

**AFT GUILD, LOCAL 1931
AMERICAN FEDERATION OF TEACHERS
AFL-CIO**

(FACULTY)

WITH

**GROSSMONT-CUYAMACA COMMUNITY
COLLEGE DISTRICT**

FOR THE PERIOD

January 1, 2019 – June 30, 2021

TABLE OF CONTENTS

ARTICLE I	Recognitions, Definitions, and Membership.....	1
	1.1 Recognition	
	1.2 Definitions	
	1.3 Payroll Deduction	
ARTICLE II	AFT/District Relations.....	3
	2.1 Consultation	
	2.2 Access to Information	
	2.3 Use of Facilities	
	2.4 Reassigned Time	
	2.5 Academic Freedom/Freedom of Expression	
	2.6 Contracting Out	
	2.7 Restricted Contract Faculty	
ARTICLE III	District Rights and Effect of Agreement.....	6
ARTICLE IV	Governance and Participation.....	7
	4.1 Reassigned Time	
	4.2 Selection of Department Chairs	
	4.3 Selection of Instructional Program Coordinators	
	4.4 Compensation for Department Chairs and Coordinators	
	4.5 Departmental Program Review	
	4.6 Chairing a Faculty Search Committee	
ARTICLE V	Evaluation and Tenure.....	10
	5.1 Purpose and Guidelines	
	5.2 Frequency & Timelines	
	5.3 Evaluation Components	
	5.4 Summary Reports and Summary Ratings	
	5.5 Evaluative Criteria and Instruments	
	5.6 Evaluation of Tenure-Track Faculty for Tenure	
	5.7 Evaluation of Tenured Faculty	
	5.8 Evaluation of Part-time Faculty and Early Retirement Incentive Program Participants	
	5.9 Evaluation of Temporary Restricted Contract Faculty	
ARTICLE VI	Personnel Files.....	22
ARTICLE VII	Working Conditions.....	24
	Full-Time Faculty	
	7.1 Counseling Faculty	
	7.2 Learning Resource Faculty	
	7.3 Other Non-Classroom Faculty	

7.4	Instructional Faculty
7.5	Contract Instructional Faculty
7.6	Management, Confidential, and Supervisory Instructors
7.7	<i>deleted</i>
7.8	Semester Teaching Load
7.9	Overload Banking
7.10	Number of Class Preparations and Consecutive Assignments
7.11	Large Class Equivalency (L.C.E)
7.12	Large Class Compensation and Teaching Assistants
7.13	<i>deleted</i>
7.14	Reduced Load
7.15	Transfer
7.16	Academic Calendar
7.17	Graduation
7.18	Online Instruction

ARTICLE VIII Faculty Service Areas, Assignment, Reassignment, Transfer, Layoff, and Reemployment.....37

8.1	Faculty Service Areas
8.2	Layoff and Reductions in Force
8.3	Retraining
8.4	Assignment
8.5	Reassignment of Faculty
8.6	Transfer of District Administrators to Faculty Positions
8.7	Change in Definition of "Discipline"

ARTICLE IX Compensation and Benefits.....40

9.1	Compensation
9.2	Benefits
9.3	Initial Salary Placement for Tenure-Track Employees
9.4	Initial and Subsequent Salary Placement for Adjunct Faculty

ARTICLE X Retirement.....48

10.1	Pre-Retirement Work Load Reduction
10.2	Re-Employment for Retired Tenured Faculty
10.3	Early Retirement Incentive For Tenured Faculty

ARTICLE XI Part-Time Faculty.....51

11.1	Intent
11.2	Definitions
11.3	Priority of Assignment (POA)
11.4	Compensation for Shared Governance Committee Work
11.5	Reductions
11.6	Facility Access
11.7	Retirement Program

- 11.8 Part-Time Hiring for Tenure-Track Faculty Vacancies
- 11.9 State Disability Insurance for Part-Time Faculty
- 11.10 Paid Office Hours

ARTICLE XII Summer and Intersession57

ARTICLE XIII Leaves of Absence58

- 13.1 Sick Leave
- 13.2 Sick Leave Donation
- 13.3 Personal Necessity Leave
- 13.4 Bereavement Leave
- 13.5 Personal Leave
- 13.6 Professional Opportunity Leave
- 13.7 Military Leave
- 13.8 Judicial Leave
- 13.9 Legislative Leave
- 13.10 Coaching Leave
- 13.11 Family Care Leave
- 13.12 Pregnancy Disability Leave
- 13.13 Industrial Accident and Illness Leave

ARTICLE XIV Sabbatical Leave68

- 14.1 Philosophy
- 14.2 Purpose
- 14.3 Eligibility and Indemnity Bond
- 14.4 Length of Leave
- 14.5 Application Procedure
- 14.6 Selection Procedure
- 14.7 Notification Procedure
- 14.8 Report on Sabbatical Leave Activities
- 14.9 Compensation
- 14.10 Sabbatical Leave Committee

ARTICLE XV Professional Growth Activities and Intellectual Property Rights73

- 15.1 Professional Growth Activities
- 15.2 Academic Course Work
- 15.3 Other Professional Growth Activities
- 15.4 Intellectual Property Rights

ARTICLE XVI District Approved Travel81

- 16.1 Procedure for Off-Campus Activities

ARTICLE XVII Safety82

- 17.1. Unsafe Working Conditions
- 17.2. Personal Safety

	17.3	Discipline of Students	
	17.4	Campus Safety	
ARTICLE XVIII	Grievances		85
	18.1.	Purpose	
	18.2.	Definitions and Limitations	
	18.3.	Conciliation Procedure	
	18.4.	Level I - Grievance Procedure	
	18.5.	Level II - Grievance Procedure	
	18.6.	Level III - Grievance Procedure	
	18.7.	Level IV - Grievance Procedure	
	18.8.	Grievance Process Policies	
ARTICLE XIX	Discipline and Due Process		88
	19.1	Definitions and Rights	
	19.2	Due Process	
ARTICLE XX	Savings Clause and Support of Agreement		92
ARTICLE XXI	Not-For-Credit Instructors		93
ARTICLE XXII	Duration and Conditions		94
APPENDICES		95
	APPENDIX A – Salary Schedules		
	APPENDIX B – Fringe Benefits		
	APPENDIX C – Evaluation Forms		
	APPENDIX D – Reassigned Time & Stipends for Department Chairs and Coordinators		
	APPENDIX E – Discretionary Reassigned Time Application		
	APPENDIX F – Applications for Salary Advancement		
	APPENDIX G – Job Descriptions		
	APPENDIX H – Adjunct/Overload Faculty Load Determination		
	APPENDIX I – Exceptions to LED Load Determination Formula		
	APPENDIX J – Adjunct Office Hour Form		

ARTICLE I – RECOGNITIONS, DEFINITIONS, AND MEMBERSHIP

1.1. Recognition

The Grossmont-Cuyamaca Community College District Governing Board recognizes the American Federation of Teachers, Local 1931, CFT, AFT, AFL-CIO, herein referred to as "AFT," as the Exclusive Representative of the employees in the unit as defined in subsection 1.2 in accordance with the certification issued by the Public Employment Relations Board July 7th, 2009, Case No. LA-DP-369-E pursuant to a Board-conducted secret ballot election. Additionally, the District recognizes the Guild as the exclusive representative of the Continuing Education non-credit faculty in accordance with PERB Case No. LA-UM-863-E, dated February 28, 2013, and the not-for-credit instructors in accordance with the parties' settlement agreement dated February 27, 2014. No provision in this Agreement shall apply to not-for-credit instructors except where expressly stated in Article XXI.

1.2. Definitions

The Unit represented by AFT shall include all employees in academic/instructor positions assigned to the college, continuing education, or community service programs, including all temporary, contract, and regular faculty members (as defined by the Education Code), whether full or part-time, including those with classroom and non-classroom assignments. Excluded from this unit are all classified supervisory, management, and confidential employees as defined in the Education Code and the Educational Employment Relations Act (EERA).

1.3. Payroll Deduction

The District shall deduct monthly dues in accordance with the AFT provided dues structure from the salary of union members to be remitted monthly to AFT, subject to the following:

1.3.1. The deductions for unit members shall begin upon commencement of employment.

1.3.2 The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period fifteen days after receiving written notification from the AFT.

1.3.3 AFT shall notify all unit members and the District of any dues changes. Changes to the dues structure is limited to one time per fiscal year, and shall be implemented sixty (60) calendar days following written notification from AFT.

1.3.4 It is agreed that the District assumes no obligation to, in any manner, enforce the provisions of the above sections beyond implementing any valid and un-revoked payroll deduction authorization.

1.3.5 The District, at no cost to the employee, shall permit payroll deductions as authorized in writing by the employee for all such purposes delineated in Education Code section 87040, in addition to and including deductions for annuities, charities, and professional dues.

1.4 The District shall notify AFT of all dates and times of new employee orientations, and allow AFT time on the agenda to make a presentation. The District shall also provide a packet prepared by AFT to new unit members containing contact and introductory information about the AFT.

1.4.1 The District shall provide AFT the name, job title, department, and work location of new unit members within the first 30 days of employment. In addition, during this time, the District shall provide the address, personal cellular telephone number, and personal email address of new unit members on file with the District unless the unit member has requested this information be withheld to preserve personal privacy.

ARTICLE II – AFT/DISTRICT RELATIONS

2.1. Consultation

- 2.1.1.** The Governing Board and AFT, recognizing the importance of frequent communications in maintaining a cooperative relationship, agree to schedule meetings between AFT officers or their designee(s), and the Chancellor or designee(s), and College Presidents or designee(s) at frequent intervals. Other meetings with Deans and Directors shall be by mutual consent. The meetings shall not be for the purpose of negotiating working conditions or specific individual grievances, but to discuss and resolve mutual issues germane to AFT/District relationships.
- 2.1.2.** The District and AFT, at the request of either party, shall consult on matters pursuant to the consultation provisions of California Government Code Section, 3543.2
- 2.1.3.** Nothing herein may be construed to limit the right of any employee or employee organization to consult with the District on matters outside the AFT's legally defined scope of representation.

2.2. Access to Information

- 2.2.1.** Upon request, AFT and the District shall provide one another information required for compliance with California Government Code, Sections 3540 through 3549.3.
- 2.2.2.** Upon request, AFT shall be provided nonconfidential information, within a reasonable amount of time from the date of the request. AFT shall pay any reasonable copying costs associated with providing requested information.
- 2.2.3.** The District shall provide AFT, within thirty (30) days after the beginning of each semester or intersession, the names of the employees in the bargaining unit, including employee ID or social security number, home address, phone numbers, email addresses, job title, discipline, work location, salary placement, and hire date. The District shall also notify AFT within 30 days of the hire or termination of any employee subsequent to the reporting dates.
- 2.2.4.** The District shall provide AFT two copies of all tentative, preliminary, and final budgets and shall seat at least one AFT representative on the District Budget Committee and District Executive Council.
- 2.2.6.** If employee organizations are given a designated seating place at District Governing Board meetings, AFT shall have the same right. The AFT President, or designee, shall have the right to address the Governing Board on appropriate agenda items in accord with the Governing Board procedures.

2.3. Use of Facilities

- 2.3.1** Unit members may conduct AFT sponsored or approved business during appropriate times. These activities shall not abrogate personal rights, shall be performed in a responsible manner, and shall not interfere with District operations.

- 2.3.2 An authorized AFT representative may request the use of a specific District facility, specifying time, place, and type of sponsored or approved activity to be conducted. The request shall be granted upon verification that the activities and use of facilities will not conflict with prior commitments for the facility, school programs, and/or duties of unit members. Denial by the District of a request shall be in writing and shall include a rationale for the decision.
- 2.3.3 The District shall provide adequate bulletin board space for AFT sponsored or approved communications. AFT shall have the right to use District mail distribution services in accord with the standards detailed in subsection 2.3.1.
- 2.3.4 The District shall provide for the full-time use of AFT one double-occupancy office on the Grossmont College campus and one single-occupancy, or one-half of one double-occupancy office on the Cuyamaca College campus. AFT shall reimburse the District for long-distance and toll calls initiated by AFT.
- 2.3.5 The District shall provide one single office on each campus for full-time use of the Academic Senate.
- 2.3.6 All faculty shall be provided a District email account. District emails to faculty will be sent to District email accounts. Faculty are responsible for reviewing District communications to their District email account. Faculty shall be allowed to forward emails from their District account to their personal email account.
- 2.3.7 Faculty who have assigned office space on campus shall have access to that space when the campus is open. Faculty who need to access their office during times when the campus is closed (currently, 11:00 pm to 5:00 am and during some recess periods) in cases of emergency may contact Campus and Parking Services to inquire if access can be granted.

2.4. Reassigned Time

- 2.4.1 The District shall provide 4.0 LED reassigned time per semester to AFT for employee representation business including, but not limited to, the handling of grievances and negotiations.
- 2.4.2 AFT shall have the right to purchase additional reassigned time for the conducting of AFT activities. AFT shall compensate the District for this reassigned time at a rate equal to Step 8 rate of the Part-time Salary Schedule.
- 2.4.3 The District shall provide reasonable paid reassigned time for negotiation sessions and the processing of grievances.
- 2.4.4 AFT shall notify the Director of Employee and Labor Relations in writing 45 days prior to the commencement of classes for any semester during which reassigned time is to be utilized.
- 2.4.5 The District shall provide 0.6 LED reassigned time per semester for each of the two Academic Senate Presidents.

2.5 Academic Freedom/Freedom of Expression

Consistent with Board Policies 3905, 4030, and 4035 the District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community.

Academic freedom and freedom of expression afford the faculty the right to speak freely and write, without unreasonable restrictions or prejudices; and evaluate and be evaluated fairly and objectively, based upon academic merit in accordance with the constitutional protections of free speech.

2.6 Contracting Out

The District agrees to meet and confer with AFT over any proposal to contract out services performed by bargaining unit classifications.

2.7 Restricted Contract Faculty

Faculty hired under a restricted contract who are not on a tenure-track are entitled to all of the collective bargaining agreement rights of Tenured/Tenure-Track faculty with the exception of the due process rights of tenured faculty if the specifically-funded projects to which they are assigned are terminated. This statement in no way confers tenure-track status upon restricted contract faculty.

ARTICLE III – DISTRICT RIGHTS AND EFFECT OF AGREEMENT

- 3.1.** This agreement expresses the entire understanding between the Governing Board and AFT and supersedes all previous agreements between them, whether written or oral, including all previous sideletters not specifically incorporated herein. It also supersedes any rules, regulations, policies, or practices of the Governing Board that are contrary to, or inconsistent with, its terms.
- 3.2.** If any provision of this Agreement is held invalid, such invalidity shall not affect any other provision of the Agreement as long as it can be effective without the invalid provision. To this end, the provisions of this Agreement are severable.
- 3.3** It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control District operations as provided by law, except as modified by this Agreement. Included in, but not limited to, those duties and powers are the exclusive right to: determine its organization; direct the work of its employees; determine the times and hours of operation; determine the kinds and levels of services to be provided and the methods of providing them; establish its educational policies, goals and objectives; ensure the rights and educational opportunities of students; determine staffing patterns; determine the number and kinds of personnel required; maintain the efficiency of District operations; provide final approval of curricular changes as per Board Policies; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; and take action in the event of an emergency where exists a risk to health or safety. In addition, the District retains the right to hire, classify, assign, evaluate, promote, terminate, and discipline employees subject to the terms of this Agreement.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the District; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the terms of this Agreement, and then only to the extent such terms are in conformance with law.

This section shall not be subject to the grievance procedure.

ARTICLE IV – GOVERNANCE AND PARTICIPATION

4.1 Reassigned Time

In the collegial governance of the District, faculty play an important leadership role which may sometimes best be facilitated by reassignment from the primary load of 1.0 FTEF. Such assignments shall not be made to assume administrative duties. Faculty serving in a temporary interim or acting administrative assignment shall be compensated according to the terms and conditions of that unit's collective bargaining agreement or handbook, and shall not be considered a member of the faculty bargaining unit for the duration of said interim assignment.

All activities determined by the District that require reassignment of faculty from the primary load shall be fully described, including expected length of assignment and criteria for evaluation, in accordance with Article V. Responsibilities of Department Chairs and Instructional Program Coordinators are described in Appendix G. Proposed assignments shall be reviewed by the Reassigned Time Review Committee (RRC) for recommendation to the Chancellor regarding the appropriateness of the proposed assignment to a faculty leadership role.

4.1.1 Faculty Reassigned-Time Review Committee (RRC) – Discretionary Assignments

The Reassigned-Time Review Committee shall be considered a subcommittee of the Collective Bargaining Committee. It shall be comprised of three (3) representatives appointed by AFT and three (3) representatives appointed by the Chancellor. The Chairperson shall be designated by the committee. The committee shall review all proposed reassignments for faculty in accordance with Section 4.1. and make a determination regarding load value of proposed assignments. (See Appendix E for discretionary reassigned time application.)

Load value determinations for reassigned time assignments, other than department chairs and coordinators, shall be based upon procedures agreed upon between AFT and the District. Load values for department chairs and coordinators shall be based upon the values specified in Appendix D. Determination of the RRC shall be final and not subject to the grievance procedures under this Agreement (Article XVIII).

4.2 Selection of Department Chairs

The term of office for Department Chairs shall be two (2) years and shall be selected as follows:

4.2.1 An election shall be held in a Department at the call of the appropriate administrator, on or before April 15 of the last year of the present Chair term of office, for the purpose of nominating one (1) person acceptable to the members of the Department (if acceptable to the department members and the Dean, co-chairs may be elected, only one co-chair needing to be tenured). The election shall be by secret ballot and the results communicated to all department members prior to the last day of instruction of the spring semester. In cases where there are more than two candidates, and none receives more than 50% of the vote, there shall be a run-off election between the top two candidates.

4.2.2 All tenured/tenure-track faculty members with a majority of her/his contract assignment in the Department shall be eligible to vote in the election of the Department Chair. The dean will vote to break any tie.

Only tenured faculty members may serve as Department Chair. Tenure-track faculty members may run for Department Chair, provided they will be tenured prior to the commencement of their term of office.

In the case of a department where there are no tenured faculty members, any tenure-track faculty member in the department may be a candidate for Department Chair. In the case of a department where there are no tenured or tenure-track faculty members, the Dean may assign a department chair from among adjunct faculty volunteers. No adjunct faculty member may be forced to take on this assignment.

Departments with only two (2) eligible tenured or tenure-track faculty shall rotate the position of department chair every two (2) years unless otherwise specified by written mutual agreement between the two (2) faculty members.

Faculty who are assigned as a Program Director may be reassigned at any time by the District to an available regular faculty assignment.

4.2.3 If the Dean rejects the nominee, notification shall include cause and detailed justification, in writing, and a call for a conference with the Department to resolve the issue.

4.2.3.1 The term of office shall commence no later than the beginning of the fall semester on a date mutually agreed upon by the Dean and the newly elected Department Chair.

4.2.4 After one (1) semester, if a Chair's performance is considered unsatisfactory by the Dean or upon submission of a recall petition signed by a majority of the tenured/tenure-track faculty members of the Department, the appropriate administrator shall call for an election to select a new Chair to serve the remainder of the term. The chair who is being recalled is eligible to run as candidate in this new election.

4.2.5 If the Chair resigns the position, or is on an approved leave, a new election will be held following the above procedures to elect a successor to complete the remainder of the current term or until the expiration of the approved leave, whichever occurs first.

4.3 Selection of Instructional Program Coordinators

4.3.1 An Instructional Program Coordinator is defined to be the faculty program leadership position that is required by an outside accrediting or specialized licensing agency.

4.3.2 Instructional Program Coordinators will be selected by the appropriate administrator.

4.4 Compensation for Department Chairs and Coordinators

4.4.1 See Appendix D for Reassigned Time for Department Chairs/Coordinators during their contract year.

4.4.2 Each Chair/Coordinator shall have the option of selecting one of the following methods for compensation of the LED calculation from the formula.

4.4.2.1 Reassigned Time

4.4.2.2 A portion of the LED may be used for clerical assistance.

4.4.2.3 A portion of the LED may be banked.

4.4.3 Assignments under Department Chair or Program Coordinator duties approved by the appropriate administrator(s) during summer or intersession, shall be compensated at the faculty member's non-classroom rate of pay, up to the maximum number of hours permitted per department as delineated in Appendix D. If any period of time during summer or intersession is a part of the unit member's normal contractual assignment, this provision shall not apply for that period of time which is a part of the unit member's normal contractual assignment.

4.4.4 Ten-month Department Chairs/Coordinators shall also automatically receive as additional compensation the stipend amount listed in Appendix D payable on June 30th of each fiscal year in recognition of their additional duties and responsibilities while serving as Chair or Coordinator. The stipend shall apply to the department, to be split among co-chairs if applicable as the co-chairs agree.

4.5 Departmental Program Review

Semester in which program review is scheduled: 0.20 LED Reassigned Time

4.6 Chairing a Faculty Search Committee:

Announcement/Recruitment Semester 0.05 LED Reassigned Time

Screening Semester 0.10 LED Reassigned Time

Faculty shall not Chair Classified Search Committees.

ARTICLE V – EVALUATION AND TENURE

5.1 Purpose and Guidelines

5.1.1 The principal purposes of the evaluation process are:

5.1.1.1 To recognize and acknowledge good performance.

5.1.1.2 To help employees who are performing satisfactorily to continue their own professional development.

5.1.1.3 To identify performance that needs improvement and assist employees in achieving improvement.

5.1.1.4 To document unsatisfactory performance.

5.1.2 The evaluation process should be effective in yielding a useful and substantive assessment of performance. It should be useful:

5.1.2.1 To the evaluatee, in identifying areas of strength and weakness related to her/his job performance.

5.1.2.2 To the institution, in facilitating the achievement of the highest possible standards of performance.

5.1.3 The evaluation process includes:

5.1.3.1 Contributions by the evaluatee, students, administrator, and peer(s).

5.1.3.2 Clear and relevant criteria related to the evaluatee's current job description and her/his currently assigned duties.

5.1.3.3 Objective methodologies applied in a timely fashion in accordance with the procedures delineated herein.

5.1.3.4 Acknowledgment of good performance, a process of remediation, and justification for the renewal or termination of employment.

5.1.4 The evaluation and tenure processes shall be free from unlawful discrimination on the basis of any protected classification as well as, any political party, social, or community organizational affiliation, or concurrent employment in the District by members of the same family as per Board policy.

5.1.5 The evaluation may be based upon information obtained through the use of recording devices only with the prior written permission of the evaluatee.

5.1.6 Evaluative comments must be supported by the direct observations of currently assigned job duties, as well as other documented information since any prior evaluation.

- 5.1.7** Only signed and substantiated materials of complaint or commendation shall be used in the evaluation process or referred to in any evaluation records. The evaluatee shall be notified within ten (10) working days by the appropriate administrator of any commendation/complaint made for/against the evaluatee that may affect the evaluation process. No administrative disciplinary action shall be taken prior to consultation with the evaluatee. The evaluatee shall have the opportunity to comment upon, agree with, or dispute such commendations/complaints in writing and have them attached thereto. Once substantiated by the appropriate administrator, any commendation/complaint deemed relevant to the evaluation/tenure process shall be forwarded to the Department Chair/Coordinator for adjunct faculty evaluations, the Dean or appropriate manager conducting tenured faculty evaluations, or in the case of tenure-track faculty, to the chair of the Tenure Review Committee.
- 5.1.8** Anonymous written comments included in the formal student evaluation instrument shall not be used in determining the final evaluation score. Anonymous student comments are solely intended for the edification of the evaluatee and should not be shared in any way with other faculty or management.
- 5.1.9** A unit member may authorize, in writing, an AFT representative to review his/her completed evaluation/tenure documents. The authorized representative shall have all of the same privileges of inspection that are a right of the evaluatee.
- 5.1.10** Timelines for evaluations in this Article assume that assignments are a full semester in length. Where this is not the case, the appropriate administrator, in consultation with the Department Chair, will make reasonable modifications to the timelines and will be responsible for seeing that the revised schedules are administered as consistently as possible throughout the college.
- 5.1.11** The evaluation process should be considered a formative, not a punitive process, and shall not be used to address issues which should be more appropriately addressed under the disciplinary process of Article XIX.
- 5.1.12** All dates in this Article which reference the “start of the semester” shall refer to the first day of instruction (*not* including professional development week), and all dates which reference the “end of the semester” shall refer to the last day of instruction (includes finals week if one exists) for the assignment in question.

