and negotiating. Management, confidential, classified, and supervisory employees, as defined by the Educational Employment Relations Act, shall be excluded from the bargaining unit.

**ARTICLE VI
ASSOCIATION RIGHTS**

- 6.1. The Association and its duly authorized college representatives shall have, upon yearly approval, the free use of college equipment and building facilities for Association business at any reasonable time, which shall include evening hours. Such equipment shall include, but shall not be limited to computer, audiovisual and duplicating equipment, and telephone.
- 6.2. The District shall provide reasonable bulletin board space for Association use in each building housing faculty members, and in all faculty lounges and dining areas.
- 6.3. The Association and its college representatives shall have the right to use the college mail distribution services, including e-mail, for Association communications, and shall be provided access to all faculty mailboxes for such use through appropriate methods.
- 6.4. Duly-authorized Association representatives shall be free to conduct official Association business as necessary to the performance of Association responsibilities to members of the bargaining unit, including grievance representative activities, on college property.
- 6.5. The District shall provide the Association with contact information for unit members as follows:
- a. A list of the following information, with each field in its own column, for all bargaining unit members within five (5) days of the last payroll date of September, January, and May:
 - i. First name;
 - ii. Middle initial;
 - iii. Last name;
 - iv. Suffix (e.g., jr., iii);
 - v. Preferred name;
 - vi. Job title;
 - vii. Department;
 - viii. Primary worksite name;
 - ix. Work telephone number;
 - x. Work extension;
 - xi. Home street addresses (incl. Apartment #);
 - xii. Mailing address (if different);
 - xiii. City;
 - xiv. State;
 - xv. Zip code (5 or 9 digits);
 - xvi. Home telephone number (10 digits) (if available);
 - xvii. Personal cellular telephone number (10 digits) (if available);
 - xviii. Personal email address of the employee (if available);
 - xix. Birth date;

xx. Hire date.

In lieu of provided the information above in the form of a list, the District may meet this obligation by providing the Association access to a secure electronic site within which the above information is available.

- b. A list of the names and information described in Section 6.5.a above for all newly hired full-time and part-time employees within the bargaining unit within five (5) days of the last payroll of the month in which they were hired.

“Newly hired employee” means any full-time or part-time bargaining unit employee hired by the District who is still employed as of the date of the new employee orientation. It also includes all employees who are employed by the District (including those returning from layoff rehire list, or previously employed by the District in a non-faculty position) and whose current position has placed them in the bargaining unit represented by the Association. For those latter employees, for purposes of this article only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the bargaining unit.

In lieu of providing the information above in the form of a list, the District may meet this obligation by providing the Association access to a secure electronic site within which the above information is available.

(California Government Code §3558.)

- 6.6. The District and the college administration shall consult with the Association on new or modified fiscal or budgetary programs when this information is of concern to the Association as it relates to items determined to be in the scope of representation under the EERA.

- 6.7. Reassigned time without loss of compensation shall be provided to Association members for negotiations and conducting Association business. Schedules of those faculty members receiving reassigned time shall be mutually arranged by the faculty members, the supervising College administrators and the District so as to minimize disruption to the educational process and with the intent of allocating reasonable periods of time for negotiations and the conducting of Association business. The following apply:

- a. The Association will provide the names of faculty members receiving the reassigned time to supervising College administrators and District no later than May 1st for the fall semester and October 1st for the spring semester.
- b. The Association will receive forty-eight (48) LHE per year, to be utilized by no more than five (5) negotiating team members and the Association President and/or designee(s).

- 553 c. The Association will have the right to purchase up to twelve (12) additional LHE
554 per year from the District, to be utilized by no more than five (5) negotiating team
555 members and the Association President and/or designee(s), at the rate of one (1)
556 LHE as described in the appropriate salary schedule (Appendix A) for one (1)
557 LHE of reassignment.
558
- 559 d. Additional LHE will be added for summer use only:
560
- 561 (1) Three (3) LHE as described in the Part-time Classroom Academic Salary
562 Schedule for the President;
563
- 564 (2) One (1) LHE as described in the Part-time Classroom Academic Salary
565 Schedule, or during periods when the parties are in formal negotiations to
566 establish a new collective bargaining agreement, three (3) LHE, for the
567 Chief Negotiator.
568
- 569 6.8. Upon request, association officers or their designee(s) shall be granted paid leave to serve
570 as an elected officer of the Association, or of any statewide or national public employee
571 organization with which the Association is affiliated, or to be used for local, state, or
572 national conferences, or for conducting other business pertinent to the Association's
573 affairs.
574
- 575 a. For a leave of fewer than five (5) days, these representatives shall be excused
576 from their duties upon a minimum of a two (2) days' advance notice to the college
577 president by the Association President or designee. For leave of longer than five
578 (5) days, the college president will receive a minimum of ten (10) days' notice.
579
- 580 b. The Association shall reimburse the District for all compensation paid to the
581 employee on account of the above leave within ten (10) days after receiving the
582 District's certification of payment of compensation to the employee.
583
- 584 c. The leave of absence without loss of compensation provided for by this section is
585 in addition to the released time without loss of compensation granted to
586 Association officers or designees in Section 6.7. above.
587
- 588 (Educ. Code §87768.5).
589
- 590 6.9. New Employee Orientation
591
- 592 a. "New employee orientation" refers to the process by which a newly hired public
593 employee – whether in person, online, or through other means or media – is
594 advised of their employment status, rights, benefits, duties and responsibilities, or
595 any other employment-related matters.
596
- 597 b. The District shall provide the Association with access to its new employee
598 orientations. The Association shall receive not less than ten (10) days' notice in

599 advance of an orientation, except that a shorter notice may be provided in a
600 specific instance where there is an urgent need critical to the District's operations
601 that was not reasonably foreseeable.
602

- 603 c. In the event the District conducts group orientations with new employees, the
604 Association shall have one (1) hour for Association representative(s) to conduct
605 the orientation session. Additional time may be allotted by mutual agreement.
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ARTICLE VII
MANAGEMENT RIGHTS

Except as limited by the specific and express terms of the EERA and/or this Agreement, the Board hereby retains and reserves unto itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law. The parties agree that all customary and usual rights, powers, functions, and authority possessed by management are vested in the Administration, and the Administration shall continue to exercise such rights, powers, functions, and authority during the period of this Agreement.

ARTICLE VIII
NEGOTIATION PROCEDURES

- 8.1. Either the District or the Association may notify the other in writing, between September 1 of the previous calendar year through May 1 in the year that this contract expires, of its request to modify, amend, or terminate the agreement. Negotiations shall thereafter commence in accordance with the law.
- 8.2. Either party may use the services of outside consultants to assist in the negotiations.
- 8.3. Negotiations shall take place at mutually agreed upon times and places.
- 8.4. Any tentative agreement reached between the parties shall be put in writing and signed by both parties. Ratification of the Agreement, both by the District and Association, shall occur at a regularly scheduled meeting of these respective bodies or at a special meeting called within a reasonable period of time.
- 8.5. Upon request by the Association President, or his/her designee, the District shall provide one copy of any clearly non-confidential District, county, or state reports or documents. The District shall also provide one copy of all budgetary information that it develops and/or produces that is necessary and reasonable for the Association to fulfill its role as the exclusive bargaining representative. All such reports shall be delivered to the Association in a timely manner.

**ARTICLE IX
UNIT STABILITY**

9.1. Placement of new positions

- a. Should any new positions be established during the terms of this Agreement, the placement of those positions in or out of the bargaining unit shall be determined according to Article V. If not covered in Article V, placement shall be negotiated with the Association.
- b. Should the issue not be resolved within thirty (30) days of the establishment of a new position, it shall be submitted to PERB.

9.2. Alteration of existing positions

- a. Except as set forth below, no position or job title filled by a faculty member, or the duties and responsibilities delineated in the job announcement for which the faculty member was hired, shall be altered during the term of the agreement without mutual agreement between the District and the Association unless that position or job title has been permanently vacated.
- b. A faculty member's duties and responsibilities delineated in the job announcement for which the faculty member was hired may be modified by mutual agreement between the District and the Association while the faculty member is in his/her position if the change is necessary to provide the faculty member with a full load which is within the faculty member's minimum qualifications.

9.3. Vacant positions

- a. When the District determines that a vacancy within the bargaining unit shall be filled, the Association shall be notified within ten (10) days of the District's determination.
- b. Said vacancies shall be posted for a minimum of ten (10) days prior to being filled.
- c. Vacancies in full-time positions which occur during the term of this agreement will be filled by full-time faculty members to meet the base annual full-time faculty obligation number (FON) as determined by the Office of the Chancellor of California Community Colleges (California Community College System Office).

ARTICLE X
ORGANIZATIONAL SECURITY

- 10.1. The District and the Association recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join, and participate in employee organizations. Neither party shall exert pressure on or discriminate against an employee regarding such matters.
- 10.2. Membership
- a. Membership in the Association is not compulsory.
 - b. Except as provided elsewhere in this Agreement, any member of the bargaining unit, may elect to become a member of the Association. Member status is elected by submitting to the Association a completed Membership Enrollment Form.
 - c. The amount of any dues shall be verified and submitted in writing to the District within thirty (30) days after the effective date of this Agreement and at the beginning of each successive school year.
 - d. Full-time bargaining unit members electing to pay Association dues or hired during the school year shall be required through direct payment or deduction authorization, only a pro rata amount of the membership dues or service charge. Such pro rata shall be based on a maximum of ten (10) school months and the number of months remaining in the school year. A faculty member shall be determined to have worked a full month if more than 51 percent of the teaching days in that month remain after the faculty member commences employment or elects to begin paying Association dues.
 - e. The interpretation, application, administration, and enforcement of this Article shall be in accordance with the requirements of the Government Code, Chapter 10.7 of Division 4, Title 1, 3540, as amended, and construed by the Public Employment Relations Board, federal, and state courts, and to the extent that it does not conflict with any federal or state laws.
 - f. As a condition of the effectiveness of this Article, the Association agrees to defend, indemnify and hold harmless the District, Board of Trustees, each individual member of the Board of Trustees, and all administrators in the District, harmless against any and all claims, demands, costs, lawsuits, judgments, or other forms of liability, and all court or administrative agency costs that may arise out of or by reason of any monies deducted and remitted to the Association pursuant to this section or for any action taken by the District for the purpose of complying with this Article.

ARTICLE XI
PROFESSIONAL DUES AND PAYROLL DEDUCTIONS

- 11.1. Any faculty member who is a member of the Association or who has applied for membership may sign and deliver to the Faculty Association Office an appropriate written authorization requesting deduction of unified Chapter/CTA/NEA dues. Such authorization shall continue in effect from year to year unless revoked in writing between July 1 and September 1 of any year. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the faculty member each month for ten months beginning with the first regular salary check of the academic year.
- 11.2. Faculty members who sign such an authorization after the commencement of the academic year shall have their dues prorated for the remainder of that academic year.
- 11.3. With respect to all sums deducted by the District pursuant to authorization by the employee, the District agrees to remit monthly, within fifteen (15) days following the date of deduction on the member's pay warrant, such monies to the Association's designee accompanied by an alphabetical list of faculty members for whom such deductions have been made.
- 11.4. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.
- 11.5. Upon receiving appropriate notice of written authorization from the faculty member or certificate of authorization from the Association, the District shall deduct appropriate amounts from the salary of the faculty member and make appropriate remittance to annuities, credit union accounts, savings bonds, or any other plans or programs approved by the Association and the District.

ARTICLE XII
BOARD POLICIES

In the event the District desires to change a Board Policy which affects a term or condition of employment, as defined by Government Code Section 3543.2, the District will, prior to making such a change, notify the Association of the proposed change, and provide it with a reasonable opportunity to negotiate the change, to the extent such change is within the scope of representation.

ARTICLE XIII
REOPENER CLAUSE

- 13.1. Both parties (District and Association) have agreed that the scope of the EERA leaves some room for interpretation. In an effort to expedite the negotiations process, the Articles contained herein constitute an agreement on the scope of the EERA. However, should PERB or the courts rule on items not covered in this contract, the Association and the District agree to meet and negotiate in good faith those provisions so ruled in the scope of representation of the Association as the designated bargaining unit.
- 13.2. Any item so negotiated and agreed to by both the District and the Association shall become a part of this Agreement and shall not cancel or invalidate any other part of the Agreement.

ARTICLE XIV
ASSIGNMENT, CONTRACT YEAR, HOURS OF SERVICE, AND PROFESSIONAL DUTIES

14.1. Right of Assignment

- a. The dean has the right to assign and/or approve each full-time faculty member's workload.
- b. The dean has the right to assign and/or approve each part-time faculty member's workload.
- c. The dean and faculty member will mutually agree to office hours and committee/college service hours. Office hours will be published for students. Office hours may be held on-line as mutually agreed upon between the dean and the faculty member. If mutual agreement is not reached, the appropriate Vice President and the President of the Association or designee shall meet with the faculty member and the dean to reach mutual agreement.

14.2. Contract Year

A contract year for full-time faculty members shall be 178 days divided into the traditional fall and spring semesters as published in the Academic Calendar.

14.3. Hours of Service

- a. Full-time faculty members are expected to work an average of thirty-six (36) hours per week for a 30 LHE yearly assignment. A typical semester workload shall be comprised of:
 - (1) Classroom Assignment:
 - (a) Fifteen (15) hours per week of classroom or equivalent instruction.
 - (b) Fifteen (15) hours per week for grading, record keeping, student advising, appointments, classroom preparation, and other professional duties as assigned.
 - (c) Five (5) office hours per week during each week of the semester, including finals' week.
 - (d) An average of one (1) hour per week of college service.
 - (2) Non-classroom Assignment:

- 1012 (a) Thirty (30) hours per week, including finals week, of direct student
1013 contact, outreach, and program specific assignments.
1014
1015 (b) Five (5) office hours per week.
1016
1017 (c) An average of one (1) hour per week of college service.
1018
1019 b. Part-time faculty members are expected to fulfill the following:
1020
1021 (1) Classroom Assignment:
1022
1023 (a) Provide one hour per week for each LHE of assigned classroom or
1024 equivalent instruction.
1025
1026 (b) Provide one hour per week for each LHE of assigned classroom or
1027 equivalent instruction for grading, record keeping, and classroom
1028 preparation.
1029
1030 (c) Conduct an average of twenty (20) minutes of student consultation
1031 and appointments per week, including finals' week, for each
1032 assigned LHE of classroom or equivalent instruction. Such
1033 advisement may take place either in person, or through telephone
1034 or on-line (e.g., the approved District LMS or e-mail) consultation.
1035
1036 (2) Non-classroom Assignment:
1037
1038 Provide one hour per week, including finals week, of direct student
1039 contact, outreach, and program specific assignments, for each LHE of
1040 assigned advisement.
1041
1042 14.4. Professional Duties within the Hours of Service
1043
1044 a. Each faculty member shall:
1045
1046 (1) Comply with their individual workload assignments.
1047
1048 (2) Participate in SLO assessment, program review, college accreditation
1049 processes, and curriculum and program development, updates, and
1050 technical/program reviews, as appropriate.
1051
1052 (3) Respond to and evaluate student work, and report final grades to
1053 Admissions, Records, and Enrollment Services by an announced deadline
1054 each semester.
1055
1056 (4) Respond to student academic concerns.
1057

- 1058 (5) Report all personal absences to the dean as required by District policy.
1059
1060 (6) Complete training once every two years in Title IX (20 U.S. Code §1681
1061 et seq.) / unlawful discrimination prevention, and any other training
1062 determined to be mandatory by agreement between the District and the
1063 Faculty Association, or by law. Part-time faculty members will receive
1064 compensation for training according to the appropriate stipend rate if
1065 required to attend.
1066
1067 (7) First-year probationary faculty members will attend college and District
1068 orientation meetings during the fall semester professional development
1069 week.
1070
1071 (8) Full-time faculty members shall attend commencement, or appropriate
1072 graduation ceremony, unless participating in a different coincidental
1073 District duty (e.g., a coach attending an athletic competition which
1074 coincides with the commencement ceremony). Full-time faculty who fail
1075 to attend commencement shall report their absence per District policy and
1076 will have one-half (1/2) day of appropriate leave deducted.
1077
1078 (9) Full-time faculty members shall complete their professional development
1079 obligations, calculated for full-time faculty members at 4.2 hours per
1080 professional development day as designated in the Academic Calendar.
1081
b. Full- and part-time faculty members are encouraged to attend and participate in:
1082
1083 (1) District-wide Opening Sessions convened by the Chancellor.
1084
1085 (2) Opening sessions convened by the College President.
1086
1087 (3) Regularly scheduled departmental, division, school meetings convened by
1088 the dean.
1089
1090 (4) Professional development activities offered throughout the Professional
1091 Development calendar.
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**ARTICLE XV
WORKLOAD**

15.1. Workload

a. General Provisions

All faculty members covered by the Master Agreement are by definition instructional/teaching faculty, and their regular contracted duties and responsibilities are instructional and teaching in nature. This applies to all full-time and part-time faculty, and includes all mediated and classroom instructors as well as all faculty whose normal or occasional duties and activities are non-traditional or non-classroom in nature, such as counselors, librarians, learning disability specialists, learning assistance instructors, and any and all others who are included in the Academic Employee bargaining unit within the District.

15.2. Instructional Activities

a. Categories of Instructional Activities for which LHE is Assigned

For the purposes of determining faculty loads, each instructional activity will be assigned to one of the following five categories as defined in Article IV.

- (1) Lecture
- (2) Laboratory
- (3) Practicum
- (4) Learning Center/Tutorial
- (5) Library, Counseling Services, and Learning Disability Specialists (Instructional Activities)

A committee comprised of representatives of the colleges and/or District Services, the Academic Senates of each college, and the Faculty Association will meet annually to assign courses to the appropriate category.

b. Lecture, Laboratory, Practicum and Tutorial Assignments:

- (1) Full-time faculty members who instruct lecture, laboratory, practicum and tutorial courses will be assigned 30-32 LHE per academic year. The normal load for full-time faculty shall be thirty (30) LHE per year, normally assigned as fifteen (15) LHE per semester. If load is over 30 LHE, LHE in excess of 30, but not to exceed 32 will be paid from the appropriate academic salary schedule (see Appendix A). The final adjustment payment will be paid on the last working day of April to allow for adjustments from the fall and spring loads. LHE in excess of 30, but not exceeding 32, which are part of a faculty member's normal load will

not be considered overload, and will not limit overload as allowed in this Agreement.

- (2) The normal number of separate course preparations for a normal full-time faculty member's load per semester shall not exceed three (3). In special situations, with the agreement of the faculty member, a faculty member may teach more than three (3) separate preparations.
- (3) Lecture, laboratory, practicum and tutorial instruction will be calculated on a contact hour (50 minute).
- (4) Lecture, laboratory, practicum and tutorial loads will be 30-32 LHE per academic year, calculated according to the following ratios:

	<u>Contact Hours</u>	<u>LHE for load</u>
Lecture	1	1
Laboratory	1	1
Practicum	1.2 (5/6)	1
Tutorial	2	1

Example: Digital Photography 5/6 (units lecture/lab per week)

$$\begin{array}{rcl} 3 \text{ Hours Lecture} & = & 3 \text{ LHE} \\ 6 \text{ Hours Practicum} & = & \underline{5 \text{ LHE}} \\ & & 8 \text{ LHE for load} \end{array}$$

- (5) Lecture Provisions:
- (a) The dean will determine and approve section cancellations.
- (b) The minimum section enrollment will be eighteen (18) for classes capped at 25 or below, or twenty-two (22) for a class capped above 25.
- (c) The dean may authorize a section with less than the minimum enrollment for conditions such as academic and/or pedagogic rationale, safety, limited number of workstations, mandated program limits, academic sequential programs, and intercollegiate athletics.
- (d) **Large Lecture Assignments:** Large lecture sections will have an enrollment of more than 45 students. The following conditions apply:

- i. Large lecture sections must be pre-approved and scheduled by the dean.
- ii. The course must be listed in the general catalog of the college and offer units.
- iii. Consent of the faculty member(s) is required.
- iv. Large lecture compensation will be calculated on Census Day using the following formula: For sections with an enrollment of forty-six (46) to sixty (60) and for every increment of fifteen (15) thereafter (for example, 61-75), one (1) additional LHE according to the appropriate salary schedule (see Appendix A) shall be assigned to the faculty member's workload according to the ratios defined in Section 15.3.e.of this Article).
- v. Large lecture compensation will not apply to the ten (10) LHE overload limit.

(e) **Small Lecture Assignment (Contracted Classes):** Small lecture sections are established when there are extenuating circumstances and will enroll at least four (4) but less than the section's minimum number of students as described in section D(2) above. The most common cause for engaging a small lecture section would occur when a section is scheduled to be canceled, and the course is needed to meet specific needs of the students affected. The following conditions apply:

- i. Enrollments will be monitored by the dean.
- ii. Mutual consent of the faculty member and the dean is required.
- iii. The course must be listed in the general catalog of the college and offer units.
- iv. The section must be well planned and structured, and follow the approved course outline on file with the state.
- v. An individual section contract will be established between the dean and the faculty member. The contract will include the total number of hours, meeting dates and times.

- vi. Small lecture compensation will be pro-rated per enrollment and paid according to the appropriate salary schedule using the ratios specified below:
- a) If the class maximum enrollment is twenty-five (25) or below, compensation will be determined by dividing the number of enrolled students at census, but no fewer than the number of enrolled students on the first day of instruction, by eighteen (18), and multiplying the appropriate compensation for the section by that percentage;
 - b) If the class maximum enrollment is above twenty-five (25), compensation will be determined by dividing the number of enrolled students at census, but no fewer than the number of enrolled students on the first day of instruction, by twenty-two (22), and multiplying the appropriate compensation for the section by that percentage.
- (f) **Team Teaching Section:** The total LHE assigned to the team that teaches the section normally shall not exceed the total LHE assigned to the course. A team-taught section will normally have a maximum enrollment of forty-five (45) students. This maximum enrollment will not be exceeded without the permission of the faculty members. In the event that a team-taught section is identified as a large lecture section (refer to Sections 15.2.b.5.d of this Article), the total large lecture compensation will be distributed as the LHE is distributed among the team that teaches the section.
- (g) **Directed (independent) Study:** Directed (independent) study sections may be offered when authorized by state law and Board policy, and subject to the approval of the applicable dean. All academic employees are eligible to instruct a directed study section(s). The following conditions apply:
- i. The dean will identify and/or approve all directed study sections.
 - ii. Consent of the faculty member is required.
 - iii. The time scheduled for directed study section may not coincide with the faculty member's other assignments.

