

APPENDIX J: RELEASED/REASSIGNED TIME AND STIPENDS

Reassigned Time

Assignment	Selection By	Term Limit	FTEF	SIU's
Articulation	Dean	2 yrs	50%	7.5
Career Center	Dean	2 yrs	50%	7.5
Director of Golf	Dean/VP of BA	1 yr	40%	6.0
HSAD Coordinator	Dean	1 yr	10%	1.5
HSAD Coordinator	Dean	1 yr	10%	1.5
Transfer Center	Dean	2 yrs	50%	7.5
Tutorial Liaison/Mathematics	Dean	1 yr	26%	4.0
Tutorial Liaison/Communications	Dean	1 yr	26%	4.0
USDA Grant Coordination	Dean/Designated by grant	Term of grant	20%	3.0
Musical Theatre Production	Dean	1 semester		3.0 to 4.0

Released Time

Assignment	Selection By	Term Limit	FTEF	SIU's
Senate President	Faculty	2 yrs	60%	9.0
Faculty Development Chair	Faculty	2 yrs	20%	3.0
Curriculum Chair	Faculty	2 yrs	20%	3.0
Outcome Assessment Chair	Faculty	2 yrs	20%	3.0
Ed Policy Chair	Faculty	2 yrs	20%	3.0
Ed Tech Chair	Faculty	2 yrs	20%	3.0

See Article VI: Rights of the Association, Section 1 for released time for the Association.

Stipends

Assignment	Selection By	Term Limit	Stipend Amount
Music 99 Private Lessons	Dean	semester	\$20 per ½ hour lesson not to exceed \$280 per student each semester
Evaluate eligibility for Nursing Program applicants	Dean	2yrs	\$52/hour
Math remediation for RN students	Dean	1yr	\$52/hour
S-Stern Scholarship Grant administrative services	Dean	1yr	\$2,000
NSF scholarship advertisement, selection & mentoring of recipients	Dean	1yr	\$1,500
Tutor-Test of Essential Academic Skills (TEAS) remediation student in Reading	Dean	1yr	\$52/hour
Acting Nursing Program Director for 2 weeks	Dean	1yr	\$500
ESLN Level Leads	Dean	1yr	\$600/semester
Write and edit Accreditation Self Study and Follow-up Reports	VP of AA	1 yr	\$51/hour

Department Chairs	Faculty	2 years	\$1,100/Per Month
Tutorial Liaison/ESLN	Dean	1 year	\$3,200 per semester

Nursing Clinical Lab Stipend: It is recognized by the District and Association that Nursing Clinical Lab Settings are unique in their design and implementation. The training necessary to care for patients safely, coupled with the rigor and time duration in an uncontrolled environment make these Clinical Lab Settings unique. A defining characteristic of these labs is the requirement of patient safety, health, and life unlike any other lab setting. This uniqueness and the critical connection with safeguarding the well-being of individuals is done in a real-time clinical setting. Tenured and tenure track nursing faculty shall be compensated \$140 for the weekly assignment hours of a Clinical Section for each assigned Clinical Day. For example, if a faculty member is assigned to a clinical section for 13.5 hours per week, they shall be compensated 13.5 hours times \$154.35 for a total of \$2,083.73 for that semester.

Section 12.6. Workload shall be 15 SIU's each semester. The workload for the Summer Session shall not exceed nine (9) SIU's. All SIU's in excess of the workload as defined above, shall be compensated at the adopted hourly rate. Load banking only exists with respect to full courses taught as part of an overload, including summer school.

The maximum assignment shall ordinarily be three different class preparations per semester. Should program needs or instructor preference make a higher number of preparations desirable or necessary, the maximum may be exceeded by mutual agreement between the Faculty Member and the School Dean. In order to provide a full load, when no other assignments exist for which the Faculty Member meets minimum qualifications, the District right of assignment prevails.