5.2 Frequency & Timelines

5.2.1 Frequency

Unit Members will be evaluated based on the following schedule:

- a) Adjunct and Early Retirement Incentive Faculty Members – First semester of hire, once every six semesters thereafter.
- b) Tenure-Track Faculty Members – every fall semester each year for four (4) years.
- c) Tenured Faculty Members – once every three years.

5.2.2 Off-Schedule Evaluations

The appropriate administrator, after discussion with the unit member and Department Chair/Coordinator, may initiate additional evaluations if there is a documented purpose for them.

5.2.3 Student Evaluations and Peer/Manager Observations.

Student evaluations and peer/manager observations may take place beginning the fifth week of instruction and must be completed two weeks before the last day of instruction. For non-instructional faculty, or for short term courses, these evaluations and observations shall commence as deemed appropriate by the evaluation committee.

5.2.4 Completion of the Process

A copy of the manager and peer evaluation shall be sent to the evaluatee within one week of the evaluation observation. All evaluation procedures and forms shall be completed with the Summary Report submitted to the President via the appropriate Vice President, with a copy to the evaluatee, within two (2) weeks of the completion of all observations if possible, and in all cases no later than ten (10) working days after the end of the semester during which the evaluation is administered. Should the manager or peer evaluator fail to complete or sign the evaluation form(s) in the timelines delineated in this Article, the summary report shall be submitted to the Vice-President without the manager or peer's evaluation and the evaluatee's summary rating shall be weighted accordingly under section 5.4. Failure of the evaluatee to meet the timelines delineated in this Article shall not prohibit the evaluation from being finalized without her/his input and placed in the evaluatee's personnel file.

5.2.5 Unsatisfactory Evaluation. In the event that an unsatisfactory evaluation triggers a meeting to develop a written plan specifying the requirements for improvement and follow-up per 5.6.2, 5.7.4, or 5.8.4 as applicable, the meeting shall take place no later than the last day of instruction of the semester during which the evaluation occurred.

5.3. Evaluation Components

For purposes of evaluation, a "review" is defined as an observation of a teaching situation (laboratory, lecture, online) or other student contact situation (counseling, library orientation, etc.) for at least fifty (50) minutes (in the case of counseling observations, this time may be shortened to forty-five (45) minutes) and an assessment of compliance with the evaluatee's responsibilities as stated in the job description and her/his currently assigned duties. Additional reviews by any Committee member may be scheduled.

In cases where the evaluatee or one of the peer members believes that the appropriate manager or peer may not be able to perform an objective evaluation due to perceived bias, the evaluatee may ask the appropriate Vice-President to appoint a replacement. The evaluatee's claim of perceived bias must be verifiable with concrete evidence. The burden of proof of alleged bias remains with the evaluatee.

Except as noted under section 5.3.3.3, all faculty members' evaluations shall consist of the following:

5.3.1. Peer Component. In accordance with Section 87663 of the California Education Code, a "peer review" of faculty performance shall be included in every evaluation.

5.3.1.1. For purposes of evaluation, a "peer" is defined as a tenured faculty member who is qualified in the same faculty service area (FSA) as the evaluatee. When this requirement cannot be met, then the peer shall be drawn from a related discipline at either college. When the evaluatee is being evaluated for an online assignment, the peer evaluator(s) should also have experience in online assignments. In exceptional circumstances when a subject matter expert cannot be found within the District, a peer with the subject matter

expertise can be selected from outside of the District upon approval of the appropriate manager.

- 5.3.1.2.** In cases where the peer does not complete the evaluation, the management component of the evaluation process shall count additionally in place of the peer component.

5.3.2. Management Component.

For purposes of evaluation, the "manager" is defined as the supervisor who has direct authority over the evaluatee at the time the evaluation occurs (except in cases where a replacement is identified by the Vice-President following the provisions of Section 5.3).

A management review of faculty performance should be included in every evaluation, with the exception of part-time faculty and tenured faculty evaluations as specified in sections 5.7.2.1 and 5.8.2.1. In cases where the appropriate manager cannot complete the evaluation, the peer component (or the average of the peer components) of the evaluation process shall count additionally in place of the management component.

The manager's evaluation may include written, documented evidence from the Department Chair or Program Coordinator of satisfactory or unsatisfactory performance of the evaluatee. It may also include input from any other manager with oversight over the evaluatee.

5.3.3. Student Component

5.3.3.1 Instructional Faculty

Student evaluations will be conducted in every class section for all faculty, as soon as the parties can implement a practical system for doing so. In the interim, student evaluations will be conducted for those faculty currently undergoing a formal evaluation following past practices. Evaluations may be administered by a peer evaluator, management evaluator, or designated faculty member provided compensation is given at the faculty member's non-classroom hourly rate. Days and hours selected shall not interfere with scheduled examinations or other in-class assignments where the entire class period is needed for pedagogical reasons, and will be coordinated wherever possible with management or peer evaluations.

5.3.3.1.1 A student component shall be included in the evaluation of distance education faculty assignments. Student Instructor Evaluation Form – Distance Education may be found in Appendix C. On-line student evaluations shall be administered via confidential automated survey process. The parties agree to meet and confer in an attempt to improve student response rates for evaluation of online assignments.

5.3.3.2 Non-instructional Faculty

A student component shall be included in the evaluation of non-classroom faculty. It is the intent of the District and the AFT to design an evaluation process

appropriate to the student contact situation. Student Evaluation forms and instructions for administration may be found in Appendix C.

- 5.3.3.3** The student component may be excluded from the evaluation process by agreement among the evaluatee, Department Chair/Program Coordinator, appropriate administrator(s) and appropriate Vice President. In such cases, each of the peer and management components shall be equally weighted.

5.3.4 Self-Evaluation/Personal Statement by the Evaluatee

Completion of a written self-evaluation is required for all tenure-track faculty. Completion of a written self-evaluation is voluntary for all other faculty.

All faculty are required to acknowledge by checking the appropriate box on the evaluation form at the time of signing the summary report that he/she has participated in the assessment of student learning outcomes and discussions with colleagues about using the information to improve teaching and learning.

This self-evaluation should reference the performance standards as they appear on the "Faculty Appraisal Form." The self evaluation shall state the goals the faculty member set for him/herself since the last evaluation cycle, shall explain the extent to which the goals were met, and shall establish goals for the next evaluation cycle. On such a statement, a candidate may wish to explain institutional limitations on his/her activity (such as no funding for conference travel, no reassigned time for project completion, etc.).

The Self-Evaluation/Personal Statement component is not weighted on the Summary Form.

The Self-Evaluation/Personal Statement shall be due by the end of the 8th week of the semester.

5.4. Summary Reports and Summary Ratings

In the remainder of this Article, references are made to Summary Reports and Summary Ratings. Summary Ratings are to be assigned by peer(s) and a manager on a nine-point scale, and will be calculated as statistical averages of student responses. Whereas the Evaluation Forms themselves call for a response to a statement from "Strongly Agree" to "Strongly Disagree," it is understood that there will be nine points on the scale (1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0) for that response and the Summary Rating will be represented as a number from 5 (Strongly Agree) to 1 (Strongly Disagree) according to which point is selected by the evaluator, or, in the case of Student Evaluations, according to the statistical average of the points selected. (See Appendix C for all forms.)

A Summary Report will be compiled at the end of each evaluation. At a minimum, a Summary Report shall contain:

- (1) a statistical summary of the student evaluations and a calculated Summary Rating except where excluded per section 5.3.3.3.;

- (2) one (1) Evaluation Form, including comments and the individual evaluation summary rating (and recommendations if applicable) from each peer or management evaluator, each with an assigned Summary Rating;
- (3) a cover sheet containing Student, Peer, and Management Summary Ratings, and an overall Summary Rating based on their weighting;
- (4) the evaluatee's self-evaluation, if applicable.

(Additional elements are required in the Summary Report for tenure-track faculty, and are specified in Section 5.6.2).

Weighting of the Summary Ratings for Tenure-Track faculty shall be:

Student: 40%
 Peer 1: 20%
 Peer 2: 20%
 Manager: 20%

Weighting of the Summary Ratings for Tenured and Part-Time faculty shall be:

Student: 40%
 Peer: 30%
 Manager: 30%

When a student component is not included, weighting of the Summary Ratings for Tenure-Track faculty shall be:

Peer 1: 33.33%
 Peer 2: 33.33%
 Manager: 33.33%

When a student component is not included, weighting of the summary Ratings for Tenured and Part-Time faculty shall be:

Peer: 50%
 Manager: 50%

5.5 Evaluative Criteria and Instruments

The categories for evaluation are listed on the Evaluation Form (see Appendix C), and are represented in the content of the Student Evaluation Form. Both are based on the evaluatee's responsibilities as stated in the official job description.

5.5.1 In the event that a faculty member is assigned duties other than those in the official job description, the faculty member will be evaluated according to criteria appropriate to those assignments as determined by the evaluatee and her/his evaluators.

5.6 Evaluation of Tenure-Track Faculty for Tenure

Tenure Review Coordinator

A position of Tenure Review Coordinator shall be established at each college, appointed by each college's Academic Senate, with the length of term, including whether or not to have term limits, established respectively by each senate. The Tenure Review Coordinator shall be a tenured faculty member. The Tenure Review Coordinator shall coordinate all tenure review activities, including training of Tenure Review Committee members, and implementation of tenure and evaluation policies detailed in this Agreement. Compensation in the form of reassigned time for the Tenure Review Coordinator shall be determined by the Faculty Reassigned-Time Review Committee.

5.6.1 Tenure Review Committee Responsibilities

5.6.1.1 A Tenure Review Committee shall be formed for each tenure-track faculty member and shall be composed of the appropriate manager and two (2) tenured faculty members.

5.6.1.2 In accordance with the definition of "peer" in Section 5.3.1.1, two (2) tenured faculty members shall be selected by the tenured faculty of the department where the evaluatee is assigned to serve as peer evaluators. If there are not enough tenured peer evaluators available to serve, the Dean in conjunction with the Department Chair will select the peer evaluators.

5.6.1.3 The Chair of the Committee shall be elected by the Committee, and shall be a tenured faculty member.

5.6.1.4 All Committee members shall have completed an in-service training session jointly sponsored by the District, the AFT, and the Academic Senate specifically designed for Tenure Review Committee members before beginning their evaluation duties.

5.6.1.5 Any Committee member may, at his/her discretion, submit a written minority report.

5.6.1.6 The Tenure Review Committee Chair shall be responsible for: (1) calling all meetings; (2) coordinating activities of the Committee; (3) representing the Committee to the Tenure Review Coordinator; (4) informing all committee members of relevant deadlines; and, (5) other officially designated duties.

5.6.2 Evaluation Procedures

5.6.2.1 The Tenure Review Committee shall meet to determine the plan for completing the evaluation process in a timely manner and to review the process with the evaluatee. The evaluatee shall receive, from the committee chair, copies of the blank evaluation instruments at this meeting.

5.6.2.2 The evaluatee will provide the committee with the relevant written materials as specified below prior to the end of the 6th (sixth) week of the semester (or equivalent for short-term classes). For instructional faculty, these shall include a syllabus, specifying dates for scheduled exams and chapters or topics to be covered, lesson plans, sample tests, quizzes, grading system, etc. For non-instructional faculty, these shall include all materials deemed appropriate by the committee.

5.6.2.3 The Peers and Manager will summarize their observations and evaluations on the Evaluation Form.

- 5.6.2.4** The Peers and Manager will each give the evaluatee a single Summary Rating on a nine-point scale.
- 5.6.2.5** Upon the consensus of the committee, a second visitation by any committee member may be scheduled.
- 5.6.2.6** The Summary Report shall contain all elements of section 5.4
- 5.6.2.7** If there are recommendations for improvement on either the Peer or Manager Evaluations, the evaluatee shall respond in writing to those recommendations. The evaluators and evaluatee may develop a written plan specifying the requirements for improvement of performance and follow-up, if deemed appropriate. The response shall be filed with the committee within ten (10) working days of the evaluatee's receipt of the preliminary Summary Report from the Tenure Review Committee.
- 5.6.2.8** The Tenure Review Committee shall submit its final summary report to the evaluatee, including any written responses from the evaluatee, and must recommend to the President that the candidate:
- 5.6.2.8.1** Be granted status as a tenured faculty member starting with the next academic year.
 - 5.6.2.8.2** Be continued as a contract faculty member for the next academic year.
 - 5.6.2.8.3** Be continued as a contract faculty member for the next academic year subject to the conditions specified in the Summary Report, which may include re-evaluation during the following spring semester.
 - 5.6.2.8.4** Not be rehired, based on justifications specified in the Summary Report.

NOTE: Sections 5.6.2.8.1 through 5.6.2.8.4 are not applicable for third year tenure-track candidates.

- 5.6.2.9** An Overall Summary Rating of less than 3.50 shall constitute grounds for exercising options in subsections 5.6.2.8.3 or 5.6.2.8.4 (not applicable for third year tenure-track candidates). However, in exceptional circumstances, an overall summary rating of less than 3.50 need not be the sole basis upon which to exercise these options.
- 5.6.2.10** For all tenure-track faculty other than third year candidates, the College President shall send a written notice via US mail, courier service, or personal delivery to the evaluatee informing the evaluatee of the President's decision no later than one week prior to the convocation date of the Spring semester. In the event the President's decision is not to renew a contract faculty member or not to grant tenure, the President shall include the evaluatee's appeal rights in this notice.
- 5.6.2.11** Pursuant to Education Code §87610.1 (b) through §87610.1 (e), a first, second, or fourth year tenure-track faculty member whose employment is terminated may grieve the decision following the grievance procedures delineated in Article XVIII based on the grounds listed in Education Code §87610.1 (b).

5.7. Evaluation of Tenured Faculty

5.7.1 Peer Component

- 5.7.1.1** The selection of the Peer Reviewer shall be made by the appropriate administrator in consultation with the Department Chair/Coordinator from a list of three (3) peers, as defined in section 5.3.1.1, chosen by the evaluatee.
- 5.7.1.2** The Peer Review of a tenured faculty member shall be: a "review" as defined in subsection 5.3., employing the Evaluation Form appropriate to the position title (see Appendix C). The evaluator will complete an evaluation form, including comments and the individual evaluation summary rating (and recommendations if applicable).

5.7.2 Management Component

- 5.7.2.1** Management shall only be required to participate in every other cycle of the evaluation of tenured faculty following the same guidelines as those specified for Peer Reviewers in 5.7.1.2.

5.7.3 Student Component

- 5.7.3.1** Student Evaluations of tenured faculty undergoing evaluation shall follow the guidelines specified in section 5.3.3.

5.7.4 A Summary Report

A summary report shall be prepared by Management and the Peer Evaluator as specified in section 5.4.

- 5.7.4.1** If there are recommendations for improvement on either the Peer or Manager Evaluations, the evaluatee shall respond in writing to those recommendations. The response shall be filed with the appropriate administrator within ten (10) working days of the evaluatee's receipt of the Summary Report.
- 5.7.4.2** An Evaluation Summary Rating of 1.50-3.49 may, and an Evaluation Summary Rating of 1-1.49 shall, initiate a process whereby the evaluators and the evaluatee meet and develop a written plan specifying the requirements for improvement of performance and follow-up.
- 5.7.4.3** An Evaluation Summary Rating of 1.50-3.49 may, and an Evaluation Summary Rating of 1-1.49 shall, initiate another evaluation to be conducted within two (2) semesters after the semester in which the unsatisfactory rating was incurred. The follow-up evaluation shall be conducted by the same evaluators whenever possible.
- 5.7.4.4** Following an Evaluation Summary Rating of 3.50 or higher on a follow-up evaluation, the District shall place a letter in the evaluatee's personnel file stating that the previous Evaluation Summary Rating has improved to an acceptable level.

- 5.7.4.5** In the event that requirements for improvement of performance detailed in the Plan For Improvement remain unresolved as determined by the follow-up evaluation of the original Evaluation Summary Rating of 3.49 or lower, then all future proceedings shall be conducted according to the procedures stipulated in Education Code, sections 87600 et. seq.

5.8. Evaluation of Part-time Faculty and Early Retirement Incentive Program Participants

5.8.1 Peer Component

- 5.8.1.1** For purposes of evaluation, a "peer" is defined as the Department Chair/Coordinator or tenured designee consistent with the definition stipulated in Subsection 5.3.1.1. If no tenured faculty members as per 5.3.1.1 exist, then a tenure-track faculty member in the discipline may serve as the peer.

The selection of the Peer Reviewer shall be made by the appropriate administrator in consultation with the Department Chair/Coordinator, from a list of three (3) peers, as defined in section 5.3.1.1, chosen by the evaluatee. The names of peers submitted must agree to be willing to serve prior to submission of her/his name. If the names of three peers are not submitted in a timely manner, the appropriate administrator in consultation with the Department Chair/Coordinator will select the Peer Reviewer.

- 5.8.1.2** For purposes of evaluation, a "review" is defined in Subsection 5.3. The evaluator will summarize observations on the Evaluation Form and will give the evaluatee a single summary rating on a nine-point scale.

5.8.2 Management Component

- 5.8.2.1** At the discretion of the manager, evaluation of part-time faculty shall include a Management Component, as specified in Section 5.3.2. Guidelines shall be the same as those specified for Peer Reviewers in Section 5.7.1.2.

5.8.3 Student Component

- 5.8.3.1** Student Evaluations of part-time faculty shall follow the guidelines specified in Section 5.3.3.

- 5.8.4** A Summary Report shall be prepared by the appropriate administrator or designee as specified in section 5.4.

- 5.8.4.1** In the event that an evaluatee receives recommendations for improvement on either the Peer or Manager Evaluations, the evaluatee shall respond in writing to those recommendations. The response shall be filed with the appropriate administrator within ten (10) working days of the evaluatee's receipt of the Summary Report.

- 5.8.4.2** For part-time faculty members who do not have Priority of Assignment:

An Evaluation Summary Rating of 3.49 or lower shall constitute grounds for either:

5.8.4.2.1 Non re-hire in a subsequent semester, OR

5.8.4.2.2 A written plan for improvement. The evaluators and evaluatee shall develop a written plan specifying the requirements for improvement of performance and follow-up. A follow-up evaluation shall be conducted by the same evaluator(s) in the subsequent semester.

5.8.4.3 For part-time faculty members who have Priority of Assignment or are participants in the tenured faculty Early Retirement Incentive program:

An Evaluation Summary Rating of 3.49 or lower shall result in a written plan for improvement by the peer evaluator in consultation with the department chair and evaluatee, in addition to the requirement of a follow-up evaluation in the subsequent semester by the same evaluator(s).

If the subsequent semester Evaluation Summary Rating is also 3.49 or lower, the adjunct faculty member shall not be re-hired. The evaluatee may appeal this decision of non-renewal to the College President.

In cases where the evaluation results in a summary rating of less than 2.0, the adjunct faculty member shall not be re-hired. The evaluatee may appeal this decision of non-renewal to the College President.

5.8.4.4 Following an Evaluation Summary Rating of 3.50 or higher on a follow-up evaluation, the District shall place a letter in the evaluatee's personnel file stating that the previous Evaluation Summary Rating has improved to an acceptable level.

5.9. Evaluation of Temporary Restricted Contract Faculty (non tenure-track faculty with restricted funding)

5.9.1. A temporary restricted contract faculty member shall be evaluated at least once (1) each year for four (4) years. For the first four years, the evaluation shall be administered in accordance with the procedures as specified in section 5.6, with the exception that the evaluatee is not eligible for tenure. Thereafter, the temporary contract faculty member shall be evaluated at least every three (3) years. These evaluations shall be administered in accordance with section 5.7, with the exception that the evaluatee is not eligible for tenure.

5.9.2 By the last day of instruction of the semester the Tenure Review Committee must recommend to the President that the candidate:

5.9.2.1. Be continued as a restricted contract faculty member for the next academic year.

5.9.2.2 Be continued as a restricted contract faculty member for the next academic year subject to the conditions specified in the Summary Report.

5.9.2.3 Not be rehired, based on justifications specified in the Summary Report.

ARTICLE VI – PERSONNEL FILES & PRIVACY

- 6.1.** There shall be only one official personnel file for each unit member and it shall be maintained at the District Personnel Office.
- 6.2.** Official personnel files shall be kept in confidence in the District Office of Human Resources and shall be available for inspection only by the unit member, a representative of the AFT (with the unit member's written authorization), or authorized administrative employees of the District when necessary in the proper administration of the District's affairs or the supervision of the faculty member, or as required by law, warrant, subpoena or court order.
 - 6.2.1.** A representative of the unit member's choosing may accompany the unit member in this review.
 - 6.2.2.** This review shall be made in the presence of the manager or designee responsible for the safekeeping of this file.
 - 6.2.3.** All ratings, reports, or records that were obtained prior to the employment of the unit member, or were prepared by identifiable interview committee members before or after employment, shall not be available for inspection by the unit member.
 - 6.2.4.** This examination shall take place at a time when the unit member is not required to render service to the District and during the normal business hours of the District Personnel Office.
 - 6.2.5.** The opening of a unit member's file by non-personnel office employees will be in accordance with Education Code section 87031. The date, time, and identity of the person(s) and the reasons for opening the file will be noted. This information becomes part of the unit member's personnel file.
- 6.3.** Information of a derogatory nature, except material mentioned in subsection 6.2.3 above, shall not be entered or filed until a unit member is given notice, furnished a copy of the material which includes the source/originator, and given a period of ten (10) working days to review and respond in writing. Written documents (letters, notes, etc.) without the signature of the source shall not be entered into the Personnel File.
 - 6.3.1.** The unit member's review of such material may take place during normal business hours of the District.
 - 6.3.2.** The unit member shall have the right to answer in writing any complaints or other derogatory material to be filed and such answers shall be attached to the original document that is to be filed. The unit member shall have the right to obtain copies of any materials contained in her/his personnel file that is available for inspection.
- 6.4.** The unit member shall have the right to place material in his/her file that relates to performance and evaluation.
- 6.5.** Pursuant to Education Code section 87675 no document contained in the personnel file older than 4 years old may be introduced as evidence in a discipline or dismissal hearing. Upon the request of the faculty member, all materials he or she deems derogatory, after remaining in the official

personnel file for a period of four (4) years, shall be placed in a separate restricted access folder which shall be retained in the official personnel file. This restricted folder shall not be opened except with prior notice to the faculty member.

- 6.6** If any email messages of an individual unit member are going to be accessed by the District, the District must first notify the unit member regarding the proposed access unless the access would compromise an ongoing investigation. In cases where the District maintains that prior notice of accessing the emails would compromise an ongoing investigation, the District shall notify the unit member no later than 30 (thirty) days following the conclusion of the investigation. Email messages that are part of the regular and on-going business practices of the District (such as computer maintenance) are not subject to this provision.

ARTICLE VII – WORKING CONDITIONS

FULL-TIME FACULTY

7.0 Instruction and other services shall be scheduled Monday through Saturday. Unit members may only be assigned on Saturdays by mutual agreement between the unit member and his/her dean. All unit members are expected to work forty (40) hours per week which shall predominantly be devoted to direct student contact for the purpose of instruction, academic counseling, or learning resource assistance as delineated below.

7.1 Counseling Faculty

Counseling faculty are employed for a basic work week of forty (40) hours to be comprised of counseling and other related duties. Each counselor will be present on a work site a minimum of thirty (30) hours per week, of which twenty-five (25) will include direct student contact, as defined in the official job descriptions under, Career and Occupational Counseling, and Personal Counseling (see Appendix G), and as referenced in the “Core Functions of Counselors” as defined in the *Standards of Practice for California Community College Counseling Faculty and Programs* published by The Academic Senate for California Community Colleges, and may also include administrator approved meetings or other related counseling duties as assigned by the dean. Five (5) hours of other duties which may be conducted within the thirty (30) hours of on-campus time, may include, serving on a committee, serving as a faculty advisor of a student club, or other appropriate duties as defined in the Counselor job descriptions. The dean shall have right of assignment in finalizing the student counseling schedule with input from counseling faculty and department chair to ensure sufficient time is spent on direct student contact. The student counseling schedule need not be the same at both colleges. Counselors shall not be required to work more than 193 days annually (July 1-June 30) as part of their contractual assignment unless agreed to by the unit member and the District.

7.2. Learning Resource Faculty

Learning Resource faculty are employed for a basic work week of forty (40) hours to be comprised of thirty (30) hours of Learning Resource duties such as:

- Working with students in analyzing and understanding assignments;
- Directing students in devising and executing a search strategy;
- Recommending sources in various subjects to students and provide instruction in the use of reference materials;
- Guiding and assisting other faculty in selecting materials;
- Conferring with classroom faculty on library orientation activities for their classes;
- Performing information searches when appropriate and prepare bibliographies;
- Planning and preparing displays and exhibits;
- Performing other duties as detailed in the job description found in Appendix G.