- iv. Directed study sections will not count toward the faculty member's contractual load.
- v. The faculty member shall be compensated with LHE according to the appropriate Academic Salary Schedule (see Appendix A) for eight (8) contact hours (see Section 15.2.b.5.d above).
- vi. Directed study sections may involve from one (1) to no more than three (3) students.
- vii. A syllabus or course outline of record and student contract for each study section must be on file with the dean.
- viii. The assigned faculty member shall meet with the student(s) for a minimum of eight (8) contact hours during the semester.
- ix. A project, test, paper and/or presentation must be successfully completed by each student.

(h) **Productivity Incentive and Class Averaging:**

- i. If a faculty member has an average of forty-five (45) students per section, or a total of two-hundred twenty-five (225) students for the semester, he/she shall be allowed to teach the total of 225 students in no fewer than four separate sections.
- ii. If a faculty member has an average of thirty (30) students per section or greater (150 students per semester), he/she shall be allowed to teach one (1) section which does not meet the minimum enrollment as defined in Section 15.2.b.5.d.iii above, provided he/she still has 150 students.
- iii. A faculty member may not claim large lecture compensation (see Section 15.b.5.d above) for any section which is used for the determination of Productivity Incentive or Class Averaging as described above.

- c. **Non-Classroom Assignments:** Full-time faculty members who provide tutorial, library, counseling and learning disability services will be assigned 30 LHE per academic year. Load hours will focus on direct student contact, outreach, and program specific assignments. The dean has the right to assign to and/or approve of each full-time faculty member's load.

- (1) Tutorial coordinators, librarians, learning disability specialists, and counseling hours will be calculated on a clock hour (60 minutes) basis (or portions thereof).

	<u>Clock Hours</u>	<u>LHE for Load</u>
Tutorial Coordination	2	1
Library	2	1
Counseling	2	1
Learning Disability	2	1

- (2) Lecture instruction (refer to Article IV and Section 15.2. of this Article):

- (a) Counselors and Librarians may include a maximum of 6 LHE of classroom assignment per semester within their workload assignment.

- (b) Learning Disability Specialists' assignments may vary.

- d. All Learning Center assignments will be exclusively tutorial.

15.3. Overload

- a. The dean will consider full-time faculty for overload assignments before part-time faculty members receive assignments.
- b. Overload assignments may not exceed ten (10) LHE per semester.
- c. Only full-time faculty members can work overload.
- d. Instructional assignments outside the traditional Fall and Spring semester do not constitute an overload assignment.
- e. Overload assignments will be calculated by the following ratios and compensated in accordance with the appropriate academic salary schedule:

	<u>Contact Hours</u>	<u>LHE</u>
Lecture	1	1
Laboratory	1	1
Practicum	1	1
Tutorial	2	1

1375		<u>Clock Hours</u>	<u>LHE</u>
1376			
1377	Tutorial Coordination	2	1
1378	Library	2	1
1379	Counseling	2	1
1380	Learning Disability	2	1

15.4. Part-Time Workload

Part-time faculty members may be assigned lecture and non-lecture workload assignments. The dean has the right to assign and approve each part-time faculty member's workload.

- a. Part-time faculty members may accept employment and workload assignments. The following consideration, order of employment (offer), and conditions apply in order of priority for the fall and spring semesters:
 - (1) Full-time faculty members will receive their assigned workloads and appropriate overload(s).
 - (2) Part-time faculty members establish priority rehire eligibility and receive assignments as follows:
 - (a) Priority rehire eligibility is established in each division/school within each college separately, and is not transferable.
 - (b) A part-time faculty priority rehire eligibility list will be established for assignments commencing in the Fall 2020 semester and updated every fall semester thereafter.
 - i. For initial establishment of the part-time faculty priority rehire eligibility list, priority rank will be determined by ordering eligible part-time faculty, as described below, on the list by the initial hire date.
 - ii. Thereafter, part-time faculty who become eligible for priority rehire, as described below, will be added to the priority rehire eligibility list at the beginning of each spring semester for assignments in the subsequent fall and spring semester.
 - iii. Part-time faculty who establish eligibility during the prior fall semester shall be ranked according to initial hire date as a part-time faculty member and added to the bottom of the priority rehire eligibility list in that order.

- (c) To establish priority rehire eligibility, a part-time faculty member must:
- i. have held an assignment during three of the previous six fall and spring semesters;
 - ii. have received an overall rating of “Meets Standards” or better in two consecutive evaluations as established in each division/school within each college (at the time of initial implementation of this provision, previous evaluations will count toward establishing priority rehire eligibility);
 - a) For purposes of prior rehire eligibility, if a faculty member does not receive a timely evaluation as specified in Section 17.3 of this Agreement, the evaluation that should have been completed will be considered as a “Meets Standards” evaluation if the offer of an assignment is made for the following semester. However, this provision does not preclude the District from subsequently evaluating the part-time faculty member in accordance with Article XVII.
 - b) An out-of-sequence evaluation may be conducted if approved by the Vice Chancellor of Human Resources in consultation with the Association. An out-of-sequence evaluation refers to an evaluation in addition to a regularly scheduled evaluation as described in Article XVII.
 - (i) An evaluation conducted in place of a missed evaluation will not be considered an “out-of-sequence” evaluation.
 - (ii) An out-of-sequence evaluation of a faculty member will not be considered a substitute for the evaluation as conducted according to the timeline specified in Article XVII.
 - (iii) An out-of-sequence evaluation may not be used to establish priority rehire eligibility.
 - iii. Classified employees and managers teaching part-time are not eligible for priority rehire eligibility.

- iv. Assignments to coach an intercollegiate sport, related intercollegiate sections, and other part-time teaching assignments specifically connected to the intercollegiate coaching duties cannot be used to establish priority rehire eligibility for Kinesiology/Athletics assignments.

(d) To establish priority rehire eligibility, a retired full-time faculty member must:

- i. have been re-hired as a part-time faculty member;
- ii. have received an overall rating of “Meets Standards” or better in the most recent evaluation before retirement from full-time status;
- iii. have received an overall rating of “Meets Standards” or better in the next scheduled evaluation conducted under Article XVII after the faculty member’s re-hiring in part-time status.

If a retired full-time faculty member who has resumed teaching under part-time status does not receive a timely evaluation as specified in Section 17.3 of this Agreement, the evaluation that should have been completed will be considered as a “Meets Standards” evaluation if the offer of an assignment is made for the following semester.

This provision does not preclude the District from subsequently evaluating a faculty member in accordance with Article XVII.

- iv. have a medical certificate on file with Human Resources (see Calif. Ed. Code. §87408.5).

(e) To maintain priority rehire eligibility, a part-time or retired full-time faculty member teaching part-time must meet the following conditions:

- i. maintain an overall rating of “Meets Standards” or better on evaluations conducted pursuant to Article XVII of this Agreement. If a faculty member does not receive a timely evaluation as specified in Section 17.3 of this Agreement, the evaluation that should have been completed will be considered as a “Meets Standards” evaluation if the offer of an assignment is made for the following semester.

This provision does not preclude the District from subsequently evaluating a faculty member in accordance with Article XVII.

- a) In the event that a part-time faculty member with priority rehire eligibility receives an overall rating of “Partially Meets Standards” in an evaluation,
 - (i) the part-time faculty member will be given a performance improvement plan, including follow-up activities, dates of completion, and measurable outcomes to address those performance issues requiring correction;
 - (ii) the part-time faculty member will be evaluated by the dean during the first semester in which an assignment is offered and accepted. If this evaluation yields an overall rating of “Partially Meets Standards” or “Unsatisfactory,” priority rehire eligibility is revoked.

- b) In the event that a part-time faculty member with priority rehire eligibility receives an overall rating of “Unsatisfactory,” in an evaluation,
 - (i) the evaluation will revert to the dean as specified in Section 17.3.a.4.d.v;
 - (ii) if the dean’s evaluation remains “Unsatisfactory,” eligible status shall be revoked.

- ii. Maintain regular employment. If a faculty member with priority rehire eligibility fails either to request an assignment as specified in Section 15.4.a.2.g below, or to accept an assignment as specified in Section 15.4.c. below, for two (2) consecutive semesters, not including summer, except in cases of an approved leave of absence, priority rehire eligibility is revoked.

- iii. In the event that a part-time faculty member has lost (as described above) and then regains priority rehire eligibility, seniority will depend on the most recent date on which eligibility was reestablished.

- (f) Subject to the availability of requested courses or assignment as specified below, part-time faculty members who have established priority rehire eligibility according to this article are entitled to a minimum assignment as follows:
- i. Part-time faculty members who have established priority rehire eligibility according to this article and who have completed an average of at least six (6) LHE, or six (6) weekly counseling/tutorial/library hours, during each of the previous four (4) semesters shall be entitled to a minimum assignment of six (6) LHE or six (6) weekly counseling/tutorial/library hours.
 - ii. Part-time faculty members who have established priority rehire eligibility according to this article and who have completed an average of at least three (3) but fewer than six (6) LHE, or three (3) but fewer than six (6) weekly counseling/tutorial/library hours, during each of the previous four (4) semesters shall be entitled to a minimum assignment of three (3) LHE or three (3) weekly counseling/tutorial/library hours.
 - iii. Part time faculty members who have established priority rehire eligibility according to this article and who have completed an average of at least one (1) but fewer than three (3) LHE, or at least one (1) but fewer than three (3) weekly counseling/tutorial/library hours during each of the previous four (4) semesters shall be entitled to a minimum assignment of one (1) section or one (1) weekly counseling/tutorial/library hour.
- Semesters that a part-time faculty member is on Human Resources-approved leave shall not count in calculating the average LHE/semester.
- For a non-classroom assignment, an assignment will not be considered available if the number of hours scheduled for assignable duties necessary to fulfill the assignment have already been assigned to a full-time faculty member or more senior part-time faculty member.
- For a classroom assignment, an assignable section will not be considered available if:

1. the section has already been offered and accepted by a full-time faculty member as part of a load or overload;
2. the section has been already offered and accepted by a more senior part-time faculty member as defined in Section 15.4.a.2.h below;
3. the section's scheduled time does not meet the availability of the part-time faculty member as described in her or his assignment request as described in Section 15.4.1.2.i below;
4. the part-time faculty member does not have the demonstrated competence to teach a specific course as specified in Section 15.4.a.2.i below;
5. the section is not offered in a given semester;
6. the section has been cancelled.

Priority rehire eligibility does not guarantee an assignment, or assignment of specific courses, or an assignment of a section added after the development of the initial schedule.

- (g) Prior to the semester during which the assignment will be performed, the dean or designee will initiate a request to all part-time faculty members for assignment preferences for that semester, and allow no fewer than ten days for faculty members to respond. Eligible part-time faculty members will specify the amount of requested assignment, the requested courses, and the times available for assignment.
- (h) In the event that two instructors have requested the same section, or that there is limited availability of sections of requested courses, the faculty member with the higher priority rehire ranking as described above will receive the assignment in the absence of the conditions described under Section 15.4.1.2.f above.
- (i) Courses requested for priority assignment at a college must be courses for which the part-time faculty member has demonstrated competency by having previously taught the same course within the school/division during the previous eight semesters.
- (j) If the part-time faculty member who has established priority rehire rights does not receive an assigned load at least equal to the load to

1648 which the part-time faculty member is entitled under Section
1649 15.4.1.2.f above, the dean will, upon request, provide a written
1650 response stating the reasons for the lack of assignment.

1651
1652 (3) All other part-time faculty will be considered for assignment.

- 1653
1654 b. The formal offer of a part-time assignment must be made in writing.
1655
1656 c. Once a formal offer of an assignment has been made, the part-time faculty
1657 member will have five (5) days to accept or decline in writing part or all of the
1658 assignment. Failure to accept an assignment within five (5) days of the date of the
1659 formal offer may result in the loss of priority rehire eligibility rights for that
1660 semester.
1661
1662 d. The dean may cancel the assignment of any part-time faculty member to provide a
1663 full load (15 LHE) assignment to a full-time faculty member.
1664
1665 e. Once an assignment has been offered to and accepted by the part-time faculty
1666 member, the dean may not cancel the assignment of any part-time faculty member
1667 for the purpose of providing a full-time faculty member with overload.
1668
1669 f. A maximum assignment within the District will be no more than sixty-seven
1670 percent (67%) of a full-time faculty load or twenty (20) equivalent LHE per
1671 academic year and no more than eighty percent (80%) of a full-time faculty load
1672 or twelve (12) equivalent LHE in any given semester, so long as the annual load is
1673 no more than sixty-seven percent (67%) or twenty (20) LHE. (Calif. Educ. Code
1674 §87482.5).
1675
1676 Any part-time faculty member employed for more than seventy-five percent
1677 (75%) of a full-time load, or eleven and one-quarter (11.25) LHE, during a given
1678 semester will be entitled to full-time faculty benefits and paid for that semester
1679 according to the Full-time Academic Salary Schedule (Appendix A).
1680
1681 g. Part-time faculty members may provide service in professional ancillary activities
1682 and be compensated for such services which will not impact their status as a
1683 temporary employee (Calif. Educ. Code § 87482.5).
1684
1685 h. Beginning in the Fall semester of 2019, part-time faculty will be paid for the first
1686 week of an assignment when a section is canceled less than one week before the
1687 section is scheduled to begin.
1688
1689 If a section meets more than once per week, part-time faculty should be paid for
1690 all section meetings that were scheduled for that week (Calif. Educ. Code,
1691 §87482.8(b)).
1692
1693 i. Part-time assignments will be calculated and compensated by the following ratio:

	<u>Contact Hours</u>	<u>LHE</u>
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Lecture	1	1
Laboratory	1	1
Practicum	1	1
Tutorial	2	1

	<u>Clock Hours</u>	<u>LHE</u>
--	--------------------	------------

Tutorial Coordination	2	1
Library	2	1
Counseling	2	1
Learning Disability	2	1

- j. Nothing in this Agreement precludes the District from terminating a part-time faculty member pursuant to a personnel action initiated in accordance with Education Code Section 87665.

15.5. Cooperative Work Experience

CWE is a program for awarding college credit for paid and unpaid work experience to enrolled students. A CWE course is part of the existing state-approved curriculum and will enroll at least one (1) but no more than thirty (30) students.

- a. The following conditions apply to all faculty members:

- (1) Mutual consent of the faculty member and the dean is required.
- (2) Enrollments and the combination of sections will be monitored and determined by the dean on Census Day for assignment of workload.
- (3) Faculty members assigned CWE courses are responsible for in-person consultation (at the job site) with the employer or designated representative(s) to discuss students' educational growth on the job at least once per semester unless:
 - (a) they have been at the worksite previously;
 - (b) the student is repeating the course at the employer's worksite;
 - (c) the worksite has been the site of numerous previous assignments by other students at the College;
 - (d) the worksite location is greater than fifteen (15) miles from the College;

- (e) the faculty member and student are on different work schedules;
- (f) the faculty member and student are working in a virtual office; or
- (g) in case of emergency or security of the instructor/student.

Under one of these circumstances, the faculty member may use alternative means to consult, such as the telephone, teleconference, partner with instructors from other colleges or e-mail/internet.

- (4) The faculty member must maintain and submit all appropriate documentation according to 25 CCR, Title 5, Section 55256.
- (5) Compensation for CWE instruction is .18 LHE as listed in the appropriate academic salary schedule (Appendix A) per student per term. Compensation will be made upon submission of all appropriate documentation, assignment obligations, grades and required documentation to the dean.

b. The following conditions apply to full-time faculty members only:

- (1) CWE may only be taught as an overload assignment; it may not be considered as part of a full-time faculty member's regular workload.
- (2) Summer assignments will be limited to one (1) CWE class, consisting of one or more sections. Compensation for CWE instruction is .18 LHE as listed in the appropriate academic salary schedule (Appendix A) per student per term.

15.6. Instructional Assignments Outside of the Traditional Fall and Spring Semesters

Faculty members may accept assignments during instructional terms offered outside of the traditional spring and fall semesters, for instance, during the summer or during a winter intersession between traditional fall and spring semesters. For the purposes of this article, an instructional term is defined as a specific period during which a specific class meets, follows an approved Course Outline of Record (COR), and a final grade is assigned. Multiple instructional terms of differing lengths may be offered during a specific period outside of the traditional spring and fall semesters; for instance, there may be more than one instructional term offered during the summer. The following conditions apply:

- a. The dean will consider for assignment full-time faculty members who meet minimum qualifications within their respective organizational unit, followed by part-time faculty members who have achieved eligibility for rehire priority as defined in Section 15.4.a.2 et seq. followed by all other faculty.

- b. Assignments for instructional sessions outside of the traditional fall and spring semesters are not considered overload assignments.
- c. Faculty members may teach up to eighty percent (80%) of a full-time instructional load per instructional term. However, if multiple terms overlap, the total instructional load an instructor holds during the combined overlapping terms may not equal more than eighty percent (80%) of a fulltime instructional load. Requests to teach more than eighty percent (80%) of a full-time instructional load may be approved by the faculty member's dean on a case-by-case basis. Credit for large lecture as described in Section 15.b.5.d of this article will not count within the eighty percent (80%) limitation.
- d. Assignments will be calculated by the following ratios and compensated in accordance with the appropriate Academic Salary Schedule (Appendix A):

	<u>Contact Hours</u>	<u>LHE</u>
Lecture	1	1
Laboratory	1	1
Practicum	1	1
Tutorial	2	1
	<u>Clock Hours</u>	<u>LHE</u>
Tutorial Coordination	2	1
Library	2	1
Counseling	2	1
Learning Disability	2	1

15.7. Extra Duty Days

- a. Full-time faculty members in the assignments listed below work additional full-time equivalent duty days as part of their regular contractual assignment:
- | <u>Assignment(s)</u> | <u>Extra FTE Days</u> |
|----------------------|--|
| Articulation Officer | 17 days (to be assigned as necessary) |
| Baseball Coach | 20 days |
| Basketball Coach | 20 days |
| Badminton Coach | 16 days |
| Choral (vocal) Music | 9 days |
| Counselor | 17 days (10 days scheduled immediately prior to the start of the fall academic calendar, and the equivalent of 7 days, to be mutually agreed upon by the faculty member and the dean.) |
| Cross Country Coach | 16 days |
| Dance | 9 days |

1832	Fast Pitch Softball Coach	20 days
1833	Football Coach	20 days
1834	Golf Coach	16 days
1835	Instrumental Music	16 days
1836	Learning Disability Specialist	17 days (10 days scheduled
1837		immediately prior to the start of the
1838		fall academic calendar, and the
1839		equivalent of 7 days, to be mutually
1840		agreed upon by the faculty member
1841		and the dean.)
1842	Nursing	4 days (when necessary to work
1843		outside the 178 day calendar)
1844	Pep Squad Advisor	9 days
1845	Beach Volleyball Coach	16 days
1846	Soccer Coach	20 days
1847	Swimming Coach	20 days
1848	Tennis Coach	16 days
1849	Track Coach	20 days
1850	Volleyball Coach	16 days
1851	Water Polo Coach	16 days

1852
1853 In the event of postseason competition, assigned coaches of that sport will receive
1854 one additional extra duty day compensation for each week of post-season play.
1855 This compensation will be provided to the faculty member starting within sixty
1856 (60 days) after the post-season play is completed and prorated over the annual
1857 contract.

1858
1859 b. The following provisions will apply to all full-time assigned Extra Duty Days:

- 1860
1861 (1) During the Extra Duty Days, the faculty member shall perform regular and
1862 normal instructional activities. Specific activities for this additional time
1863 will be mutually agreed upon in advance by each faculty member and
1864 his/her dean. If a full-time faculty member is not available to accept an
1865 extra-duty day assignment, a part-time faculty member may be employed
1866 in that capacity. The part-time faculty member will receive a stipend
1867 equivalent to the pro-rated compensation for those duty days as
1868 determined by the part-time faculty member's appropriate placement on
1869 the Academic Salary Schedule.
- 1870
1871 (2) Extra Duty Days can be used within or outside of the 178-day duty day
1872 calendar.
- 1873
1874 (3) Activities performed as part of an Extra Duty Day assignment may not
1875 coincide with the faculty member's regular contractual load assignments,
1876 scheduled overload, summer assignments, stipend assignments or
1877 reassigned time.

- (4) All faculty members assigned Extra Duty Days will have their salaries adjusted to reflect the additional time. Such adjustments will be made on a per diem basis, and the total amount of base salary plus adjustments constitutes the contracted salary for that individual.

15.8. Unpaid Work Exchange:

- a. Faculty members shall request an exchange in writing.
- b. The request must have written approval of both parties and the dean.
- c. The exchange is on an hour-for-hour basis and will be completed before the end of the following semester.
- d. A faculty member may participate in no more than four (4) unpaid exchanges for any one section during any academic year.
- e. Unpaid faculty exchanges will not affect regular compensation or leaves as described in Article XXIX, Leaves.

15.9. Compensated Duties Beyond Instructional Assignments

- a. Faculty members may accept additional duties and responsibilities in a specific activity including but not limited to chairing, directing, or coordinating.
- b. Forms of Compensation for Duties beyond Instructional Assignments
 - (1) Stipend: When a faculty member accepts a stipend assignment the following conditions apply:
 - (a) The dean will assign and approve all stipends in his/her area.
 - (b) All stipends will be in addition to the faculty member's workload assignment.
 - (c) Faculty members must sign a stipend contract which will include stated outcomes such as expectations, objectives and dates of completion of the assignment, and which will require the faculty member to verify completion and/or satisfaction of the assignment to the designated administrator for that assignment.
 - (d) Compensation for stipends shall be calculated at one-half of the highest hourly rate on the Full-Time Classroom Overload Academic Salary Schedule. (Appendix A).

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- (2) Reassigned Time: Reassigned time is intended for those faculty members performing duties which require additional time, and a corresponding reduction in the amount of time assigned to normal contractual duties.
- (a) Reassigned time may be recommended by the appropriate administrator.
- (b) Faculty members must sign a reassigned time contract which will include stated outcomes such as expectations, objectives and dates of completion of the assignment. The faculty member will be required to provide evidence of completion and/or satisfaction of the assignment to the appropriate administrator.
- (c) Faculty members receiving reassigned time will be eligible for additional workload assignments.
- (d) The dean and faculty member will develop a work schedule that will provide the appropriate time for the faculty member to complete the activities identified in the reassigned project. For example: If a faculty member's reassignment activities include scheduled meetings for every Tuesday during the semester, at a time during which there is no assigned contractual duty, then there shall be no conflicts with the assignment.
- (e) The reassigned time allocated to the bargaining unit as described in Section 6.7, may not be converted to a stipend.