Section 12.7. No Faculty Member shall be assigned or compensated for an overload of more than forty percent (40%) of their normal teaching load during any semester. The Faculty Member may be assigned overload up to sixty percent (60%) with administrative approval. Full-time Faculty Members who qualify, shall be provided an opportunity before adjunct faculty are employed to teach those same classes.

Section 12.8. In lieu of the payment provided for in **Section 12.7.** above, for SIU's in excess of work load, Faculty Members who so choose may "bank" excess SIU's in accordance with the provisions of the regulations and guidelines contained in **APPENDIX I.**

Section 12.9. Team teaching assignments shall be available to Faculty in the manner prescribed in **ARTICLE III, Section 3.18.** All such assignments shall require the approval of the Vice President of Instruction/Chief Instructional Officer or appropriate Administrator.

Section 12.10. Department Chairs

Section 12.10.1 Definitions

- a. The Department Chair is an additional assignment for a full time faculty member with responsibility in a department.
- b. A department is an organizational unit defined by the District.

Section 12.10.2 Eligibility

Eligibility shall be in the following order.

1. Tenured faculty within the department
2. Non-tenured full time faculty within the department
3. Full time tenured faculty from any department

Section 12.10.3 Term

- a. The Department Chair position is no less than a nine (9) month assignment.

- b. Department Chairs will be elected for a two year term.

Section 12.10.4 Compensation

- a. Department Chairs will be compensated with a stipend according to **Appendix J**.
- b. Department Chairs may request to purchase up to five (5) Semester Instructional Units (SIUs) as reassigned time at the current full time faculty overload lab hourly rate times eighteen (18) weeks per one (1) SIU.
- c. A contract will be issued for each Department Chair. The contract will include the duties and responsibilities, term of the assignment and total stipend.

Section 12.10.5 Election Procedures

- a. Department Chair elections shall occur every two years or as necessary to fill a vacancy.
- b. Departments will be defined by the District no later than the 7th week of the semester. All full time faculty will be assigned to a department by the District.
- c. Nominations shall occur no later than the 9th week of the spring semester.
- d. Nomination will be open for two weeks.
- e. If there are no tenured faculty within the department nominated at the end of the two week nomination period, nominations will open for one week for non-tenured full-time faculty within the department.
- f. If there are no nominations of full time faculty for Department Chair within a Department, nomination will open for an additional week for tenured faculty from any Department of the district.
- g. The Department Chair is elected by the faculty in the Department.
- h. Full time faculty within the department will have one vote each.
- i. Department Chair election will be by secret ballot.
- j. Elections shall take place no later than the 12th week of the spring semester.
- k. Elections shall be decided by a simple majority of the legal votes cast. In the event of a tie, the Dean will make the decision.

Section 12.10.6 Job Description. Because of the wide spectrum of activities within the different divisions, the job description for each Department Chair shall be determined within each department in a process that includes the Dean and all full time and adjunct faculty members in the department in an open, collaborative process.

- a. Department Chair duties will be discussed and determined before nominations open for the position.
- b. Department Chair duties will be limited to those duties that require the expertise and experience of a faculty member.

- c. Department Chair duties will enhance faculty input on campus and provide for increased participation.
- d. Duties may include, but are not limited to any of the following:
 - i. Facilitate communication among full and part-time faculty within the department and conduct regular scheduled department meetings including full and part-time faculty and staff
 - ii. Participate in department chairperson meetings with the School Dean and/or Director
 - iii. Work with faculty to facilitate the development of a schedule of classes to recommend to the Dean
 - iv. Coordinate program reviews, Program Review Yearly Updates and tasks associated with our planning processes.
 - v. Coordinate the decision-making process for the selection of textbooks
 - vi. Lead the department's efforts (work with faculty in disciplines to assist) in curriculum development and other areas, such as:
 - a. Review and updating course outlines and catalog entries
 - b. Develop new course proposals and programs
 - c. Act as liaison between department, School Deans, articulation officer and Student Affairs/Academic Affairs
 - d. Assist and support the development of innovative projects and teaching/counseling techniques
 - e. Assist with learning outcomes and assessment processes
 - vii. First contact for facilities issues, student/faculty issues (e.g. grades), faculty/faculty issues, staff issues.
 - viii. Facilitate faculty participation in Program Advisory Committees, outreach and recognition activities.
 - ix. Facilitate faculty participation with program activities, Program Advisory Committees, outreach and recognition activities,
 - x. Assist the Dean/Director in the evaluation of adjunct faculty and/or facilitate the involvement of full-time faculty in the evaluation of adjunct faculty.