The remaining 10 hours shall be spent on other duties such as serving on Campus/District committees, serving as a faculty advisor of a student club, or other duties related to the job description found in Appendix G.

The days, hours, and assignments of Learning Resource faculty shall be scheduled by the appropriate administrator or designee after consultation with the unit member and department chair. Learning Resource Faculty shall not work less than, or more than, 193 days annually (July 1 – June 30), as part of their contractual assignment.

7.3. Other Non-Classroom Faculty

Other non-classroom faculty are employed for a basic work week of forty (40) hours to include thirty (30) hours of scheduled duties, as assigned by the Dean or appropriate administrator, including but not limited to:

- Conducting Diagnostic Services
- Providing Educational Services
- Participating in Curriculum Development
- Conducting Evaluations
- Participating Program Development
- Performing other duties as detailed in the job description.

Scheduling shall be done by the appropriate administrator or designee after consultation with the unit member. The remaining 10 hours shall be spent on other duties such as serving on Campus/District committees, serving as a faculty advisor of a student club, or other duties related to the job description found or agreed upon by the Dean or appropriate administrator.

7.4. Instructional Faculty

7.4.1. The assignment of the days of service for each academic year shall be determined by the school calendar adopted by the Board of Trustees after consultation with AFT.

7.4.2. The forty (40) hour workweek for teaching faculty shall be comprised of lecture hours or their equivalent, office hours, unscheduled preparation hours, and other related duties as defined in the job description.

Twenty (20) hours per week shall consist of duties directly related to instruction, which shall include:

- Classroom instruction;
- Clinical or lab instruction/supervision;
- Office hours for students

The remaining ten (10) hours of the thirty (30) on campus hours per week, may include other non-instructional duties such as, attendance and participation in faculty, division or committee meetings; serving as a student club advisor; participation in orientations, commencement and

professional development activities; outreach with other educational institutions, organizations, businesses or industry partners; participation in program and subject area improvement tasks; and completing assessment and peer evaluations.

- 7.4.3. Each full-time instructor shall be present on campus a minimum of thirty (30) hours per week to perform the duties listed in subsection 7.4.2 above. Tenured/tenure-track faculty who teach a portion of their load online, who have reassigned time, or who have less than a 100% assignment, may reduce each component of the thirty (30) hour per week on-campus requirement proportionately, excluding office hours, but shall be required to be on campus in order to fulfill other related duties as defined in the job description, unless an exception is approved by the college Vice-President.
- 7.4.4. The unit member's teaching assignment shall be determined by the appropriate administrator or designee after consultation with the unit member.
- 7.4.5. In addition to the assigned lecture hours or equivalent, each full-time instructor shall schedule five (5) office hours per week at times most convenient to meet student needs. For faculty teaching online courses, a proportion of their office hours may be conducted in an online format corresponding to the percentage of their online assignment upon approval by the dean. Instructors will be available to students during finals week. Office hours shall be scheduled for the purpose of consulting with and assisting students. Each scheduled period of office time shall be not less than twenty-five (25) minutes of duration. By the end of the first week of instruction of each semester, the instructor shall prepare and submit his/her proposed schedule of office hours to the appropriate division administrator of his/her division for approval. The administrator shall retain a copy of the approved schedule of office hours for each instructor in the division. The instructor shall post his/her approved office hours and teaching schedule near the instructor's office as soon as practical at the beginning or prior to the start of the session, but no later than the end of the first week of classes.

7.5. Contract Instructional Faculty

"Contract Instruction" means educational services that are provided by the District (or a foundation created for the benefit of or on behalf of the District) for remuneration under contracts with businesses or other agencies that are normally performed by employees of the District who possess certification qualifications.

- 7.5.1. Personnel hired to teach contract instruction courses will be paid as per the appropriate step on the Full or Part-time Certificated Salary Schedule as applicable and shall be subject to the provisions of the Education Code and this Agreement as it relates to working conditions.
- 7.5.2. Unit members who are qualified to teach such contract instruction courses on the basis of their experience, education, and formal performance evaluations shall have employment preference. However, except in unusual circumstances, and then only with the agreement of the unit member and the AFT, a contract or regular certificated employee shall not be assigned to perform contract instructor work as a part of his/her normal load.

7.5.3. Contract instruction courses shall not replace or duplicate instruction contained in a regular program offered within the District, unless such replacement is agreed upon in writing with AFT. Such agreement must be reached in advance of the course or program being offered.

7.6. Management, Confidential, and Supervisory Instructors

7.6.1. Management, Confidential, or Supervisory (MCS) personnel may, by agreement of the affected MCS employee and the department chair or coordinator of the discipline and as approved by the President, teach a maximum of one class per semester with a maximum of seven units (7) cumulative over an academic year (Fall and Spring semesters plus Summer session). The actual course and the time it shall be taught shall be by agreement of the affected MCS employee and the department chair or coordinator as approved by the President.

7.6.2. Such an assignment shall be compensated on a part-time basis based on the employee's placement on the Adjunct, Overload, and Substitute Salary Schedule.

7.6.3. No regular tenured/tenure-track unit member will be displaced from a teaching assignment that is part of his/her regular load by an MCS assignment. MCS assignments are not eligible for Priority of Assignment.

7.6.4. The MCS employee shall be subject to regular evaluation in accordance with the provisions of section 5.8. Such evaluation shall be administered by the chair or coordinator or such other unit member agreed upon by the MCS employee and the chair or coordinator.

7.8. Semester Teaching Load

7.8.1. A full-time teaching load shall be defined as accumulated course LED values equal to 1.00 for a semester or 2.00 for an academic year (two semesters exclusive of Summer school and/or intersession).

7.8.1.1 Further, AFT and the District agree that within the discipline of English for full-time instructional faculty hired prior to the 1989-90 academic year, a load configuration of three composition courses and one literature course, that equals 95 percent of load, will be acceptable as a full semester load. However, all overload will be paid only on the amount over 1.0.

7.8.2. Effective Fall Semester, 2019: The LED system is based on a fifteen (15) hour full time load for lecture hours and a seventeen (17) hour full time load for lab hours. All new or modified course LED assignments are to be negotiated. Courses which do not follow this formula are listed in Appendix I. The AFT and the District shall consider the determinations made by the curriculum committees for the purposes of course credit/student hours to be advisory only. The basic formula for LED values is as follows:

Lecture	.0667 / designated hour.
Lab	.0588 / designated hour.

7.8.3. Where a full-time unit member is unable to meet 1.0 LED in any given semester, the following options are available by mutual agreement between the unit member and the appropriate administrator:

7.8.3.1. Replace a non-contract part-time instructor in a regularly scheduled class.

7.8.3.2. Replace an instructor in an extra-pay assignment.

7.8.3.3. Maintain a 2.0 LED for the academic year by averaging fall and spring assignments within the academic year or use the unit member's overload banked time, if any.

7.8.4. Coaching Assignments

7.8.4.1. "Coaching" assignments shall be considered as academic assignments only when the employee is listed as the instructor of record for an athletics class associated with the competitive team.

7.8.5. Cooperative Career Education/Work Experience, Community Service Learning, Internship, and Field Experience Assignments.

7.8.5.1 In accordance with the plan filed by the District with the Chancellor's Office of the California Community Colleges, the following activities shall be scheduled with/or completed relative to each student enrolled. Activities listed below marked by an asterisk are to be conducted in person:

- a. *On-campus conference with student for one-half (1/2) hour;
- b. *First on-the-job employer/instructor conference for one (1) hour;
- c. Mid-semester in-service preparation and record review for one-half (1/2) hour;
- d. *Second on-the-job employer/instructor conference for one (1) hour;
- e. *Second on-campus student conference for one-half (1/2) hour;
- f. End of semester in-service preparation and record review for one-half (1/2) hour.

7.8.5.2 The course LED value for the above listed assignments shall be .0109 LED/student for whom a "Community Service Learning/Work Experience Agreement" has been completed, signed, and photo copy submitted with a Work Experience Agreement Transmittal Form to the Division Dean's Office during the 6th week of the semester or by the 3rd week of term if a first or second eight-week course (1/3 of the term of the course).

7.8.5.3. Up to a maximum of .218 LED may be assigned to an instructor during any academic term for work experience or similar courses. However, the maximum total LED of these assignments may be exceeded with the approval of the instructor, the division Dean, and the Vice-President.

7.8.5.4. A full-time faculty member may accept such assignments only on an overload/extra pay basis in addition to his/her regular load.

7.9. Overload Banking

The parties agree to Overload Banking as follows:

- 7.9.1. Program applies to full-time tenured classroom and non-classroom faculty only.
- 7.9.2. A maximum of .40 LED may be banked per semester
- 7.9.3A unit member may not bank more than 1.0 LED in total.
- 7.9.4 A unit member's load may be reduced by the maximum of 1.0 LED in a semester, only once every five (5) years.
- 7.9.5 Summer school and Intersession may not be used to bank hours.
- 7.9.6 Current teaching load must be at least 1.0 LED prior to any banking credit being given.
- 7.9.7 Banked time can only be used when a suitable part-time replacement is available and the department chair or coordinator and the college President, or designee, agree the excellence of the program can be maintained with replacement faculty.
- 7.9.8 Any unused banked overload will be paid off at the current overload rate at the time of the unit member's change in bargaining unit, retirement, or separation from District employment, at the overload rate in effect at that time.

7.10. Number of Class Preparations and Consecutive Assignments

- 7.10.1. Normally, a teaching load shall consist of no more than three (3) separate preparations. The necessity to exceed this number of preparations shall be limited to the need to achieve a full teaching assignment. The unit member may waive this restriction with agreement of the Dean. In cases where a unit member cannot make her/his 1.0 LED load, additional preparations may be assigned.
- 7.10.2. For full-time tenured/tenure-track faculty members who have a teaching assignment which includes evening classes (exclusive of overload or extra pay assignments), there shall be a minimum of twelve (12) hours between the end of the last evening class and the beginning of the first class the following day. For full-time learning resource faculty who are scheduled to work in the library in order to maintain library operations, there shall be a minimum of twelve (12) hours between the end of the faculty member's scheduled work shift in the library and the beginning of the first scheduled work shift in the library the following day. The unit member may waive this restriction.

7.10.3. Consecutive Class Assignments

- 1) Consecutive lecture classes within the same day shall be limited to a maximum of two (2) class periods back-to-back.
- 2) The unit member may waive these restrictions with agreement of the dean.

- 7.10.4 The District shall make no reduction in the hours of paraprofessional assistance available for any department unless such reduction is agreed to by AFT.

7.11. Large Course Equivalency (L.C.E.)

Definitions:

- "Classroom maximum" refers to the number of seats officially assigned to a classroom, not to exceed the occupancy required by the fire code.
- "Course" refers to an individual offering of a single course section assigned to an instructor.
- "Course maximum" refers to the maximum enrollment agreed to for a specific course section.
- "LCE Date" refers to the census date per Title 5, Section 58004(c)(3) for census based courses, or the date closest to the twenty percent (20%) point of the course meeting schedule for non-census based courses.
- LCE does not apply to courses where the start date coincides with the end date of the course (one day courses).

7.11.1. Large Course Equivalency shall be computed for compensation purposes as follows:

7.11.1.1. The LCE factor shall be computed based on the course enrollment at the LCE Date as defined above. At no time shall course enrollment exceed the classroom maximum. Unit members must submit their drop rosters before 12:00 midnight preceding the census date (or as soon as possible thereafter in the event of system outages) to be eligible to receive the LCE. Enrollments greater than 59 need pre-approval by the appropriate Vice-President in order to qualify for a higher level LCE factor. The enrollment as of the LCE Date shall be displayed online for all courses and shall be available to be viewed by all unit members.

7.11.1.2. Large Course Equivalency (LCE) factors shall be based on the following enrollments as of the LCE Date:

Number of Students	LCE Factor
49 or fewer	0.0
50 to 59	0.2
60 to 69	0.3
70 to 79	0.4
80 to 89	0.7
90 to 99	0.8
100 to 110	0.9
111 to 119	1.0
120 to 129	1.4
130 to 139	1.5
140 to 149	1.6
150 to 159	1.7
160 to 265	2.1
266 to 359	2.3
360 or more	2.5

7.11.2. The LCE compensation shall be calculated as follows: LCE factor from 7.11.1.2 times the unit member's classroom \$/per .01 LED value (as determined by the step placement of the unit member on the Adjunct, Overload and Substitute Salary Schedule) times the LED value of the course, times one hundred (100). [Example: An enrollment of 55 students as of the LCE Date for a 0.20 LED course with a \$175 \$/per .01 LED value results in compensation of: 0.2 (LCE Factor from 7.11.1.2) X \$175 (\$/per .01 LED value) X 0.20 (LED of course) x 100 = \$700 LCE Payment.]

This compensation is exclusive of the normal salary for the instructor whether part of load, extra-pay, or part-time. Eligible faculty shall be notified that they will be receiving their Large Course Equivalency compensation no later than ten (10) working days after the LCE Date.

7.11.3. Payment of the large course compensation shall be a one-time payment, included in the monthly pay warrant. The District shall use all reasonable efforts to issue payment in the month subsequent to the LCE Date provided the unit member signs off and returns the LCE agreement form in a timely manner.

7.11.4 Course Maximums

7.11.4.1. Course maximums shall be subject to negotiation.

7.11.4.2. At no time shall course enrollment exceed the classroom maximum.

7.11.4.3. The purpose of establishing course maximums is efficient use of classrooms while giving consideration to educational concerns and constraints.

7.11.4.3.1.

1. Set general lecture and online course maximums at fifty (50) students or at classroom maximum, whichever is lower.
2. Set large lecture and online course maximums (over 50) on agreement of appropriate administrator and instructor.
3. Set mathematics and literature course maximums at forty-five (45) students or at classroom maximum, whichever is lower.
4. Set English and other composition course maximums at thirty-five (35) students or at classroom maximum, whichever is lower.
5. Set ESL course maximums at twenty-five (25) students.
6. Set laboratory section maximums to the number of stations in the room as defined by facilities and/or equipment.
7. Set lecture course maximums with concomitant laboratory set to the number of laboratory room stations with the exception of combined lecture courses which break into multiple lab sections.

8. Set Communication course maximums at thirty (30) students.
9. Set World Languages, including ASL, course maximums at:
 - 30 for 120s
 - 30 for 121s
 - 30 for 220s
 - 25 for 221s
 - 20 for 250s
 - 20 for 251s
10. Set Exercise Science course maximums at fifty (50) students, or at room size, whichever is lower, for the following courses: ES 005, 006, 023, 185.
11. Course maximums for credit and noncredit based cooperative work experience, community service learning, internships, clinicals, extra-curricular teams, and/or performance classes, not subject to number 6 above, are not necessarily related to a specific classroom. Course maximums for such assignments shall be established upon agreement of the unit member and her/his appropriate manager.

7.12 Large Class Compensation and Teaching Assistants

7.12.1. Load Reduction or Banking

Upon mutual agreement of the instructor and appropriate Vice-President or her/his designee, an instructor teaching a course of 120 students or more shall qualify to reduce his/her load during either the current or the subsequent semester by the LED value of the large course. By electing this option, the instructor will forgo the Large Course Equivalency (LCE-7.11) Compensation from the large course.

7.12.1.1 The course enrollment shall be computed based on the LCE Date as defined in Article 7.11.

Unit members must submit their drop rosters before 12:00 midnight preceding the census date (or as soon as possible thereafter in the event of system outages) to be eligible to receive the load reduction or banking.

7.12.1.2 If an instructor elects to bank the LCE, the banked value shall be computed as follows:

No. of Students	Reduce or Bank
0 to 119	0
120 to 265	Equal to LED value of course.
266 to 359	Equal to two times LED value of course.
360 or more	Equal to three times LED value of course.

Any banking must adhere to the parameters set forth in Article 7.9 of the Agreement.

7.12.2. Teaching Assistant Program

7.12.2.1. Teaching assistants shall be selected by the instructor. This compensation is not available as additional faculty salary.

7.12.2.2. Eligibility for the Teaching Assistant Program shall be determined based on the course enrollment at LCE Date as defined in Article 7.11. Courses where the start date coincides with the end date of the course (one day courses) are not eligible for Teaching Assistant hours. Enrollments greater than 59 need pre-approval by the appropriate Vice-President in order to qualify for a higher level of assistant hours. Unit members must submit their drop rosters before 12:00 midnight preceding the census date (or as soon as possible thereafter in the event of system outages) to be eligible to receive the Teaching Assistant Program. Eligible faculty shall be notified that they will be receiving Teaching Assistant hours no later than ten (10) working days after the LCE Date.

7.12.2.3. The number of teaching assistant hours shall be determined by the number of students enrolled in the course on the LCE Date according to the following schedule:

Number of Students	Assistant Hours
0 to 44	0
45 to 54	30
55 to 64	40
65 to 74	50
75 to 84	60
85 to 94	70
95 to 104	80
105 to 124	90
125 to 144	100
145 or more	110

7.12.2.4. The Teaching Assistant Program is intended to provide supplemental discretionary resources for use as may be determined by faculty to be most supportive to classroom instruction. Options for use may include, but are not limited to, teaching assistants department tutors, departmental clerical, or supplies and equipment. These resources are not intended to supplant other existing college resources, but are intended to be supplemental to such programs. Department members may pool the resources they would have been entitled to for Teaching Assistant hours in order to purchase supplies and equipment which are directly related to instructional support and student success. Any purchases shall be subject to approval by the Dean and the Vice-President of Administrative Services. Faculty may elect to share their Teaching Assistant hours with other faculty within their department at their discretion.

7.14. Reduced Load

- 7.14.1.** Tenured unit members are eligible for a reduction in workload. (For workload reductions prior to retirement, see ARTICLE X - RETIREMENT.)
- 7.14.2.** A reduced workload request shall be initiated by the employee and be forwarded through customary channels for the Governing Board approval.
- 7.14.3.** Request for a reduced load shall be submitted prior to January 15 for the following academic year and prior to September 15 for the following Spring semester. A decision to grant or deny the request shall be transmitted prior to May 1 for the following academic year and prior to December 1 for the following Spring semester.
- 7.14.4.** The minimum reduced workload shall be one-half of the annual full-time workload as defined in this contract. Unit members on a reduced workload shall be treated as tenured full-time employees regarding class assignments, scheduling, and class sizes. Unit members teaching one-half of a full-time load may fulfill their assignment in either the Fall or Spring semester. Unit members on reduced load shall meet other contractual obligations in proportion to their workload. Their salary and fringe benefits shall be as follows:
 - 7.14.4.1.** The salary shall be in direct proportion to workload and with agreement of the District, prorated over twelve (12) months.
 - 7.14.4.2.** The employee shall retain all rights and benefits of a full-time employee, including all fringe benefits.
 - 7.14.4.3.** The employee and the District shall make contributions to the State Teachers' Retirement System in proportion to the load worked. The employee shall receive proportionate service credit.

7.15. Transfer

- 7.15.1.** Where necessary, the District has the right to transfer full-time unit members between campus sites to areas they are qualified to perform. Prior to the implementation of an administrative transfer the unit member shall be given written notification and reasons for the transfer twenty-one (21) calendar days prior to the effective date of the transfer. Transfers shall not be punitive. The unit member may elect to waive the twenty-one (21) day requirement.
- 7.15.2.** The District shall seek volunteers prior to implementing an administrative transfer. If qualified volunteers are not approved by the District, and other criteria being equal, the most junior unit member shall be transferred.
- 7.15.3.** Full-time tenured unit members shall have the right to apply for transfer by contacting Human Resources prior to the closing date on the position announcement. If a unit member's qualifications and experience are acceptable and comply with the requirements for the vacancy, the District may approve such a transfer.

- 7.15.4.** Unit members shall not be excluded from competing for the position once advertised. If the unit member is not granted a requested transfer, reasons for the decision in writing shall be provided if a written request is made. However, such reasons may be deferred until the completion of outside District advertising and applicant interviews have been completed.
- 7.15.5.** A full-time unit member or tenured part time unit member unable to obtain a full load at their college of assignment shall receive the balance of their load in a fair and equitable manner at another college in the District. The time period detailed in subsection 7.15.1 not apply.
- 7.15.6.** The District may re-assign a unit member from one assignment to another at the same campus site. Changes in assignment shall be made after consultation with the unit member. The time periods detailed in 7.15.1 do apply here unless the reason for the re-assignment is due to an unforeseen event, in which case the unit member shall be given a seven (7) calendar day notice.

7.16. Academic Calendar

- 7.16.1.** For tenured/tenure-track faculty the academic calendar shall consist of a minimum of 165 teaching days and twenty (20) hours per academic year of professional development. The professional development hours may be fulfilled at any time during the academic year in accordance with professional development guidelines.

Adjunct faculty in the credit program must complete one hour of professional development for each hour of her/his weekly assignment (for example, an adjunct faculty member with a three hour lecture assignment must complete three hours of professional development for the semester).

Adjunct faculty must submit all documents which demonstrate evidence of completion of their professional development activities no later than the last day of the twelfth (12) week of instruction each semester. Tenured/Tenure-Track faculty must submit all documents which demonstrate evidence of completion of their professional development activities no later than the last day of the twelfth (12) week of instruction the spring semester each year.

The Faculty Professional Development Committees shall recommend activities for the professional development program during flex week. The AFT and the District shall agree on the particular activities during the designated days for professional development which unit members will perform in-lieu-of classroom instruction.

Instructional faculty on reassigned time, or who have less than a 100% assignment, shall have their staff development obligation proportionately reduced to reflect only the portion of their assignment which is in the classroom.

Professional development hours performed in excess of fall semester requirements may be rolled over to the subsequent spring semester. In no case may any excess hours be rolled from one fiscal year to the next.

7.16.2. Classes may be offered outside of the normal academic year (e.g., Summer and/or Intersession) and these sessions may be of variable length. Hours of instruction shall be established by the District in accord with regulatory, financial and instructional requirements.

7.17. Graduation

Both parties recognize the importance of the graduation process. AFT, in conjunction with the District, shall encourage unit members to attend Commencement Exercises.

7.18 ONLINE INSTRUCTION

7.18.1 Online education includes both Hybrid and Online classes as defined by Title 5 where the instructor and student are separated by distance and interact through the assistance of technology. For all courses offering online components there shall be regular and effective contact between the faculty member and the students as required by Title 5, Accreditation and GCCCD Standards.

7.18.2 The determination of which courses in the curriculum may be offered in an online format, in addition to instructor/student contact requirements, shall be in accordance with the Title 5 California Code of Regulations.

7.18.3 All online instructors, prior to their first assignment, shall complete District provided training in online pedagogy, an online learning management system and accessibility standards *or* demonstrate mastery or competencies in these areas as approved by the appropriate Dean or designee. Such training, or any training needed to make the unit member proficient in a new online learning management system, shall be compensated either via the unit member's professional development obligation or at the unit member's non-classroom rate of pay, at the option of the unit member with approval of the dean.

A unit member who, during employment with the District, is required to complete any of the aforementioned training in order to receive approval to instruct an online course shall be reimbursed for the cost of tuition, books or materials, and/or training fees, if any. The unit member shall first notify his/her dean of the anticipated costs and receive the approval of the dean for reimbursement before the training begins.

7.18.4 An online assignment will count toward the faculty member's load as would the comparable regularly scheduled, traditionally delivered, course assignment.

The first time (and only the first time) an instructor teaches an online class, as defined in 7.18.1, he/she will receive additional compensation of 40 hours at her/his non-classroom rate of pay. Eligibility is restricted to unit members who have not previously received additional compensation for their first time teaching online.

7.18.5 No unit member shall teach more than 0.70 LED in an online environment, unless an exception is approved by the Vice-President.

7.18.6 The District shall provide training, logistical, instructional, and technical support to faculty with online assignments.

ARTICLE VIII – FACULTY SERVICE AREAS, ASSIGNMENT, REASSIGNMENT TRANSFER, LAYOFF, AND REEMPLOYMENT

8.1. Faculty Service Areas (applies to tenure-track/tenured faculty only)

8.1.1. Pursuant to the provisions of Education Code Section 87743.3 each faculty member shall qualify for one or more faculty service areas (FSA) at the time of initial employment. A faculty member shall be eligible for qualification in any faculty service area in which the faculty member has met both minimum qualifications pursuant to Education Code Section 87356 and district competency standards, if applicable, as established by the Academic Senates. After initial employment, a faculty member may apply to the district to add faculty service areas for which the faculty member qualifies.