1950 c. Department Chair Compensation

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- (1) Chair duties will be compensated by stipend or reassignment or a combination thereof. Chairs with reassignment may accept large lecture compensation, as determined by the dean. Chairs with reassignment may, in exceptional circumstances, have a portion of a class compensated as overload as necessary to make load.
- (2) Compensation for department chairs will be based on the highest rate from the Full-time Classroom Overload Academic Salary Schedule. (Appendix A).
- (3) Regular Term Department Chair Compensation
- During the regular term, department chair compensation will be calculated according to the table below. The total amount of compensation will be derived by combining the amount of LHE earned in each of the four listed categories, as determined by the department's placement in each category

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on the table. Additional duties beyond those described by these categories will be compensated as described in Section 5 below

	ptWFCH	Sections	Courses	FTES	LHE
Tier 5	400+	200+	80+	800+	2.5
Tier 4	300-399	150-199	60-79	600-799	2
Tier 3	200-299	100-149	40-59	400-599	1.5
Tier 2	100-199	50-99	20-39	200-399	1
Tier 1	1-99	1-49	1-19	1-199	0.5

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In which:

“ptWFCH” represents the department’s part-time weekly faculty contact hours, both classroom and non-classroom, describing duties related to hiring, mentoring and evaluation of part-time faculty, as taken from the end of term (EOT) from the preceding fall semester;

“Sections” represents the number of scheduled sections offered by the department, describing duties such as scheduling and staffing the department’s course schedule, as taken from the end of term (EOT) from the preceding fall semester (Note: Only the A ticket is counted and cancelled sections are included in the count);

“Courses” represents the number of approved courses for the department, as listed in the most recent CCC Curriculum Inventory, describing duties related to conducting or coordinating a number of operations related to a department’s courses, including program and curriculum development and review, SLO development and evaluation, and administrative duties such as participation in meetings;

“FTES” represents the number of full-time equivalent students served by the department, describing the duties related to handling student concerns, including grade grievances against part-time faculty members, as taken from the end of term (EOT) from the preceding fall semester;

“LHE” represents the amount of compensation as determined by the Full-Time Classroom Overload Academic Salary Schedule (Appendix A).

Example: For a department which had 321 part-time WFCH, 27 sections, 250 FTES during the previous fall term, 35 active courses, the following calculation would apply:

	PT-WFCH	Sections	Courses	FTES
Values	321	27	35	250
Placement	Tier 4	Tier 1	Tier 2	Tier 2
Compensation	2	0.5	1	1

Total
Compensation:

4.5
LHE

(4) Summer Department Chair Compensation

Department Chairs assigned to perform chair duties throughout the summer will be paid according to the following table, using ptWFCH and Sections as defined in Section 15.9.c.3 above. The total amount of compensation will be derived by combining the amount of LHE earned in both categories, as determined by the department's placement in each category on the table. If a Chair is assigned by the dean to perform chair duties for less than the entire summer, the Chair will be paid in accordance with Section 15.9.c.(5) below.

	ptWFCH	Sections	LHE
Tier 6	400	200	2
Tier 5	300	150	1.6
Tier 4	200	100	1.2
Tier 3	100	50	0.8
Tier 2	50	25	0.4
Tier 1	1	1	0.2

(5) Supplemental Duty Compensation

During the regular term or summer, department chairs or other faculty members may be assigned additional extra-instructional duties beyond those described in Section 15.9.c.(3) above, and specific to certain departments and programs, including but not limited to career-technical education programs (CTE).

To qualify for supplemental duty compensation, a faculty member must perform one or more of the duties in the following list:

CTE: Coordinate advisory committees

CTE: Coordinate paid and volunteer support staff (including lab technicians)

CTE: Coordinate off-campus instructional site locations

CTE: Coordinate programs, certificates and degrees completed at off-campus locations

CTE: Coordinate college/community service for a department, college or the District (including wardrobe, food service and filming)

2040 CTE: Coordinate program specific accreditation for programs (Nursing or
2041 EMT programs)

2042
2043 Additional duties not covered by ptWSCH, Sections, Courses or FTES as
2044 appearing in Section 15.1 above.¹

2045
2046 Other specific projects as assigned by the department, college or District.

2047
2048 Additional compensation for these duties will be calculated at a rate
2049 equivalent to one (1) LHE per thirty-three (33) additional hours assigned.

2050
2051 d. Certain specific faculty positions are designated as “Coordinator” positions (for
2052 example, EOPS coordinator). Those specific positions may receive up to 100%
2053 reassignment as required by the coordinated program, as determined by the
2054 appropriate Vice President.

2055
2056 15.10. Course Content, Copyright Materials, and Intellectual Property Rights

2057
2058 a. The District and the Association have a mutual interest in establishing an
2059 environment that fosters the creation of intellectual property by faculty members,
2060 and have agreed to the following provisions to establish, clarify and protect
2061 ownership rights to that intellectual property.

2062
2063 b. Definitions

2064
2065 (1) “Intellectual property” shall mean any instructional materials, any work,
2066 and any invention.

2067
2068 (2) “Instructional materials” are those original materials a faculty member
2069 creates to perform his or her assignment including but not limited to
2070 syllabi, lectures, student exercises, tests, classroom activities, illustrations,
2071 recordings, and presentations. Instructional materials may be created by a
2072 faculty member for delivery through any instructional medium.

2073
2074 (3) A “work” is any original material, including but not limited to
2075 instructional materials, mathematical or scientific notations, works of art
2076 or design, dramatic or musical compositions, choreography, prose or
2077 poetry, and computer software, that is eligible for copyright protection. A
2078 work may be published in any enduring media, such as print or analog or
2079 digital recording media, or may exist in any tangible form, such as
2080 sculpture or a structure.

2081

¹ The parties agree that the list previously developed by the District and the Association be further reviewed and negotiated with the intention of incorporating the resulting list of supplemental chair duties by MOU at a later date.

- 2082 (4) An “invention” is any original idea or discovery that is eligible for patent
2083 protection, including (but not limited to) a device, process, design, model,
2084 or strain or variety of an organism.
2085
- 2086 (5) A “work or invention for hire” is one for which the faculty member has
2087 entered into a specific agreement to receive compensation from the
2088 District to create and/or contribute to the development of an intellectual
2089 property for which the faculty member relinquishes all ownership and
2090 royalty rights to the District.
2091
- 2092 (6) “Extraordinary support” means financial support over and above the cost
2093 of the faculty member's normal compensation; office space, supplies, and
2094 equipment including computer equipment; telephone use; copy services;
2095 and the cost of acquiring and maintaining facilities and equipment (e.g.,
2096 laboratories and laboratory equipment, musical equipment, recording
2097 studios) necessary for the faculty member's normal instructional activities.
2098 Extraordinary support includes extra compensation or reassigned time for
2099 the specific purpose of creating intellectual property, and the extra cost of
2100 providing clerical, technical, legal, creative services, or facilities and
2101 equipment specifically for the creation of works or inventions. Salary paid
2102 to a faculty member during an approved sabbatical will not be considered
2103 extraordinary support.
2104

2105 c. Copyright and Intellectual Property Ownership
2106

2107 (1) Faculty Ownership
2108

- 2109 (a) Faculty members will have ownership of any intellectual property,
2110 excluding works or inventions for hire, created in connection with
2111 and in support of teaching courses or other duties as employees of
2112 the District.
2113
- 2114 (b) Notwithstanding relevant provisions of the Copyright Act (Title
2115 17, United States Code) and the Patent Act (Title 35, United States
2116 Code), except as provided in 15.10.c.(2).(a) below, the faculty
2117 member will have the exclusive property right to any and all
2118 intellectual property that is the original product of her or his mind,
2119 time, talent, and effort, including the right to all royalties from the
2120 distribution, lease, or sale thereof, and except as otherwise
2121 provided in this Article, the District waives any property right to
2122 any such intellectual property. The District will have no claim of
2123 ownership to intellectual property produced by a faculty member
2124 under a grant awarded exclusively to that faculty member without
2125 fiscal participation by the District. The District will have no claim
2126 of ownership to intellectual property produced by a faculty

- 2127 member during a sabbatical unless that intellectual property has
2128 been developed as a work or invention for hire.
2129
- 2130 (c) No intellectual property will be a work or invention for hire unless
2131 the District has entered into a written agreement with the faculty
2132 member(s). In the absence of such an agreement, the intellectual
2133 property will be the property of the faculty member(s) who
2134 create(s) it. No faculty member will be involuntarily assigned to
2135 create a work or invention for hire.
2136
- 2137 (2) District ownership
2138
- 2139 (a) In the absence of a specific separate agreement between the faculty
2140 member(s) and the District as described in 15.10.c.(3).(b) below,
2141 the District will have sole rights to and ownership of any
2142 intellectual property created as a work or invention for hire.
2143
- 2144 (b) The District will own the copyright to any work, such as a course
2145 outline of record, District or college administrative policy, or
2146 District or college information brochure formally reviewed by the
2147 District or the colleges for the purpose of inclusion in its
2148 curriculum, administrative or promotional material, or Board of
2149 Trustees, District or college policy.
2150
- 2151 (c) The college will have the right of “non-exclusive license” to course
2152 content for a period of one year after course completion only for
2153 the purpose of allowing students to complete a course for which
2154 the content was created and when the faculty member is no longer
2155 available to complete the course.
2156
- 2157 (3) District and a Faculty Member Ownership
2158
- 2159 (a) In the absence of a specific separate agreement between a faculty
2160 member and the District as described in Section 15.10.c.(3).(b)
2161 below, in the event that the District has provided extraordinary
2162 support for the development of intellectual property (including for
2163 intellectual property created under a grant), and the publication,
2164 distribution, performance, sale or other use of that intellectual
2165 property as authorized by the faculty member and/or the District
2166 results in income, the faculty member(s) will retain the right to
2167 exclusive ownership of the intellectual property, but the District
2168 will have the right to recover reimbursement for costs not to
2169 exceed the amount of the extraordinary support provided for that
2170 project.
2171

- 2172 (b) One or more faculty members may enter into a separate agreement
2173 with the District for the creation of intellectual property, including
2174 intellectual property developed under a grant, requiring the use of
2175 extraordinary support from the District. Such agreements will be in
2176 writing, and will determine the respective ownership interest of the
2177 faculty member(s) and the District in that intellectual property.
2178
- 2179 (c) If the creation of intellectual property requires rights (e.g., re-
2180 publication rights) to be acquired from third parties, such rights
2181 shall be acquired and paid for by the party who is to hold the
2182 ownership rights for that intellectual property. In a circumstance in
2183 which ownership rights for intellectual property are shared
2184 between the District and a faculty member or members, the cost of
2185 acquired rights will be shared proportionally to the amount of
2186 shared ownership.
2187

2188 (4) Faculty-District Affiliation
2189

- 2190 (a) Faculty members who engage in publication or public presentation
2191 using any kind of media of works or inventions that they have
2192 created as a work or invention for hire or with extraordinary
2193 support from the District shall identify their relationship with the
2194 college or District during their term of employment by the District.
2195
- 2196 (b) The faculty member may request of the District exemption from
2197 this requirement, and the District may agree to exempt the faculty
2198 member from identifying her or his affiliation with the District or
2199 the college.
2200
- 2201 (c) The District may require the faculty member not to identify her or
2202 his relationship with the District, and the faculty member will
2203 agree not to use the District's or college's name, or will stop using
2204 the District's or college's name as soon as reasonably possible.
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ARTICLE XVI
PART-TIME FACULTY

16.1. General Provisions

Each part-time faculty member shall be covered by all of the provisions of this agreement which relate to part-time, temporary, and partial contracts.

16.2. Right of Assignment: The dean has the right to assign and approve each part-time faculty member's workload and particular assignment(s) each semester (see Section 15.4.).

16.3. Workload (see Article XV)

16.4. Evaluations (see Article XVII)

16.5. Part-time Faculty Consideration in Filling Full-Time Faculty Vacancies

a. Information regarding academic full-time vacancies at all colleges in the District shall be made available to all part-time faculty on the District Web page and for those who request it from Human Resources.

b. Part-time faculty members who apply for a vacant position will be granted an interview. The following conditions apply:

- (1) The part-time faculty member must possess the required minimum qualifications for the position.
- (2) The part-time faculty member must have completed ten (10) or more semesters of service to the district.
- (3) The part-time faculty member must have received an overall rating of "Meets Standards" or better in their most recent evaluation.
- (4) Points earned in the paper review process will move forward to the next step. In the event when a candidate's paper review score is less than the cut score for interviews, the candidate will be informed and can elect to continue with the interview process or have his/her name removed from the interview list.
- (5) There will be no other special advantage in the process.

16.6. Benefits (see Article XXVII)

16.7. Wages (see Article XXX)

**ARTICLE XVII
EVALUATIONS**

Probationary, Tenured and Part-Time

Purpose

The primary purpose of the evaluation of faculty is the continued improvement of instruction and instructional support services.

17.1. Probationary Faculty Evaluations

The four-year probationary period is intended to provide sufficient time for the new faculty member to understand the expectations of a tenured faculty member, to develop the skills and acquire the experience to participate successfully in the educational process, and to use appropriate resources for professional growth and development. Faculty recommended for tenure, therefore, must reflect this standard of excellence in their performance of faculty duties and interaction with students and colleagues.

a. Probationary Period

A probationary faculty member must be evaluated at least once in each academic year of service. (Educ. Code §87663(a).) The probationary period is ordinarily a four-year process (as described in California Education Code sections 87600 - 87612):

(1) Step One – Initial Hiring: First Contract (one year)

A probationary faculty member (or contract employee) is hired initially on a one-year contract (§87605). In order to receive a year's credit toward attainment of tenure the faculty member must work at least 75% of the number of days in the regular academic year (§87468). This means that the faculty member must work both the fall and spring semesters (§87601). If a faculty member is hired in the spring semester, the first year will not be complete until the faculty member teaches a complete academic year, usually during the academic year following the semester of hire.

(2) Step Two – Second Contract (one year)

If the probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of his or her first year, he or she is issued a second one-year contract (§§87608 and 87610(a)).

(3) Step Three – Third Contract (two years)

If the probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of the second year, he or she is issued a third, two-year contract (§§87608.5 and 87610(a)).

(4) Step Four – Granting Tenure

If the probationary faculty member is not notified on or before March 15th of the fourth year that the Board has decided not to employ (i.e., to dismiss) the faculty member as a permanent, tenured employee for all subsequent years, the faculty member will return in the fall of the subsequent academic year as a permanent, tenured employee (§§87609 and 87610).

b. Tenure Review Committee (TRC)

A Tenure Review Committee (TRC) will follow the candidate(s) through the entire probationary period. Members of this committee have an obligation to commit to the time frame, uphold the confidentiality of the tenure review process, uphold the principles of equal employment opportunities, promote and respect diversity, review appropriate documents, and conduct fair and unbiased evaluation for the purpose of reaching a tenure decision.

In instances where a department/division/school has multiple probationary faculty in the tenure review process at the same time, so that it would be difficult to compose multiple tenure review committees, the dean and affected Department Chair(s) may elect to combine committees. In such instances, the combined TRC will contain at least one member who can reasonably be expected to have sufficient disciplinary expertise to evaluate each probationary faculty member assigned to that committee for evaluation.

Appointment to a TRC will count toward fulfillment of a faculty member's college service obligation, and may be eligible for staff development credit as appropriate.

The TRC will be comprised of no fewer than four persons:

- (1) The dean, who is a voting member, is responsible for overseeing the evaluation process, collecting all evaluation materials, and submitting the annual Faculty Performance Evaluation report as prepared by the TRC, including a recommendation regarding the continued employment of the probationary faculty member.
- (2) No fewer than two (2) tenured faculty members from the Department and/or Division/School, or related department and/or Division/School,

2356 who will serve as voting members. The appointment of these faculty
2357 members will follow consultation and consensus between the dean and the
2358 department chair(s).
2359

2360 (3) In addition, the probationary faculty member will be responsible for
2361 selecting a full-time faculty member to serve as a mentor, who will be a
2362 non-voting member of the TRC, and will serve as an advisor and advocate
2363 for the probationary faculty member. Probationary faculty members may
2364 replace their faculty mentor at their discretion.
2365

2366 (4) If a voting faculty member of the TRC becomes unavailable or unable to
2367 continue, the dean shall appoint a replacement faculty member in
2368 consultation and consensus with the department chair(s).
2369

2370 c. Probationary Faculty Evaluation Components
2371

2372 (1) Self-evaluation
2373

2374 (a) It is essential that each probationary faculty member take full
2375 responsibility for the appropriate portions of his/her tenure review
2376 process.
2377

2378 (b) The probationary faculty member will submit to the TRC a
2379 portfolio including a report of college, District or committee
2380 service; accomplishments (such as publications, exhibitions or
2381 performances) awards and achievements; appropriate class
2382 materials such as sample syllabi and assignments; goals and
2383 objectives for the next evaluation cycle; mentoring opportunities;
2384 and other pertinent documents.
2385

2386 (2) Instructional activity observations
2387

2388 The TRC will conduct scheduled classroom/worksite/electronic
2389 visitation(s) as needed and submit written comments to the dean.
2390

2391 (a) The faculty member and the TRC will mutually agree on the
2392 course(s) or equivalent in which the scheduled evaluation(s) will
2393 take place, so that the faculty member may be observed under
2394 optimum conditions displaying with his/her abilities.
2395

2396 (b) Each evaluation shall include at least one (1) observation, lasting at
2397 least fifty (50) minutes. For on-line classes, the probationary
2398 faculty member will present the course to the member(s) of the
2399 TRC during an observation lasting at least fifty (50) minutes.
2400
2401

(3) Student Evaluation

- (a) Student evaluations will be arranged through the appropriate dean's office, and be conducted in each class during the fall and spring semesters, or for those faculty members who engage in instruction outside of the traditional classroom, in the equivalent of a class, during the probationary period. The objective will be to determine the student response to areas such as the fulfillment of the stated and distributed course objectives, effective communication, and respect for students' rights and needs.
- (b) These student evaluations will be made available for the probationary faculty member and the non-voting mentor TRC member to review, and will be shared with the TRC.
- (c) The student evaluations will be available to the District during the probationary process (i.e., through the granting of tenure or non-renewal), but are the property of the probationary faculty member and will be returned to the probationary faculty member at the end of the probationary process.

(4) Report preparation

- (a) The TRC will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
 - i. the materials from the probationary faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the probationary faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy and the appropriate job posting;
 - v. information regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the probationary faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.

- (b) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- (c) Evaluations are to be based on the materials described in this Article. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The TRC may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

(5) Follow up procedures

- (a) If the faculty member's performance receives an overall rating below "Meets Standards," the TRC will develop a performance improvement plan, including follow-up activities, dates of completion, and measurable outcomes to address those performance issues requiring correction. A performance improvement plan may be developed by the TRC for a rating below "Meets Standards" in any individual category. A performance improvement plan shall not be required for probationary faculty members who have been notified that they will not be recommended for further employment with the District.
- (b) The TRC will meet with the probationary faculty member to discuss the summary report.
- (c) On behalf of the TRC, the dean will forward recommendation(s), with appropriate supporting documentation, to the appropriate Vice President and President.
- (d) An additional evaluation may be scheduled during the spring semester if desired by the TRC.

(6) Administration Review

- (a) The appropriate Vice President will:
- i. review recommendation(s),
 - ii. forward recommendation(s), including his/her recommendations based upon his/her direct observation, to the President.
- (b) The President will:

- 2494 i. review recommendation(s),
2495
2496 ii. forward recommendation(s), including his/her
2497 recommendations based upon his/her direct observation, to
2498 the Chancellor.
2499

2500 (c) The Chancellor will:

- 2501 i. review recommendation(s),
2502
2503 ii. forward recommendation(s), including his/her
2504 recommendations, to the Board of Trustees.
2505
2506

2507 d. Evaluation Timelines
2508

2509 The dean will initiate the course of action to establish the tenure review process
2510 for each newly hired faculty member. Except for submission of the
2511 recommendation from the TRC by December 15 as described in Section 17.1.d.1i
2512 below, the evaluation timelines in this article are recommended guidelines only.
2513

2514 (1) First Contract Year
2515

- 2516 (a) For those faculty members whose first contract is issued in the
2517 spring semester, the faculty member's initial spring semester and
2518 the following academic year will be considered their first contract
2519 year.
2520
2521 (b) The TRC meets with the new faculty member (and throughout the
2522 four-year process as appropriate).
2523
2524 (c) TRC membership is reported by the dean to the appropriate vice
2525 president for each new faculty member by September 15.
2526
2527 (d) The TRC meets with the faculty to discuss the process, format,
2528 objectives, timelines and expectations.
2529
2530 (e) The probationary faculty portfolio shall be submitted to the TRC
2531 by November 1.
2532
2533 (f) Observations are completed and returned to the dean by November
2534 15.
2535
2536 (g) Post-visit discussions to be held with the faculty member prior to
2537 December 1.
2538
2539 (h) Student evaluations are to be conducted prior to December 1.

- (i) The TRC reaches its recommendation and completes a written report by December 15.
- (j) The recommendation of renewal or non-renewal is submitted by the dean to the appropriate Vice President and the President no later than December 20.
- (k) Letter of non-renewal or one (1) year renewal will be sent no later than March 15. If the probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of his or her first contract year, he or she will be issued a second one-year contract.
- (l) A new faculty member whose initial hire date begins with the spring semester will be evaluated during the spring semester and again during the fall semester of the subsequent academic year.
- (2) Second Contract Year
- (a) Follow the same timeline as the first contract year.
- (b) Second semester: a letter of non-renewal or two (2) years renewal will be sent no later than March 15. If the probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of his or her second contract year, he or she will be issued a third, two-year contract.
- (3) Third Contract Year
- Follow the same timeline as the first contract year.
- (4) Fourth Contract Year
- (a) Follow the same timeline as the first contract year.
- (b) Documentation of all employment conditions such as, completion of degree along with all the appropriate materials to the Director of Human Resources no later than February 1.
- (c) Second semester: a letter of tenure or non-renewal sent no later than March 15. If no notice is received on or before March 15 of the fourth year, the faculty member will return in the fall of the subsequent academic year as the regular tenured employee.

e. Violations of the Evaluation Process

Allegations that the District has not complied with the evaluation procedures shall be processed through the grievance procedure in this Agreement. While violations of these evaluation procedures may be subject to the grievance procedure, a non-substantive error in the evaluation shall not be grievable. The parties recognize that there are many deadlines and procedural requirements in the process and that peers are involved. While the parties expect the process to be followed as written, they recognize that a non-substantive procedural error could occur but may not require a change in the result. A “substantive error,” described as one which, if not made, could have changed the result.