Section 12.10.7 Dispute and Resolution. In situations in which the Dean and Department Chair have irreconcilable differences that have been documented surrounding the approved and agreed upon duties and responsibilities, the Dean will notify the appropriate Vice President. The Association and District will meet and confer regarding the situation and make recommendation(s) to the Academic Senate President and the appropriate Vice President. The Academic Senate President and appropriate Vice President will provide their recommendations within 3 days of the conclusion of their meeting to the President who will make a final decision on the matter.

ARTICLE 13: RELEASED/REASSIGNED TIME AND STIPENDS

Section 13.1. Additional Assignments. Reassigned time, released time, and stipends for additional assignments requiring minimum qualifications and the expertise of faculty shall be established in accordance with the guidelines of this section.

Section 13.2. Definitions. The definitions of Released and Reassigned Time are included in Article III, Sections 16 and 17.

Section 13.2.1 Additional assignments include all released and reassigned time and any other responsibilities for which faculty are awarded compensation beyond normal salary and benefits.

Section 13.2.2 Additional on-going assignments established by the district and approved by the Association are specified in Appendix J.

Section 13.2.3 Assignments excluded from this article include all not for credit programs.

Section 13.2.4 In the event that the District hires full-time faculty as coaches, the District will negotiate with the Association according to Section 4 of this article.

Section 13.2.5 Full-time Faculty Members shall not be paid stipends to attend committee meetings considered part of their professional activities as defined in **Article XII: Hours of Service, Section 1.**

Section 13.3. Released and reassigned time is based on a forty (40) hour work week. For example, if Faculty Members are released or reassigned for 3 SIU's or 20% of their assignment, they are required to spend at least eight (8) hours per week on the released or reassigned assignment. Conversely, other service to the college, such as office hours or committee assignments, shall be proportionally reduced for unit members granted release or reassign time.

Section 13.4. When the District determines the need for an additional assignment that is not listed in this agreement, the District shall notify the Association Executive Board of the scope and proposed compensation for the assignment. The District and at least two members of the Association Executive Board will meet to negotiate as needed to review the proposed scope and compensation for the assignment(s). If no agreement can be reached, the District may go forward with the proposed assignment. Any on-going assignments shall be added to Appendix J and will be an automatic reopener.

In no case shall a stipend or reassigned time agreement for additional services not otherwise provided for under this section be arranged, nor shall services be rendered, prior to agreement with the Association Executive Board.

Section 13.5. Not all reassigned time and stipends listed in this agreement must be funded. By the 8th week of the spring semester, the District will determine reassigned time and stipend assignments that will be funded for the following academic year. The District may rescind the assignment prior to the start of a semester if it is deemed that adequate funding is not available.

Section 13.5.1 Full time faculty shall be provided an opportunity to apply for additional assignments before adjunct faculty are offered those assignments.

Section 13.6. Selection of Faculty for Additional Assignments. Reassigned time and stipends for additional assignments shall be given in a fair and consistent manner. The selection of faculty for additional assignments shall occur in accordance within the following procedure and guidelines. The selection of the successful candidate will not be grievable, however any violation or misinterpretation of this process may be grieved.