8.1.2. Faculty Service Area (FSA) Standards

All faculty shall be granted an FSA in the discipline(s) in which the faculty member:

8.1.2.1. Meets the minimum qualifications as adopted by the Board of Governors, or has been awarded an equivalency to the minimum qualifications for the discipline according to the process as established through joint agreement between the Academic Senate and the Grossmont-Cuyamaca Community College District Governing Board to teach in or serve the discipline, or:

8.1.2.2 Possesses a valid lifetime credential authorizing service in the discipline.

8.1.3 A faculty member may add any discipline for which he/she is qualified and competent as defined by subsection 8.1.2 by contacting Human Resources and submitting the appropriate documentation. The same process for verifying minimum qualifications or equivalency for faculty is used when the request is made to add any discipline following the criteria established by the Academic Senates.

8.1.4The District shall maintain and update a master list of the disciplines for which each faculty member is qualified. This list will be provided AFT no later than the start of the third week of instruction of the Spring Semester of each year. Each faculty member can review their FSA(s) in *Workday*. In the event of a layoff or reduction in force, faculty members must have an opportunity to update disciplines for which they meet minimum qualifications or apply for equivalency in other disciplines according to district process. The District shall provide to AFT a printed list of (a) all qualified faculty members and (b) all administrators who have retreat rights as provided under the Education Code.

8.2. Layoff and Reductions in Force

8.2.1 The District shall not reduce the number of tenure-track/tenured faculty members due to a decline in enrollment or the reduction or elimination of a particular kind of service except according to the following procedures:

8.2.1.1 Faculty members affected by the reduction shall be notified in writing before March 15 preceding the academic year in which the reduction is to become effective. This notice shall be by registered or certified mail to the most recent address on file with the District Personnel Office with a copy sent to AFT.

- 8.2.1.2.** No tenured faculty member shall be terminated under this section while any probationary faculty member, any employee with less seniority (as specified in the Education Code), or any part-time faculty member is retained to render service in a discipline in which the faculty member meets the Faculty Service Area standards as defined in subsection 8.1.2.
- 8.2.1.3.** In any reduction in faculty, the District shall (1) make assignments or reassignments in a manner such that faculty members shall be retained to render any service that their seniority and qualifications entitle them, and (2) consider all disciplines for which a faculty member qualified in the year preceding the academic year in which the reduction is to become effective, provided that the documentation for the addition of such FSA is received by the Personnel Office prior to February 15 as provided in 8.1.3.
- 8.2.1.4.** Terminations under this section shall be in the inverse order in which faculty members began their tenure-track service in the District. Terminations may be discipline or FSA specific.
- 8.2.1.5** The District shall notify AFT and the unit member in advance of the scheduled Board action authorizing the proposed layoff in accordance with Education Code section 87740. Said notice shall include the affected unit member's seniority listing, including original hire date, listing of all current FSAs held by the unit member, and a listing of all other faculty including hire dates who possess the same FSAs.

8.3. Retraining

- 8.3.1.** When a faculty member is laid off because of a selective reduction in a program(s) or the exercise of retreat rights by an administrator, he/she shall be entitled to up to one year of reassigned time to upgrade training. Such retraining shall occur in the discipline that is agreed to by the faculty member and the District in consultation with the Academic Senate at that college. Upon obtaining a new FSA, the faculty shall apply for re-assignment per section 8.5 with no loss in seniority.

8.4. Assignment

- 8.4.1.** Faculty members shall be assigned only to those disciplines or courses for which they meet the FSA standards as stipulated in subsection 8.1.2.

8.5. Reassignment of Faculty

- 8.5.1.** Faculty who have established qualification and competency under the provisions of subsection 8.1 shall have the right to request reassignment to any discipline or course for which they meet the competency standards.
- 8.5.2.** Requests shall be forwarded through the immediate line administrator to the Vice President of Instruction. After consulting with the faculty member and the appropriate chair/coordinator of the old and new disciplines, the Vice President shall act upon the request, granting it in whole or in part or denying it.

8.5.3. Upon advising the affected faculty member, the administration has the right to reassign any faculty member to a discipline or course for which FSA standards have been established under the provisions of subsection 8.1.2 provided the reasons for such reassignments are given to the faculty member on request.

8.6. Transfer of District Administrators to Faculty Positions

8.6.1. District educational administrators have retreat rights to a first year probationary faculty position (unless previously tenured within the District) as specified in the Education Code. Educational administrators who were previously tenured within the District maintain their tenured status.

8.6.2. Educational administrators retreating to a faculty position must possess the minimum qualifications/equivalency for the discipline to which he/she is to be assigned as per section 8.1.2.

8.6.3. The right of an educational administrator to retreat to active status as a faculty member shall not result in the layoff of any tenure-track or tenured faculty member, unless the reason for the retreat action is as a result of a Board approved layoff action. In that case, any potential faculty layoffs resulting in the retreat of the administrator will follow the provisions of Section 8.2.3 above.

8.7. Change in the meaning and interpretation of the word "Discipline"

Sections of this Article that address reassignment, layoff, transfer, and reductions in force shall not be changed by virtue of regulations adopted by the Board of Governors regarding a working definition of the word "discipline" as it relates to minimum qualifications and competencies without AFT having first had the opportunity to negotiate such changes.

ARTICLE IX – COMPENSATION AND BENEFITS

9.1 Compensation

- 9.1.1 Unit members shall be paid in accordance with provisions of the appropriate salary schedule in Appendix A.
- 9.1.2 Nursing faculty who are responsible for making hospital assignments for students will be paid for two (2) hours of lab time. Lab hours will be included on the faculty member's hire letter.
- 9.1.3 Tenured/tenure-track Nursing, Respiratory Therapy, and Cardiovascular Technology faculty shall receive a \$1,000/month market additive for each month of their ten month contract year (\$10,000 per year). Adjunct Nursing, Respiratory Therapy, and Cardiovascular Technology faculty shall receive a market additive of \$20/hour.
- 9.1.4 The Head Coach of each sport shall receive an \$8,000 stipend annually.
- 9.1.5 The Speech and Debate team coach shall each receive an \$8,000 stipend annually.
- 9.1.6 Unit members who have an assignment at a physical location other than the main Cuyamaca or Grossmont campus shall have a 10% additive added to their compensation for that off-campus assignment.

Effective July 1, 2019:

- Add adjunct/overload salary schedule Class V, 5% greater than Class IV.
- 3% (three percent) across the board increase to all salary schedules and Department Chair/Coordinator June 30 stipend.
- Department Chair/Coordinator Reassigned Time to increase by 10%.
- Increase percentage between salary steps 18 and 19 on contract salary schedule to 2.60%.
- Re-opener on Article IX, Compensation and Benefits, with the intent for any changes to become effective July 1, 2020.

9.2 Benefits

The parties agree to maintain their participation in the Voluntary Employee Benefits Association (VEBA) which began in January, 2013.

- 9.2.1 Upon receipt of the recommendation of the Benefits Committee that includes options, the District and the AFT agree to meet and negotiate benefit programs.
- 9.2.2 The Benefits Committee will review current and proposed health plans. The Benefits Committee may make recommendations regarding plan design. Recommendations from the Benefits Committee are proposed to bargaining unit representatives and to

representatives of the Governing Board for review and negotiated agreement prior to implementation.

- 9.2.3** Exclusive of long-term disability and life insurance, the District shall pay the premiums for the fringe benefits in force for full-time faculty as detailed in Appendix B for retired tenured unit members, including current eligible retirees who have minimum of ten (10) years of service credit in CalSTRS or CalPERS and have also reached the minimum age required to retire from the state pension plan the retiree is enrolled in (CalSTRS or CalPERS). The District shall discontinue paying health benefit premiums for the retiree and eligible dependents effective when the retiree becomes eligible for Medicare. However, at his/her expense a retiree may continue the coverage they were enrolled in prior to becoming eligible for Medicare at the premium level prescribed by insurance companies and governmental regulations as a member of the District's benefits program.
- 9.2.4** Where a full-time covered unit member or retiree eligible for paid benefits dies, the District shall pay the premiums for health, dental, and prepaid prescription insurance for the surviving spouse or domestic partner and eligible dependents for two (2) years from the date of the death of the unit member. The spouse or domestic partner and eligible dependents may have the option of continuing the benefits at their expense at the premium level prescribed by insurance companies and governmental regulations as a member of the District's benefits program.
- 9.2.5** The District and AFT agree to participate on the Grossmont-Cuyamaca District Fringe Benefits Committee. The GCCCD Fringe Benefits Committee makes recommendation to the Collective Bargaining Agents. AFT shall have up to two (2) representatives on the Benefits Committee.
- 9.2.6** Any Committee member may place an item on the committee meeting agenda.
- 9.2.7** The District shall provide, at no cost to the unit member, parking, parking permits, and activator card, if applicable. Parking permits shall be valid for three years for all faculty. Upon termination unit members shall be required to return their parking permit. Parking facilities, where practical, shall be in close proximity to the unit member's work area. These parking benefits shall be available to retirees. AFT and the District shall work collaboratively to explore ways employees can be encouraged to use public transportation at a discounted rate.
- 9.2.8** Unit members can take credit District offered classes without paying enrollment fees. The District will waive health fees and enrollment fees. All student rep fees and other fees mandated by the state or Governing Board ratification will be collected. Enrollment is to take place no sooner than the last day of registration before classes begin. At such time that the District adopts a change in the current District procedure, said new procedure will equally apply to AFT unit members.

9.3 REGULATIONS GOVERNING INITIAL SALARY PLACEMENT ON SALARY SCHEDULE FOR 10-MONTH AND 11-MONTH TENURE-TRACK EMPLOYEES.

9.3.1. Regulations for Step Placement

- 9.3.1.1** Credit for previous academic work experience shall be limited to nine (9) years. Each year of full-time teaching or non-classroom experience as a faculty member in an educational environment shall count for one step on the schedule. Credit will not be given for practice or cadet teaching.
- 9.3.1.2** "Full-time experience" (or its equivalent) shall mean employment for at least one (1) academic year of full-time work in an educational environment as defined by the former employing educational institution(s). Full-time assignments (equivalent full-time educational experience) with a single employer of 75% or more of an academic year, or multiple employers where the experience totals to 75% or more of an academic year, will be counted as one year of previous academic work experience. Such experience must be that which usually requires meeting Minimum Qualifications per the State Chancellor's Office.
- 9.3.1.3** Normally, one step is allowed for each one year of work experience or military service in any branch of the U.S. Armed Forces directly related to the subjects to be taught by an instructor. Only one step may be allowed for each two years of experience if the experience is only indirectly related to the teaching responsibilities of the individual. Full-time work experience with a single employer of nine months or more will be counted as one year of work experience.
- 9.3.1.4** Normally, one step is allowed for each one year of work experience or military service in any branch of the U.S. Armed Forces directly related to the subjects to be taught by an instructor. Only one step may be allowed for each two years of experience if the experience is only indirectly related to the teaching responsibilities of the individual. Full-time work experience with a single employer of nine months or more will be counted as one year of work experience.
- 9.3.1.5** Allied Health Instructors shall receive two steps for each year of full time clinical work experience, not to exceed Step 10.
- 9.3.1.6** Minimum initial placement shall be on the sixth step. Maximum initial placement shall be on the tenth step. Tenured/tenure-track faculty members must serve 75% or more of the school year to receive credit for subsequent step movement on the salary schedule.

9.3.2 Regulations for Initial Class Placement

Tenure-track faculty are initially placed on the salary schedule according to the following rules:

- 9.3.2.1** Units considered for placement on the salary schedule may include all upper division and graduate semester units earned subsequent to the bachelor's degree. Those lower division semester units earned subsequent to the bachelor's degree, which make a definite contribution to teaching competence, may also be considered.

- 9.3.2.2** All units considered for placement on the schedule must be from an institution accredited by the Western Association of Colleges and Universities or another regional accrediting association and must be recognized by the California State Department of Education and the California Community College Chancellor's Office.
- 9.3.2.3** Degrees from a college or university outside of the United States must be evaluated, at the expense of the applicant, by a professional association which is a member of the National Association of Credential Evaluation Services (NACES). The evaluation must be a detailed report including course designations (lower and upper division) in the report. Transcript evaluation is at the expense of the applicant and applicants assume all responsibility for the evaluation services.
- 9.3.2.4** One semester unit of college or university work or its equivalent on other academic scheduling such as the Quarter System shall be recognized as the standard unit for determining salary placement.
- 9.3.2.5** Employees hired in disciplines which the master's degree is not generally expected may also use any continuing education credit hours which have been completed. One unit credit will be given for every 15 hours of credit instruction for courses which indicate a significant contribution to the discipline for which hired.
- 9.3.2.6** In disciplines requiring the Master's Degree, faculty shall be eligible for initial placement in Class II, III, IV, V, or VI provided the faculty member has completed at least:
- 20 semester units for Class II;
 - 30 semester units for Class III;
 - 40 semester units for Class IV;
 - 50 semester units for Class V;
 - 60 semester units for Class VI;
- in the same discipline (or closely related) of the faculty member's assignment subsequent to the awarding of the faculty member's bachelor's degree. Credit received for practice teaching in an individual's teaching field(s) and for education methods courses in his/her teaching field(s) may apply to this requirement.

EXPLANATION OF CLASSES FOR EMPLOYMENT IN DISCIPLINES REQUIRING THE MASTER'S DEGREE:

Class I	Members of academic staff not eligible for higher class placement.
Class II	Bachelor's Degree plus 30 semester units* including Master's Degree.
Class III	Bachelor's Degree plus 45 semester units* including Master's Degree.
Class IV	Bachelor's Degree plus 60 semester units* including Master's Degree.
Class V	Bachelor's Degree plus 75 semester units* including Master's Degree.
Class VI	Bachelor's Degree plus 90 semester units* including Master's Degree.
Class VII	Earned Doctorate (Ph.D., Ed.D., or M.D.)

EXPLANATION OF CLASSES FOR EMPLOYMENT IN "DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE":

Class I	Vocational employees not qualified for higher class placement.
Class II	Associate Degree
Class III	Bachelor's Degree plus 15 semester units*
Class IV	Bachelor's Degree plus 45 semester units*
Class V	Bachelor's Degree plus 45 semester units* including Master's Degree Bachelor's Degree plus 75 semester units*
Class VI	Bachelor's Degree plus 60 semester units* including Master's Degree Bachelor's Degree plus 90 semester units*
Class VII	Earned Doctorate (Ph.D., Ed.D., or M.D.)

EXPLANATION OF CLASSES FOR EMPLOYMENT IN ALLIED HEALTH "DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE", BUT FOR WHICH PROFESSIONAL CERTIFICATION IS MANDATED TO MAINTAIN LICENSE:**

Class I	Vocational employees not qualified for higher class placement.
Class II	Associate Degree
Class III	Associate Degree plus 15 semester units
Class IV	Associate Degree plus 30 semester units
Class V	Associate Degree plus 45 semester units
Class VI	Associate Degree plus 60 semester units OR Bachelor's Degree
Class VII	Earned Doctorate (Ph.D., Ed.D., or M.D.)

**Note: This placement criteria is only for Allied Health faculty positions

Employees hired in disciplines which the master's degree is not generally expected may also use any continuing education credit hours which have been completed. One unit credit will be given for every 15 hours of credit instruction for courses which indicate a significant contribution to the discipline for which hired.

*May include all upper division and graduate semester units and those lower division semester units which make a definite contribution to teaching competence, provided they are earned subsequent to the bachelor's.

9.4 REGULATIONS GOVERNING INITIAL AND SUBSEQUENT SALARY PLACEMENT ON SALARY SCHEDULE FOR PART-TIME ACADEMIC EMPLOYEES

Upon initial hire, part-time faculty shall be placed on the appropriate salary class which reflects the faculty member's educational and/or work experience as of the date of hire as defined by the following salary classification rules.

Subsequent salary class movement after the date of hire shall become effective the first of the month following the submission and verification by the personnel office of the relevant official transcripts or work experience verifications.

Class I: Applies to non-credit part-time faculty only. Non-credit faculty must meet statewide minimum qualifications as per Title 5 for non-credit programs¹ in order to receive an assignment. In cases where the non-credit minimum qualifications for the particular assignment area are

identical to those of the credit minimum qualifications for that assignment area, the faculty member shall begin in Class II upon meeting minimum qualifications.

Class II: Credit faculty meeting Minimum Qualifications: must meet statewide Minimum Qualifications² for credit programs in order to receive an assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet minimum qualifications for Class I, plus possession of a master's degree. The master's degree and the 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time work experience in addition to the work experience needed to meet minimum qualifications for Class I. The work experience must be directly related to the faculty member's assignment.

Class III: Credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet minimum qualifications for Class II. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time work experience in addition to the work experience needed to meet minimum qualifications for Class II. The work experience must be directly related to the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet the requirements for Class II. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time work experience in addition to the work experience needed to meet the requirements for Class II. The work experience must be directly related to the faculty member's assignment.

Class IV: Credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet minimum qualifications for Class III. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment. Earned doctorate (Ph.D. or Ed.D., or M.D.) in the same discipline (or closely related) of the faculty member's assignment.

Credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time

work experience in addition to the work experience needed to meet minimum qualifications for Class III. The work experience must be directly related to the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet the requirements for Class III. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time work experience in addition to the work experience needed to meet the requirements for Class III. The work experience must be directly related to the faculty member's assignment.

Effective July 1, 2019:

Class V: Credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet minimum qualifications for Class IV. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment. Earned doctorate (Ph.D. or Ed.D., or M.D.) in the same discipline (or closely related) of the faculty member's assignment.

Credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time work experience in addition to the work experience needed to meet minimum qualifications for Class IV. The work experience must be directly related to the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally available as per the statewide Minimum Qualifications handbook²: 15 units of upper division and/or graduate coursework in addition to the coursework needed to meet the requirements for Class IV. The 15 units of upper division or graduate coursework must all be in the same discipline (or closely related) of the faculty member's assignment.

Non-credit faculty with assignments in disciplines where a master's degree is generally not available as per the statewide Minimum Qualifications handbook²: Two years of full-time work experience in addition to the work experience needed to meet the requirements for Class IV. The work experience must be directly related to the faculty member's assignment.

Footnote 1: Title 5, §53412.

Footnote 2: *Minimum Qualifications for Faculty and Administrators in California Community Colleges* as published by the State Chancellor's Office.

Tenured/Tenure-Track Placement on Adjunct/Overload Salary Schedule

Step Placement: Tenured/Tenure-Track faculty shall be placed on the adjunct/overload schedule for overload assignments on the same salary step they are currently placed on the tenured/tenure-track schedule (up to the maximum step allowable on the adjunct/overload schedule). In cases where a newly hired tenure-track faculty member was previously placed on the adjunct/overload schedule on a higher

step prior to becoming tenure-track by virtue of their years of adjunct faculty service within the District, the higher step placement shall become their initial step placement on the overload schedule for purposes of subsequent advancement on the adjunct/overload salary schedule. All tenured/tenure-track faculty advance one step per year of tenured/tenure-track employment.

Class Placement: Tenured/Tenure-Track faculty shall be placed on the adjunct/overload schedule for overload assignments on the salary class according to the following equivalencies (up to the maximum class allowable on the adjunct/overload schedule):

Tenured/Tenure-Track Class I is equivalent to Adjunct/Overload Class II

Tenured/Tenure-Track Class II is equivalent to Adjunct/Overload Class III

Tenured/Tenure-Track Class III is equivalent to Adjunct/Overload Class IV

Effective 7/1/19: Tenured/Tenure-Track Class IV is equivalent to Adjunct/Overload Class V

9.5 FACULTY PURCHASES FROM DISTRICT VENDORS

- 9.5.1** Where allowed by the vendor, unit members may purchase medical, dental, or vision benefits coverage through any District offered plan by paying the full cost of the premium, at the premium rate required by the vendor applicable to the unit member's choice, for those unit members who do not qualify for District paid coverage.
- 9.5.2** Where allowed by the vendor, all unit members may purchase computer equipment and software by any vendor currently used by the District.
- 9.5.3** The District has no obligation to make any request of a vendor to offer purchases to faculty or at the cost offered by the vendor to the District.

ARTICLE X – RETIREMENT

10.1 Pre-Retirement Work Load Reduction (Ref. Education Code 87483)

10.1.1. Full-time members of the bargaining unit may request the Governing Board to reduce their workloads. If such a request is granted, the individual's salary shall be reduced accordingly. Other benefits including retirement rights shall be retained as for a full-time employee. The workload reduction shall not be revoked without the mutual consent of the unit member and the District.

10.1.2. Tenured unit members must meet the following criteria to be eligible for workload reduction:

10.1.2.1. The unit member shall have a minimum of ten (10) full-time years of service with a minimum of five (5) consecutive years of full-time certificated employment with the District immediately preceding the workload reduction. Sabbaticals and other approved leaves of absence shall not constitute breaks in service. Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full-time service requirement.

10.1.2.2. The unit member shall be fifty-five (55) years of age or over prior to the reduction in workload.

10.1.2.3. The period of workload reduction shall not exceed five (5) years. The faculty member must retire at the conclusion of her/his participation in this workload reduction program.

10.1.2.4. The minimum level of employment shall be the equivalent of one-half of the number of days of service or one-half of the annual teaching load required by the unit member's contract of employment the year prior to the reduction in workload.

10.1.2.5. The unit member shall be paid a pro-rata share of the salary he/she would have received in her/his former full-time position.

10.1.3. The District and unit member shall each contribute to CalSTRS the amount that would have been contributed had the unit member been employed full-time.

10.2 Re-Employment for Retired Tenured Faculty

A retired tenured unit member may be re-employed as a part-time faculty member for the District. The District and the retired unit member shall comply with the requirements of Education Code section 87408.5 which requires, as a condition of initial re-employment, a medical certificate showing that the retired unit member is fit to instruct or associate with students. The medical examination shall be conducted by a licensed physician not more than six months before the completion and submission of the certificate and shall be at the expense of the retired unit member.

Retired tenured faculty members who retire after November 1, 2014 and who return to work within the District outside of the Early Retirement Incentive program shall be considered part-time faculty members with no Priority of Assignment rights.

10.3 Early Retirement Incentive For Tenured Faculty

10.3.1 Faculty members with ten (10) or more years of tenured/tenure-track service shall be eligible for employment at the time of retirement not to exceed thirty five percent (35%) in an academic year of a full-time load and subject to the maximum allowable CalSTRS or CalPERS earning limit. Faculty members must retire from her/his current retirement system to be eligible to participate in this program.

These assignments include an equivalent proportion of on-campus assigned time, off-campus time and office hours as delineated in Article VII.

10.3.2 As per the provisions of AB 340 (2012), faculty will be able to commence their post-retirement assignment at the beginning of the semester or session which is 180 days or more from the faculty member's retirement date.

In most cases, with a retirement date at the end of the semester, faculty will be eligible to begin their post-retirement assignment two semesters later (e.g., end of fall semester retirement date, assignment may resume beginning of subsequent fall semester, end of spring semester retirement date, assignment may resume beginning of subsequent spring semester.)

However, in certain cases where the faculty member retires early enough in the semester such that the 180 day period ends prior to the start of the subsequent semester, faculty will be allowed to resume working at the beginning of that subsequent semester or semester (e.g., a faculty member who retires on February 1 may resume work at the beginning of the fall semester since 180 days will have passed prior to the start of the fall semester).

In no cases will faculty be allowed to resume their duties after the semester or session has begun, even if the 180 day period would allow them to do so, unless a special written exception is made due to a justified business need of the campus and approved by the College President and the Vice-Chancellor of Human Resources.

Employment under the provisions of this Article may extend from the date of retirement for a maximum of ten (10) years.

10.3.3 At the time of submitting their retirement notice or anytime during the course of their early retirement service, faculty may request from their College President the option of either delaying the start date of their early retirement period of service or taking a leave of absence from the program. If approved by the College President, the faculty member must then give four (4) months notice prior to the semester the faculty member wishes to initiate or resume her/his early retirement assignment. Any delay in the initiation of the early retirement assignment will not diminish the number of years of early retirement eligibility for the faculty member. Once the faculty member has started the early retirement program, the faculty member will have ten (10) years of early retirement eligibility, including time taken on leave within this ten (10) year period.