17.2. Tenured Faculty Evaluation

The tenured faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, to provide a basis for professional growth and development, and to comply with California State Community College laws and regulations.

a. Tenured Faculty Evaluation Process

(1) Self-evaluation

The faculty member will submit to the dean a portfolio including a report of college, District or committee service; accomplishments (such as publications, shows or performances) awards and achievements; appropriate class materials such as sample syllabi and assignments; and other pertinent documents.

(2) Instructional activity observation

The appropriate dean, or designee will make scheduled classroom/worksites/electronic visits as described below:

- (a) The faculty member and dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions displaying his/her abilities.
- (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. For on-line classes, the faculty member will present the course to the evaluator during an observation lasting at least fifty (50) minutes.

(3) Student Evaluation

- (a) Student evaluations will be arranged through the appropriate dean's office, and be conducted in each class during the fall and spring semesters, or for those faculty members who engage in instruction outside of the traditional classroom, in the equivalent of a class, during the academic year in which the evaluation is conducted.
- (b) These student evaluations will be made available for the faculty member and one tenured faculty member serving as a peer reviewer from the department or division/school, or from a related department or division/school selected by the evaluatee. The selected faculty member shall review the student evaluations and sign a verification indicating that they have reviewed and discussed the student evaluations with the member being evaluated. The signed verification shall be submitted by the evaluatee as part of the faculty portfolio.
- (c) The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.
- (4) Report preparation
- (a) The dean will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
- i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the faculty member's evaluation regarding

participation in curriculum or student learning outcome processes must be verified and documented.

(b) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.

(c) Evaluations are to be based on the materials described in this Article.

Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The dean may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

(5) A faculty member may also elect to have a second evaluation by a tenured faculty member of his/her choice. This second evaluation is intended for improvement of faculty members and it may become a part of the personnel file only at the request of the faculty member being evaluated.

b. Follow-up Procedures

- (1) If a tenured faculty member receives an overall rating below "Meets Standards," the dean will develop a Performance Improvement Plan including follow-up activities with dates of completion, and measurable outcomes to address those performance issues which need improvement. A performance improvement plan may be developed by the dean for a rating below "Meets Standards" in any individual category.
- (2) The faculty member receiving an overall rating below "Meets Standards" will be evaluated again within twelve (12) months.
- (3) In the subsequent evaluation, if the faculty member does not receive an overall rating of "Meets Standards" or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation results in an overall "Meets Standards" or better.

c. Evaluation Timelines

- (1) The dean will initiate the tenured faculty evaluation process every three (3) years.
- (2) The evaluation process must be completed within one year of its initiation, or the process must begin anew.

d. Violations of the Evaluation Process

Allegations that the District has not complied with the evaluation procedures shall be processed through the grievance procedure in this Agreement. While violations of these evaluation procedures may be subject to the grievance procedure, a non-substantive error in the evaluation shall not be grievable. The parties recognize that there are many deadlines and procedural requirements in the process and that peers are involved. While the parties expect the process to be followed as written, they recognize that a non-substantive procedural error could occur but may not require a change in the result. A “substantive error,” described as one which, if not made, could have changed the result.

17.3. Part-Time Faculty Evaluations

The part-time faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, and to provide the part-time faculty member a basis for professional growth and development.

a. Part-time Faculty Evaluation Process

(1) Self-evaluation

The faculty member will submit to the dean a portfolio including a report of college, District or committee service; accomplishments (such as publications, shows or performances) awards and achievements; appropriate class materials such as sample syllabi and assignments; and other pertinent documents.

(2) Instructional activity observation

The appropriate dean or designee will make scheduled classroom/worksites/electronic visits as described below:

(a) The part-time faculty member and dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions displaying his/her abilities.

(b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. For on-line classes, the faculty member will present the course to the evaluator during an observation lasting at least fifty (50) minutes.

(3) Student Evaluation

- (a) Each part-time faculty member shall have student evaluations conducted by the appropriate dean's office in at least one course during the first semester of his/her first assignment at that college. Subsequent student evaluations shall take place every semester in which a formal evaluation is performed.
- (b) These student evaluations will be made available for the part-time faculty member and one tenured faculty member serving as a peer reviewer from the department or division/school, or from a related department or division/school selected by the evaluatee. The selected faculty member shall review the student evaluations and sign a verification indicating that they have reviewed and discussed the student evaluations with the member being evaluated. The signed verification shall be submitted by the evaluatee as part of the faculty portfolio.
- (c) The student evaluations are the property of the part-time faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, and will not be used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.
- (4) Report preparation
- (a) The dean will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
- i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the part-time faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in assessment of student learning outcomes. Any information included in the part-time faculty member's evaluation regarding participation in student learning outcome processes must be verified and documented.

- 2814 (b) Part-time faculty members shall not be held accountable for any
2815 aspect of the educational program over which they have no
2816 authority.
2817
- 2818 (c) Evaluations are to be based on the materials described in this
2819 Article.
2820
2821 Hearsay statements, rumors or information from anonymous
2822 sources shall be excluded from written evaluations. The evaluator
2823 may include in the written evaluation information which has been
2824 documented through a completed investigation subsequent to a
2825 complaint, the findings of which investigation have been delivered
2826 to the faculty member under evaluation prior to the inclusion of
2827 this information in the evaluation report.
2828
- 2829 (d) The evaluation of the part-time faculty member may be completed
2830 by a full-time faculty member as the designee of the Vice President
2831 or the dean, under the following circumstances:
2832
- 2833 i. The full-time faculty member is tenured,
2834
2835 ii. The full-time faculty member is in good standing with an
2836 evaluation of “Meets Standards” or better on his or her
2837 most recent evaluation,
2838
2839 iii. The full-time faculty member is approved by the
2840 appropriate dean,
2841
2842 iv. Department chairs will have the first right of refusal for all
2843 evaluations of part-time faculty members in their areas,
2844
2845 v. In the event that an evaluation results in the evaluated part-
2846 time faculty member receiving an overall rating below
2847 “Meets Standards,” the evaluation process will revert to the
2848 dean, who will complete the evaluation.
2849
- 2850 b. For those part-time faculty members with priority rehire eligibility as described in
2851 Article XV, evaluation procedures in relation to continued priority rehire
2852 eligibility status will be as described in Article XV.
2853
- 2854 c. Evaluation Timelines
2855
- 2856 (1) Each part-time faculty member shall be evaluated during the first semester
2857 of his/her first assignment at that college.
2858

2859 (2) Subsequent reviews will be every sixth semester during which an
2860 instructional assignment is held, and no fewer than one in every four
2861 years. Out-of-sequence evaluations may also occur as needed if approved
2862 by the Vice Chancellor of Human Resources in consultation with the
2863 Association.
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**ARTICLE XVIII
PERSONNEL FILES**

18.1. General Provisions

- a. The District shall not base any punitive action against a faculty member upon materials which are not contained in the faculty member's personnel file. Any punitive action against a faculty member shall be taken in conformance with legal requirements.
- b. There shall be only one official personnel file for each faculty member. This file shall be locked in a central location.

18.2. Access to Files and Release of Personnel Information

- a. The faculty member shall have access to his/her file at reasonable intervals and at reasonable times, with reasonable advance notice subject to the following restrictions:
 - (1) The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.
 - (2) The employee shall not have the right to inspect materials the access to which is specifically excluded by federal or state regulation or statute.
- b. Representatives of the Association shall have access at reasonable intervals and at reasonable times, with reasonable advance notice, to said file with the faculty member's written authorization.
- c. Management's access to a faculty member's personnel file shall be restricted to authorized administrators, authorized personnel office staff, and the faculty member's immediate supervisor. The information and contents of a faculty member's personnel file may not be released to anyone else without the faculty member's express prior written consent, or in order to comply with a legal requirement such as a court order.

18.3. Placement of Material in Personnel Files

- a. Any material placed in a faculty member's file must be signed and dated. A copy shall be given to the faculty member prior to the time of insertion in the personnel file.
- b. Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have

the right to enter into his or her personnel file, and have attached to any derogatory statement, his or her own comments. A faculty member who alleges that information in his/her personnel file is false or erroneous, shall have the right to file a grievance for the purpose of having such information rectified or expunged. Nothing herein shall limit the right of a faculty member to grieve disciplinary actions, including but not limited to documents which are punitive or disciplinary in nature.

- c. A faculty member shall have the right to place in the file such material, within reason, as he/she determines may have a bearing on his/her position as a faculty member.

ARTICLE XIX
TRANSFERS

19.1. General Provisions

A lateral transfer refers to any administrative or Board action which results in the movement of a faculty member from one immediate supervisor or site to another. A transfer may be initiated by the faculty member (“voluntary”) or by the District (“involuntary”).

19.2. Voluntary Lateral Transfers: A faculty member may request a voluntary lateral transfer to a new or vacated position to take effect at the beginning of the next academic semester.

- a. The request for voluntary lateral transfer may be initiated at any time.
- b. All requests for voluntary transfers shall be considered on the basis of (1) minimum qualifications as defined in 5 CCR §53410, (2) reasonableness, and (3) seniority.
- c. No faculty member shall be overtly or indirectly coerced by management to seek a voluntary lateral transfer.
- d. If a voluntary transfer request is denied, the faculty member, upon request, shall be provided with the reasons for the denial.

19.3. Involuntary Lateral Transfers: Transfers shall not be punitive or disciplinary in nature. They shall be based on the educational needs of the District.

- a. A faculty member may be involuntarily laterally transferred provided (1) minimum qualifications as defined in 5 CCR §53410, (2) reasonableness, and (3) seniority have been appropriately considered.
- b. Faculty members to be involuntarily laterally transferred shall have the right to indicate preferences from a list of vacancies, and the District shall honor such requests on the basis of (1) required minimum qualifications, (2) reasonableness, and (3) seniority.
- c. A faculty member to be involuntarily laterally transferred shall be given the reasons for the transfer.
- d. An involuntary lateral transfer shall result in compensation at the appropriate compensatory step and column.

ARTICLE XX
TRAVEL

- 20.1. Faculty members shall be reimbursed for all actual and necessary expenses incurred while on District approved travel as defined in Board Policy.
- 20.2. Current IRS rates will be used for private automobile mileage reimbursement.
- 20.3. Faculty members shall be covered under Worker's Compensation Insurance as provided by law.
- 20.4. If the District requires a faculty member to drive a District vehicle and special California driver's license is required to drive that vehicle, the District shall pay the costs involved in obtaining the license, including the cost of the license.

ARTICLE XXI
SAFETY

- 21.1 Faculty member safety is a primary concern of the District and the Association.
- 21.2. The District agrees to comply with applicable federal, state, and local laws and regulations affecting faculty member safety in providing and maintaining safe working conditions and equipment.
- 21.3. A faculty member who notices any unsafe condition(s) shall report the condition immediately to the immediate supervisor or the Campus Safety Coordinator.
- 21.4. Each faculty member shall adhere to the District's safety rules and policies for the well-being of the students and faculty member of the District, and shall attend all scheduled District safety training sessions which are related to their assignments, as required by law, regulation or for insurance/risk management compliance.

ARTICLE XXII
LAY-OFF PROCEDURES

Should the District institute a layoff of full-time faculty, the statutory guarantees contained in the California Education Code as applicable to Community College Districts are incorporated into this Agreement and shall apply.

All faculty in the South Orange County Community College District are in one Faculty Service Area (F.S.A.).

ARTICLE XXIII
DISCIPLINE PROCEDURES

- 23.1. The statutory guarantees contained in the California Education Code applicable to the disciplining of District full-time faculty members are incorporated into this Agreement and shall apply to tenured and non-tenured faculty.
- 23.2. No full-time faculty member shall be dismissed or penalized unless the District has fulfilled its obligations to evaluate such faculty member in accordance with the procedures outlined in Article XVII, Evaluations.

3227 **ARTICLE XXIV**
3228 **FEDERAL AND STATE STATUTES REGARDING HARASSMENT AND**
3229 **DISCRIMINATION**
3230

3231 The Board of Trustees and the Faculty Association agree that the District will strictly adhere to
3232 federal and state statutes and guidelines regarding sexual harassment and discrimination.
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**ARTICLE XXV
GRIEVANCE PROCEDURES**

25.1. General Provisions

A grievance is a formal written allegation by a grievant who alleges a violation, misapplication or misinterpretation of a specific article, section, or provision of this Agreement.

- a. The purpose of this procedure is to secure, at the lowest possible level, an equitable resolution of a grievance. Both parties agree that these proceedings will be kept as informal and confidential as appropriate at any level of the procedure.
- b. Actions to challenge or change the policies of the District as set forth in law, policies, rules and regulations and procedures not contained within this Agreement, and/or actions for which another process is provided by law (e. g., discrimination) must be undertaken under separate processes.
- c. This grievance procedure may be used to dispute a decision regarding the granting of tenure.
- d. Nothing contained herein will be construed as limiting the right of any faculty member having a grievance to discuss the matter informally with the appropriate member of the administration, and to have the grievance adjusted without intervention by the Association, provided that the adjustment is consistent with the terms of this Agreement and that the Association has been given an opportunity to review the grievance, the proposed resolution, and state its view.
- e. Prior to filing a grievance at Level I below, the grievant is encouraged to discuss the potential grievance with his/her dean or appropriate supervisor, either directly or through the Association's grievance representative or designee, with intent to resolve the grievance informally.

If the grievant is not satisfied with the disposition of the potential alleged grievance at the informal level, the grievant may file a formal grievance in accordance with the provisions of Section 25.4.a. of this article.
- f. The grievant may be represented by an Association representative at all levels of the grievance procedure under Section 25.4. below. Should the Association waive its rights to be present and/or state its view at any one stage of the procedure, the Association shall retain the right to do so at any or all subsequent stages of the grievance procedure.
- g. If a grievance arises from action or inaction by the District administration, the aggrieved person shall submit such grievance directly to the Association and the Chancellor or designee, and if necessary this grievance shall continue as specified in Level III (see Section 25.4.c. below).

- 3319
- 3320 h. If the grievance arises from action or inaction by the Chancellor, the grievance
- 3321 shall be submitted directly to the Association and to the Chancellor or designee.
- 3322 In the event that the grievance is not resolved between the grievant and/or the
- 3323 Association and the Chancellor or designee, the grievance will be submitted to the
- 3324 Board of Trustees through the Board President. If necessary, this grievance shall
- 3325 continue as specified in Level IV (see Section 25.4.d. below).
- 3326
- 3327 i. No reprisals of any kind will be taken by the Board, the Chancellor, any member
- 3328 or representative of the administration of the District, or by the Association, its
- 3329 officers or its members against any aggrieved person, any party in interest, any
- 3330 member of the Association, or any other participant in the grievance procedure by
- 3331 reason for such participation.
- 3332
- 3333 25.2. Scheduling of grievance meetings
- 3334
- 3335 a. Every effort will be made to schedule meetings for the processing of grievances at
- 3336 times that will not interfere with the regular assigned duties of the participants.
- 3337
- 3338 b. In accordance with Article VI (Association Rights), the Association representative
- 3339 will, upon reasonable notice to the appropriate dean, be released from duties
- 3340 without loss of pay to attend meetings.
- 3341
- 3342 C. If the grievance meeting must be held at a time which conflicts with the grievant's
- 3343 assigned duties, upon reasonable notice to the appropriate dean, the grievant will
- 3344 be released to attend the meeting. Any District employee who is requested by any
- 3345 party of interest to appear in such meetings or hearings as a witness shall, upon
- 3346 reasonable notice to appropriate dean or supervisor, be released from assigned
- 3347 duties to attend the meeting.
- 3348
- 3349 25.3. Time Limits
- 3350
- 3351 a. All grievances should be processed in an expeditious and timely manner.
- 3352
- 3353 b. Should the grievant fail to comply with the established time limits at any step,
- 3354 he/she shall forfeit all rights to process the existing grievance.
- 3355
- 3356 c. Should the District or its designated representatives fail to respond to a grievance
- 3357 within established time limits at any step, the grievant is entitled to proceed to the
- 3358 next step.
- 3359
- 3360 d. Any time limits set forth herein shall begin the day following the receipt of a
- 3361 written decision.
- 3362
- 3363 e. Time or procedural steps may be waived at any step by mutual written agreement.
- 3364

25.4. Grievance Procedure

a. Level I – Immediate Supervisor

- (1) Within one (1) year after the occurrence of the act or omission giving rise to the grievance, the grievant shall present his/her grievance in writing to the appropriate Association grievance chair and the immediate supervisor on the District grievance form (Appendix D). The grievance shall contain a clear and concise statement of the grievance, the circumstances involved, including any supporting evidence, the specific sections of this Agreement alleged to have been violated, the affected employee(s) and the specific remedy sought.
- (2) Within ten (10) days of receiving the grievance the immediate supervisor may request a formal conference to discuss the grievance. The immediate supervisor shall render a decision to the grievant in writing within ten (10) days of receiving the grievance, or of the date that the grievance conference was held, whichever is later.

b. Level II – President or Designee

- (1) In the event the grievant is not satisfied with the decision, if provided, at Level I, the decision may be appealed on the grievance form to the President, within ten (10) days of receiving the Level I decision, or when it should have been received.
- (2) In order to be processed or considered, the appeal shall include copies of the original grievance and decision, if rendered, and the reason for the appeal.
- (3) The President, or designee, shall hold a conference with the grievant upon request of either party. The President, or designee, shall communicate the decision about the grievance to the grievant in writing on the grievance form within ten (10) days of receiving the appeal and forward a copy of the response to Faculty Association.
- (4) The President's designee shall not be any person who has previously ruled on the grievance at any of the previous levels.

c. Level III – Chancellor or Designee

- (1) If the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision to the Chancellor, or designee, on the grievance form within ten (10) days of receipt of the decision at Level II, or of when the decision should have been received.

- 3411 (2) The appeal shall include a copy of the original grievance and appeals with
3412 decision rendered, and reasons for the appeal.
3413
3414 (3) The Chancellor, or designee, shall hold a conference with the grievant
3415 upon request of either party. The Chancellor, or designee, shall
3416 communicate the decision to the grievant in writing on the grievance form
3417 within fifteen (15) days of receiving the appeal and forward a copy of the
3418 response to Faculty Association.
3419
3420 (4) The Chancellor's designee shall not be any person who has previously
3421 ruled on the grievance at any previous level.
3422

3423 d. Level IV – Arbitration
3424

- 3425 (1) Where the grievant and Faculty Association wish to proceed to arbitration,
3426 a request shall be made to the Director of Human Resources within ten
3427 (10) days of receipt of the Chancellor's, or designee's, decision or of the
3428 date the decision should have been received. Should the Faculty
3429 Association and the District be unable to mutually agree on the selection
3430 of an arbitrator:
3431
3432 (a) Within five (5) days the Human Resources Office shall request a
3433 list of seven (7) arbitrators from the State Mediation and
3434 Conciliation Service.
3435
3436 (b) Within ten (10) days after receipt of the list, a representative of the
3437 District and a representative of Faculty Association shall
3438 alternately strike names from the list until only one name remains.
3439
3440 (2) Upon selection of the arbitrator, the Human Resources office shall contact
3441 the selected arbitrator to schedule a hearing at the earliest convenience of
3442 the arbitrator and the parties.
3443
3444 (3) Arbitrator expenses, including any per diem fees, actual and necessary
3445 travel and subsistence expense, and other fees and expenses shall be paid
3446 equally by the District and the Faculty Association.
3447
3448 (4) If either party so requests, the arbitrator shall specifically rule upon the
3449 appropriateness of arbitration of contested issues prior to the hearing on
3450 the merits of the grievance. If the parties cannot agree upon a statement of
3451 the issues to be arbitrated, the arbitrator shall determine the issues by
3452 referring to the written grievance and the answers thereto at each step.
3453
3454 (5) The arbitrator may render a decision only regarding the interpretation of
3455 the provision or provisions of this Agreement at issue between the parties.
3456 The arbitrator shall have no authority to add to, subtract from, alter,

3457 amend, or modify any provisions of this Agreement. The arbitrator shall
3458 be without power or authority to make any decision that requires the
3459 District or the administration to perform an illegal act.
3460

- 3461 (6) After a hearing and after both parties have had an opportunity to make
3462 written or oral arguments, the arbitrator shall submit, in writing, to all
3463 parties, his or her findings and award. The award of the arbitrator shall be
3464 binding on the Board of Trustees unless a court of competent jurisdiction
3465 directs otherwise.
3466

3467 (7) Arbitrator's Recommendation
3468

- 3469 (a) The Board shall adopt the arbitrator's recommendation at its next
3470 regular meeting after receipt, providing a minimum of ten (10)
3471 days elapse from receipt to the Board meeting.
3472

- 3473 (b) The Chancellor may meet with the grievant and representatives to
3474 discuss other alternative solutions, if the arbitrator's decision
3475 would result in a proven financial hardship for the District. Any
3476 meeting to discuss alternative solutions does not release the
3477 District from the binding award recommended by the arbitrator
3478 unless agreed to in writing by the District and Faculty Association.
3479

ARTICLE XXVI
BONDED SABBATICAL AND PROFESSIONAL DEVELOPMENT

26.1. Bonded Sabbatical

At the discretion of the Board of Trustees, upon the recommendation of the District Sabbatical Committee, the District may grant a sabbatical to eligible faculty members (Calif. Ed. Code, Sections 87767 and 87768).

a. Purpose

A sabbatical is to allow for the professional enhancement of the faculty member. Such professional enhancement shall be to the benefit of the faculty member, his/her college, students, and/or to the District. The value of what the faculty member may contribute following his/her return includes, but is not limited to, the areas of pedagogy, curriculum development, and the culture of the college and the community it serves.

b. Length of Sabbatical

A sabbatical leave may take one of two possible forms:

- (1) One semester at full pay and employee benefits, or
- (2) One academic year at two-thirds pay and full employee benefits.

c. Eligibility

- (1) Any tenured full-time faculty member who has served the District for at least six (6) consecutive years without a break in service (Calif. Ed. Code, Section 87768) is eligible for a sabbatical. No more than one such sabbatical may be granted in each seven-year period.
- (2) An eligibility list will be prepared by the Human Resources Office no later than July 1st of the preceding year and sent to the Sabbatical Committee chair.

d. Acceptable Sabbatical Projects

A sabbatical may be granted for any of the following purposes:

- (1) Professional study related to assigned discipline(s) or for the purpose of retraining when there is a scheduled phase-out in a discipline and/or program.

- 3548 (2) Completion of courses for an advanced degree related to assigned
3549 discipline(s) or in advanced studies related to higher education.
3550
3551 (3) Special project, research or assignment that relates to the goals and
3552 mission of the College and District.
3553
3554 (4) Travel related to assigned discipline, course and/or program of faculty
3555 member.
3556

3557 e. Sabbatical Committee
3558

- 3559 (1) The Sabbatical Committee will consist of up to one (1) faculty member
3560 from each Division/School, one (1) administrator from each college who
3561 will be appointed by the college President, and the appropriate Vice
3562 Chancellor, who will also serve as co-chair.
3563
3564 (2) Members of the Sabbatical Committee may not submit a sabbatical
3565 proposal, nor serve in the year following the completion of a sabbatical.
3566
3567 (3) Committee members will elect a chair and have one (1) vote each.
3568
3569 (4) The Committee shall have as its sole responsibility the handling of matters
3570 pertaining to bonded sabbaticals.
3571
3572 (5) The Sabbatical Committee shall meet during September each year to
3573 establish procedures and policies within the scope of this Master
3574 Agreement.
3575
3576 (6) The Committee shall also establish all timelines for the application and
3577 approval process provided that all recommendations for sabbaticals shall
3578 be forwarded to the Chancellor no later than December 20th.
3579

3580 f. Application Process
3581

- 3582 (1) Faculty members shall be notified by the Sabbatical Committee of their
3583 eligibility to apply for a sabbatical and provided with instructions for
3584 completing the application form and the final report. In addition, faculty
3585 members will be informed of all necessary deadlines and procedures.
3586
3587 (2) The faculty member shall discuss the proposed sabbatical project with
3588 division/school peers, Department Chair, Division/School Dean,
3589 appropriate Vice President, and solicit input/feedback.
3590
3591 (3) The faculty member shall submit to the college President a copy of his/her
3592 sabbatical proposal (or a rough draft thereof) for input and feedback. The
3593 President may provide comments and indicate one of the following:

- 3594 (a) SUPPORT: The sabbatical proposal (with input as indicated) can
3595 be forwarded to the committee.
3596
- 3597 (b) NON-SUPPORT: The sabbatical proposal will be returned to the
3598 faculty member with recommendations to warrant the President's
3599 support.
3600
- 3601 i. In the event where the College President does not support a
3602 sabbatical proposal, the faculty member may:
3603
- 3604 a) reconsider the President's input and resubmit the
3605 sabbatical proposal to the President, or
3606
- 3607 b) rescind the sabbatical proposal, or
3608
- 3609 c) forward the sabbatical proposal to the Sabbatical
3610 Committee with the President's comments and non-
3611 support.
3612
- 3613 (4) The faculty member shall submit his/her sabbatical proposal with all
3614 required forms and documents to the Sabbatical Committee prior to the
3615 deadline date.
3616
- 3617 (5) Under exceptional circumstances, the Sabbatical Committee may choose
3618 to consider late applications. The Committee has the sole responsibility for
3619 determining the criteria for exceptional circumstances and whether or not
3620 it will consider a late application.
3621
- 3622 (6) If the applicant makes changes to the proposal after it has been reviewed
3623 by the committee, the co-chairs will discuss the changes with the college
3624 president and seek his/her support for the changes.
3625

3626 g. Approval Process
3627

- 3628 (1) Following procedures and guidelines established by the Sabbatical
3629 Committee and set forth herein, the Committee shall approve (or
3630 disapprove) each sabbatical application by a majority vote of the
3631 Committee and forward their approved list to the College President.
3632
- 3633 (2) The names of approved applicants for a sabbatical shall be forwarded to
3634 the Chancellor for recommendation to the Board of Trustees no later than
3635 December 20th.
3636
- 3637 (3) The Board of Trustees may grant a sabbatical (Calif. Ed. Code, Sections
3638 87767 and 87768) to eligible faculty members whose applications have
3639 been approved by the Sabbatical Committee.

- 3640 (4) Each faculty member shall be notified on or before March 1st regarding
3641 the acceptance or rejection of their application.
3642
- 3643 (5) In the event there are multiple sabbatical requests in the same department
3644 for the same period, the dean may defer an approved sabbatical so as not
3645 to interfere with the regular operation of a department, subject to the
3646 following conditions:
3647
- 3648 (a) A deferred sabbatical must be granted within one (1) year of the
3649 date on which the deferred sabbatical was due to commence.
3650
- 3651 (b) Faculty members will retain their cycle of sabbatical eligibility
3652 based on the approval date of the application.
3653
- 3654 (c) When a sabbatical deferral is necessary, faculty members approved
3655 for their first sabbatical will receive priority.
3656
- 3657 (d) When a sabbatical deferral is necessary, and all affected faculty
3658 members have previously received a sabbatical, in the absence of a
3659 mutual agreement to the contrary among the affected faculty
3660 members, priority will be given to the most senior faculty member
3661 as determined by the District-assigned faculty seniority number.
3662

3663 h. Number of Sabbaticals and Priority Determinations
3664

- 3665 (1) The number of semesters available for faculty sabbaticals shall be
3666 calculated as 4.63% of the full-time faculty semester/year obligation as
3667 reported by the Chancellor's Office, California Community Colleges to
3668 the District in the fall of that academic year (CCR, Title 5, Sections 51025,
3669 (a), 1 and 53302). Deferred sabbaticals according to Section 26.1.g.(5)
3670 will not be reflected in the 4.63% allocation for the next academic year.
3671

- 3672 (2) The determination of the number of semesters available for sabbaticals for
3673 any given academic year shall be made by rounding up after the
3674 multiplication process takes place.
3675

3676 Example:
3677

3678 $4.63\% \times 255 \text{ (faculty)} = 11.8 \times 2 = 23.6 \text{ or } 24 \text{ semesters}$
3679

- 3680 (3) The Sabbatical Committee will assign priority to proposed sabbatical
3681 projects as follows:
3682

- 3683 (a) A first time applicant will be given priority over applicants who
3684 have had a previous sabbatical.
3685

- 3686 (b) Thereafter, applicants will be determined by seniority of service
3687 and by the quality of the proposal as ranked by the Sabbatical
3688 Committee.
3689
- 3690 (c) In the event of a tie when all previous criteria have been met, the
3691 tie shall be broken by a majority vote of the Sabbatical Committee.
3692
- 3693 (4) A list of alternates shall be established and maintained by the Sabbatical
3694 Committee, in the event that a change of plan of a faculty member or
3695 increases in the total number of full-time faculty members employed
3696 permits additional available sabbatical semesters.
3697
- 3698 i. Length and Conditions for a Sabbatical
3699
- 3700 (1) The recipient of a one semester sabbatical will be compensated at his/her
3701 regular salary and employee benefits; a two-semester sabbatical at two-
3702 thirds regular salary and full District-provided benefits. Year-long
3703 sabbaticals shall reduce the District contribution to STRS. Faculty
3704 members wishing to maintain full service credit with STRS must contact
3705 STRS.
3706
- 3707 (2) Salary while on sabbatical shall be paid on a monthly basis during the
3708 academic year.
3709
- 3710 (3) Faculty members cannot assume any other, additional full-time
3711 employment while on sabbatical, unless it is an integral part of their
3712 approved sabbatical. If this provision is violated, all compensation and the
3713 cost of employee benefits must be returned to the District.
3714
- 3715 (4) Faculty members granted sabbatical shall not be authorized to perform
3716 additional professional services such as overload, overtime, part-time
3717 assignment, stipend, and grants for District pay. Nor will the District
3718 furnish equipment or materials, pay travel costs, or provide remuneration
3719 other than the sabbatical compensation during the period of the sabbatical.
3720 The Board may, upon application, grant exception to this provision.
3721
- 3722 (5) A sabbatical shall be counted as experience for advancement on the salary
3723 schedule.
3724
- 3725 (6) Academic credits earned while on sabbatical or professional development
3726 activity may be used toward salary increments the following academic
3727 year, in accordance with the existing board policies.
3728
- 3729 j. Guarantees

- 3730 (1) The faculty member must agree to return to the District for a period of
3731 service equal to twice the period of the sabbatical (Calif. Educ. Code,
3732 Section 87770).
3733
3734 (2) The faculty member shall be returned to the same or comparable position
3735 held at the time the sabbatical was granted. If conditions arise which
3736 would make it necessary to change the faculty member's assignment, the
3737 faculty member shall be notified, whenever possible, before the change
3738 becomes effective. Nothing in this paragraph is intended to be in conflict
3739 with Calif. Educ. Code Section 87774.
3740
3741 (3) The written agreement between the District and the faculty member
3742 includes a bond paid for by the District. The bond covers pay and the
3743 District's cost of employee benefits. If the bond is forfeited, any
3744 repercussions from the bonding company are the sole responsibility of the
3745 faculty member (Calif. Educ. Code Sections 87770 and 87771).
3746

3747 k. Evidence of Completion
3748

- 3749 (1) Upon completion of the sabbatical and within sixty (60) days of the
3750 faculty member's return to duty, a narrative report shall be submitted to
3751 the Sabbatical Committee for review and acceptance (or non-acceptance).
3752 This report will include:
3753
3754 (a) a record of the activity such as, transcripts of study completed a
3755 copy of the product developed, and/or an evaluation of the project
3756 pursued;
3757
3758 (b) a discussion of its impact on teaching and learning;
3759
3760 (c) a description of how the sabbatical information will be used in a
3761 professional development plan;
3762
3763 (d) a narrative on how the information contributes to the benefit of the
3764 students and to the District.
3765
3766 (2) If the approved sabbatical project contains an implementation process or
3767 the Sabbatical Committee would like a follow-up report, the faculty
3768 member will provide the information requested in the time line provided.
3769
3770 (3) The faculty member must schedule a minimum of one presentation(s) at a
3771 venue such as Professional Development Week, Division/School
3772 meetings, College Sabbatical Forum, and/or at a professional
3773 organization(s) meeting.
3774

- (4) The Board of Trustees and/or the Sabbatical Committee may invite representative faculty members to make presentations of their sabbatical project/activity at Board of Trustees meetings.

I. Status Changes Relating to an Approved Sabbatical

Once the faculty member has been approved by the Board of Trustees for a sabbatical activity, it is the faculty member's responsibility to inform in writing the Sabbatical Committee Chair and the appropriate Vice Chancellor of any change(s) in status with the sabbatical from the time the faculty member knows or should have known of a change.

(1) Project

In the original application, the faculty member requests time to complete a project with a stated outcome; however, circumstances, conditions, etc., identified in the application sometimes change. The faculty member must submit a request for change to the Sabbatical Committee, College President, and Chancellor, and seek approval from the Board of Trustees before implementing any changes with the sabbatical project.

(2) Extenuating Circumstances

In the event that an extenuating circumstance occurs (such as, natural disaster, long term family illness) that may impact the content and/or timelines of the sabbatical project, the faculty member must report such change to the Sabbatical Committee, College President, Chancellor, and seek approval from the Board of Trustees before implementing any changes with the sabbatical project.

(3) Serious or Long-Term Illness/Injury of the Faculty Member

It is the responsibility of the faculty member to notify the Director of Human Resources and the appropriate Vice Chancellor within thirty (30) days from the onset or change in physical condition.

26.2. Professional Development

At the discretion of the Board of Trustees, the District may grant a faculty member a paid or unpaid leave of absence of up to two (2) years for professional development which may include, but shall not be limited to, additional schooling and/or training, participation in faculty exchange programs, a project/activity that would benefit the College and/or District, involvement in research efforts and acceptance of long-term assignments to other higher education institutions, agencies, corporations, foundations, or government (Calif. Ed. Code Section 87768).

- 3821 a. Absence shall not be included as service in computing the six (6) years before or
3822 after a sabbatical.
3823
- 3824 b. Absence shall not be deemed a break in service.
3825
- 3826 c. Upon return, a faculty member will return to the same or comparable position.
3827
- 3828 d. The faculty member will receive credit for annual salary increments, employee
3829 benefits, including, but not limited to, insurance and retirement benefits, to the
3830 extent not expressly prohibited by law.
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**ARTICLE XXVII
BENEFITS**

27.1. Health Insurance

The District shall pay 100 percent of the health insurance premium for faculty members working 75 percent or more of a full-time faculty contract and their eligible dependents. The coverage provided shall meet the specifications on file at the District Business Office.

27.2. Part-Time Faculty Health Insurance

- a. The purpose of this program is to provide an opportunity for individual part-time faculty members who are not provided health or medical insurance coverage through this District as a retired full-time faculty member, a family member's medical insurance plan, provided group plan, or other employer's medical insurance plan to receive an allowance to secure comprehensive medical coverage of their own choosing.
- b. Beginning in the Fall semester of 2019, the District shall provide a monthly allowance to qualified part-time faculty members for the purpose of purchasing comprehensive health insurance. The amount of the allowance will be determined each semester, and will be \$381,000 divided by the total number of qualified part-time faculty members who have filed an approved application for that semester, up to a maximum of \$500 per month, or \$2500 per semester per part-time faculty member.
- c. This allowance is toward a qualified voluntary comprehensive health insurance program of the faculty member's individual arrangement and choice for the part-time faculty member who meets the following criteria:
 - (1) Eligibility is reviewed each semester.
 - (2) The faculty member must be employed for a minimum of 12 LHE in the District in the 12-month period ending at the end of the prior semester (summer session counts toward meeting this requirement).
 - (3) The faculty member must have been employed in the District for five semesters during a period of three years immediately preceding the end of the prior semester (summer session does not count toward meeting this requirement).
 - (4) The faculty member must work a minimum of three LHE in the District during the semester for which the District contribution is to be made.

- (5) Each semester the faculty member must submit the following to the District Business Office no later than the September 10th and February 10th by 5 p.m. (PST) in order to be eligible for the District allowance:
- (a) Relevant documentation of current enrollment in a voluntary Bronze, Silver, Gold, or Platinum medical plan provided through Covered California under the Patient Protection and Affordable Care Act, or an equivalent medical or health insurance plan.
 - (b) A signed affidavit attesting that the part-time faculty member is not eligible for health or medical insurance coverage through this District as a retired full-time faculty member, a family member's medical insurance plan, provided group plan, or other employer's medical insurance plan.
 - (c) If coverage is terminated, the part-time faculty member must notify the District within 10 days of the date of termination. If the policy is terminated, the benefit will cease for the remainder of the semester.
 - (d) This program is subject to random District audits.
- d. The District allowance will cease if the employee no longer meets the requirements of the above criteria.
- The District allowance shall be paid through payroll and will be prorated over the number of paychecks received by the eligible faculty member each semester.
- Part-time Faculty health insurance (Section 27.2.) is subject to reopening on June 1, 2020.
- 27.3. Dental Insurance
- The District shall pay one hundred percent of the premium for dental insurance for faculty members working 75% or more of a full-time contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.
- 27.4. Vision Insurance
- The District shall pay one hundred percent of the premium for vision insurance for faculty members working 75% or more of a full-time contract and their eligible dependents. Coverage provided shall meet the specifications on file at the District Business Office.

3957 27.5. Employee Assistance / Mental Health Program

3958
3959 The District shall pay one hundred percent of the premium for a faculty member's
3960 assistance/mental health program for employees working 75% or more of a full-time
3961 faculty contract and their eligible dependents. Coverage provided shall meet the
3962 specifications on file at the District Business Office.
3963

3964 27.6. Life Insurance

3965
3966 The District shall pay one hundred percent of the premium for life insurance for faculty
3967 members working 75% or more of a full-time faculty contract and their eligible
3968 dependents. The coverage provided shall be two times the annual salary up to
3969 \$200,000.00, plus \$50,000.00.
3970

3971 27.7. Long Term Disability Insurance

3972
3973 The District shall pay one hundred percent of the premium for long-term disability
3974 (salary protection) for faculty members working 75% or more of a full-time faculty
3975 contract. The coverage provided shall meet the specifications on file at the District
3976 Business Office.
3977

3978 27.8. Long Term Care Insurance

3979
3980 For faculty members working 75% or more of a full-time faculty contract, the District
3981 shall pay a maximum of \$8.00 per month toward the premium for long-term care
3982 insurance. Any unused portion of the \$8.00 may be used for employee-paid voluntary
3983 coverage for spouses. Coverage provided shall meet the specifications on file at the
3984 District Business Office.
3985

3986 27.9. Legal Assistance Program

3987
3988 The District shall pay one hundred percent of the premium for legal assistance programs
3989 for faculty members working 75% or more of a full-time faculty contract and their
3990 eligible dependents. Coverage provided shall meet the specifications on file at the District
3991 Business Office.
3992

3993 27.10. Coverage Period

3994
3995 Each full-time faculty member shall be covered for fringe benefits from the first of the
3996 month following his/her first contractual day of his/her first academic year with the
3997 District. In each succeeding year, coverage will be continuous unless the faculty member
3998 resigns, retires, otherwise separates from employment, or is otherwise specified in this
3999 agreement, in which case the benefits will end the last day of the month when
4000 employment ends.
4001
4002

4003 27.11. Benefits During a Leave

4004
4005 Faculty members shall receive medical, dental, vision, and life insurance benefits while
4006 on a leave of absence in accordance with the following conditions:

- 4007
- 4008 a. Faculty members shall continue to receive insurance benefits while on paid leaves
4009 of absence.
 - 4010
 - 4011 b. A faculty member on an unpaid leave of absence due to illness shall continue to
4012 receive insurance benefits, provided by the District, during the leave of absence
4013 but not to exceed twelve (12) months following the exhaustion of all leaves;
4014 provided, however, that if the faculty member has been employed for a period of
4015 ten (10) years or more in the District, and has reached the age of fifty-five (55),
4016 the District will provide health benefits for the absent faculty member until that
4017 faculty member is able to return to duty, elects to retire as specified in Section
4018 31.4. below, or is separated from the District.
 - 4019
 - 4020 c. Faculty members on unpaid leave longer than one year are eligible to apply for
4021 employee paid insurance coverage under COBRA.
4022

4023 27.12. Tax Sheltered Annuities

4024
4025 Faculty members may participate in tax sheltered annuity plans from the District's
4026 approved list of vendors. The District will provide payroll deduction for this purpose.
4027

4028 27.13. Medical Examinations and Tests

4029
4030 Medical examinations and tests required by the District for employment shall be paid by
4031 the District.
4032

4033 27.14. Parking

4034
4035 Appropriate staff parking shall be provided on campus for \$60.00 per academic year for
4036 full time faculty members and \$30.00 per academic year for part-time faculty members.
4037

4038 27.15. Change in Level of Benefit

4039
4040 The District agrees that changes to the level of benefit coverage will be negotiated.
4041
4042
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4048

ARTICLE XXVIII
WORKLOAD BANKING PROGRAM

28.1. General Provisions

- a. Workload banking is a benefit for full-time tenured faculty. This benefit allows a full-time faculty member to earn and bank workload time credit in lieu of compensation and take time off in a future semester.
- b. When a full-time faculty member accepts an assignment as overload, as part of a summer assignment, or during any other instructional session beyond the traditional semesters, that faculty member is paid according to the appropriate salary schedule (Appendix A). However, when a faculty member is banking overload for use in place of a future teaching assignment, that faculty member is earning LHE to be applied to a future assignment. Therefore, all banked workload will be valued at the appropriate LHE rate (as described in Section 28.3. below).

28.2. Workload Banking

- a. Full-time probationary and full-time tenured faculty members are eligible to earn and bank workload time credit.
- b. Only tenured full-time faculty members are eligible to redeem banked workload credit.
- c. Faculty members may accumulate a maximum of twenty (20) LHE or their equivalent toward banked workload. Banked workload credit not applied to a specific leave will remain banked, and will be applied to a future leave.
- d. Banked workload leave will be scheduled only for the full length of a semester (no leaves shall be taken for part of a semester only).
- e. Banked workload credit may be taken in increments ranging from three equivalent LHE to one equivalent semester. When on a banked workload leave the employee's professional development obligation, office hours and committee meeting obligations will be proportional to their assignment for the academic year. Partial leaves are subject to Section 28.2.g below.
- f. Being on a full banked workload leave eliminates the contractual obligation for office hours and committee/college service work during the term of the leave.
- g. Banked workload leaves will be limited to once every eight (8) semesters.
- h. Workload credit earned in restricted or categorically funded programs may be banked only if allowed by State and Federal regulations and the granting agency.
- i. Payment for banked workload earned in the fall and spring semesters, summer sessions, and any other instructional sessions beyond the traditional semesters will

4095 be withheld by payroll. Banked workload will be officially posted as banked at
4096 the end of the semester in which it is earned.

4097
4098 j. Faculty members who request to schedule banked workload leave will not be
4099 eligible to apply or take any other leave to extend an absence from the workplace
4100 longer than one semester.