- 10.3.4 Faculty serving under this provision shall be evaluated as a part-time faculty member following the provisions delineated for part-time faculty with Priority of Assignment under Article 5.8. Termination from this program will follow the provisions for part-time faculty with Priority of Assignment of Article 5.8 as well.
- 10.3.5 Faculty who have retired from District service under this provision shall remain on the current tenured/tenure-track salary schedule on the step equal to their last placement on the salary schedule prior to retirement. They will not be eligible for subsequent step or column movements, but will receive any on or off-schedule increases which may be negotiated subsequent to their retirement for that step.
- 10.3.6 Assignments for faculty serving under the provisions of this program shall be made following the assignment of tenured/tenure-track faculty, but before any overload or part-time faculty assignments are made.
- 10.3.7 Tenured faculty who retire after November 1, 2014 shall have no re-hire preference following either: a) the conclusion of their service in the Early Retirement Incentive program, or b) if they elect not to participate in the Early Retirement Incentive program.

ARTICLE XI – PART-TIME FACULTY

11.1. The intent of this article is to provide reemployment security for part-time temporary (adjunct) faculty members who meet minimum qualifications in their faculty service area. Those part-time faculty who are either current tenured/tenure-track or retired tenured District employees are not eligible to participate in this priority of assignment program. Scheduling of specific assignments shall be made by the appropriate dean or other manager with assignment authority after consultation with the department chair and the part-time faculty member.

Assignments shall be made in the following order: a) Tenured/Tenure-Track, b) Tenured Early Retirement Incentive, c) Tenured/Tenure-Track Overload, d) Pre-2015 Tenured Retirees (one assignment), e) Reemployment Preference Part-Time Faculty, f) Non-Reemployment Preference Part-Time Faculty.

Part-time and extra-pay assignments, as determined by the District, shall be temporary and paid at the appropriate rate established in this Agreement. All part-time faculty assignments are temporary in nature contingent on enrollment, funding, and program changes, and no part-time faculty member has a reasonable assurance of continued employment at any point in time, regardless of the status, the length of service, or priority of assignment seniority, of the part-time faculty member.

11.2. Definitions

The following definitions apply to this Article:

- 11.2.1** "Part-time faculty member" means any part-time temporary faculty member who is employed for no more than sixty-seven percent (67%) of the annual load of scheduled duties for a full-time regular employee having comparable duties.
- 11.2.2** "Priority of Assignment" (POA) means the preference for assignments accruing to a part-time faculty member as outlined in the following sections.
- 11.2.3** "Hire Date" is defined as the first day of paid service the part-time faculty member was hired in the current discipline or non-classroom area of assignment at a specific college without a break in service of 18 months or more.
- 11.2.4** "Seniority" is based on the "Hire Date" as defined above. Ties in seniority shall be broken by lot.

11.3. Priority of Assignment (POA)

Part-time faculty shall attain Priority of Assignment after having completed eight (8) semesters of service (summer and intersession excluded) within a ten (10) semester period in a particular discipline at a particular college. Priority of Assignment rights shall automatically begin at the start of the ninth assigned semester.

Priority of Assignment will apply to each course or assignment in which the part-time faculty member has not received an unsatisfactory evaluation (3.49 or below) in her/his most recent evaluation for that course or assignment.

Once the part-time faculty member gains priority of assignment, he/she has priority of assignment at the LED level which is the average LED load of the current semester he/she is currently carrying in the semester the part-time faculty member attains priority of assignment and the one semester (fall or spring) previous. As a result of scheduling constraints, slight variances in the average LED up to a maximum 0.05 LED variance are allowed.

Once a part-time faculty member gains priority of assignment status, he/she will be offered assignments, in seniority order, based upon hire date from the set of assignments he/she has been assigned before, even if assigned that particular assignment just one time, provided the faculty member has not received an unsatisfactory evaluation (3.49 or below) in her/his most recent evaluation for that course or assignment.

A part-time faculty member can gain additional LED via their priority of assignment by teaching any additional course section or accepting additional non-classroom assignments that he/she is offered based on vacancies or growth. However, each semester the District may restrict the greater of 10% or 0.20 LED of available part-time faculty assignments in each discipline for the purpose of increasing the diversity of its part-time faculty.

A part-time faculty member with priority of assignment in a particular course or assignment at a college shall be offered additional courses or assignments in which they have priority of assignment as those assignments become available due to growth or attrition (up to the maximum of sixty-seven percent (67%) LED for all courses or assignments on an annualized basis) before any part-time faculty member with less seniority in that particular discipline is offered an assignment.

Once a part-time faculty member has her/his LED increased, he/she then maintains priority of assignment at that new level of LED, averaged over the current and the prior semesters, up to a maximum of 67%.

Any part-time faculty member, or full-time faculty member on extra-pay, working in an assignment that is cancelled after the semester begins does not have the right to displace any other faculty member from any assignment.

- 11.3.1.** If, during any particular semester, there are more part-time faculty members with priority of assignment in a particular course or assignment, than there are available assignments, the available assignments shall be offered to those part-time faculty members based on seniority for that particular course or assignment.
- 11.3.2.** If a part-time faculty member has priority of assignment in more than one course, the assignment decision shall be made by the appropriate administrator after consultation with the faculty member either directly or via the department chair. If good-faith efforts to contact the faculty member prove unsuccessful, the administrator may make such assignment without prior consultation.

- 11.3.3** Nothing in this Article shall be construed to alter existing District policies and practices with respect to setting priority of extra-pay assignments for tenured/tenure-track faculty members.
- 11.3.4** The District shall give each part-time faculty member with priority of assignment the opportunity to state his or her availability and assignment preference in writing. The District shall consider this information in preparing assignments.
- 11.3.5** If an assignment is canceled, said cancellation shall be communicated to the part-time faculty member, both orally and via email, within two working days of the cancellation. Part-time faculty shall be compensated for any class sessions taught and flex obligations completed prior to the cancellation.
- Tenured faculty who retire after November 1, 2014 shall have no priority of assignment following either: a) the conclusion of their service in the Early Retirement Incentive program, or b) if they elect not to participate in the Early Retirement Incentive program. Tenured faculty who had retired prior to November 1, 2014 shall maintain their priority of assignment status for one assignment.
- 11.3.6** The extent of the assignment to be worked and the duration of the assignment shall be determined by the District subject to the preceding restrictions.

11.4. Compensation for Shared Governance Committee Work

Part-time faculty who are approved either by a college administrator or academic senate president to perform shared governance committee service shall be compensated for such service at a rate equal to Step one (1), Class two (2) of the Adjunct, Overload, and Substitute salary schedule. Faculty must present documentation of the committee assignment. Hours must be recorded on an hourly timesheet and submitted through the appropriate dean's office in accordance with the district monthly payroll timeline.

11.5. Reductions in Priority of Assignment

- 11.5.1.** A part-time faculty member will lose priority of assignment if she/he declines all offered assignments for a semester. A part-time faculty member shall have her/his priority of assignment LED *reduced* by the amount of LED he/she declines to accept.

Exceptions: The provisions of Section 11.5.1 shall not apply if any one of the following conditions is met:

- 11.5.1.1.** An assignment is cancelled for any reason other than misconduct or poor evaluation.
- 11.5.1.2.** The faculty member and the Dean or other manager with direct hiring authority mutually agree that the faculty member is unable to accept or commence an assignment due to illness, injury or other extenuating circumstances. If mutual agreement cannot be reached, the faculty member may appeal to the Vice-President.

- 11.5.1.3.** The faculty member submits a written request to the Dean or other manager with direct hiring authority stating that she/he is unable to accept an assignment during the upcoming semester but that she/he wants to maintain her/his priority of assignment. If such a request is approved by the Dean, said approval may be given no more than two consecutive semesters every 5 years unless a written exception is made by the Vice-President.
- 11.5.1.4.** The part-time faculty member declines to accept an assignment due to accepting an offer of assignment in an area where he/she has earned priority of assignment or service credit at the other college or in another department or program in the District.
- 11.5.1.5** If the part-time faculty member retires from CalSTRS, he/she may continue to work under the provisions of this Article.
- 11.5.1.6** If the part-time faculty member has not been an active employee in the District for a period of eighteen (18) months or longer he/she shall no longer be considered an employee of the District and shall lose all POA rights.
- 11.5.2.** The priority of assignment of a part-time faculty member may be suspended or terminated if he/she does not, as evidenced by formal evaluation, meet the standards of performance or academic excellence that are required of faculty in the District. (See subsection 5.8.4.2 of this Agreement.)
 - 11.5.2.1.** The part-time employee may appeal such termination or suspension to the College President or his/her designee. The determination of the President or designee shall not be subject to review under the Grievance Article XVIII of this contract.

11.6. Facility Access

11.6.1 Office space shall be made available where part-time faculty can meet students and maintain files. Part-time faculty shall have equal access to common areas available to full-time unit members, e.g., faculty rest rooms, lounges, and workrooms. As the colleges expand and renovate existing facilities, those facilities which include office space for tenured faculty shall also include adjunct faculty work areas in the formulation of their space allocation plans. Such work areas shall include at a minimum: a work station or table, a chair, a visitor's chair, nearby access to a phone, nearby access to a computer with internet connectivity, and nearby access to a printer.

11.7. Retirement Program

The District and AFT agree that the Fringe Benefits Consortium ARS-3121 Plan will be provided as an alternative retirement plan for all part-time employees who are not members of CalSTRS or CalPERS effective January 1, 2014. (See Appendix B). Further, it is agreed that the 7.5 percent required contribution shall be divided equally (i.e., 3.75 percent) between the District and the employee.

The District shall ensure each adjunct faculty member who is eligible has been notified of her/his option to become a member of CalSTRS as per Education Code section 22455.5 (b). Written acknowledgment by the employee shall be maintained in the employee's official personnel file.

For purposes of calculating State Teachers Retirement System (STRS) service credit for classroom instructors, 1.0 years of service credit is achieved by working 525 hours in the academic year (15 hours per week X 35 weeks) and for non-classroom assignments it is 1,158 hours (6 hours per day x 193 days).

11.8. Part-Time Hiring for Tenure-Track Faculty Vacancies

At least six (6) part-time candidates, or all part-time candidates applying, whichever is less, shall be guaranteed an interview as tenure-track vacancies are announced.

In order to qualify for the guaranteed interview the part-time faculty member must hold an active assignment in the discipline at the same college where the position is being advertised, must have received a score of 3.50 or above on her/his most recent evaluation, and must meet the minimum qualifications for the position.

If there are more than six (6) part-time candidates who meet the above criteria, the selection committee shall decide which six (6) part-time candidates to interview.

11.9. State Disability Insurance for Part-Time Faculty

The parties agree to implement the State Disability Insurance (SDI) program for part-time faculty members if by majority vote the part-time faculty agree to fully fund this deduction. AFT will conduct the election on behalf of the part-time faculty members and certify the results to the District. Implementation of SDI shall not result in any cost to the District, other than personnel costs to set-up and maintain this program.

11.10. Paid Office Hours

This will be a pilot program which, absent written agreement between the parties, shall sunset on the expiration date of this Agreement.

Adjunct faculty who provide either face-to-face office hours or on-line synchronous office hour time will be eligible for compensated office hours subject to the following requirements:

1. Each adjunct faculty member must submit a completed form (Appendix J) to the appropriate school dean by no later than the last working day in October and the end of the first full week in April for the fall and spring semesters, respectively, or by the second week of the assignment, whichever is earlier. The faculty member must also include in the syllabus the number of office hours which he/she agrees to hold during the semester, including the days, times, and places where the office hours will be held. The location of the office hours must be convenient to the students being served, and are subject to approval of the appropriate manager.
2. A separate form must be submitted for each division/college where the faculty member has an assignment.
3. The program does not apply to contract overload or ERI faculty.
4. All payments will be made in the last pay period of the semester at the rate of \$30/hour.
5. This program will not require the creation of additional office space.

6. Hours available per LED:

<u>SEMESTER LED</u>	<u>MAXIMUM NUMBER OF</u> <u>OFFICE HOURS</u> (per semester from all GCCCD assignments combined)
.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

ARTICLE XII – SUMMER AND INTERSESSION

12.1. Summer and Intersession

- 12.1.1.** Available Summer and Intersession (as defined in the Board approved academic calendar) faculty assignments shall be offered in the following order:
- 1) Each tenured/tenure-track faculty member shall be offered no more than the greater of .35 LED or one course section in her/his contract discipline, subject to the approval of the Dean;
 - 2) Each adjunct faculty member with priority of assignment shall be offered not more than the greater of .35 LED or one course section (in seniority order) from among the available assignments in which he/she has priority of assignment, subject to approval of the Dean. Assignments *may* also be offered in the same discipline for which he/she has earned priority of assignment, but not gained priority of assignment for that particular assignment, provided the faculty member is qualified for the non-POA assignment as determined by the department chair/coordinator in consultation with the appropriate manager;
 - 3) Each tenured/tenure-track faculty member shall be offered a second assignment in her/his contract discipline subject to approval of the Dean;
 - 4) Each adjunct faculty member with priority of assignment shall be offered a second assignment (in seniority order) from among the available assignments in which he/she has priority of assignment, subject to approval of the Dean. Assignments *may* also be offered in the same discipline for which he/she has earned priority of assignment, but not gained priority of assignment for that particular assignment, provided the faculty member is qualified for the non-POA assignment as determined by the department chair/coordinator in consultation with the appropriate manager;
 - 5) If there are still assignments available, they may go to any faculty member or new hire who meets minimum qualifications.

For the purposes of non-classroom assignments during summer or intersession, an "assignment" is considered to be six (6) hours per week.

In no case shall any faculty member receive more than .5 LED during the summer session, and no more than the greater of .35 LED during intersession, unless a specific exception has been granted by the appropriate Vice-President.

- 12.2.** Assignments during an intersession or summer school are not considered in the determination of what comprises a full-time assignment for a full-time faculty member as defined in Article VII, Section 7.4.2., and such assignments shall not be considered in computing load for part-time faculty pursuant to Ed. Code section 87482.5.

Intersession classes shall be those scheduled entirely during times of the year that are not part of the Board approved fall and spring academic semesters. The preceding does not apply to eleven or twelve month tenured/tenure-track assignments which are being performed as part of their contract obligation.

ARTICLE XIII – LEAVES OF ABSENCE

13.1 Sick Leave

- 13.1.1** Ten month tenured/tenure-track unit members shall earn one day of sick leave for each of the ten (10) months of contract service to a maximum of ten (10) days per year.
- 13.1.2** Eleven month tenured/tenure-track unit members shall earn one day of sick leave for each of the eleven (11) months of tenured/tenure-track service to a maximum of eleven (11) days per year.
- 13.1.3** Unit members with part-time college credit assignments shall earn one hour of sick leave for each hour of instruction based on one week of a full length semester assignment. (Example: A three-hour-per-week semester course earns three (3) hours of sick leave per semester.)

Unit members with part-time continuing education non-credit assignments shall earn .0667 hours of sick leave for each hour of paid time in their continuing education non-credit assignment.

Faculty members may access their full balance and allocation of sick leave, irrespective of what type of assignment it was earned from.

- 13.1.4** The District may require a medical or other acceptable verification within two weeks of the unit member's return to work in cases of illness of a duration of more than five consecutive scheduled work days. The District may require a verification, without regard to the duration of consecutive absences, in cases of excessive absenteeism or abuse of leave.

Not less than three (3) workdays prior to returning from leaves of thirty (30) calendar days or more, unit members must provide a written clearance by the attending physician indicating recovery and fitness to resume a full range of normal duties. In cases of requests to return to work with temporary restrictions, the unit member must provide a detailed written medical statement not less than five (5) working days prior to the requested return date. Return to duty will be denied until such written clearance or medical statement is received and the unit member shall continue to use his or her accrued leaves or otherwise remain on an unpaid leave of absence.

- 13.1.5** Tenured/tenure-track unit members are guaranteed a minimum remuneration of five (5) months for sick leave or accident leave. Any unused current year sick leave shall be in addition to the five-month guarantee. In determining the remuneration during the five-month guarantee (deducting prior years' accumulated leave) the unit member shall be entitled to the difference between his/her salary and the salary of a substitute. Where a substitute is not hired, the amount deducted shall be the minimum salary on the tenured/tenure-track faculty salary schedule adopted by the Governing Board.

A substitute, after working for twenty days (20) of the established load of an absent teacher, shall no longer be on an hourly rate and shall be placed on the regular salary

schedule at a level not exceeding the salary position of the unit member on sick leave.

A substitute shall not be allowed to work for more than twenty days (20) of the established assignment of an absent instructor without becoming the instructor of record for the course. If at any time preceding the twenty day limit it is clear that the absent instructor will not be returning, the substitute instructor shall immediately become the instructor of record. As soon as the substitute instructor becomes the instructor of record for the course, he/she shall have the LED value for the remaining portion of the course added to her/his total load for the semester.

If the original instructor is able to return prior to the end of the assignment, he/she shall become the instructor of record as of the date of her/his return, and the LED value assigned to the substitute shall be reduced accordingly.

The difference between the two salaries shall continue to be paid to the employee on sick leave for the remainder of the five-month guarantee.

13.1.6 A full-time unit member who fulfills no contract duties on a given day because of illness shall be charged one day of sick leave for each day absent. Where less than the total scheduled duties for a day, other than related duties, are not fulfilled, the unit member shall be charged a half day of sick leave.

13.1.7 Absences for illness shall be reported as directed by the District.

13.1.8 Unit members shall be entitled to eighty (80) hours of paid leave for continuous maternity leave. Subsequent to the eighty (80) hours of paid leave, unit members shall be eligible to utilize accrued sick leave up to a maximum amount of maternity leave of six (6) weeks (eight [8] weeks for C-Section deliveries). At the expiration of accrued sick leave, the unit member may be eligible for sick leave donations from AFT as per Article 13.2. A leave of absence form must be submitted for the period of the leave. Prior to returning to work the provisions of 13.1.4 shall be followed.

13.1.9 Paid Parental Leave

Leave for unit members after delivery of baby or placement of adopted or foster child.

Conditions

Leave for unit members to bond with baby or placement of adopted or foster child. Does not run concurrently with PDL. Does run concurrently with CFRA. Leave under Parental Leave must conclude within the first year of baby's birth or placement. An employee shall not be provided more than one 12-week period of paid parental leave during any 12 month period. Unit members on Parental Leave can use accrued sick leave until exhausted and then use half salary sick leave up to an accumulated total of 12 workweeks. Parental Leave can run subsequent to the termination of PDL and then concurrently with CFRA for baby bonding.

Eligibility

Unit members must have worked for the District for a minimum of 12 months prior to the beginning of leave. No other requirements need to be met.

Notice

Unit members wishing to take Parental Leave must provide the District with at least thirty (30) days advance notice before the leave is to begin if the need for the leave is foreseeable. If thirty (30) days advance notice is not practicable, the unit member must give the District notice as soon as practicable. The notice to the District shall include the anticipated start date and the duration of the leave. Whenever a unit member provides notice to the District of the need for Parental Leave, the District is required to provide the unit member with a notice detailing the specific expectations and obligations of the unit member and explaining any consequences of the failure to meet these obligations.

Duration

The duration of Parental Leave shall not exceed twelve (12) weeks. This leave can be taken in increments.

13.2. Sick Leave Donation

Unit members shall be permitted to donate sick leave to another unit member who is on an extended leave of absence due to a serious illness or injury of the unit member or the unit member's spouse, domestic partner, son or daughter, or a parent where the unit member is the primary caregiver. The parameters of the program are:

- a. A unit member may donate up to a maximum of ten (10) accumulated sick leave days (a minimum of eight [8] hours and in hour increments thereafter) per academic year to another unit member within the District.
- b. The donating unit member must retain a minimum of ten (10) days of sick leave after the donation in the case of tenured/tenure-track faculty members, or twenty (20) hours in the case of adjunct faculty members.
- c. The unit member can receive up to a maximum of sixty (60) days of donated leave per request. A part-time unit member will receive donated sick leave equivalent to the number of assigned hours the part-time unit member is absent from her/his assignment.
- d. The unit member is limited to one donation request per illness.
- e. The illness or injury of the unit member or the unit member's spouse, domestic partner, son or daughter, or parent (where the unit member is the primary caregiver) must be serious which is defined as life-threatening or that which has or will be expected to incapacitate the unit member for over thirty days as verified by a physician. The District may require an examination by a physician selected by the District, at the District's expense, to verify the injury or illness, the degree of disability, and the anticipated length of disability.

- f. The unit member must be out on a District approved leave (e.g.; FMLA/CFRA/PDL or other approved medical leave) and submit appropriate documentation requested by the District, which may include doctor's notes and WH-380 and District Leave Forms.
- g. Sick leave contributions shall be solicited by the AFT. The AFT will maintain a pool of hours from which donations will be drawn as the need arises. Once a unit member makes the need known for donated sick leave to the AFT or District representative, AFT will confirm with the District that the unit member is out on a District approved leave and that the absence qualifies for sick leave donations under this Article. Once this has been confirmed, the District will notify the AFT as to how many donated hours/days are needed and the AFT will then forward the donation pledges of individual unit members in the order of the oldest donation pledge, first. District payroll will confirm the donor is eligible to donate within the terms of this Article and process the donation by transferring the necessary amount of leave hours. Unprocessed or unused sick leave will be returned to AFT.
- h. The receiving unit member must have exhausted all accrued full-salary paid leaves.
- i. Adjunct faculty members who remain on sick leave from the end of one semester through the start of a subsequent semester's assignment shall be able to continue in paid status at the LED level of their usual assignment until the exhaustion of their accrued sick leave. Any sick leave donations which may have been granted shall be in addition to this leave.
- j. Sick leave donations will be applied in conjunction with any partial-salary payments up to a maximum of the unit member's full salary.
- k. Donations of sick leave will not be applied retroactively.
- l. Unit members may not receive donations from outside the faculty bargaining unit.
- m. This article is not subject to the grievance process and unit members participating in this program shall hold the District and AFT harmless for any disputes arising out of the program.

13.3. Personal Necessity Leave

- 13.3.1.** Six (6) days of sick leave credit per year may be used for personal necessity for both tenured/tenure-track and part-time faculty.
- 13.3.2.** Personal necessity leave shall be limited to: death or serious illness in the unit member's immediate family; an emergency involving the unit member's person or property or that of a unit member's immediate family; appearance at a court or administrative hearing in which the unit member is not a litigant; circumstances of personal importance; religious holidays; and acts of nature requiring the unit member's attention.
- 13.3.3.** Leave shall not be for personal convenience, the extension of a holiday, a vacation for recreational activities, or matters that can be handled outside of scheduled work hours.

- 13.3.4. A unit member must obtain prior written approval from the appropriate administrator except where approval is precluded by events listed in subsection 13.3.2. The unit member shall make every effort to comply with District procedures to facilitate securing a substitute.
- 13.3.5. A unit member shall verify in writing that personal necessity leave was used for purposes listed in subsection 13.3.2. A unit member's signature on the District Request for Leave of Absence Form shall constitute such verification.

13.4 Bereavement Leave

- 13.4.1. Bereavement leave is granted for a death in the immediate family, or of an individual with whom the employee had a significant personal relationship.
- 13.4.2. A unit member may be granted three (3) days of bereavement leave at full salary. In cases where the unit member is required to travel a distance of 400 miles or more one way, the unit member may be granted an additional two (2) days of bereavement leave at full salary.
- 13.4.3. Nothing herein prohibits the right of a unit member to take additional leave by use of his/her personal necessity leave.
- 13.4.4. Bereavement leave shall be taken within a reasonable time after the death in the immediate family member, but no later than thirty (30) days.

13.5 Personal Leave

- 13.5.1. Personal leaves of absence may be granted by the Governing Board. Leave shall be without compensation and advancement on the salary schedule; however, advancement on the salary schedule may be approved by the Governing Board at the time leave is granted.
- 13.5.2. Requests in writing for a full year leave or Fall semester shall be submitted to the Chancellor through the appropriate college President prior to March 15 of the year preceding the proposed leave. Requests in writing for Spring semester leaves shall be submitted to the Chancellor through the appropriate college President prior to October 1 of the preceding semester.
- 13.5.3. Employee benefits shall terminate at the commencement of the personal leave; however, upon approval of the insurance carrier(s), a unit member has the right to continue insurance benefits by remitting to the District the premium costs.
- 13.5.4. An extension of personal leave may be granted by the Governing Board where it is of direct benefit to the individual's job assignment or in situations of extreme personal hardship, provided the extension will not create undue hardship for the individual's division or college.
- 13.5.5. A unit member shall notify the District in writing of her/his intention to return to service. Notice shall be submitted by April 1, if the leave concludes at the end of the Spring semester, and by November 1, if leave will conclude at the end of the Fall

semester. One month prior to the applicable date, the District shall notify the unit member in writing of the obligation of written notification of intention to return to service.

- 13.5.6.** Failure, without good cause, to notify the District of intention to return to service shall be deemed a resignation effective at the close of business on the final day of the expired leave.

13.6. Professional Opportunity Leave

- 13.6.1.** The District may grant leaves with full pay to unit members for a maximum of ten (10) days per semester for professional opportunities such as grants, fellowships, consultant positions, or specialized teaching sponsored by professional organizations and governmental agencies.
- 13.6.2.** The leaves shall be approved by the Chancellor and the President provided the unit member has received notification of their selection and has filed a written application with the Chancellor via the President stating the nature of the opportunity, the sponsoring agent, the dates, and how regular duties will be carried out.
- 13.6.3.** If compensation is received from the sponsoring agent in excess of the cost of tuition, travel, and living expenses, the unit member's salary shall be decreased by a commensurate amount.

13.7. Military Leave

- 13.7.1** Qualifying military leave shall be granted in accordance with the California Military & Veterans Code section 389 et. seq. and the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA:" 38 U.S.C. Section 4301 et. seq.). A unit member will be entitled to reinstatement after military services depending on several factors, including, but not limited to, (1) whether the unit member provided advance notice to the District of the military leave; (2) the length of the leave; and (3) after the leave, whether the unit member reports to work, or submits a reemployment application within applicable statutory notice provisions. A unit member serving in active duty during war or national emergency, upon release from active duty, shall have the right of reemployment at any time within six (6) months, but not later than six (6) months after the end of the war or national emergency. The right to reemployment does not extend to a unit member who fails to return to his or her position within 12 months after the first date he or she could terminate his or her active service.

A unit member on military leave for reasons other than war or national emergency must seek reinstatement with the District within a manner and time frame depending on length of his or her military leave as follows:

1-30 Days of Leave - The unit member must report to the District no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service.

31-180 Days of Leave - The unit member must submit an application for reemployment with the District not later than 14 days after the completion of the period of service.

More Than 180 Days of Leave - The unit member must submit an application for reemployment with the District within 90 days after the completion of the period of service.

13.7.2. Unit members employed for a minimum of one year who are called into military service shall receive a paid leave of absence for the first thirty (30) days of military service.

13.7.3 All employees entitled to military leave shall give the Vice-Chancellor of Human Resources or his/her designee an opportunity within the limits of the applicable statutes, military rules or regulations to determine when such leave shall be taken. Unit members shall forward a leave slip with orders attached to the Human Resources Department prior to date of military leave.

13.8 Judicial Leave

13.8.1. Unit members shall be provided leave for jury duty or to appear as a witness in court other than as a litigant. Upon knowledge of necessity for the leave, a written request, accompanied by the official order to appear, shall be submitted to the appropriate administrator ten (10) days prior to its commencement date except where the notice to appear is received less than ten (10) days from the required date.

13.8.2. A unit member serving on jury duty leave shall receive full pay for a maximum of twenty (20) days annually. A unit member who must appear as a witness or litigant due to events arising out of and in the course of the unit member's employment with the District shall not realize any loss in pay unless the unit member is appearing as a litigant in an action in which the District is an adverse party to the unit member.

The unit member shall remit to the District fees received for the judicial service, exclusive of mileage, parking, and public transportation reimbursements.

Upon completion of duty, the unit member shall have the secretary of the court complete a "notice of duty termination and return to work." Unit members shall submit all necessary documentation to her/his appropriate administrator within five (5) business days of returning to work.

13.9. Legislative Leave

13.9.1. A tenured/tenure-track unit member elected to the Legislature shall be granted an unpaid leave following the provisions of Education Code section 87701, and her/his District provided benefits shall terminate while on said leave.

13.10 Coaching Leave

Upon request of the unit member, a unit member who has been a coach for five (5) consecutive years shall be granted a temporary reassignment from their coaching assignment for a maximum of one year.

Coaching leave is contingent upon a qualified full-time or part-time employee being available to meet the coaching assignment needs. The unit member's request for the leave shall be submitted prior to March 15 of the year preceding the proposed leave.

Coaching leave shall be restricted to a maximum of 25 percent of the coaching staff at each college.

13.11 Family Care Leave

13.11.1. Statement of Policy

The District will provide family and medical care leave for eligible unit members as required by state and federal law. Rights, obligations and definitions are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), the regulations of the California Family Rights Act ("CFRA") and the District's policies and procedures. Unit members should consult the District's Human Resources Department to receive more information on FMLA and CFRA Leave. CFRA leave provided under this policy is separate and apart from Pregnancy Disability Leave in Section 13.12 below.

13.11.2. Reasons for Leave

FMLA/CFRA Leave is only permitted for the following reasons:

1. The birth of a child or to care for a newborn of a unit member;
2. The placement of a child with a unit member in connection with the adoption or foster care of a child;
3. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition;
4. Leave because of a serious health condition that makes the unit member unable to perform the functions of his/her position;
5. Leave for a "qualifying exigency" may be taken arising out of the fact that an unit member's spouse or domestic partner, son, daughter, or parent is on covered active duty or call to active duty status (provided under the FMLA only); or
6. Leave to care for a spouse or domestic partner, son, daughter, parent, or "next of kin" who is a covered service member of the United States Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty or existed before the beginning of the service member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces (leave under this condition may run up to 26 weeks of unpaid leave during a single 12-month period) (provided under the FMLA only).

13.11.3. Unit members Eligible for Leave

A unit member is eligible for leave if the unit member:

1. Has been employed for the last 12 months immediately preceding the commencement of the leave; and
2. Has worked 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

13.11.4. Amount of Leave

Eligible unit members are entitled to a total of 12 workweeks (or 26 workweeks to care for a covered service member with an injury or illness arising out of active duty in the Armed Forces) of leave during any 12-month period. In cases where the leave is both FMLA and CFRA qualifying, the leaves shall run concurrently.

In any case in which both parents are employed by the District and are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the unit members' child (i.e., bonding leave) and 26 workweeks during any 12-month period if leave is taken to care for a covered service member.

13.11.5. Unit Member Benefits While on Leave

Leave under this policy is unpaid except for the unit member's use of accrued leave. While on family and medical care leave, unit members will continue to be covered by the District's group health insurance to the same extent that coverage is provided while the unit member is working for up to 12 weeks in a 12-month period.

If a unit member fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the unit member does not return because of the continuation, recurrence, or onset of a serious health condition of the unit member or his/her family member which would qualify as a reason for FMLA/CFRA leave, or because of circumstances beyond the unit member's control.

13.11.6. Substitution of Paid Accrued Leaves and Other Concurrent Leaves

Unit members will be required to concurrently use any accrued sick leave pay and any differential pay during the period of leave if the leave is due to the unit member's own serious health condition or to care for a child, parent, spouse or domestic partner with a serious health condition. While on leave under this policy a unit member may elect to concurrently use other paid accrued leaves once sick and differential pay leave is exhausted, if applicable. The District may require a unit member to use FMLA/CFRA leave concurrently with a non-FMLA/CFRA leave which is FMLA/CFRA qualifying (e.g. Industrial Injury Leave).

13.11.7. Medical Certification

The District may require certification from a health care provider to verify that the unit member suffers from a serious health condition, or that a unit member's family member has a serious health condition or injury or illness arising out of military service, which qualifies the unit member for FMLA and/or CFRA leave.

13.11.9. Reinstatement upon Return from Leave

Upon expiration of leave, a unit member is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment subject to any defense under the law. Unit members have no greater rights to reinstatement, benefits and other conditions of employment than if the unit member had been continuously working during the FMLA/CFRA period.

13.11.10. Additional Information and Required Forms

Unit members may receive additional information on FMLA/CFRA leave from the District's Human Resources Department. Unit members must fill out all required forms provided by the District in order to receive FMLA/CFRA leave. Delay in providing all required forms may result in denial or delay of FMLA/CFRA leave.

13.12 Pregnancy Disability Leave

A unit member may take a maximum of 17 1/3 workweeks in any 12-month period of paid leave due to disability caused by pregnancy, childbirth, or a medical condition related to pregnancy which renders the unit member unable to perform the unit member's usual job duties or any District-offered light duty work. Rights, obligations and definitions are set forth in Government Code section 12945 and Title 2, Section 11035 et. seq. of the California Code of Regulations and the District's policies and procedures. Pregnancy disability leave is separate and apart from any leave under the CFRA in Section 13.11 above, but shall run concurrent with any available FMLA leave in Section 13.11 above. In most circumstances, a unit member will receive pregnancy disability leave, to the extent available, the first six weeks after childbirth for a normal delivery, or the first eight weeks after cesarean delivery, before the unit member will begin to use CFRA baby-bonding leave.

The unit member's right to continuation of health insurance while on leave shall be the same as that provided for CFRA/FMLA leave, except that the unit member shall be entitled to a maximum of 17 1/3 workweeks of continued health coverage. The unit member's use of accrued paid leave, requirement to provide medical certification, and rights to reinstatement are the same as those that apply to CFRA/FMLA leave.

Unit members should consult the District's Human Resources Department to receive additional information regarding Pregnancy Disability Leave and to complete all necessary forms.

13.13 - Industrial Accident and Illness Leave

Where a unit member requires a leave of absence due to injury or illness arising out of and in the course of employment with the District, the District will provide not less than sixty (60) workdays of paid Industrial Accident and Illness Leave pursuant to Education Code Section 87787, California Workers' Compensation Law and the District's policies and procedures. Leave taken under this Article that qualifies as Family Medical Leave (FMLA)/California Family Rights Act Leave (CFRA) shall run concurrently with leave provided under Article VIII. Unit members should consult the District's Human Resources Department or the AFT for more information on Industrial Accident and Illness Leave.

ARTICLE XIV – SABBATICAL LEAVE

14.1. Philosophy

14.1.1. The sabbatical leave opportunity is an important stimulus to the improvement of education. The vitality and curiosity of the faculty are among the institution's fundamental assets, and sabbatical leave ensures the growth and renewal of these invaluable resources. Sabbatical leave projects and experiences are valued as distinct contributions to the cultural and intellectual lives of individual faculty members and as support of the mission and vision of departments, colleges, and the District.

14.2. Purpose

14.2.1. The purpose of the sabbatical leave program is to promote professional growth of individual faculty members by providing opportunities for advanced study, research, or special projects that further the educational goals of the District. Sabbatical leaves are intended for substantial projects beyond the scope of normal professional development activities. Projects may be either within the area of immediate professional responsibility or outside it, provided a valuable interdisciplinary connection can be demonstrated.

14.3. Eligibility and Indemnity Bond

14.3.1. Tenured unit members shall be entitled to sabbaticals in the proportion of four and one-half percent (4½%) of the total number of tenured/tenure-track unit members in the District as of the first day of the fall semester. If this percentage is a fraction of a full-time position, the sabbatical leave entitlement shall include the fraction as a full-time position.

14.3.2. A unit member shall meet the following criteria for sabbatical leave consideration:

14.3.2.1 The applicant shall have rendered six (6) years of service in the Grossmont-Cuyamaca Community College District since any previous Sabbatical Leave prior to the initiation of her/his subsequent leave.

14.3.2.2 The applicant shall agree to a minimum term of service of twice the sabbatical leave period after the completion of the leave. For example, a one-year leave must be followed by at least two years of service, and a one-semester leave must be followed by at least two of semesters service.

14.3.2.3 The unit member shall furnish a bond in accord with provisions of the Education Code Section 87770 in case of default on the requirements of subsection 14.3.2.2. In lieu of the bond, employees may enter into an indemnification agreement with AFT that, in the District's sole discretion, sufficiently ensures compliance with Section 14.3.2.2. The District and the AFT agree that the indemnification program which the AFT makes available to its members sufficiently ensures compliance with Section 14.3.2.2.

- 14.3.3** Successful completion of the sabbatical requirements is required pursuant to the bond authorized in accordance with Section 14.3.2.3 and Education Code section 87770. The bond shall be exonerated in event the failure of the employee to return and render the agreed upon period of service is caused by the death or physical or mental disability of the employee.

A unit member who has completed a sabbatical leave and who either leaves the District before fulfilling the service obligation or fails to meet the provisions of 14.8.1 shall reimburse the District in the amount due for the portion of the unfulfilled obligation no later than 120 days after completion of the sabbatical period.

14.4. Length of Leave

- 14.4.1.** A sabbatical leave may be granted for: a) one semester (or one-half contract year for 11-month or 12-month unit members) at full salary, or b) for an academic year (or one contract year for 11-month or 12-month members) at half salary, or c) two consecutive semesters at full pay with a 50% reduction in annualized load. An academic year may consist of any two consecutive semesters.

14.5. Application Procedure

- 14.5.1.** Prior to submission, individuals are encouraged to meet with their appropriate manager. Individuals who are applying for their first sabbatical leave are required to attend an orientation workshop given by AFT and the Academic Senates. Other sabbatical leave applicants may also attend these workshops at their discretion. On or before 5 p.m. of the second District working day of November of each year, individuals will submit an application to the appropriate Academic Senate office. The Academic Senate will forward copies to the Vice President, Dean/Director, and Department Chair/Coordinator for information and allow ten (10) working days within the fifteen (15) working days referenced in 14.5.2. for comments to be returned. All applications and proposals shall be on forms prescribed by AFT and the Academic Senates.
- 14.5.2 .** Within fifteen (15) working days from receipt, the applications and proposals will be forwarded to the Sabbatical Leave Committee (see Section 14.10).

14.6. Selection Procedure

- 14.6.1.** The Committee will encourage the submission of proposals for projects including: original research; the pursuit of professional activities/projects primarily of institutional benefit; post-graduate study; and other activities that contribute to a richer teaching and learning environment and are supportive of the mission and vision of the departments, colleges, and the District.
- 14.6.2.** Proposals shall be evaluated according to the following criteria:

- 14.6.2.1.** Value: individual, instructional, institutional, interdisciplinary.

14.6.2.2. Organization: a clear definition of the project objectives, the means for attaining them, and a plan for evaluation.

14.6.2.3. Feasibility.

14.6.2.4. Documentation: appropriate supporting materials to clarify project purpose, value, objectives, feasibility, or the involvement of other individuals and institutions.

14.6.3. Each year, the Committee shall use the above criteria to prepare an evaluative instrument, which shall be approved by AFT and the Academic Senates. The Committee shall then use this instrument to score and rank the proposals as follows:

14.6.3.1. Individual committee members shall evaluate the proposals, and each committee member's first-ranked proposal shall receive a score equal to the number of qualifying proposals, second-ranked proposal, one less than the number of qualifying proposals, and so on to the last-ranked proposal, which shall receive a score of 1.

14.6.3.2. The Committee as a group will then total the nine (9) individual scores to establish a committee composite ranking score. The Committee will consult on any significant discrepancies among individual rankings.

14.6.4. After scoring and ranking of the proposals, additional consideration will be given to applicants who have served more than six (6) years since their previous sabbatical leave, in the proportion of a one (1) percent increase in composite ranking score for each semester of service in excess of six (6) years.

14.6.5. Prior to ranking, the committee may, by a 7/9 majority, disqualify proposals for projects that are not well planned or articulated, are not feasible, are not adequately documented, or are clearly outside the purpose and philosophy of the sabbatical leave program. Individual applicants whose proposals have been disqualified shall be notified by the respective Academic Senate promptly in writing stating the reasons for disqualification.

14.7. Notification Procedure

14.7.1. The Chair of the Sabbatical Leave Committee shall notify the AFT, the Chancellor, the College Presidents, and the appropriate manager of each applicant, and all applicants in writing of its selections with accompanying rationale, ten (10) days prior to the first February meeting of the Governing Board.

14.7.3. In accordance with Governing Board Policy #7110, the Chancellor shall submit the selections to the Governing Board at the first business meeting in February for ratification.

14.8. Report on Sabbatical Leave Activities

14.8.1 Within ninety (90) days after completion of the sabbatical leave, the individual shall submit a final report to the Sabbatical Committee for transmittal to the Chancellor, and

the Governing Board. The report shall provide a thoughtful description of the following: what was accomplished; the implications for the individual; the implications for the discipline; and the contribution to the educational goals of the District. The report shall include appropriate supporting or descriptive material and be summarized in an attached abstract of approximately 500 words.

14.8.2 In addition to the written report, sabbatical leave recipients shall present their sabbatical leave projects, to the Sabbatical Leave Committee, during a Professional Development Week workshop, or to the Governing Board upon invitation by the Chancellor.

14.8.3 Accident or Illness

Interruption of the program by serious accident or illness during a sabbatical leave, evidence of which is required, shall not prejudice a faculty member with regard to the fulfillment of the conditions under which the leave was granted, nor affect the amount of compensation to be paid each faculty member under the terms of such sabbatical leave. However, the president must receive prompt notification of such accident or illness, which in general shall be by registered or certified letter mailed within ten (10) days of such accident or illness. It is the responsibility of the president to communicate such change in leave plans to the Vice Chancellor, Human Resources. In case of death of the individual while on leave, his/her estate shall not be required to fulfill the conditions upon which the leave was granted, but payment of salary by the District shall cease upon such death.

14.9. Compensation

14.9.1. Compensation for a one-semester (or one-half year leave for 11-month or 12-month unit members) leave shall be at full salary, and for a leave of two consecutive semesters (or one year for 11-month or 12-month unit members), at half salary, or two consecutive semesters at full pay with a 50% reduction in annualized load. Unit members on sabbatical leave may not receive any type of overload or extra pay assignment from within the District, or receive payment from any type of employment outside of the District in excess of one-half the unit member's regular full-time salary, for the duration of their sabbatical leave.

14.9.2. Paid time on sabbatical leave shall count toward retirement service credit, seniority, and all health and other employee benefits. Retirement annuity contributions shall be continued while on leave. Upon return to service, the unit member's salary shall be what it would have been had the leave not been taken. If the unit member has qualified for a higher classification while on leave, the proper placement shall be made.

14.9.3. Salary payments, while on leave, shall be in accord with the Education Code.

14.10. Sabbatical Leave Committee

14.10.1. A Sabbatical Leave Committee shall be established, with members appointed as listed below serving two-year terms. Half of the committee membership shall rotate annually. The faculty members of the Committee shall represent a broad range of

disciplines, and shall be composed of: a) Three (3) faculty members each from Cuyamaca and Grossmont Colleges appointed by the Academic Senate. No two faculty members may be from the same Division in the same college. b) Three administrators appointed by the Chancellor. The Chairperson shall be elected by the committee.

ARTICLE XV – PROFESSIONAL GROWTH ACTIVITIES & INTELLECTUAL PROPERTY RIGHTS

15.1 Professional Growth Activities

15.1.1 Activities to count toward professional development and advancement shall be earned through academic course work or other approved professional growth activities.

15.2 Academic Course Work for Tenured/Tenure-Track Faculty Only

Course work for professional growth may be within the contract discipline (depth) or outside of the contract discipline (breadth). “Contract discipline” shall be defined as the unit member’s approved faculty service area(s). Course work which may be considered as professional improvement to be used for salary advancement credit shall be subject to the following:

15.2.1 All course work must be completed at an institution is accredited by the Western Association of Colleges and Universities or another regional accrediting association and is recognized by the California State Department of Education and the California Community College Chancellor's Office.

15.2.2 One semester unit of college or university work or its equivalent on other academic scheduling such as the Quarter System shall be recognized as the standard unit for measuring fulfillment of professional improvement requirements.

15.2.3 Course Work Outside of the Contract Discipline (Breadth)
Course work outside of the contract discipline must be at the upper division or graduate level.

Lower division courses which contribute to the unit member’s professional development for employment within the District may be taken with prior approval of the appropriate administrator and next senior level administrator.

15.2.4 Course Work Within the Contract Discipline (Depth)
Course work within the contract discipline must be at the upper division or graduate level.

In order to advance from one salary class to the next, a minimum of ten semester units must be utilized from this section.

15.3 Other Professional Growth Activities for Tenured/Tenure-Track Faculty Only

The activities detailed below qualify the faculty for salary advancement. These activities are intended to provide an opportunity for faculty to qualify for salary advancement under the professional improvement program by participating in alternative educational activities. The activities detailed below shall contribute to the unit member’s professional development for employment within the District and require pre-approval by the appropriate administrator and next senior level administrator.

- 15.3.1 Thirty (30) hours devoted to approved creative activity shall have the value of one (1) unit.
- 15.3.2 Thirty (30) hours of participation in approved clinics, conferences, workshops, and seminars shall have the value of one (1) unit.
- 15.3.3 Each two (2) weeks of approved foreign travel experience shall have the value of one (1) unit.
- 15.3.4 Each two (2) weeks of approved full-time work experience shall have the value of one (1) unit. Full-time work experience shall not include teaching at other educational institutions or any work done for GCCCD.
- 15.3.5 The amount of credit to be earned in any one year from this section shall not exceed six (6) units.
- 15.3.6 No credit will be given where:
 - 15.3.6.1 The Governing Board approves an instructor's attendance, with pay, at a workshop or conference.
 - 15.3.6.2 The instructor receives college credit for such activities.
- 15.3.7 If a professional growth activity appears to duplicate a previous activity, only the initial activity will be eligible for salary advancement credit.

15.4 Intellectual Property Rights

15.4.1 Purpose

The District and the AFT have a mutual interest in establishing an environment that fosters and encourages the creativity of individual faculty members. In accordance with that mutual goal, the purpose of this Article is to identify the owners of the copyrights to certain works that may be created by faculty members, and to identify the uses that may be made of those works by faculty members and the District. None of the language in this Article applies to works wholly created by faculty members on their own time, outside of their assigned work schedule, without any use of District equipment and/or resources and intended for non-District use.

15.4.2 Definitions as Used in this Article

15.4.2.1 "Works" means any material that is eligible for copyright protection including (but not limited to) books, articles, dramatic and musical compositions, poetry, instructional materials (e.g., class notes recorded by students, syllabi, lectures, student exercises, multimedia programs, online resources, and tests), fictional and non-fictional narratives, analyses (e.g., scientific, logical, opinion or criticism), works of art and design, photographs, films, video and audio recordings, computer software, architectural and engineering drawings, and choreography.

15.4.2.2 "License" means permission to use a work. A "non-exclusive license" is one that gives permission to use a work while that same work may also be used by the party who gave

the permission and by others to whom permission is also given. For any course offered by the GCCCD, the official outline of record, as defined and approved by the Board of Trustees in accordance with Title 5, Sections 55000, 55001, 55002, and 55100, constitutes the Course and is owned by the District.

15.4.3 Works Covered

15.4.3.1 *Types of works whose ownership and use are covered by this Article.* This Article identifies the copyright ownership of works created by faculty members in connection with the courses they teach, or other duties they perform as faculty members, while they are employed by the District and in connection with their employment; and it addresses the use of those works by faculty members and the District.

15.4.3.2 *Types of works not covered by this Article, and consequences of not being covered.* This Article does not cover all works created by faculty members, even if those works are in some sense related to their duties. For example, it does not cover works created primarily for purposes that are separate from a faculty member's teaching or other duties as a faculty member (works not made for hire), *such as*: novels, even if written by faculty members who teach literature; business books, even if written by faculty members who teach business; art works, even if created by faculty members who teach art; or music, even if composed by faculty members who teach music.

Also, this Article does not cover works created by faculty members for their own personal use that are not intended to be distributed to others, even if created in connection with their duties, such as a faculty member's personal lecture notes.

The copyrights to works that are not covered by this Article shall not be owned by the District under paragraph 15.4.4.2 a. below, and the District is not authorized to use such works under paragraph 15.4.5.1 b. below.

15.4.4 Copyright Ownership

15.4.4.1 Ownership by Faculty Members

- a. The copyrights to works created by faculty members will be owned by them, even if those works (e.g., class notes recorded by students, syllabi, lectures, student exercises, multimedia programs, and tests) are created in connection with courses they teach, or other duties they perform as faculty members, while they are employed by the District and in connection with their employment, *unless* the work is created under the circumstances described in paragraph 15.4.4.2 a. below.
- b. In cases where RFP's and grants from outside agencies stipulate in the proposal or formal agreements with the district or college that materials developed as part of the project either remain the property of the outside agency or are to be shared or accessible outside of the district in some way, faculty who receive significant financial support to develop materials as part of the project will be advised before any materials development on their part takes place of this potential loss of ownership and/or future control of any materials developed under the auspices of said grant.