4101
4102 28.3. Criteria to earn banked workload credit:

- 4103
4104 a. A faculty member must have probationary or tenured status.
4105
4106 b. The dean will acknowledge the request to bank workload and record the request
4107 through the Vice President's office.
4108
4109 c. Banked workload credit can be earned from assignments exceeding thirty (30) to
4110 thirty-two (32) LHE per year scheduled during Fall and Spring semesters.
4111
4112 d. Full-time faculty members must accumulate the equivalent of fifteen (15) LHE of
4113 banked workload credit, to be calculated as follows (see Article XV, Workload):
4114

4115 (1) Lecture Assignments (contact hour)

	<u>Contact Hours</u>	<u>LHE for load</u>
4117 Lecture	1	1
4118 Lab	1	1
4119 Practicum	1.2 (5/6)	1
4120 Tutorial	2	1

4121
4122
4123 Example: Digital Photography 5/6 (units lecture/practicum per week)

4124
4125 3 Hours Lecture = 3 LHE

4126
4127 6 Hours Practicum = 5 LHE

4128
4129 8 LHE for load

4130
4131 (2) Non-Lecture Assignments (clock hour)

4132
4133 Thirty (30) clock hours = 1 LHE

	<u>Clock Hours</u>	<u>LHE for Load</u>
4135 Tutorial Coordination	2	1
4136 Library	2	1
4137 Counseling	2	1
4138 Learning Disability	2	1

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- (3) Counselors and Librarians may include a maximum of 6 LHE of lecture courses per semester within their workload assignment. Therefore, to earn Workload Banked credit, Counselors and Librarians may accumulate up to forty percent (40%) of their credit from overload lecture assignments.
 - e. Workload credit cannot be earned:
 - (1) while on a reduced workload assignment;
 - (2) while on sabbatical.
 - 28.4. Criteria to redeem banked workload credit:
 - a. A full-time faculty member must have fifteen (15) LHE banked prior to taking a banked workload leave.
 - b. Only full-time tenured faculty members may schedule a banked workload leave.
 - c. To schedule a banked workload leave, the faculty member must fill out the appropriate District form (see Appendix E) and schedule the banked workload leave with the dean no later than February 1st for the Fall semester and no later than September 1st for the Spring semester.
 - (1) Every effort shall be made to accommodate a faculty member's request to redeem banked workload credit; however, it is recognized that a banked workload leave may be postponed under circumstances in which the absence of the faculty member would jeopardize the educational program. The dean shall put in writing any postponement of the request to redeem banked workload credit.
 - (2) When two or more faculty members from the same department or area apply to schedule banked workload leave and both/all cannot be accommodated, those faculty members who have not previously taken banked workload leave shall have priority in order of seniority. The remaining faculty will be given priority for the following semester.
 - (3) A requested banked workload leave can be postponed for no more than one academic year.
 - (4) To ensure the stability of a program, department, or school, the faculty member requesting banked workload leave may be requested to work with the Division/School Chair and dean to arrange for appropriate substitute coverage prior to scheduling a leave.

4186 28.5. While the full-time faculty member is on a banked workload leave, unless an exception is
4187 granted by the Board of Trustees, he/she will not be eligible to:
4188

- 4189 a. work overload;
- 4190
- 4191 b. contract for extra assignments in the District;
- 4192
- 4193 c. work on a stipend or reassigned time;
- 4194
- 4195 d. work on any hourly assignments.
- 4196

4197 28.6. Cashing out banked workload credit: Once a faculty member has made an irrevocable
4198 election for workload banking, the faculty member shall not be entitled to cash out except
4199 under one of the following circumstances:
4200

- 4201 a. retirement;
- 4202
- 4203 b. medical disability as defined in Internal Revenue Code, Section 72 (m) (7);
- 4204
- 4205 c. termination (dismissal for cause), or release from probationary status;
- 4206
- 4207 d. death;
- 4208
- 4209 e. resignation.
- 4210

4211 When a faculty member is paid for accumulated banked workload credit (known as
4212 “cashing out”), the rate of pay shall be at the rate of pay in effect at the time the banked
4213 workload credit was earned. No partial “cashing out” will be allowed.
4214

4215 28.7. Record Keeping
4216

4217 Banked workload credit shall be recorded by each college and tracked by the District.
4218 The District shall issue an annual statement to each faculty member and appropriate
4219 administrators showing the amount of posted banked workload credit, salary, and the
4220 dates posted.
4221

4222 28.8. Reserve Funds
4223

4224 When the option to bank workload credit is exercised, an amount equal to the hourly
4225 compensation earned by the full-time faculty member plus ten (10) percent shall be
4226 placed in a separate reserve account that will be used only to pay for hourly replacements
4227 when the full-time employee schedules a banked workload leave or cashes out unused
4228 credit. All interest earned on this reserve shall remain in that account to offset the
4229 increases in hourly pay rates over time.
4230
4231

**ARTICLE XXIX
LEAVES**

29.1. General Provisions

The benefits provided faculty members by Sections 87700 through 87701 and 87763 through 87788 of the Education Code are incorporated into this Agreement except as supplemented in this Article.

Unless otherwise stated, a faculty member on any approved leave shall be entitled to all benefits accorded and obligated by all duties as follows:

a. Paid Leave: Unless otherwise provided in this Article, a faculty member on a paid leave shall be entitled to:

- (1) return to the same or comparable position which he/she held immediately before commencement of the leave,
- (2) receive credit for annual salary increments provided during his/her leave,
- (3) receive during his/her leave all other benefits, including, but not limited to, insurance and retirement benefits, to the extent permitted by law.

b. Unpaid Leave: Except as otherwise prohibited by law, the District retains the sole discretion as to whether to grant a request for an unpaid leave of absence. Unless otherwise provided in this Article, a faculty member on an unpaid leave shall be entitled to:

- (1) return to the same or comparable position which he/she held immediately before commencement of the leave,
- (2) purchase health insurance for the duration of the leave by paying the premium, in full, on or before the first day of the leave, to the District's Business Office.

c. Reduced Contract Request Leave: A faculty member may request a reduced teaching load for any given semester or academic year. The request must be received 90 days prior to the semester in which the reduction is requested. Exceptions to the notice of requirement may be granted by the College President.

Requests must be submitted by the approved process to the appropriate dean and College President. All reduced contracts shall be voluntary, and the faculty member understands that a reduced teaching load will reduce employee benefits and retirement credit received. The faculty member's salary will be reduced in accordance with the percentage reduction in teaching load request.

29.2. Sick Leave

- a. Each full-time faculty member under yearly contract shall be entitled to one (1) day of paid sick leave each month of employment (i.e., 10 days for 10 months; 12 days for 12 months). Sick leave shall be accrued for all part-time, full-time overload and summer LHE instruction and shall be computed by the following formula:

.0558 hours sick leave per contact hour paid

At the beginning of each academic year, every faculty member will receive a sick leave allotment credit, equal to his/her entitlement for the academic year. Part-time classroom faculty members will receive a sick leave allotment credit at the beginning of each semester. Part-time hourly faculty members will receive a sick leave allotment calculated and accrued each pay period.

- b. Pursuant to Labor Code Section 233, a full-time faculty member may use up to six days and a part-time faculty member may use up to three days of accrued and available sick leave entitlement to attend to an illness of a family member as defined in Labor Code Section 245.5 as follows:

- (1) A child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status;
- (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee of the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- (3) A spouse;
- (4) A registered domestic partner;
- (5) A grandparent;
- (6) A grandchild;
- (7) A sibling.

- c. Accumulation of Leave: Unused sick leave shall accrue from academic year to academic year.

- d. Verification of Illness or Injury: Verification will ordinarily not be required for short term absences. A doctor's certification or other acceptable form of verification may be required however, for absences exceeding five (5) calendar

4324 days, situations where there is a doubt as to the employee's fitness to return to
4325 work, or where the appropriate administrator has reason to believe that there may
4326 be an abuse of sick leave.

4327
4328 e. Notification of Absence: Faculty members shall notify the appropriate dean of an
4329 absence as soon as practicable prior to the start of the faculty member's
4330 assignment.

4331
4332 f. Notification of Return: For absences longer than one day, each faculty member
4333 shall make every effort to keep the appropriate supervisor advised of his/her
4334 condition, and provide an estimate of their expected return.

4335
4336 g. Sick Leave Deduction Process:

4337
4338 (1) Full-time faculty members with classroom assignments shall have sick
4339 leave deducted on the basis of half-day increments (i.e., if a faculty
4340 member is absent for one-half or less of his or her scheduled assignment
4341 for that day, one-half day of sick leave will be deducted; if a faculty
4342 member is absent for more than one-half of a scheduled assignment for
4343 that day, a full day of sick leave will be deducted).

4344
4345 (2) Full-time faculty members with non-classroom assignments shall have
4346 sick leave deducted on the basis of quarter-day increments (i.e., if a
4347 faculty member is absent for one-quarter or less of his or her scheduled
4348 assignment for that day, one-quarter of a day of sick leave will be
4349 deducted; for an absence of between one-quarter and one-half of a day,
4350 one-half day will be deducted; for an absence between one-half and three-
4351 quarters, three-quarters of a day will be deducted; for an absence of more
4352 than three-quarters of a scheduled assignment for that day, a full day of
4353 sick leave will be deducted).

4354
4355 (3) Part-time faculty members shall have sick leave deducted on an hourly
4356 basis.

4357
4358 h. Sick Leave Statement: The District shall provide information upon individual
4359 request, on the amount of sick leave accrued, by transfer or otherwise, and sick
4360 leave entitlement for the academic year.

4361
4362 i. Catastrophic Illness Transfer of Leave Program: A faculty member may
4363 contribute sick leave to other staff as well as other faculty members on a one-for-
4364 one basis (one day for one day, etc.) with no reference to the possible difference
4365 in their salaries. The employee is responsible for determining any STRS, IRS or
4366 other agency effect that may occur. This program is designed to assist a faculty
4367 member who has a lengthy illness and has run out of sick leave. The program can
4368 also be used so that an employee can take care of a sick person in the immediate
4369 family. Procedures for the catastrophic illness/injury leave for individual

solicitation or leave bank requests are on file in the District Human Resources Office.

29.3. Maternity Leave

The District shall provide for leave of absence from duty for any faculty member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the leave shall commence and the date on which the faculty member shall resume duties, shall be determined by the faculty member's physician. Pregnancy and disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the South Orange County Community College District.

29.4. Paid Parental Leave

- a. A person employed by the District in a full-time or part-time academic position for more than twelve (12) calendar months shall be allowed to take leave for purposes of parental leave for a period of up to twelve (12) weeks. "Parental leave" means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.
- b. The twelve (12) week period shall run concurrent with any period of sick leave, including accumulated sick leave, taken during a period of parental leave.
- c. An employee shall not be provided more than one twelve (12) week period for parental leave during any twelve (12) month period.
- d. Parental leave taken pursuant to this section shall also run concurrently with parental leave taken pursuant to FMLA/CFRA leave as described in Section 29.12 below. The aggregate amount of parental leave taken pursuant to this section and Section 29.12 shall not exceed twelve (12) weeks in a twelve (12) month period.
- e. When an employee has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of parental leave pursuant to FMLA/CFRA leave specified in Section 29.12, the amount deducted from the salary due the faculty member for any of the remaining portion of the twelve (12) week period in which the absence occurs shall:
 - (1) not exceed the sum that is actually paid a temporary employee employed to fill his or her position during his or her absence or, if no temporary employee was employed, the amount that would have been paid to the temporary employee had he or she been employed, and

- (2) shall not exceed 50 percent of the employee's regular salary for the remaining portion of the 12-workweek of the parental leave.

(Education Code section 87780.1.)

29.5. Extended Illness Leave

- a. If a faculty member has used all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident for a period of five (5) school months or less, then the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute faculty member temporarily assuming the duties of the absent faculty member, or, in the event that no substitute faculty member is employed to replace the faculty member, the lowest LHE rate as described in the appropriate salary schedule (Appendix A) for the number of hours for which the absent faculty member would need to be replaced. In no case shall the amount deducted exceed 50% of the faculty member's regular salary. The five (5) months or less extended illness leave period during which the deductions described above occur shall not begin until all other paid sick leave provisions described in Section II above, excluding sick leave transferred under the Catastrophic Illness Transfer of Leave Program (Section 29.2.1), have been exhausted. Extended illness leave is not available for absences that arise under Labor Code Section 233 (see Section II above).
- b. If a faculty member has used all of his/her accumulated sick leave and is still absent from his/her duties on account of illness or accident, and that faculty member has been employed for a period of ten (10) years or more in the District, and has reached the age of fifty-five (55), the District will provide health benefits for the absent faculty member until that faculty member is able to return to duty, elects to retire as specified in Section 31.4. below, or is separated from the District.

29.6. Industrial Accident and Illness Leave (Calif. Ed. Code Section 87787) is supplemented as follows:

- a. An industrial accident or illness as used in this paragraph means any injury or illness the cause of which can be traced to the performance of services for the District, either on campus or off campus.
- b. A faculty member shall be entitled to such leave without limitation to the number of days of entitlement.
- c. The total of the faculty member's temporary disability indemnity and the portion of salary due during the leave shall equal his or her full salary.

d. A faculty member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as the faculty member and the attending physician agree that there has been such a recovery.

e. Nothing in this Article shall preclude the District from recommending that a faculty member be placed on disability retirement under the State Teachers Retirement System.

29.7. Personal Necessity Leave

Every faculty member shall be entitled to use paid sick leave during each academic year in case of personal necessity, as follows:

a. "Personal Necessity" means any activity, including those pursuant to the California Education Partnership Act (California Labor Code § 230.8), which cannot be conducted before or after the teaching day without causing undue inconvenience to the faculty member. Faculty members shall handle such leave in a responsible manner.

b. Full-time faculty members are entitled to use up to six (6) days per year of personal necessity leave.

c. Part-time faculty members' personal necessity leave is deducted in hourly increments. Part-time faculty members are entitled to use up to sixty percent (60%) of their sick leave allotment for a given semester for personal necessity leave.

d. Personal necessity leave may not exceed the amount of accumulated available sick leave.

e. Personal necessity days do not carry over from year to year.

f. A faculty member shall make every attempt to give advance notice for use of Personal Necessity Leave.

g. A faculty member shall not be required to give reasons for the use of such leave.

29.8. Bereavement Leave

Every faculty member shall be entitled to five (5) days of paid leave of absence for each occurrence of the death of a spouse or domestic partner; child; child of spouse or domestic partner; parent, stepparent, or legal guardian of the faculty member or of the spouse or domestic partner of the faculty member; or any family member living in the immediate household of the faculty member; or if travel out-of-state is required for any other member of the faculty member's immediate family. Otherwise, every faculty

member shall be entitled to three (3) days paid leave of absence for any other member of the faculty member's immediate family. This leave shall not be deducted from sick leave.

29.9. Jury Leave

A faculty member shall be entitled to as many days of paid leave as are necessary when called for jury duty or when summoned for a court appearance not as a result of the faculty member's own misconduct. Any monies received from the courts as jury duty pay shall be transferred to the District, mileage excluded. Upon completion of jury duty, the faculty member shall submit a certification of jury service to the District.

29.10 Legislative Leave

Except as otherwise provided by law, a tenured faculty member who is elected or appointed to the State Legislature, Congress, or appointed to government service, shall be entitled to an unpaid leave of absence for the length of the term of office, not to exceed twelve (12) years.

a. The faculty member on such leave shall notify the college of an intended return at least sixteen (16) weeks in advance.

b. The faculty member on such leave shall be entitled to return to employment at the end of the leave, but shall not be entitled to any other benefits while on leave.

29.11. Professional Development Leave

A faculty member may be granted up to three (3) days of paid leave each academic year for the purpose of improving classroom teaching performance. Such leave may be used to visit classes in other departments or colleges or to attend Association workshops related to the subject(s) or academic discipline(s) being taught by the faculty member.

29.12. Family and Medical Leave

To the extent not already provided for under current leave policies and provisions, the District will provide family and medical care leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Family Rights Act ("CFRA"). Unless otherwise provided by this policy, "leave" under this policy shall mean leave pursuant to the FMLA and CFRA. The District shall not refuse to hire and shall not discharge, fine, suspend, expel or discriminate against any faculty member because he/she exercises the right to family care leave or because he/she gives information or testimony related to his/her or another person's family care leave in an inquiry related to family leave rights.

a. Terms of Leave

- (1) Family care and medical leave shall not exceed twelve (12) work weeks (or twenty-six (26) weeks to care for a covered service member) during any fiscal year. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.
- (2) The twelve (12) month period for calculating leave entitlement will be based on the District's fiscal year from July 1 to June 30.
- (3) Leave taken under the FMLA for disability due to pregnancy shall run concurrently with leave taken under the California Pregnancy Disability Act. A family member may also be entitled to an additional twelve (12) weeks of bonding time under the CFRA.
- (4) During the period of family care and medical leave, the District shall require the faculty member to use his/her accrued time off, and any other paid or unpaid time off negotiated with the District. Accrued sick leave shall be used when the purpose of the family care and medical leave is for the employee's own serious health condition or the leave is needed to care for a parent, spouse, child or domestic partner with a serious health condition, and for which sick leave may be taken pursuant to this Agreement and/or Board policy.

b. Intermittent/Reduced Work Schedule Leave

Leave related to the serious health condition of the faculty member or his/her child, parent, spouse or domestic partner may be taken intermittently or on a reduced work schedule when medically necessary. In such a case, the District may limit leave increments to the shortest period of time that the payroll system uses to account for absences or use of leave. If the leave is foreseeable based on planned medical treatment, the faculty member may also be required to transfer temporarily to a different job that has the equivalent pay and benefits but could better accommodate recurring periods of leave. The faculty member must be qualified for the position, but the position does not need to have equivalent duties. Transfer to an alternative position may include altering an existing job to better accommodate the faculty member's need for intermittent leave or a reduced work schedule.

c. Maintenance of Benefits

- (1) Leave under the terms of FMLA and/or CFRA is unpaid. During the period of family care and medical leave, the faculty member shall continue to be entitled to participate in the District's medical, vision, and dental plans.

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- (2) If the faculty member fails to return from leave after the leave period has expired for a reason other than the continuation, recurrence or onset of a serious health condition of the faculty member or his/her family member which would entitle the faculty member to leave, or because of circumstances beyond the faculty member's control, the employee will be required to reimburse any health plan premiums paid by the District during the period of leave. The District shall have the right to recover premiums through deduction from any sums due to the employee from the District (e.g., unpaid wages, vacation pay, etc.).

- (3) The faculty member shall also continue to be entitled to participate in pension and retirement plans and/or any other welfare benefit plan to the same extent and under the same conditions as apply to an unpaid leave taken for any other purpose. In the absence of these conditions, the faculty member shall continue to be entitled to participate in these plans and the District may, at its discretion, require the faculty member to pay the premium for periods not covered by accrued leave.

ARTICLE XXX
WAGES

30.1. General Provisions

a. Faculty Compensation

- (1) Full-time faculty members' contracted load as part of a regular full-time assignment will be paid according to the Full-time Academic Salary Schedule as described in Section 30.2.a below.
- (2) Part-time faculty during the academic year and all faculty during summer terms holding classroom or equivalent assignments will be paid according to the Part-time Classroom Academic Salary Schedule as described in Section 30.2.b. below.
- (3) Full-time faculty classroom overload will be paid according to the Full-time Overload Academic Salary Schedule as described in Section 30.2.c. below.
- (4) For Library, Counseling, and Learning Disability Specialist assignments during the regular and summer terms, part-time non-classroom faculty and full-time non-classroom faculty overload will be paid according to the Part-time Non-Classroom and Full-time Non-Classroom Overload for Library, Counseling, and Learning Disability Academic Salary Schedule as described in Section 30.2.d. below. (See Appendix A)
- (5) Part-time faculty holding non-classroom tutorial assignments during the regular and summer terms will be paid according to the Part-time Non-Classroom Tutorial Academic Salary Schedule as described in Section 30.2.e. below.

30.2. Salary Schedules

a. Full-time Academic Salary Schedule (see Appendix A):

- (1) The Full-time Academic Salary Schedule shall consist of five columns with:
 - Three (3) steps plus one longevity step in the first column
 - Eight (8) steps plus one longevity step in the second column
 - Thirteen (13) steps plus one longevity step in the third column
 - Eighteen (18) steps plus one longevity step in the fourth column

4690 Twenty-three (23) steps plus one longevity step in the fifth column
 4691
 4692 (2) In any given year, column 1, step 1, of the Faculty Salary Schedule shall
 4693 be defined as the base salary. The dollar amount in column 1, step 1, of the
 4694 Faculty Salary Schedule shall be the dollar amount of column 1, step 1, of
 4695 the immediate prior Faculty Salary Schedule and any negotiated and
 4696 agreed upon adjustments for the given year.
 4697
 4698 (3) The first step of each column will increase by 5.5555% of the base salary
 4699 over the first step of the previous column.
 4700
 4701 (4) Each step in each column will increase by 3.70365% of the base salary
 4702 over the previous step.
 4703
 4704 b. Part-time Classroom Academic Salary Schedule (see Appendix A):
 4705
 4706 (1) The Part-time Classroom Academic Salary Schedule shall consist of seven
 4707 columns, with one step in each column.
 4708
 4709 (2) For 2018-2019, the value of the first column will be equivalent to 57.00%
 4710 of 1/15 (6.67%) of one-half the value of the first step of the first column in
 4711 the Full-time Academic Salary Schedule, as reflected in the following
 4712 formula:
 4713
 4714
$$.57(.0667(\text{column 1, step 1 of the Full-time Academic Salary}$$

 4715
$$\text{Schedule /2}))$$

 4716
 4717 For 2019-2020, the value of the first column will be equivalent to 57.20%
 4718 of 1/15 (6.67%) of one-half the value of the first step of the first column in
 4719 the Full-time Academic Salary Schedule, as reflected in the following
 4720 formula:
 4721
 4722
$$.5720 (.0667(\text{column 1, step 1 of the Full-time Academic Salary}$$

 4723
$$\text{Schedule /2}))$$

 4724
 4725 For 2020-2021, the value of the first column will be equivalent to 57.30%
 4726 of 1/15 (6.67%) of one-half the value of the first step of the first column in
 4727 the Full-time Academic Salary Schedule, as reflected in the following
 4728 formula:
 4729
 4730
$$.5730 (.0667(\text{column 1, step 1 of the Full-time Academic Salary}$$

 4731
$$\text{Schedule /2}))$$

 4732
 4733 (3) Each succeeding column will increase by 4% of column 1 over the
 4734 previous column..
 4735

- c. Full-time Classroom Overload Academic Salary Schedule (see Appendix A):
- (1) The Full-time Classroom Overload Academic Salary Schedule shall consist of seven columns, with one step in each column.
 - (2) For 2018-2019, the value of the first column will be equivalent to 48.95% of 1/15 (6.67%) of one-half the value of the first step of the first column in the Full-time Academic Salary Schedule, as reflected in the following formula:
$$.4895(.0667(\text{column 1, step 1 of the Full-time Academic Salary Schedule}/2))$$
For 2019-2020, the value of the first column will be equivalent to 49.10% of 1/15 (6.67%) of one-half the value of the first step of the first column in the Full-time Academic Salary Schedule, as reflected in the following formula:
$$.4910 (.0667(\text{column 1, step 1 of the Full-time Academic Salary Schedule }/2))$$
For 2020-2021, the value of the first column will be equivalent to 49.15% of 1/15 (6.67%) of one-half the value of the first step of the first column in the Full-time Academic Salary Schedule, as reflected in the following formula:
$$.4915 (.0667(\text{column 1, step 1 of the Full-time Academic Salary Schedule }/2))$$
 - (3) Each succeeding column will increase by 4% of column 1 over the previous column.
- d. Part-time Non-classroom and Full-time Non-classroom Overload for Library, Counseling, & Learning Disability Academic Salary Schedule (See Appendix A)
- (1) The Part-time Non-Classroom and Full-Time Non-Classroom Overload Academic Salary Schedule shall consist of seven columns, with one step in each column.
 - (2) The value of the first column will be equivalent to 48.6% of 1/15 (6.67%) of the value of the first step of the first column in the Full-time Academic Salary Schedule, as reflected in the following formula:
$$.486(.0667(\text{column 1, step 1 of the Full-time Academic Salary Schedule}))$$

- (3) Each succeeding column will increase by 4% of column 1 over the previous column.
- (4) As required for CalSTRS reporting purposes, compensation for counselors and librarians will be reported to CalSTRS and paid by converting the LHE rate to an hourly rate as defined in the appropriate salary schedule.
- e. Part-Time Non-Classroom Tutorial Academic Schedule (See Appendix A):
- (1) The Part-time Non-classroom Tutorial Academic Salary Schedule shall consist of seven columns, with one step in each column.
- (2) The value of the first column will be equivalent to 48.6% of 1/15 (6.67%) of one-half the value of the first step of the first column in the Full-time Academic Salary Schedule, as reflected in the following formula:
- $$.486(.0667(\text{column 1, step 1 of the Full-time Academic Salary Schedule} / 2))$$
- (3) Each succeeding column will increase by 4% of column 1 over the previous column.
- (4) As required for CalSTRS reporting purposes, compensation will be reported to CalSTRS and paid by converting the LHE rate to an hourly rate as defined in the appropriate salary schedule.
- 30.3. Salary Schedule Column Placement Criteria
- All degrees or units must be from accredited educational institutions.
- a. Column I Bachelor's Degree (or the minimum degree and/or experience as required by the California Community College Chancellor's Office minimum qualifications as published in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*) or equivalency as established under 5 C.C.R. 53410.
- b. Column II
- (1) Master's Degree, or
- (2) Bachelor's Degree plus 40 semester units, including Master's Degree.
- c. Column III
- (1) Master's Degree plus 20 semester units, or

- 4828 (2) Bachelor's Degree plus 50 semester units, including Master's Degree.
4829
4830 d. Column IV
4831
4832 (1) Master's Degree plus 40 semester units, or
4833
4834 (2) Bachelor's Degree plus 70 semester units, including Master's Degree, or
4835
4836 (3) Permanent Vocational Credential received prior to establishment of the
4837 Community College Credential and Bachelor's Degree.
4838
4839 e. Column V
4840
4841 (1) Earned Doctorate, or
4842
4843 (2) Master's Degree plus 60 semester units, or
4844
4845 (3) Bachelor's Degree plus 90 semester units, including Master's Degree, or
4846
4847 (4) Permanent Vocational Credential received prior to establishment of the
4848 Community College Credential and Master's Degree.
4849
4850 30.4. Previous Experience Credit for Initial Step Placement
4851
4852 a. Instructional experience
4853
4854 At the time of initial employment, new full- and part-time faculty members will
4855 be given schedule placement credit for full- and or part-time instruction,
4856 counseling, coaching, or librarian experience, whichever applies to the
4857 assignment. The experiences may be at any accredited high school (grades 9-12),
4858 college or university. Instructional experiences of the equivalent of 30 LHE will
4859 equal one step on the salary schedule. Previous experience credit will be given as
4860 follows:
4861
4862 0-5 years of experience – placement on step 1
4863
4864 6 years of experience – placement on step 2
4865
4866 7 years of experience – placement on step 3
4867
4868 8 or more years of experience – placement on step 4
4869
4870 b. Non-instructional occupational experience
4871
4872 For purposes of calculating initial step placement in Section 30.4.a. above, at the
4873 time of initial employment, full-time faculty members may be awarded placement

credit for non-instructional occupational experience provided that it directly relates to the District assignment. Credit granted will be at the rate of one year of credit for two years of related experiences. No placement based upon any combination of past instructional experience and past non-instructional occupational experience will be higher than step 4 on the salary schedule. Credit for non-instructional and instructional experience may be earned simultaneously.

The new full-time faculty member will submit to Human Resources at least one of the following:

- (1) A completed Request for Verification of Work Experience Form (obtained from Human Resources) from each former employer; or
- (2) A letter on the employer's letterhead verifying work experiences and dates of employment; or
- (3) An IRS Form 1040 and Schedule C for self-employed experiences.

30.5. Step and Column Movement

a. Step advancement

- (1) Full-time faculty members shall move one step on the Full-time Academic Salary Schedule for each contractual year of service.
- (2) Step movements shall occur annually in the Fall.
- (3) At the beginning of the fourth (4th) year after a full-time faculty member has moved into the most highly compensated step in his or her current column, he or she will move into the longevity step.

b. Column Advancement

- (1) Column advancement based on experience shall occur annually in the Fall.
- (2) For overload pay, full-time faculty members shall move one column on the Full-Time Overload salary schedule annually for each contractual year of service.
- (3) Part-time faculty members shall move one column on the salary schedule after having served the equivalent of thirty (30) LHE.
- (4) After the date of hire, for the purpose of column advancement, nine (9) semester units of lower division college level credit from an accredited institution of higher education will be allowed for coursework that is pertinent to the principal area of assignment and/or is for retraining or the

4920 up-grading of skills. The coursework must be approved in advance by the
4921 dean and Vice President.

4922
4923 (5) Coursework taken for column advancement outside the faculty member's
4924 primary assignment must be approved by the Vice President prior to
4925 enrolling in the course(s).

4926
4927 (6) A passing grade must be earned in all coursework accepted for salary
4928 classification credit. A pass/fail course must be noted as pass and a
4929 credit/non-credit course must be noted as credit in the transcript.

4930
4931 (7) Column advancement based on coursework or completion of a degree can
4932 occur in Fall and Spring. Official verification of coursework taken and/or
4933 degree conferred must be submitted to Human Resources by August 1st
4934 for column advancement for the Fall semester and January 3rd for column
4935 advancement for the Spring semester.

4936
4937 30.6. Doctoral Stipends

4938
4939 Full-time faculty members who hold an earned doctorate from an accredited institution
4940 shall receive a stipend of 5.6% of the base salary as defined in section 30.2.a.2 as part of
4941 their annual salary.

4942
4943 30.7. State of California Part-time Parity Compensation Funds

4944
4945 Parity compensation funds ("parity pay") received from the State of California will be
4946 distributed among part-time faculty only (e.g., work performed by part-time faculty
4947 during an academic year will be paid in the fall semester of the following academic year).

4948
4949 30.8. Increase in Compensation

4950
4951 a. For the 2018-2019 academic year and the 2019 summer term, the Full-time
4952 Academic Salary Schedule, the Part-time Non-Classroom and Full-time Non-
4953 Classroom Overload for Library, Counseling, & Learning Disabilities Academic
4954 Salary Schedule, and the Part-time Non-classroom Tutorial Academic Salary
4955 Schedule will reflect an increase of 2.71% over the schedule of the previous year.
4956 The Part-time Classroom Academic Salary Schedule will reflect an increase of
4957 5.40% over the schedule of the previous year. The Full-time Classroom Overload
4958 Academic Salary Schedule will reflect an increase of 3.45% over the schedule of
4959 the previous year.

4960
4961 b. For the 2019-2020 academic year and the 2020 summer term, the Full-time
4962 Academic Salary Schedule, the Part-time Non-Classroom and Full-time Non-
4963 Classroom Overload for Library, Counseling, & Learning Disabilities Academic
4964 Salary Schedule, and the Part-time Non-classroom Tutorial Academic Salary
4965 Schedule will reflect an increase of 2.57% over the schedule of the previous year.

The Part-time Classroom Academic Salary Schedule will reflect an increase of 2.86% over the schedule of the previous year. The Full-time Overload Academic Salary Schedule will reflect an increase of 2.89% over the salary schedule of the previous year.

However, if the 2019-2020 state-funded COLA as reflected in the adopted state budget exceeds 2.57%, the parties agree that Article XXX shall automatically be reopened for further negotiations.

- c. For the 2020-2021 academic year and the 2021 summer term, the Full-time Academic Salary Schedule, the Part-time Non-Classroom and Full-time Non-Classroom Overload for Library, Counseling, & Learning Disabilities Academic Salary Schedule, and the Part-time Non-classroom Tutorial Academic Salary Schedule will reflect an increase of 2.67% over the salary schedule of the previous year. The Part-time Classroom Academic Salary Schedule will reflect an increase of 2.86% over the schedule of the previous year. The Full-time Overload Academic Salary Schedule will reflect an increase of 2.73% over the salary schedule of the previous year.

However, if the 2020-2021 state-funded COLA as reflected in the adopted state budget exceeds 2.67%, the parties agree that Article XXX shall automatically be reopened for further negotiations.

ARTICLE XXXI
RETIRED FACULTY BENEFITS

31.1. Retirement Incentive Programs

Faculty members may participate in retirement incentive programs established by the Board of Trustees in compliance with the California Education Code.

31.2. Reduced Workload with Full Retirement Credit (Calif. Ed. Code, Section, 87483)

The Board of Trustees will permit full-time faculty members to reduce their workload from full-time to part-time and have their retirement benefits based upon full-time employment. The Reduced Workload Program allows a full-time faculty member of CalSTRS to reduce his/her workload from a full-time to part-time duties and receive the service credit the Unit Member would have received if the Unit Member were employed on a full-time basis and have his/her retirement allowance as well as health benefits in the same manner as if employed on a full-time basis. An applicant for the optional reduced load program must submit an application for the optional reduced load program no later than February 1st for the following academic year. It is the intent of the parties that this program be carried out in compliance with Government Code Section 20815, Education Code Sections 22713, 87483, 89516, and any other applicable law.

31.3. Consultant Contract Program for Retired Academic Employees

a. When need exists, the Board of Trustees may award consultancy contracts to retired faculty members of the District. Following are the rules and regulations for the implementation of programs of consultant contracts for retired faculty members.

- (1) To be eligible to start the consultant contract program, the faculty member must be at least fifty-five (55) years of age before the beginning of the college year (July 1) in which the consultant contract starts.
- (2) The faculty member must have been employed full-time (100%) or equivalent as an academic employee of the District for at least ten (10) years prior to the request to participate in the consultant contract program.
- (3) The faculty member must have officially retired from the District prior to July 1 of the fiscal year in which the consultant contract begins.
- (4) The contract may be written for a period of up to five (5) years or until the faculty member reaches the age of sixty-five (65), whichever comes first.
- (5) The contract may be by mutual agreement for a specific annual project or service for not less than thirty (30) working days per year.

- 5058 (6) The annual consultant contract compensation shall not exceed the
5059 maximum allowed under the Education Code for such services.
5060 (7) Faculty members opting for this program shall continue full-time faculty
5061 benefits, and receive improved benefits awarded all other full-time faculty
5062 members, through the duration of the contract.
5063
5064 (8) An applicant for the consultant contract program must make application
5065 for the program no later than February 1st to be eligible for the following
5066 year.
5067

5068 31.4. Health and Medical Benefits for Retirees
5069

- 5070 a. To be eligible for health and medical benefits after retirement, the faculty member
5071 shall concurrently retire from the District and STRS, and notify the District of
5072 his/her retirement from STRS by providing proof acceptable to the District of
5073 such retirement. If the retiree returns to active full-time service in a STRS
5074 contracting district he/she shall notify the District and the applicable insurance
5075 plan administrator of such action, at which time the benefits for both the retiree
5076 and his/her dependents as described in this provision shall cease.
5077
5078 b. Present medical, vision, and dental benefits for those retirees who were employed
5079 full-time by the District for ten (10) years immediately preceding the date of
5080 retirement and who have reached the age of fifty-five (55), and who meet the
5081 eligibility requirements described in section A above, and for the dependents of
5082 eligible retirees, shall continue until the retiree reaches the age of Medicare
5083 eligibility (in 2007, age 65).
5084
5085 c. Medicare Eligibility and Continuation of Benefits
5086
5087 (1) The District will provide supplemental medical coverage for the retired
5088 faculty member, provided the retiree has purchased Medicare A and B
5089 coverage.
5090
5091 (2) If the retiree has reached the age of Medicare eligibility but does not
5092 qualify for Medicare, benefits for the retiree will continue under the
5093 following circumstances:
5094
5095 (a) The purchase of such coverage is permitted by the health carrier;
5096 and
5097
5098 (b) The retiree pays the full cost of the medical insurance, including
5099 any penalty, fee or other cost imposed by the insurance carrier if
5100 the retiree has not purchased Medicare A and B coverage.
5101

- (3) If the retiree has reached the age of Medicare eligibility but a dependent has not reached such age, benefits for the dependent may continue under the following circumstances:
- (a) The purchase of such coverage is permitted by the health carrier;
 - (b) The retiree has purchased Medicare A and B coverage, if eligible to purchase such coverage; and
 - (c) The retiree pays an amount equal to the cost of the full-time faculty member health benefit package, less the District's cost of the supplemental medical coverage for the retiree. For example, if the cost of the health benefit package for a full-time faculty member is \$1000 per month, and the District's cost for supplemental insurance for the retiree is \$600 per month, the cost to the retiree for continued dependent health benefits would be \$400 per month. If the retiree is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.
 - (d) In any given year, the increase will not be greater than 10% over the prior year cost for this coverage.
- (4) If both the retiree and his/her dependent have reached the age of Medicare eligibility, the retiree may purchase for the dependent, through the District's health benefit providers, supplemental health coverage equivalent to that provided for the retiree so long as:
- (a) Such purchase is permitted by the health carrier;
 - (b) The retiree and the dependent have purchased Medicare A and B coverage, if eligible to purchase such coverage; and
 - (c) The retiree pays an amount equal to the District's cost for the retiree's supplemental health coverage. If the retiree or dependent is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.
- (5) If the retiree is under the age of Medicare eligibility but the dependent has reached such age, health benefits for the dependent will continue under the following circumstances:
- (a) Such purchase is permitted by the health carrier;
 - (b) The dependent has purchased Medicare A and B coverage, if eligible to purchase such coverage; and

- 5148 (c) If the dependent is not eligible for Medicare or otherwise fails to
5149 purchase Medicare A and B coverage, the retiree shall pay any
5150 penalty, fee or other cost imposed by the insurance carrier.
5151
- 5152 d. After the retiree reaches the age of Medicare eligibility, the retiree may purchase
5153 vision and dental benefits, for both himself or herself and for dependents, through
5154 the District's providers so long as:
5155
- 5156 (1) Such purchase is permitted by the health carrier;
5157
- 5158 (2) Benefits for retirees are grouped in a separate rate from the active/early
5159 retirees' group; and the retiree pays the full cost of such benefits.
5160
- 5161 e. Other coverage for the faculty member and coverage for the dependents is subject
5162 to applicable state and federal laws providing for such coverage.
5163
- 5164 31.5. Emeritus Faculty Privileges
5165
- 5166 a. Eligibility
5167
- 5168 Any full-time faculty member who retires from the District shall receive emeritus
5169 status. However, if a faculty member retires while on an administrative leave, and
5170 he/she desires emeritus status, the retiring faculty member must submit a request
5171 for emeritus status to the District Office of Technology and Learning. The Office
5172 of Technology and Learning will submit the matter to a special panel composed
5173 of two members appointed by the Academic Senate and two members appointed
5174 by the College President, and a fifth member to be determined by the appointed
5175 panel members. The special panel will make a recommendation to the Board of
5176 Trustees, which will determine whether to grant emeritus status to the faculty
5177 member. If the Board should elect not to follow the panel's recommendation, a
5178 written explanation of the Board's decision and its reasons will be made to the
5179 members of the panel.
5180
- 5181 b. Privileges
5182
- 5183 (1) Faculty members granted Emeritus status will be issued official college
5184 identification designating their status, and their names will be retained in
5185 the College catalog.
5186
- 5187 (2) Emeritus faculty will be granted lifetime event, library and faculty parking
5188 privileges, and upon request, lifetime email access.



South Orange County Community College District

ACADEMIC SALARY SCHEDULES 2018-2021

Board Approved: 4/22/2019
Effective: 8/1/2018

**Full-time Academic Salary Schedule - Annual
2018-2019
2.71% Increase
(Effective 8/1/2018)**


Range	I	II	III	IV	V
Step					
01	69,834	73,714	77,593	81,473	85,353
02	72,420	76,300	80,180	84,059	87,939
03	75,007	78,886	82,766	86,646	90,525
04	75,007	81,473	85,352	89,232	93,112
05	75,007	84,059	87,939	91,819	95,698
06	77,593	86,646	90,525	94,405	98,285
07		89,232	93,112	96,991	100,871
08		91,818	95,698	99,578	103,457
09		91,818	98,285	102,164	106,044
10		91,818	100,871	104,751	108,630
11		94,405	103,457	107,337	111,217
12			106,044	109,923	113,803
13			108,630	112,510	116,389
14			108,630	115,096	118,976
15			108,630	117,683	121,562
16			111,217	120,269	124,149
17				122,855	126,735
18				125,442	129,321
19				125,442	131,908
20				125,442	134,494
21				128,028	137,081
22					139,667
23					142,253
24					142,253
25					142,253
26					144,840

Doctoral Stipend: \$3,911

Academic Salary Schedule – Rates for One (1) Lecture Hour Equivalent (LHE)

2018-2019

Part-time Classroom Academic Salary Schedule ¹								
5.40% Increase								
Classroom:	Part-time Faculty							
	Full-time / Part-time Faculty Intersession/Summer							
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate		1,328	1,381	1,434	1,487	1,540	1,593	1,646
STRS Rate		80.00	83.19	86.39	89.58	92.77	95.96	99.16
¹ Includes student consultation time								

Full-time Classroom Overload Academic Salary Schedule								
3.45% Increase								
Classroom:	Full-time Faculty Overload							
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate		1,140	1,186	1,232	1,278	1,324	1,370	1,416
STRS Rate		68.67	71.45	74.22	76.99	79.76	82.53	85.30
Stipend Rate								
Stipends will be calculated using one half (1/2) the “STRS Rate” shown in column 7.								

Part-time Non-Classroom and Full-time Non-Classroom Overload for Library, Counseling, & Learning Disabilities Academic Salary Schedule								
2.71% Increase								
Non-Classroom:	Library	Part-time Faculty						
	Counseling	Full-time / Part-time Faculty Intersession/Summer						
	Learning Disability	Full-time / Part-time Faculty Substitute						
	Tutorial Coordinator	Full-time Faculty Overload						
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate		2,264	2,355	2,446	2,537	2,628	2,719	2,810
STRS Rate		68.19	70.93	73.67	76.42	79.16	81.90	84.64

Part-time Non-classroom Tutorial Academic Salary Schedule								
2.71% Increase								
Non-Classroom:	Part-time Faculty							
	Full-time / Part-time Faculty Intersession/Summer							
	Full-time / Part-time Faculty Substitute							
	Full-time Faculty Overload							
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate		1,132	1,177	1,222	1,267	1,312	1,357	1,402
STRS Rate		68.19	70.90	73.61	76.33	79.04	81.75	84.46

²CWE (see Article XV) and Directed (independent) Study (see Article XV of the Academic Agreement for calculating LHE);

Academic Salary Schedule – Daily Rate for Extra Duty Days (Full-time Faculty)
2018-2019

Range	I	II	III	IV	V
Step					
1	392.33	414.12	435.92	457.71	479.51
2	406.86	428.65	450.45	472.24	494.04
3	421.39	443.18	464.98	486.77	508.57
4	421.39	457.71	479.51	501.30	523.10
5	421.39	472.24	494.04	515.83	537.63
6	435.92	486.77	508.57	530.36	552.16
7		501.30	523.10	544.90	566.69
8		515.83	537.63	559.43	581.22
9		515.83	552.16	573.96	595.75
10		515.83	566.69	588.49	610.28
11		530.36	581.22	603.02	624.81
12			595.75	617.55	639.34
13			610.28	632.08	653.87
14			610.28	646.61	668.40
15			610.28	661.14	682.93
16			624.81	675.67	697.46
17				690.20	711.99
18				704.73	726.52
19				704.73	741.06
20				704.73	755.59
21				719.26	770.12
22					784.65
23					799.18
24					799.18
25					799.18
26					813.71

Academic Salary Schedule – Daily Rate for Extra Duty Days (Part-time Faculty)

Column	1	2	3	4	5	6	7
Classroom	223.82	232.75	241.69	250.62	259.55	268.65	277.58
Non- Classroom	190.79	198.37	205.96	213.54	221.12	228.71	236.29


Full-time Academic Salary Schedule - Annual
2019-2020
2.57% Increase

Range	I	II	III	IV	V
Step					
01	71,629	75,608	79,588	83,567	87,546
02	74,282	78,261	82,241	86,220	90,199
03	76,935	80,914	84,893	88,873	92,852
04	76,935	83,567	87,546	91,526	95,505
05	76,935	86,220	90,199	94,179	98,158
06	79,588	88,873	92,852	96,831	100,811
07		91,526	95,505	99,484	103,464
08		94,179	98,158	102,137	106,117
09		94,179	100,811	104,790	108,769
10		94,179	103,464	107,443	111,422
11		96,831	106,117	110,096	114,075
12			108,769	112,749	116,728
13			111,422	115,402	119,381
14			111,422	118,055	122,034
15			111,422	120,707	124,687
16			114,075	123,360	127,340
17				126,013	129,993
18				128,666	132,645
19				128,666	135,298
20				128,666	137,951
21				131,319	140,604
22					143,257
23					145,910
24					145,910
25					145,910
26					148,563

Doctoral Stipend: \$4,011

Academic Salary Schedule – Rate for One (1) Lecture Hour Equivalent (LHE)