15.4.4.2 Ownership by District. The District will own the copyright to works under the following circumstances:

- a. *Circumstances relating to substantial support by the District.* The District will own the copyright to any work created with substantial support from the District. As used in this Article, "substantial support" means financial support over and above the cost of the faculty member's normal compensation, office space, office computer, local telephone use, library use, laboratory use, minimal office supplies and copy services. Substantial support would include extra compensation or the provision of reassigned time to create a work, the cost of providing secretarial, technical, legal or creative services specifically for the creation of a work, as well as the cost or value of the use of expensive District equipment or facilities (such as professional film or recording studios). Grant funds obtained by faculty members for the creation of works shall not be considered substantial support provided by the District. Payment for the development of a course ends after the initial offering of the course unless mutually agreed between the District and faculty. Additional work beyond the scope and time frame of a grant which enhanced a course developed under work for hire would not be considered to be part of the original work for hire and would remain the work of the faculty member.
- b. *Circumstances relating to the nature of the work.* The District will also own the copyright to any work, such as a course outline, administrative policy, or information brochure that is formally reviewed by the District and becomes part of its curriculum, policies, or administrative or promotional literature. Ownership of a copyright does not preclude updating and/or revising the course. It is understood by the parties that courses are naturally dynamic.

15.4.4.3 Faculty Member's Option to Acquire Copyright

If the District is to be the owner of the copyright to a work because it provided substantial support for its creation, the faculty member who created the work shall have an option to acquire the work's copyright by paying the District an amount of money that shall be agreed upon in writing by the faculty member and the District at the time the District provides (or agrees to provide) that support. To exercise this option, the faculty member shall pay the District the agreed-upon amount; and the District shall immediately assign the work's copyright to the faculty member.

15.4.4.4 Process for Documenting District Ownership and Faculty Member's Option

- a. If the District is to be the owner of the copyright to a work, the faculty member and the District should sign an agreement that contains the following clauses:

"Faculty member and District agree that the work identified below shall be a work made for hire whose copyright shall be owned by the District. If the work is not a 'work made for hire' as a matter of copyright law, then faculty member hereby assigns his or her copyright in the work to the District.

"The work to which this agreement pertains is one that will be created by faculty member with substantial support from the District, or is a work that will be formally reviewed by the District and will become part of its curriculum, policies,

or administrative or promotional literature. The work is titled or described as follows: _____.”

- b. If such an agreement has not been signed, the absence of a signed agreement means the faculty member is the copyright owner rather than the District, *unless* the District proves in arbitration (as provided in paragraph 15.4.8 below) that it did provide substantial support for the work or that the work became part of its curriculum, policies, or administrative or promotional literature.
- c. If the District is to be the owner of the copyright to a work because it contributed substantial support, the agreement signed by the faculty member and District also should contain the following clause:

"To exercise his or her option to acquire the copyright to the work identified above, the faculty member shall pay the District the sum of \$ _____."
- d. The amount to be paid by the faculty member to exercise his or her option to acquire a work's copyright may be adjusted from time to time, if for example the amount of the District's support increases (or decreases), *but only if* the faculty member and District both sign a new clause containing the agreed-upon adjusted amount.
- e. AFT shall receive a copy of any such agreements reached as described above.

15.4.5 Permitted Uses

15.4.5.1 *Use of Work when Copyright is Owned by Faculty Member*

- a. *Uses by faculty member.* The District acknowledges that faculty members may use works whose copyrights they own in any and all ways they may wish, including, for example, authorizing the for-profit publication of such works in return for royalties paid solely to faculty members, subject only to the District's non-exclusive license to use those works (set forth in paragraph 15.4.5.1 b. below), without any further authorization from the District.
- b. *Uses by District and College.* It is the policy of the District to protect and not to infringe on the copyrights of others within or without the District community. Use of copyrighted works without permission of the owner may subject the user and the District to liability from an infringement action or other possible causes of action. Accordingly, administration, faculty, staff, and students are required to restrict their use of copyrighted materials within the confines of District policies, District guidelines, applicable statutes, and relevant court decisions.

The rights of copyright owners are not exclusive; permission is not necessary for every use. Exceptions to the exclusive rights of copyright owners are numerous and, among others, include: "Fair Use" of copyrighted works; limited copying of computer programs; certain "Library Exemptions"; application of the "First Sale Doctrine" which allows one who buys a copyrighted work to display and resell it. This doctrine does not apply to sound recordings, computer programs, or distribution through a computer network.

The District recognizes the importance of the use of copyrighted materials in fulfilling its educational mission. It is therefore the policy of the District to encourage proper use of copyrighted materials either through acquiring the permission of the copyright owner or under one of the legitimate exceptions outlined in the preceding paragraph.

The District and its Colleges may do these things themselves, but neither the District nor its Colleges may authorize others to do them, unless the District first obtains the written consent of the faculty member who owns the work's copyright.

15.4.5.2 *Use of Work when Copyright is Owned by District*

- a. *Uses by District.* Faculty members acknowledge that the District may use works whose copyrights the District owns in any and all ways it may wish, including, for example, authorizing the for-profit publication of such works in return for royalties paid solely to the District, subject only to the non-exclusive license of the faculty member who created the work to use it (in the manner set forth in paragraph 15.4.5.2 b. below), without any further authorization from the faculty members who created those works.
- b. *Uses by faculty member.* Faculty members shall have a non-exclusive license to use works they created, whose copyrights are owned by the District, only within their scope of employment with the District in the following ways: (1) to reproduce such works (for example, by photocopying them, by duplicating computer disks on which they have been saved, or by installing them on computer networks); (2) to distribute such works (for example, to students in classes); (3) to perform such works (for example, in classroom teaching, by webcasting, or by broadcasting); (4) to display such works (for example, over the web); and (5) to create derivative works (for example, companion materials or updated versions).

Faculty members may do these things themselves, but may not authorize them to be done by others, unless they first obtain the written consent of the District.

15.4.5.3 *Use of Names of Faculty Members, District and Colleges*

- a. *District's and College's use of faculty member's name.* The District agrees that when it uses a work created by a faculty member (regardless of who owns the work's copyright), the District will identify the faculty member who created the work, for as long as the work continues to be used by the District.

If for any reason the District does not wish to identify the faculty member, the District may ask the faculty member for authorization not to do so; and the faculty member has the option but not the obligation to release the District from this obligation.

If for any reason the faculty member does not wish his or her name to be used in this manner, the faculty member has the right to require the District not to identify him or her; and in such a case, the District agrees not to do so, or to stop doing so as soon as reasonably possible.

If the District fails to identify a faculty member under circumstances when it should have, or identifies a faculty member under circumstances when it should not have, the faculty member shall be entitled only to a reasonable remedy that takes into account the seriousness of the violation, and will not automatically be entitled in all cases to a remedy that requires the District to recall and destroy all existing copies of works that fail to include or omit the faculty member's identification.

- b. *Faculty member's use of name of District or College.* Faculty members agree that when they use works they have created (regardless of who owns the works' copyrights), those works will identify their creators' relationships with the District or College, for as long as they continue to be employed by the District. (For example, if a faculty member creates an online course that identifies the faculty member as its author, the faculty member's name shall be followed by the name of the College at which the faculty member teaches.)

If for any reason a faculty member does not wish to identify his or her relationship with the District or College, the faculty member may ask the District for authorization not to do so; and the District has the option but not the obligation to release the faculty member from this obligation.

If for any reason the District does not wish its name or the College's name to be used in this manner, the District has the right to require the faculty member not to identify his or her relationship with the District; and in such a case, the faculty member agrees not to do so, or to stop doing so as soon as reasonably possible.

If the faculty member fails to identify the District or College under circumstances when he or she should have, or identifies the District or College under circumstances when he or she should not have, the District shall be entitled only to a reasonable remedy that takes into account the seriousness of the violation, and will not automatically be entitled in all cases to a remedy that requires the faculty member to recall and destroy all existing copies of works that fail to include or omit the District's or College's identification.

15.4.6 Responsibilities

15.4.6.1 *Registration of copyright.* It shall be the responsibility of the party who owns the copyright to each work to register that copyright with the United States Copyright Office, if the owner so chooses.

15.4.6.2 *Acquiring and paying for necessary rights from third parties.* If the creation or use of a work requires rights to be acquired from third parties, such rights shall be acquired and paid for by the party (i.e., the faculty member or the District) who owns the copyright to that work. Faculty members acknowledge that in some cases, the cost of acquiring necessary rights from third parties, if paid by the District, may itself constitute "substantial support" from the District, so the District would become the owner of the copyright to such works simply because it paid to acquire those rights.

15.4.6.3 *Determining and documenting copyright ownership when two or more faculty members create and own the copyright to a work.* If a work whose copyright would be owned by

a faculty member (rather than by the District) is created by two or more faculty members, it is the responsibility of those faculty members to determine the manner in which they share ownership of the copyright to that work, and it is their responsibility to prepare (or have prepared at their own expense) a written agreement between them documenting their determination. No grievance against the District may be asserted by faculty members arising out of any consequences of their failure to make or document an agreement concerning the manner in which they share ownership of the copyright to such a work.

- 15.4.7** Authorization of individual agreements the terms of which differ from those described above. Faculty members and the District may, if they wish, enter into individual agreements with one another concerning copyright ownership and usage rights to specific works, the terms of which differ from those set forth above. The terms of any such individual agreement will supersede the terms of this Article, once such an agreement is signed by the faculty member and an authorized representative of the District. Any such agreement will be provided to the AFT.
- 15.4.8** Dispute resolution. Disputes between faculty members and the District concerning this Article shall be resolved pursuant to the grievance procedures contained in Article XVIII, except that an arbitrator who is expert in copyright law shall be chosen by the parties, or, if the parties are unable to agree on an arbitrator, chosen in accordance with the commercial arbitration rules of the American Arbitration Association.

ARTICLE XVI – DISTRICT APPROVED TRAVEL

16.1. Procedure for Off-Campus Activities

The District may grant a leave of absence with pay for District related travel. Approval and travel expense shall be reimbursed per the District travel policy and procedures in effect as of September 1, 2017 which can be viewed at [TRI – Travel Expenses](#) and [TR3-Off Campus Activity Request](#).

ARTICLE XVII – SAFETY

17.1. Unsafe Working Conditions

Any on-the-job condition(s) considered to be unsafe or potentially unsafe or with regard to classroom noise, ventilation, heating, cooling, water leakage, and other similar problems shall be reported immediately to their Dean/Director and/or the Human Resources Office. If the District determines that the facility and/or equipment poses a serious threat to the health or safety of the unit member, alternative working conditions shall be provided. The unit member may file a claim with CAL OSHA at any time.

The parties agree to collaborate toward developing Districtwide ergonomic standards for faculty.

17.2. Personal Safety

- 17.2.1. Unit members may use such force as is reasonable under the circumstances to protect themselves from attack, to protect another person or property, quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on the person or within the control of another person on District property.
- 17.2.2. Unit members shall report to their immediate supervisor and appropriate law enforcement authorities incidents in which they have been attacked, assaulted, battered, or menaced by any person on District property.
- 17.2.3. If legal action is brought against a unit member alleging the commission of an assault in connection with their employment or arising out of student discipline, he/she may request the Governing Board to furnish legal counsel. If the Governing Board denies a request to provide legal counsel and the unit member prevails in the proceeding, the Governing Board shall reimburse the unit member for legal fees and any losses in salary, provided the allegation was not an action brought by the District against the unit member.
- 17.2.4. In cases where assault results (e.g. worker's compensation) in injury and/or absence from work, the following conditions apply:
 - 17.2.4.1 If absence occurs from such assault, the unit member shall receive full salary during the period of absence in accordance with Education Code sections 87042 and 87787.
 - 17.2.4.2 The unit member shall advance on the salary schedule during such period in accordance with the provisions of the salary schedule.
 - 17.2.4.3 The unit member may make application to the Board of Trustees for reimbursement for any loss, damage, or destruction of clothing or personal property of the unit member not covered by insurance as a result of assault upon the unit member arising out of and in the course of the unit member's duties.

- 17.2.5. All classroom doors shall be equipped with either an electronic lock or dual lock locking mechanism allowing the door to be locked from the inside to keep students and faculty safe in the event of a physical threat of violence no later than September 1, 2021. All new construction and renovations shall conform to these standards as new and renovated buildings come on line subsequent to the ratification date of this Agreement, per the recommendations from the District Public Safety & Emergency Preparedness Council.

17.3 Discipline of Students

- 17.3.1 Unit members may make a referral to the behavioral intervention team if a student behaves in a manner in which the unit member considers potentially threatening. The Action Guide concerning referrals may be obtained from the Student Affairs Office.
- 17.3.2 As per Education Code 76032, a faculty member may remove a student from his or her class for the day of the removal and the next class meeting (with the assistance of the Sheriff if necessary). The faculty member shall immediately report the removal to the Vice-President of Student Services for appropriate follow-up action. Further information regarding student disciplinary procedures may be found in the Student Affairs Office.
- 17.3.3 During student disciplinary hearings in which unit members may be required to attend, the District shall compensate the unit member at the unit member's non-classroom rate of pay for any time spent outside of her/his regularly assigned workweek in such a hearing. A substitute will be provided if said hearing requires the unit member to miss a class meeting.

17.4 Campus Safety

- 17.4.1 The District will make reasonable efforts through the development of a system and allocation of adequate resources to ensure that the goal for emergency response to any request for help on district property will be less than 10 minutes.
- 17.4.2 Standardized, consistent, and accessible infrastructure needs to be installed and maintained in working order in every building and every classroom to provide convenient access from the instructor's teaching area to initiate an emergency response.
- 17.4.3 Training for all new faculty and staff on how to use the system shall be an included component of training materials provided during the on-boarding process. Any future changes to the system will be accompanied by appropriate training for all existing and new faculty and staff.
- 17.4.4 There will be a two tiered system for emergency response:

The first tier is to call "911-Emergency" where law enforcement and/or medical/fire personnel are needed.

The second tier refers to situations relating to student removals that necessitate the need for a security response to assist in the student removal. In these cases the faculty member shall contact the Sheriff department's non-emergency line.

- 17.4.5** In addition to the above resources, the District will develop a means to communicate broadly across each campus in addition to cell-phone texts or calls (via a system such as an intercom or PA) in the event that an emergency is occurring that would warrant regional or campus-wide response (such as an earthquake, fire, active shooter, etc). Such a system will be designed to be heard at all areas of campus, and will be able to be initiated quickly.
- 17.4.6** Such resources (as stated above) will be made available any time the campus is open.

ARTICLE XVIII – GRIEVANCES

18.1. Purpose

The purpose of the grievance procedure is to resolve grievances at the lowest administrative levels, protecting the rights of all parties.

18.2. Definitions and Limitations

- 18.2.1.** A "grievance" is a formal written allegation by a unit member, AFT on its own behalf, or in the name of, or on behalf of, a specific unit member or members for whom there has been a violation, misinterpretation, misapplication, or misimplementation of one or more specific provisions of this Agreement, or a violation of this Agreement, written policy, past practice, or regulation pertaining to the scope of the unit member's job.
- 18.2.2.** Other matters for which a method of review is provided by law or another Article of this Agreement, such as dismissal; claims of discrimination or retaliation under any of the following acts: Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (including the ADA Amendments Act of 2008), the Age Discrimination in Employment Act, the Equal Pay Act, the Occupational Safety and Health Act, the California Occupational Safety and Health Act, the California Fair Employment and Housing Act, the Uniformed Services Employment and Reemployment Rights Act, the Educational Employment Relations Act, or Workers' Compensation; are excluded from this procedure. AFT, however, may file a grievance over an alleged violation, misinterpretation, or misapplication of AFT Rights, as specified in Article II.
- 18.2.3.** The term "grievant" is defined as AFT representing a specific unit member or members asserting the claim, or a unit member acting on her or his own behalf. AFT has the right to represent the unit member(s) in all aspects of the grievance procedure.
- 18.2.4.** A "day" for purposes of notifications is a regular District business.
- 18.2.5.** The "immediate supervisor" is the lowest level managerial or supervisory position having immediate jurisdiction over the unit member(s) named in the grievance

18.3. Conciliation Procedure

- 18.3. 1.** Within thirty (30) days after the occurrence of the alleged act or omission, which was the basis for a potential grievance, or within thirty (30) days after the unit member(s) involved knew, or reasonably should have known, of the act or omission giving rise to a potential grievance, the unit member(s) or AFT on behalf of the unit member(s) shall initiate an informal meeting with unit member's dean or the appropriate immediate supervisor in an effort to resolve the potential grievance when an agreement has been reached that resolves the potential grievance at this level, it shall be reduced to writing.

18.4. Level 1- Grievance Procedure

When conciliation efforts fail to resolve the issue, AFT or the grievant, within ten (10) days of the informal meeting may present the grievance in writing to the appropriate Vice-President. The statement shall detail the specific act or conditions, the grounds upon which the grievance is based, and the specific remedy sought. The Vice-President shall communicate in writing his/her decision to AFT, and the College President, within ten (10) days after receiving the grievance. During this period, either party may request a joint conference.

18.5. Level II - Grievance Procedure

If the grievance is not resolved at Level I, AFT or the grievant may appeal the decision in writing to the College President or designee within ten (10) days after the delivery of the decision by the Level I administrator. The statement of appeal shall include a copy of the original grievance, the decision rendered, and why the disposition of the grievance at the prior level was unsatisfactory. The President or designee shall communicate a decision in writing to AFT, the grievant, and the Chancellor within ten (10) days after receiving the appeal. Either party may request a joint conference during this period.

18.6. Level III - Grievance - Procedure

18.6.1 If the grievance is not resolved at Level II, AFT or the grievant may appeal the decision in writing to the Chancellor or designee within ten (10) days after the delivery of the decision by the President or designee. The statement shall include a copy of the original grievance, the decisions rendered at Levels I and II, and why the disposition of the grievance at prior levels was unsatisfactory. The Chancellor or designee shall communicate a decision in writing within ten (10) days after receiving the appeal. Either party may request a personal conference during this period. The decision of the Chancellor or designee shall be final unless a written appeal is filed with the Chancellor by the unit member, or AFT acting on its own behalf, within ten (10) days of the receipt of the Chancellor or designee's decision.

18.6.2 Upon mutual written agreement of the parties, within ten (10) days after receipt of the decision, a mediator as mutually agreed to by the parties, or from the California Mediation and Conciliation Service may be contacted to facilitate the resolution of the grievance. If the issue is still not resolved, AFT may then proceed to arbitration. Costs for the services of the mediator shall be borne equally by AFT and the District. If the grievant is not being represented by AFT, the District shall pay the full cost of the mediation.

18.7. Level IV - Grievance Procedure

18.7.1 . AFT shall notify the District in writing of its decision to seek arbitration within ten (10) days after the receipt of the decision of the Chancellor or designee.

18.7.2 . Questions as to the arbitrability of an issue, shall be decided by the arbitrator prior to a determination of substantive issues. Submission to arbitration shall be made to an arbitrator as mutually agreed to by the parties, or the California Mediation and Conciliation Service which will provide a list of five (5) names, in the absence of an approved panel of arbitrators. AFT and District shall alternately strike a name; the remaining person, upon mutual agreement, shall be the arbitrator. The arbitrator shall

proceed under the Voluntary Labor Arbitration Rules or the Expedited Labor Arbitration Rules of the American Arbitration Association.

The parties agree to establish a panel of five (5) arbitrators from which they will consecutively select to hear each case that reaches arbitration.

- 18.7.3.** The arbitrator shall be empowered to hold hearings, set procedural rules, and require such evidence or testimony as he/she may judge necessary. His/her decision shall be in writing (unless mutually agreed to by the parties) detailing all findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall not require any action prohibited by law or that violates the terms of this Agreement. The decision of the arbitrator shall be final and binding on AFT and the District.

18.8. Grievance Process Policies

- 18.8.1.** A grievant shall have the right to have a representative present at all levels of the grievance process.
- 18.8.2.** Records pertaining to a grievance shall be kept in a grievance file separate from the individual grievant's official District personnel file.
- 18.8.3.** If the presence of an AFT representative is necessary at a meeting between the grievant and the District during the work day to resolve a grievance, the representative and/or grievant shall be released from duties without loss of pay. A reasonable amount of reassigned time shall be granted to AFT to process grievances.
- 18.8.4.** AFT shall have the right to state its views at all levels of the grievance procedure. When the grievant represents herself/himself, the District shall not agree to resolution of the grievance prior to AFT receiving a copy of the proposed resolution and having a minimum of ten (10) days to file a written response.
- 18.8.5.** Costs for the services of the arbitrator and related hearing costs shall be borne equally by AFT and the District.
- 18.8.6.** The parties shall make available all nonconfidential documents and data in their possession pertaining to the grievance.
- 18.8.7.** If the District representative does not respond to the grievance within the designated time, the grievant may appeal to the next level.
- 18.8.8.** Mutual agreement of the parties may extend or shorten the time limits specified at each level of the procedure.
- 18.8.9.** The grievance forms, if any, shall be jointly developed by the District and AFT.
- 18.8.10.** No punitive action shall be taken by the District, AFT, the grievant, or any representative of the parties for participating in the grievance process.

ARTICLE XIX – DISCIPLINE AND DUE PROCESS FOR TENURE/TENURED-TRACK FACULTY

19.1 Definitions and Rights

19.1.1 This Article shall only apply to tenure/tenure-track unit members, or full time unit members serving in a categorically-funded position who are disciplined or terminated for cause before the expiration of the categorical funds.

19.1.2 Within the parameters as set forth in the following Sections of this Article XIX, the District maintains the right to discipline or discharge unit members for cause.

19.1.3 When problems arise in the performance of assigned duties and responsibilities, the District will make reasonable attempts to assist the unit member in correcting those problems through the application of progressive discipline. In issuing discipline, the District will take into consideration the totality of circumstances including but not limited to:

1. Whether progressive discipline has been issued in the past and whether the offense is one in which progressive discipline should be considered;
2. Whether there has been a fair investigation of the allegations of misconduct;
3. Whether the level of discipline is proportionate to the alleged cause for discipline in consideration of extenuating and mitigating factors and the unit member's past history of misconduct or poor performance.

Nothing herein shall limit the District's ability to respond to serious offenses by taking action not usually prescribed as an initial step in a progressive discipline process.

19.1.4 Informal discipline refers to oral counseling sessions, oral and written warnings, and other lower level admonitions that are kept in the immediate supervisor's office and not placed in the unit member's personnel file.

Formal discipline includes: written reprimands, suspensions without pay, or dismissals for cause, the documentation of which is placed in the unit member's official personnel file in District Human Resources.

For purposes of this Article, denial of tenure, non-renewal of a contract for a tenure-track employee, a Notice of Unprofessional Conduct and/or a Notice of Unsatisfactory Performance, and compulsory suspensions pursuant to Education Code section 87736 shall not be considered to be discipline for the purposes of this Article, and shall not be subject to the provisions of this Article.

All documentation of misconduct resulting in formal discipline must be placed in the unit member's official personnel file within thirty (30) days of the imposition of the discipline. A unit member's level of formal discipline may be based upon any prior disciplinary action only if those prior formal disciplinary materials are in the unit member's official personnel file in the District Human Resources Office and are less than three years old.

Disciplinary investigation shall occur in a timely manner following the occurrence or knowledge by the District of said incident.

Where the District intends to interview an accused unit member in the course of an investigation into allegations made against the accused unit member:

- i. The accused unit member shall be advised of the allegations made against him/her which are the subject of the investigation before the commencement of questioning;
- ii. A copy of any written complaint shall be provided or shown to the unit member before or during the interview where appropriate;
- iii. The District shall inform the accused unit member of his or her right to union representation.

The District shall take all reasonable efforts to ensure confidentiality during the course of the investigation in order to protect the integrity of the investigation and prevent against retaliation.

19.1.5 No unit member shall be formally disciplined except for one or more of the causes as delineated in Education Code section 87732.

19.2 Due Process

Unit members shall be free from disciplinary action without proper regard for due process as defined in this Article and as required by law. The burden of proof shall at all times remain with the District, except in the case of the assertion of an affirmative defense by the unit member.

19.2.1 All unit members shall be provided a pre-disciplinary hearing conducted by the appropriate management employee next in line to the recommending manager, prior to implementation of any disciplinary action more severe than a five (5) day suspension.

19.2.2 For disciplinary actions of suspension or other loss in compensation or property rights equal to or less than in severity to a five (5) day suspension, the pre-disciplinary hearing process delineated in Sections 19.2.4 and 19.2.5 below *may* be held after the imposition of the discipline. All of the other provisions of Sections 19.2.4 through 19.2.7 shall still apply in these cases.

19.2.3 With the exception of those cases where Section 19.2.2 above applies, all unit members who are either orally or in writing directed not to return to work pending an investigation, or pending the imposition or the possible imposition of discipline, shall be considered to be in paid administrative leave status.