2019-2020

Part-time Classroom Academic Salary Schedule ¹							
2.86% Increase							
Classroom:	Part-time Faculty Full-time / Part-time Faculty Intersession/Summer						
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	1,366	1,421	1,476	1,531	1,586	1,641	1,696
STRS Rate	82.29	85.60	88.92	92.23	95.54	98.86	102.17
¹ Includes student consultation time							
Full-time Classroom Overload Academic Salary Schedule							
2.89% Increase							
Classroom:	Full-time Faculty Overload						
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	1,173	1,220	1,267	1,314	1,361	1,408	1,455
STRS Rate	70.66	73.49	76.33	79.16	81.99	84.82	87.65
Stipend Rate							
Stipends will be calculated using one half (1/2) the “STRS Rate” shown in column 7.							
Part-time Non-Classroom and Full-time Non-Classroom Overload for Library, Counseling, & Learning Disabilities Academic Salary Schedule							
2.57% Increase							
Non-Classroom:	Part-time Faculty Full-time / Part-time Faculty Intersession/Summer Full-time / Part-time Faculty Substitute Full-time Faculty Overload						
Library							
Counseling							
Learning Disability							
Tutorial Coordinator							
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	2,322	2,415	2,508	2,601	2,694	2,787	2,880
STRS Rate	69.94	72.74	75.54	78.34	81.14	83.95	86.75
Part-time Non-classroom Tutorial Academic Salary Schedule							
2.57% Increase							
Non-Classroom:	Part-time Faculty Full-time / Part-time Faculty Intersession/Summer Full-time / Part-time Faculty Substitute Full-time Faculty Overload						
Tutorial (All)							
Other ²							
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	1,161	1,207	1,253	1,299	1,345	1,391	1,437
STRS Rate	69.94	72.71	75.48	78.25	81.02	83.80	86.57
² CWE (see Article XV) and Directed (independent) Study (see Article XV) of the Academic Agreement for calculating LHE);							

Academic Salary Schedule – Daily Rate for Extra Duty Days (Full-time Faculty)
2019-2020

Range	I	II	III	IV	V
Step					
01	402.41	424.77	447.12	469.48	491.83
02	417.31	439.67	462.03	484.38	506.74
03	432.22	454.57	476.93	499.29	521.64
04	432.22	469.48	491.83	514.19	536.55
05	432.22	484.38	506.74	529.09	551.45
06	447.12	499.29	521.64	544.00	566.35
07		514.19	536.55	558.90	581.26
08		529.09	551.45	573.80	596.16
09		529.09	566.35	588.71	611.06
10		529.09	581.26	603.61	625.97
11		544.00	596.16	618.52	640.87
12			611.06	633.42	655.78
13			625.97	648.32	670.68
14			625.97	663.23	685.58
15			625.97	678.13	700.49
16			640.87	693.04	715.39
17				707.94	730.30
18				722.84	745.20
19				722.84	760.10
20				722.84	775.01
21				737.75	789.91
22					804.81
23					819.72
24					819.72
25					819.72
26					834.62

Academic Salary Schedule – Daily Rate for Extra Duty Days (Part-time Faculty)

Column	1	2	3	4	5	6	7
Classroom	230.22	239.49	248.76	258.03	267.3	276.57	285.84
Non-Classroom	195.67	203.43	211.18	218.93	226.69	234.44	242.19

**Full-time Academic Salary Schedule - Annual
2020-2021
2.67% Increase**

Range	I	II	III	IV	V
Step					
01	73,541	77,627	81,712	85,798	89,883
02	76,265	80,350	84,436	88,521	92,607
03	78,988	83,074	87,160	91,245	95,331
04	78,988	85,798	89,883	93,969	98,054
05	78,988	88,521	92,607	96,693	100,778
06	81,712	91,245	95,331	99,416	103,502
07		93,969	98,054	102,140	106,225
08		96,692	100,778	104,864	108,949
09		96,692	103,502	107,587	111,673
10		96,692	106,225	110,311	114,397
11		99,416	108,949	113,035	117,120
12			111,673	115,758	119,844
13			114,397	118,482	122,568
14			114,397	121,206	125,291
15			114,397	123,930	128,015
16			117,120	126,653	130,739
17				129,377	133,463
18				132,101	136,186
19				132,101	138,910
20				132,101	141,634
21				134,824	144,357
22					147,081
23					149,805
24					149,805
25					149,805
26					152,528

Doctoral Stipend: \$4,118

Academic Salary Schedule – Rate for One (1) Lecture Hour Equivalent (LHE)

2020-2021

Part-time Classroom Academic Salary Schedule¹

2.86% Increase

Classroom:

Part-time Faculty

Full-time / Part-time Faculty Intersession/Summer

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	1,405	1,461	1,517	1,573	1,629	1,685	1,741
STRS Rate	84.64	88.01	91.39	94.76	98.13	101.51	104.88

¹Includes student consultation time**Full-time Classroom Overload Academic Salary Schedule**

2.73% Increase

Classroom:

Full-time Faculty Overload

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	1,205	1,253	1,301	1,349	1,397	1,445	1,493
STRS Rate	72.59	75.48	78.37	81.27	84.16	87.05	89.94

Stipend Rate

Stipends will be calculated using one half (1/2) the "STRS Rate" shown in column 7.

Part-time Non-Classroom and Full-time Non-Classroom Overload for Library, Counseling, & Learning Disabilities Academic Salary Schedule

2.67% Increase

Non-Classroom:

Library

Counseling

Learning Disability

Tutorial Coordinator

Part-time Faculty

Full-time / Part-time Faculty Intersession/Summer

Full-time / Part-time Faculty Substitute

Full-time Faculty Overload

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	2,384	2,479	2,574	2,669	2,764	2,859	2,954
STRS Rate	71.81	74.67	77.53	80.39	83.25	86.11	88.98

Part-time Non-classroom Tutorial Academic Salary Schedule

2.67% Increase

Non-Classroom:

Tutorial (All)

Other²

Part-time Faculty

Full-time / Part-time Faculty Intersession/Summer

Full-time / Part-time Faculty Substitute

Full-time Faculty Overload

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
LHE Rate	1,192	1,240	1,288	1,336	1,384	1,432	1,480
STRS Rate	71.81	74.70	77.59	80.48	83.37	86.27	89.16

CWE (see Article XV) and Directed (independent) Study (see Article XV) of the Academic Agreement for calculating LHE);

Academic Salary Schedule – Daily Rate for Extra Duty Days (Full-time Faculty)
2020-2021

Range	I	II	III	IV	V
Step					
01	413.15	436.10	459.06	482.01	504.96
02	428.45	451.41	474.36	497.31	520.26
03	443.76	466.71	489.66	512.61	535.57
04	443.76	482.01	504.96	527.91	550.87
05	443.76	497.31	520.26	543.22	566.17
06	459.06	512.61	535.57	558.52	581.47
07		527.91	550.87	573.82	596.77
08		543.22	566.17	589.12	612.07
09		543.22	581.47	604.42	627.38
10		543.22	596.77	619.72	642.68
11		558.52	612.07	635.03	657.98
12			627.38	650.33	673.28
13			642.68	665.63	688.58
14			642.68	680.93	703.88
15			642.68	696.23	719.19
16			657.98	711.53	734.49
17				726.84	749.79
18				742.14	765.09
19				742.14	780.39
20				742.14	795.69
21				757.44	811.00
22					826.30
23					841.60
24					841.60
25					841.60
26					856.90

Academic Salary Schedule – Daily Rate for Extra Duty Days (Part-time Faculty)

Column	1	2	3	4	5	6	7
Classroom	236.8	246.24	255.67	265.11	274.55	283.99	293.43
Non-Classroom	200.9	208.99	217.08	225.17	233.26	241.35	249.44

Column Placement Criteria:

Column I/1*

- Bachelor's Degree.

Column II/2*

- Master's Degree, or
- Bachelor's Degree plus 40 semester units, including Master's Degree.

Column III/3*

- Master's Degree plus 20 semester units, or
- Bachelor's Degree plus 50 semester units, including Master's Degree.

Column IV/4*

- Master's Degree plus 40 semester units, or
- Bachelor's Degree plus 70 semester units, including Master's Degree, or
- Permanent Vocational Credential received prior to establishment of the Community College Credential and Bachelor's Degree.

Column V/5*

- Earned Doctorate, or
- Master's Degree plus 60 semester units, or
- Bachelor's Degree plus 90 semester units, including Master's Degree, or
- Permanent Vocational Credential received prior to establishment of the Community College Credential and Master's Degree.

*Full-time Faculty use column designators I-V, Part-time Faculty use column designators 1-5

Performance Evaluation Review Faculty

Faculty Name:			
Position:			
Date of Evaluation:		Department:	
Evaluation Period: From:		To:	

Example: mm/dd/yyyy

The items listed below describe the criteria according to which the faculty member is to be evaluated.

Instructions:

- Using the scale provided, rate the performance of the faculty member over the evaluation period on each item.
- The evaluator shall not base his/her evaluation of a faculty member on any information that was not collected through the evaluation procedures. Hearsay statements shall be excluded from written evaluations (Academic Employees Master Agreement, Article XVII, Item 2.a.v).
- Any rating of 1 or 2 must be explained; and documentation of items requiring direct observation must be recorded in the appropriate section below.
- Any individual item rated **1 or 2 may** have a performance improvement plan noted in the appropriate section.
- **For full-time faculty, an overall rating of 1 or 2 must have a performance improvement plan. For part-time faculty, a performance improvement plan is only required for an overall rating of 2.**
- Any rating of 5 should have an explanatory comment.

Rating scale:

5 – Exemplary	This rating implies that the individual's performance reflects the highest degree of productivity and effectiveness. This rating should be used to differentiate specific criteria where the individual has demonstrated exceptional ability that is especially noteworthy or markedly apparent.
4 – Exceeds Standards	This rating implies that the individual's performance meets and exceeds the standards for the given criteria. The individual is effective and productive.
3 – Meets Standards	This rating implies that the individual's performance meets the standard. The individual is effective and productive.
2 – Partially Meets Standards	This rating implies that the individual's performance partially meets the standards for the given criteria. There are areas of deficiency or ineffectiveness; it is expected that with increased attention to those areas, the individual's performance will subsequently meet the standards.
1 – Unsatisfactory	This rating implies that the individual's performance has completely failed to meet the standards for the given criteria. A significant deficiency or lack of effectiveness is observed.

ALL FACULTY MEMBERS		Exemplary	Exceeds Standards	Meets Standards	Part. Meets Standards	Unsatisfact.	N/A
		5	4	3	2	1	
PROFESSIONAL GROWTH AND DEVELOPMENT <ul style="list-style-type: none"> <i>Fulfills Professional Development obligation as described in the Master Agreement and reports its completion.</i> 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments / Improvement Plan							
Faculty Comments							

EFFECTIVENESS		5	4	3	2	1	N/A
<ul style="list-style-type: none"> <i>Demonstrates current knowledge of discipline and necessary skills.</i> <i>Consults with department chair and/or dean on matters pertaining to departmental issues and concerns.</i> <i>Expresses ideas clearly and accurately, both verbally and in writing.</i> <i>Demonstrates use of current technology to improve quality of work.</i> 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments / Improvement Plan							
Faculty Comments							

ADHERENCE TO DISTRICT POLICIES/MASTER AGREEMENT		5	4	3	2	1	N/A
<p>Full- and part-time faculty</p> <ul style="list-style-type: none"> Follows the regulations, policies, and procedures of the college and district as published. Reports assessment data on student learning outcomes, administrative unit outcomes, and/or student services outcomes. Completes all program/college/district reporting deadlines on time. Completes and submits required documents in a timely manner. Follows district and college policies and procedures when applying for and accepting grants and other instructional resources. Teaches classes during the scheduled time and at the assigned location. Meets workload obligations. 		○	○	○	○	○	○
<p>Full-time faculty only</p> <ul style="list-style-type: none"> Participates in curriculum development and program review. Maintains regular office hours as required, and provides a copy of that schedule to the division/school dean each semester. 							
Evaluator Comments / Improvement Plan							
Faculty Comments							

STUDENT RELATIONS AND SERVICE		5	4	3	2	1	N/A
<ul style="list-style-type: none"> Fosters professional relationships with students and encourages open faculty/student interaction. Maintains a professional atmosphere that is conducive to learning. Considers the academic and individual needs of each student, and when necessary, refers the student for additional assistance from other college services. Responds to student communications when appropriate. Demonstrates awareness of and sensitivity to cultural, ethnic, gender, and other individual differences in interactions with students. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							
		5	4	3	2	1	N/A

FACULTY, STAFF, AND ADMINISTRATION/MANAGEMENT RELATIONS <ul style="list-style-type: none"> • <i>Develops positive professional relationships.</i> • <i>Responds to communications when appropriate.</i> • <i>Demonstrates teamwork and willingness to support program/college/district initiatives.</i> 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments / Improvement Plan							
Faculty Comments							

COMMITTEE/COLLEGE SERVICE CONTRIBUTION		5	4	3	2	1	N/A
<i>Completes committee contribution through participation in one or more of the following:</i> <ul style="list-style-type: none"> • <i>Committee work on the department, division/school, college, and/or district level.</i> • <i>Non-classroom college, district, or community activities.</i> • <i>Meetings convened by division/school dean, vice president, president, and/or district administrators.</i> • <i>Department/division/school functions (e.g., advisory committees, department graduations, concerts and recitals, student outreach activities, and athletic events).</i> • <i>Student activities (e.g., club advisement and supervisor of student events).</i> 		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluator Comments / Improvement Plan							
Faculty Comments							

CLASSROOM FACULTY MEMBERS		Exemplary	Exceeds Standards	Meets Standards	Part. Meets Standards	Unsatisfact.	N/A
		5	4	3	2	1	
CLASS PREPARATION AND IMPLEMENTATION <ul style="list-style-type: none"> Fulfills requirements of the Course Outline of Record. Selects textbooks, supplementary materials, and/or supplies for assigned courses. Chooses appropriate course materials and assessment techniques for course objectives. Develops and maintains course syllabi for assigned courses consistent with the Course Outline of Record. Informs students of learning outcomes (SLOs), class procedures, and grading policies at the beginning of the semester. Makes available a course syllabus to all students and the division/school dean within the first week of class, including distance education classes, that covers the class requirements, SLOs, grading criteria, and attendance requirements. Uses classroom time efficiently. Reports final grades to Admissions, Records, and Enrollment Services by the announced deadline. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

DISCIPLINE KNOWLEDGE		5	4	3	2	1	N/A
<ul style="list-style-type: none"> Demonstrates knowledge of the subject matter through a command of information, an ability to interpret that information, and an ability to answer questions about the course syllabus. Guides student learning consistent with student needs and the course outline of record. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

INSTRUCTIONAL DELIVERY		5	4	3	2	1	N/A
		<ul style="list-style-type: none"> Maintains an effective instructional environment in the classroom or its equivalent. Makes use of technology and learning materials that are current, supports the lesson, and enables students to engage with the material. Keeps the class discussion or lab focused. Guides student learning consistent with student needs and the course syllabus. Encourages students to ask questions and participate in class discussions. Speaks clearly and at an appropriate pace. Utilizes appropriate instructional modes of delivery (e.g. lecture, discussion, small group, whiteboard, technology, etc.). Effectively responds to students' questions/concerns. Demonstrates consideration of differing perspectives. Encourages student learning, critical thinking, and academic initiative. 	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

STUDENT CONTACT AND SERVICE		5	4	3	2	1	N/A
		<ul style="list-style-type: none"> Establishes and maintains a framework for regular and sustained contact with/among students if teaching distance education courses. Keeps students informed of their class progress. Responds to and evaluates student work in a reasonable amount of time. Effectively responds to students' questions/concerns. 	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

COUNSELORS/LEARNING DISABILITY SPECIALISTS		Exemplary	Exceeds Standards	Meets Standards	Part. Meets Standards	Unsatisfact.	N/A
		5	4	3	2	1	
PREPARATION AND IMPLEMENTATION <ul style="list-style-type: none"> Effectively communicates with other departments and with faculty to provide counseling services that meet the needs of all disciplines. Chooses appropriate materials and techniques for workshops and advisement. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

DISCIPLINE KNOWLEDGE		5	4	3	2	1	N/A
DISCIPLINE KNOWLEDGE <ul style="list-style-type: none"> Demonstrates knowledge of college departments, articulation agreements with four-year institutions, and community resources and agencies related to guidance and counseling. Effectively administers and interprets appropriate tests (onsite or online) to support student success. Employs appropriate theories and techniques to facilitate student development. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

COUNSELING DELIVERY		5	4	3	2	1	N/A
<ul style="list-style-type: none"> Provides comprehensive academic, career, and personal counseling to students. Provides guidance and information to students regarding the selection of major, choice of job/career path, and creation of academic plans. Develops and coordinates intervention strategies (ex. at risk students). Employs knowledge and skills necessary to counsel students about matriculation processes, college programs and transfer requirements. Effectively uses technology and databases necessary to assist students in achieving their academic goals. Provides crisis intervention and support as appropriate. Effectively uses student contact time. Responds appropriately to student needs. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

STUDENT REFERRAL AND FOLLOW-UP		5	4	3	2	1	N/A
<ul style="list-style-type: none"> Effectively confers with faculty and staff regarding individual students when appropriate. Refers students to campus support services and community agencies when appropriate. Responds to and advises students on progress in a reasonable timeframe. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

LIBRARIANS		Exemplary	Exceeds Standards	Meets Standards	Part. Meets Standards	Unsatisfact.	N/A
		5	4	3	2	1	
GENERAL DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none"> Implements library rules and regulations. Assists in the preparation of reports on library activities and resources. Coordinates with dean regarding directing and overseeing the day-to-day duties of library assistants, technicians, and student aides. Communicates clearly and effectively with colleagues, faculty, students, and other library users. Demonstrates knowledge and competencies in emerging informational technology. Completes assignments and projects in a timely manner. Demonstrates knowledge of the library's collection. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

INQUIRIES AND REFERENCE SERVICES		5	4	3	2	1	N/A
INQUIRIES AND REFERENCE SERVICES <ul style="list-style-type: none"> Provides reference service to colleagues, students, faculty, and other library users. Works with students in analyzing and understanding assignments and projects. Advises and assists students in devising and executing a search strategy. Recommends appropriate library resources. Provides instruction in the use of reference materials. Interacts in a courteous and approachable manner with library users. Maintains currency in reference materials. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

LEARNING MATERIAL ACQUISITION AND MAINTENANCE		5	4	3	2	1	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Participates in the selection and deselection of learning resources materials within the general guidelines of the collection development policy. Contributes to the processing and maintenance of learning resources. Coordinates selection of library material with discipline experts. Evaluates and recommends systems, equipment and software for all learning resource applications. Utilizes data-driven evaluation of the library's collection and usage. 							
Evaluator Comments / Improvement Plan							
Faculty Comments							

INSTRUCTIONAL SUPPORT		5	4	3	2	1	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Provides instruction, both formal and informal, in the use of library resources and services. Confers with classroom faculty on library orientation activities for their classes. When leading workshops, uses the time effectively and promotes student engagement. 							
Evaluator Comments / Improvement Plan							
Faculty Comments							

COACHES		Exemplary	Exceeds Standards	Meets Standards	Part. Meets Standards	Unsatisfact.	N/A
		5	4	3	2	1	
ATHLETIC SCHEDULE, EVENTS, AND ACTIVITIES <ul style="list-style-type: none"> Establishes and adheres to a schedule of scrimmages, practices, and competitions; and holds team meetings as needed. Submits in a timely manner schedules for practice and competitive events to the dean/athletic director for approval. Attends and coaches assigned practices and competitions. Creates player development plans. Maintains professional conduct in relation to all attendees and participants during competitive events. Notifies the appropriate offices when an event has been postponed or cancelled. Coordinates transportation, meals, and lodging for the team when necessary. Cooperates with the athletics department in maintaining adequate and accurate records. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

ATHLETIC ELIGIBILITY AND RECRUITMENT		5	4	3	2	1	N/A
ATHLETIC ELIGIBILITY AND RECRUITMENT <ul style="list-style-type: none"> Complies with the recruiting guidelines established by college administration and the California Community College Athletic Association (CCCCAA). Adheres to the athletic department academic eligibility procedures for student athletes. Develops and implements a comprehensive recruiting plan. 		○	○	○	○	○	○
Evaluator Comments / Improvement Plan							
Faculty Comments							

STUDENT ATHLETE SUPPORT AND ACADEMIC SUCCESS		5	4	3	2	1	N/A
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> Cooperates with athletic counselor(s) and other appropriate staff in support of the academic success of student athletes. Maintains contact with student athletes during the off-season and summer months. 							
Evaluator Comments / Improvement Plan							
Faculty Comments							

SUMMARY OF WORKSPACE EVALUATION

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COMMENDATIONS

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RECOMMENDATIONS AND PLANS FOR PERFORMANCE IMPROVEMENT

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Overall Assessment

Refer to rating descriptions when completing this section

<input type="radio"/> 5 – Exemplary	<input type="radio"/> 4 – Exceeds Standards	<input type="radio"/> 3 – Meets Standards	<input type="radio"/> 2 – Partially Meets Standards	<input type="radio"/> 1 – Unsatisfactory
--	--	--	--	---

I have discussed my performance evaluation with my administrator. My signature does not imply that I agree.

Faculty Comments:

Faculty Signature: _____ Date: _____

Dean Comments:

Dean/Assistant Dean Signature: _____ Date: _____

Vice President Comments:

Vice President Signature: _____ Date: _____

President Comments:

President Signature: _____ Date: _____

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the 22nd of April, 2019.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Signature on file

T. J. Prendergast, III
President, Board of Trustees

Signature on file

Kathleen F. Burke
Chancellor

Signature on file

Cindy Vyskocil
Vice Chancellor, Human Resources

Signature on file

Marina Aminy
Dean, Online Education & Learning Resources

Signature on file

Juan Avalos
Vice President, Student Services

Signature on file

Georgina Guy
Dean, Student Equity & Special Programs

Signature on file

Christina Hinkle
Dean, Social & Behavioral Sciences

Signature on file

Kim McCord
Executive Director, Fiscal Service/Comptroller

Signature on file

Christopher McDonald
Vice President, Instruction

Signature on file

Keith Shackelford
Dean, Health Science, Kinesiology & Athletics

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
FACULTY ASSOCIATION

Signature on file

Kurt Meyer
President, SOCCCDFA

Signature on file

Lewis Long
Chief Negotiator

Signature on file

Mark Blethen
Negotiating Team Member

Signature on file

Susan Bliss
Negotiating Team Member

Signature on file

Claire Cesareo
Negotiating Team Member

Signature on file

Jenny Langrell
Negotiating Team Member

Signature on file

Parisa Soltani
Negotiating Team Member

Signature on file

Blake Stephens
Negotiating Team Member