19.2.4 Notice of Pre-Disciplinary Hearing

In all discipline cases requiring a pre-disciplinary hearing, notice of such discipline shall be made in writing and served upon the unit member in person or by registered or certified mail. The notice shall include the following:

1. A statement of the proposed disciplinary action;
2. A statement of the charges upon which the proposed disciplinary action is based;
3. A statement of the facts upon which the proposed disciplinary action is based;
4. A statement of the unit member's right to respond orally or in writing or both;
5. A statement of the unit member's right to have representation at the pre-disciplinary hearing.
6. All documents or materials upon which the recommendation to impose discipline has been made or a statement of the member's right to review the specified documents.

19.2.5 Pre-Disciplinary Hearing Timelines

19.2.5.1 The unit member must respond to the pre-disciplinary notice no later than ten (10) working days after delivery of the written pre-disciplinary notice. The pre-disciplinary hearing shall occur no sooner than twenty (20) working days after delivery of the written pre-disciplinary notice.

19.2.5.2 After the pre-disciplinary hearing has been concluded and all pertinent facts have been reviewed, the appropriate manager shall notify the unit member and his/her representative in writing of the recommendation to be made to the President or Vice-Chancellor of Human Resources. If the President or Vice-Chancellor of Human Resources sustains the recommendation, the recommendation shall be forwarded to the Chancellor for action with a copy provided to the unit member.

19.2.5.3 If the Chancellor sustains the recommendation, the Chancellor shall notify the unit member and his/her representative in writing of the recommendation to be made to the Board of Trustees regarding discipline, if any, within ten (10) working days of the recommendation made by the President or Vice-Chancellor of Human Resources.

19.2.5.4 Any of the pre-disciplinary hearing timelines may be modified by mutual agreement of the parties.

19.2.5.5 If the Chancellor recommends that a suspension or termination be imposed, the recommendation shall be submitted to the Board of Trustees for consideration and decision pursuant to Education Code sections 87671 and 87672.

19.2.6 Final Notice of Discipline

Following the decision made by the Board of Trustees pursuant to Education Code section 87672, a final notice of disciplinary action shall be sent to the unit member by registered or certified mail or personally served upon the unit member. This final notice of disciplinary action shall contain the following:

1. A statement of the exact discipline to be imposed and the effective date(s);
2. A statement of the charges upon which the disciplinary action is based;
3. A statement of the facts upon which the final decision to impose discipline was based;

4. A statement of the unit member's right to appeal the disciplinary action within thirty (30) working days from the date of service of the final notice of disciplinary action;
5. A copy of all materials upon which the District has based its decision to impose discipline or a statement of the member's right to review the specified documents.
6. A separate card or paper, the signing and filing of which shall constitute a demand for hearing and a denial of the charges.

In cases where the District's disciplinary action is to dismiss a unit member for immoral conduct, conviction of a felony or of any crime involving moral turpitude, with incompetency due to mental disability, or with willful refusal to perform regular assignments without reasonable cause, and pursuant to Education Code sections 87735 and 87736, the District may, if it deems such action necessary, immediately suspend the employee from his or her duties without pay and give notice to him or her of his or her suspension without pay, and that 30 days after service of the notice, he or she will be dismissed, unless he or she demands a hearing. If the employee does not demand a hearing within the 30-day period, his or her dismissal shall be effective upon the expiration of 30 days after service of the notice. The preceding notice requirements of section 19.2.6 still apply in these cases.

19.2.7 Appeal of Discipline

Unit members who are dismissed or suspended may appeal the disciplinary decision pursuant to Education Code sections 87673 et. seq.

As per Education Code sections 87677 and 87683, , in cases of appeal of discipline where the grievant is not being represented by AFT, the employee will bear all costs associated with her/his own representation and the District shall pay the full cost of the arbiter and all hearing related costs.

ARTICLE XX – SAVINGS CLAUSE and SUPPORT OF AGREEMENT

- 20.1.** If any provision of this Agreement or its application to a unit member is held to be contrary to law, such provisions or applications shall not be deemed valid and subsisting, except permitted by law, but all other provisions or applications shall continue in full force and effect. Upon request of either party, the parties shall meet for the purpose of renegotiating the affected provision(s).
- 20.2** AFT and the District recognize the duty and obligation of its respective representatives to comply with the provisions of this Agreement and to extend every effort for the implementation of all its provisions.

ARTICLE XXI – NOT-FOR-CREDIT INSTRUCTORS

All Articles of this Agreement shall apply to not-for-credit instructors with the exceptions of:

ARTICLE V – EVALUATION AND TENURE

ARTICLE VII – WORKING CONDITIONS

**ARTICLE VIII – FACULTY SERVICE AREAS, ASSIGNMENT, REASSIGNMENT
TRANSFER, LAYOFF, AND REEMPLOYMENT**

ARTICLE IX – COMPENSATION AND BENEFITS

ARTICLE X – RETIREMENT

ARTICLE XI – PART-TIME FACULTY

ARTICLE XII – SUMMER AND INTERSESSION

ARTICLE XIII – LEAVES OF ABSENCE

ARTICLE XIV – SABBATICAL LEAVE

**ARTICLE XV – PROFESSIONAL GROWTH ACTIVITIES & INTELLECTUAL
PROPERTY RIGHTS**

ARTICLE XVI – CONFERENCE ATTENDANCE

Any terms and conditions of employment for not-for-credit instructors which would fall under the above Articles shall continue under the status-quo which were in effect as of November 1, 2014

ARTICLE XXII – DURATION AND CONDITIONS

- 22.1** Any individual agreement between the District and any individual faculty member within the representational unit of this Agreement which would modify the faculty member's wages, hours or other terms and conditions of employment in such a manner to be inconsistent with this Agreement heretofore executed shall be subject to and made subject to and consistent with the terms of this or subsequent agreements to be executed by both parties. If an individual agreement contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling unless otherwise agreed to in writing between the District and AFT.
- 22.2** This Agreement shall supersede any rules, regulations, or practices of the District which are or may be in the future contrary to or inconsistent with its terms. The provisions of the Agreement shall be considered part of the established policies and procedures of the District.
- 22.3** For the duration of this Agreement, the AFT and the District shall not be obligated to meet and negotiate with respect to any subject or matter with the exception of re-openers on Article IX, Compensation and Benefits, effective July 1, 2019 with the intent of implementing any changes no later than July 1, 2020 and those other Articles within this Agreement which specifically call for meeting and negotiating. Upon mutual written agreement, the parties may reopen additional articles for negotiations.
- 22.4** The parties agree to amend this Agreement as necessary to implement the economic provisions of the Resource Allocation Formula, if one exists. All subsequent economic improvements will be paid from the AFT's share of the Resource Allocation Formula if one exists. If a subsequent Resource Allocation Formula is negotiated, it shall be incorporated into and be considered a part of this Agreement.
- 22.5** This Agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous agreements, both written and oral. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
- 22.6** The duration of this Agreement shall be from January 1, 2019 through June 30, 2021.

APPENDICES

TABLE OF CONTENTS

PAGE

APPENDIX A – Salary Schedules.....	1
APPENDIX B – Fringe Benefits.....	2
APPENDIX C – Evaluation Forms.....	5
APPENDIX D – Reassigned Time & Stipends for Department Chairs and Coordinators	6
APPENDIX E – Discretionary Reassigned Time Application.....	8
APPENDIX F – Applications for Salary Advancement	11
APPENDIX G – Job Descriptions	12
APPENDIX H – Adjunct/Overload Faculty Load Determination	13
APPENDIX I – Exceptions to LED Load Determination Formula	15
APPENDIX J – Adjunct Office Hour Form.....	17

APPENDIX A – SALARY SCHEDULES

[Salary Ranges for 10 Month Tenured/Tenure-Track Employees](#)

[Salary Ranges for 11 Month Tenured/Tenure-Track Employees](#)

[Salary Ranges for Adjunct, Overload and Substitute Employees](#)

APPENDIX B – FRINGE BENEFITS (Reference Article IX)

The District and AFT agree to continue VEBA participation which was first effective January 1, 2013.

The parties have agreed to the detailed benefits information for Full-Time and Part-Time Faculty which can be found on the [District Benefits Department Website](#).

No duplication of coverage – An employee may not be covered in GCCCD plans as an employee or retiree and at the same time be covered as an eligible dependent of an employee or retiree. An employee may not be covered in more than one category. Employees who are also dependents of other employees or are dependents who become eligible as an employee, must elect to be enrolled as a dependent or elect to be covered as an employee in the other plan. For example, if a dependent of an employee is covered under the United HealthCare plan and then they become eligible for coverage as an employee, they may remain a dependent in United HealthCare or enroll in Kaiser as an employee. Dependents of employees or retirees may not be covered by more than one employee’s plan.

Part-Time employee Alternative Retirement Plan – For those part-time academic employees who are not members of STRS or PERS, the unit will be mandatorily enrolled in the County Department of Education FBC ARS-3121 Plan. The contribution rate is 3.75% with the District matching at the same percentage. The unit member’s contribution is tax deferred. Vesting is immediate upon the first day at work. A summary plan description of the plan is available in the Benefits office.

Retiree Coverage:

- a. Retirees and dependents in HMO service areas will be covered by either Kaiser or United HealthCare.
- b. Retirees and dependents outside the HMO service areas will be covered by either Kaiser or United HealthCare.

“Opting Out” of District medical and dental coverage:

- a. No active employees or dependents will be permitted to “opt-out” of District Coverage.
- b. Retirees under the age of 65 (payments to be made in January and July):
 - 1) Retirees residing outside of the United States will receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a single party or a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a retiree and their spouse in lieu of direct coverage.
 - 2) Other retirees may “opt-out” from medical coverage and receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff for a single party or both the retiree and their spouse may “opt-out” and receive a payment equal to 77% of the monthly premium for the least costly health plan offered to staff. Retirees who “opt-out” with alternate insurance will be permitted to return the first month following proof of loss of the alternate insurance.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**SIDELETTER BETWEEN THE
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
AND
AFT GUILD, LOCAL 1931**

Adjunct Faculty Healthcare

Effective Date: January 1, 2014

Adjunct faculty shall be eligible for District-paid contributions toward family coverage for medical and vision premiums via the Kaiser plan, and dental premiums via the Delta Dental Plan on the same basis as contract faculty enrolled in those plans. To qualify for coverage, an adjunct faculty member must serve an average equal to fifty percent (50%) LED or greater for two (2) consecutive academic semesters (fall/spring or spring/fall). For initial eligibility purposes, the spring 2014 semester shall be considered the first semester.

The effective date of insurance for qualifying adjunct faculty members will be February 1 for those who qualify based on the previous two (2) spring/fall semesters, and September 1 for those who qualify based on the previous two (2) fall/spring semesters. To qualify the adjunct faculty member must complete an enrollment application following the completion of the previous two (2) consecutive qualifying academic semesters. For initial eligibility purposes, the first date coverage will be offered will be February 1, 2015.

Upon initially qualifying for coverage only the employee will be covered. During the District's annual open enrollment period in November, dependents may be added to the plan for coverage effective the subsequent January 1.

Coverage continues for unit members as long as the qualifying load is maintained. For purposes of determining qualifications, summer or winter recess shall not represent an interruption in service.

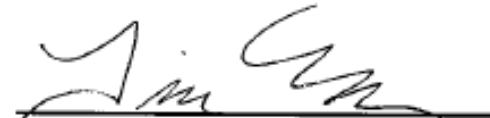
Faculty members currently eligible for benefits if assigned as long-term substitute or leave replacement in lieu of their initial semester assignment shall have their long-term substitute or leave replacement hours counted towards their LED for purposes of benefit eligibility only.

Retired tenured or contract faculty members are not eligible for this program.

Adjunct faculty who have previously qualified for benefits, and who subsequently have two (2) consecutive semesters with a forty percent (40%) LED assignment may remain in the benefits program provided they have a sixty percent (60%) LED assignment during the subsequent third semester.


The attached AFT adjunct faculty healthcare funding analysis outlines the following funding agreement:

1. AFT will allocate the one-time 2013/2014 allocation of the District's fifteen percent (15%) of the Resource Allocation Formula (RAF) dedicated to AFT of \$286,332 to fund initial adjunct faculty health care costs.
2. AFT will allocate the first 0.25% of its annual RAF Continuous Revenue allocation for four years, beginning in 2014/2015, in each year during which the on-schedule salary increase RAF Continuous Revenue allocation is 1.0% or greater. If, subsequent to January 2015, there are two years in a row during which the District receives less than a 1.0% COLA from the State, and AFT has not yet been able to fund four (4) years of its 0.25% contributions, District paid coverage for dependents will be suspended until such time that the AFT has been able to fund four (4) years of its 0.25% contributions. If such a suspension does occur, covered unit members may opt to purchase dependent coverage during this period.



Tim Corcoran, Associate Vice Chancellor
Human Resources

Dated: 11/20/13



Jim Mahler, President
AFT Guild, Local 1931

Dated: 11/20/13

APPENDIX C – EVALUATION FORMS

All evaluation forms can be found on the District “Forms Depot” or by clicking on the links below:

[Coaching Instructor Form](#)

[Counselor Form](#)

[DSP&S Specialist/Counselor Form](#)

[Instructor Evaluation Form](#)

[Librarian Form](#)

[Online Instructor Form](#)

**APPENDIX D – REASSIGNED TIME AND STIPENDS FOR DEPARTMENT CHAIRS
AND PROGRAM COORDINATORS**

[Reassigned Time and Stipends](#)

APPENDIX E – DISCRETIONARY REASSIGNED TIME

APPLICATION FOR REASSIGNED TIME – DISCRETIONARY ASSIGNMENTS

I. Guidelines

1. Use the form below. Attach additional sheets if necessary.
2. The application should be routed as follows:
 - a. Initiated by Department Chair/Program Coordinator/Faculty Applicant
 - b. Appropriate Next Level Administrator
 - c. Consultation between the Chair, Coordinator, Faculty Applicant and the appropriate Administrator
 - d. Appropriate Vice President
 - e. President
 - f. District Reassigned Time Review Committee (DRTRC) for final approval.
3. AFT and the District expect that consultation between the faculty member who will be accepting the assignment and the appropriate administrators will have occurred before the application is presented to DRTRC for review.
4. Total of load and LED value of all reassigned time **cannot exceed 1.0 LED.**
5. Discretionary assignments should be appropriate to the position description in the Appendix of the AFT/GCCCD Agreement.
6. As a reference please note that a 0.20 LED assignment equals 105 hours of work for the semester (based on 30 hours per week x 17.5 weeks = 1.0 LED).
7. Reassigned time is necessary when the scope of the assignment is such that it cannot be completed during the time set aside for other professional activities during unscheduled hours and requires that the faculty member be released from their regular teaching, counseling or librarian load to complete the assignment.

II. Approval Signatures:

Department Chair/Coordinator _____ Date _____

Appropriate Administrator _____ Date _____

Appropriate Vice-President _____ Date _____

President _____ Date _____

III Discretionary Assignments

A. Purpose of assignment:

B. Describe in detail the duties and activities of the assignment:

C. Explain why this is an appropriate faculty assignment.

D. Expected duration. Please note even though duration is listed the final decision is determined by the college's review process and DRTRC.

E. How will assignment be evaluated and by whom.

IV Findings of District Reassigned Time Review Committee (DRTRC) including recommendation to the VCHR or designee.

LED Value assigned by DRTRC Committee: _____

District Representative: _____ Date _____

AFT Representative: _____ Date _____

VI. Assignment Allocation and Payment/Expenditure of LED Value

A LED Value Requested	B Allocation (i.e. Reassigned time, stipend, hourly salary, supplies)	C Name (If appropriate)	D Budget Number (To be completed by College and returned to HR after DRTRC review)	E Amount (To be completed by College and returned to HR after DRTRC review)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

APPENDIX F – APPLICATIONS FOR SALARY ADVANCEMENT

Tenured/Tenure-Track Faculty:

[Group A - Breadth](#)

[Group A - Depth](#)

[Group B – Professional Growth](#)

Adjunct Faculty:

[Salary Advancement Rules and Forms](#)

APPENDIX G – UNIT MEMBER JOB DESCRIPTIONS

[Counselor Job Description](#)

[Instructor Full-Time Job Description](#)

[Instructor Part-Time Job Description](#)

[Librarian Job Description](#)

Career Counselor

Disabled Student Program and Services Specialist

Department Chair

Instructional Program Coordinator

CARE/New Horizons Program Specialist

Alternate Media/High Tech Center Access Specialist

APPENDIX H – ADJUNCT/OVERLOAD FACULTY LOAD DETERMINATION

The parties agree to the following:

Generally speaking, if an adjunct faculty member is performing a service that *non-classroom* tenured/tenure-track faculty perform during their *on-campus assigned time*, then the adjunct faculty member's service needs to count toward their load calculation (LED). In addition, any and all adjunct faculty teaching assignments always count toward load (unless it's a fee-based, not-for-credit assignment).

Examples of adjunct faculty assignments that count toward load:

1. Any form of Instruction or Instructional or Laboratory Supervision
2. Any work a tenured/tenure-track Librarian would perform as part of her/his on-campus assigned duties.
3. Any work a tenured/tenure-track Counselor would perform as part of her/his on-campus assigned duties.
4. Any other type of special program coordination that a tenured/tenure-track could conceivably be assigned to perform as part of their regular assignment.

Examples of adjunct faculty assignments that do not count toward load:

CA Education Code Section 87482.5 states the following:

(c) (1) Service in professional ancillary activities by persons employed under this section, including, but not necessarily limited to, governance, staff development, grant writing, and advising student organizations, shall not be used for purposes of calculating eligibility for contract or regular status unless otherwise provided for in a collective bargaining agreement applicable to a person employed under this section.

Some examples of these types of Ancillary Activities include:

- **Governance:** This includes participation in the formal governance process and structure of the college, including assignment to a standing governance committee, a special governance assignment, or other college governance activities.
- **Staff Development:** This includes participation in college training and professional development activities such as pre-approved department training, and professional development activities supporting broad-based strategic themes, research and development of new college curricula, and other professional development activities. For purposes of Ancillary Activities, Staff Development does not include those activities required to be performed by faculty as part of their FLEX obligation.
- **Grant Writing:** This includes participation in pre-grant workshops, grant meetings and presentations, grant research and development, grant writing, and other approved grant activities.
- **Advising Student Organizations:** This includes activities of development and advisement of Associated Student Government in organization, management, and leadership.

In addition, the parties have agreed that adjunct office hours or tutoring, whether paid or volunteer, will not count toward load.

Other Miscellaneous activities that do not count toward load:

- a. Evaluations
- b. Library surveys
- c. Assessment testing and scoring
- d. Industry/community outreach
- e. Organizing a conference or event
- f. Development and implementation (not teaching) of new materials
- g. Teaching fee-based classes (continuing education not-for-credit) only

Appendix I – Exceptions to LED Load Determination Formula (reference Article 7.8.2)

	Course	Title	L E D			Total
			Lec	Lab	Comp	
BOT	101A	Keyboarding/Document Processing I	5.33	11.00	0.00	16.33
	101B	Keyboarding/Document Processing II	5.33	11.00	0.00	16.33
	102A	Intermediate Keyboarding/Document Processing I	5.33	11.00	0.00	16.33
	102B	Intermediate Keyboarding/Document Processing II	5.33	11.00	0.00	16.33
BUS	128	Business Communication	20.00	0.00	5.00	25.00
ENGL	098	English Fundamentals	26.67	0.00	5.00	31.67
	099	Accelerated Preparation for College Reading, Reasoning, and Writing	33.33	0.00	5.00	38.33
	109	Composition for College	26.67	0.00	5.00	31.67
	120	College Composition and Reading	20.00	5.00	5.00	30.00
	124	Advanced Composition: Critical Reasoning and Writing	20.00	5.00	5.00	30.00
	126	Creative Writing	20.00	0.00	5.00	25.00
	130	Short Fiction Writing I	20.00	0.00	5.00	25.00
	131	Short Fiction Writing II	20.00	0.00	5.00	25.00
	132	Short Fiction Writing III	20.00	0.00	5.00	25.00
	133	Short Fiction Writing IV	20.00	0.00	5.00	25.00
	134	Creative Nonfiction Writing I	20.00	0.00	5.00	25.00
	135	Creative Nonfiction Writing II	20.00	0.00	5.00	25.00
	136	Creative Nonfiction Writing III	20.00	0.00	5.00	25.00
	137	Creative Nonfiction Writing IV	20.00	0.00	5.00	25.00
	160	Drama Writing I	20.00	0.00	5.00	25.00
	161	Drama Writing II	20.00	0.00	5.00	25.00
	162	Drama Writing III	20.00	0.00	5.00	25.00
163	Drama Writing IV	20.00	0.00	5.00	25.00	
175	Novel Writing I	20.00	0.00	5.00	25.00	
176	Novel Writing II	20.00	0.00	5.00	25.00	
177	Novel Writing III	20.00	0.00	5.00	25.00	
ES	203	Intercollegiate Baseball	33.33	25.00	0.00	58.33
	206	Intercollegiate Basketball	33.33	25.00	0.00	58.33
	209	Intercollegiate Cross-Country	33.33	25.00	0.00	58.33
	210	Intercollegiate Badminton	33.33	25.00	0.00	58.33
	212	Intercollegiate Football	33.33	25.00	0.00	58.33
	215	Intercollegiate Softball	33.33	25.00	0.00	58.33
	213	Intercollegiate Golf	33.33	25.00	0.00	58.33
	218	Intercollegiate Soccer	33.33	25.00	0.00	58.33
	221	Intercollegiate Swimming	33.33	25.00	0.00	58.33
	224	Intercollegiate Tennis	33.33	25.00	0.00	58.33
	227	Intercollegiate Track	33.33	25.00	0.00	58.33
	230	Intercollegiate Volleyball	33.33	25.00	0.00	58.33
	233	Intercollegiate Water Polo	33.33	25.00	0.00	58.33
ESL	1A	Accelerated Reading and Writing for English as a Second Language	40.00	0.00	5.00	45.00
	1B	Advanced Accelerated Reading and Writing for ESL	40.00	0.00	5.00	45.00
	2A	Accelerated Composition for English as a Second Language	40.00	0.00	5.00	45.00
	2B	Advanced Accelerated Composition for English as a Second Language	40.00	0.00	5.00	45.00
	096	English as a Second Language III	33.33	5.00	5.00	43.33
	100	English as a Second Language IV	33.33	5.00	5.00	43.33
	103	English as a Second Language V	33.33	5.00	5.00	43.33
	106	English as a Second Language VI	33.33	5.00	5.00	43.33
	119	English as a Second Language VII	33.33	5.00	5.00	43.33
	120	Accelerated Composition for English as a Second Language	33.33	5.00	5.00	43.33

MUS	105-106-205-206	Music Theory and Practice	26.67	10.00	0.00	36.67
	108-109-208-209	Rock, Pop and Soul Ensemble	16.67	12.50	0.00	29.17
	112-113-214-215	Chamber Orchestra	16.67	12.50	0.00	29.17
	130A,131A,230A,231A	World Music Ensemble: African Percussion	16.67	12.50	0.00	29.17
	130B,131B,230B,231B	World Music Ensemble: Sundanese Gamelan	16.67	12.50	0.00	29.17
	130A,131A,230A,231A	World Music Ensemble: African Percussion	16.67	12.50	0.00	29.17
	130C,131C,230C,231C	World Music Ensemble: Latin American Music	16.67	12.50	0.00	29.17
	136-137-236-237	Chamber Singers	16.67	12.50	0.00	29.17
	138-139-238-239	Grossmont Master Chorale	16.67	12.50	0.00	29.17
	140-141-24-241	String Orchestra	16.67	12.50	0.00	29.17
	148-149-248-249	Classical Guitar Ensemble	16.67	12.50	0.00	29.17
	150-151-250-251	Grossmont Symphony Orchestra	16.67	12.50	0.00	29.17
	152-153-252-253	Concert Band	16.67	12.50	0.00	29.17
	154-155-254-255	Afro-Cuban Ensemble	16.67	12.50	0.00	29.17
	156-157-256-257	Jazz Ensemble	16.67	12.50	0.00	29.17
	158-159-258-259	Chorus	16.67	12.50	0.00	29.17
	164-165-264-265	Musical Theatre Orchestra	16.67	12.50	0.00	29.17
	166-167-266-267	Jazz Vocal Ensemble	16.67	12.50	0.00	29.17
	172-173=272=273	Musical Theatre Chorale	16.67	12.50	0.00	29.17
	174-175-274-275	Gospel Choir	16.67	12.50	0.00	29.17

Appendix J – Adjunct Office Hour Form (reference Article 11.10)

[Adjunct Office Hours Fillable Form](#)