Section 13.6.1 It shall be the responsibility of the Office of Human Resources to notify all full-time faculty and the Association via District email of the availability of an additional assignment and the opportunity to apply. The assignment, responsibilities, required qualifications, compensation, application deadline, and the selected faculty will be stipulated in the employment agreement and maintained on the portal

Section 13.6.2 Assignments will be open for at least five business days before being offered to the public.

Section 13.6.3 Interested faculty must apply in writing by the stipulated deadline.

Section 13.7. These assignments shall be held for a period of no more than two years. Following the term limit, the positions must be reopened for application of all unit members.

Section 13.8. Grant Positions: In most cases, an awarded grant will already have identified those faculty members who shall undertake additional duties under the grant based upon their unique qualifications for the duty. In those situations the identified faculty will be awarded the additional assignment and associated compensation specified in the grant. The Association will be notified and the assignment published.

Section 13.8.1 In those cases where the grant will award extra duty contracts to unit members not already identified, then the procedures outlined in the grant for the selection of those individuals will justify and define the positions and compensation but the positions will be subject to the provisions of Article XIII of this agreement.

Section 13.8.2 When such procedures or qualifications are not explicitly stated in the grant, the provisions of this Article will apply.

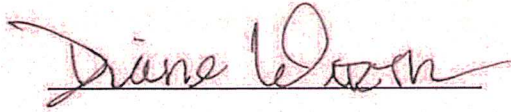
ARTICLE 14: DISTANCE LEARNING

Section 14.1. Distance Learning shall refer to all educational methods wherein a faculty

DCCD Counter Proposal to Package Deal CODFA

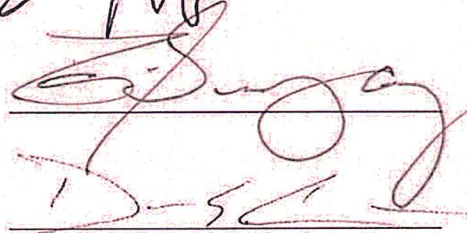
April 1, 2016

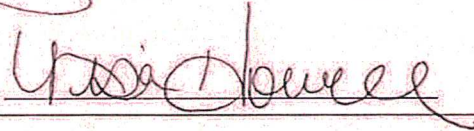
- Appendix I Agreement on DCCD April 1st Counterproposal (agreement)
- Appendix J Keep Golf Director Language until mutual agreement by both parties- (agreement)
Automatic Reopener on ESLN Coordinator in 2016-17
- Article 12 Automatic Reopen Non-Credit Ratios in 2016-17 – (agreement)
12.10.6 vii: Delete "Faculty/faculty and faculty/staff issues" (agreement)
- Article 10 Agreement on DCCD April 1st Counterproposal (agreement)
- Article 8 Agreement on DCCD April 1st Counterproposal including "all unit members" (agreement)
- Article 14 14.2 CODFA April 1st Counterproposal (agreement)
14.3 DCCD April 1 Counterproposal
14.5 (c) DCCD April Counterproposal
- Placement: CODFA Counterproposal to DCCD April 1, 2016 (agreement)

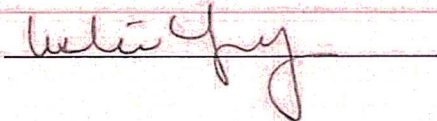


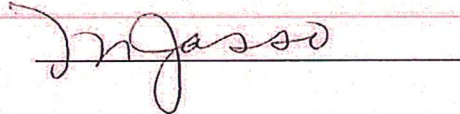












b. Non-Teaching Faculty

40 Hour Work Week

Maximum Permitted (1-~~2~~ SEM)
Load Banking

(Examples of possible banking options)

Bank 8 hours per week per semester

X 5 semesters=

Maximum Permitted (1-~~2~~ SEM)

Bank 4 hours per week per semester

X 10 semesters=

Maximum Permitted (1-~~2~~ SEM)

36 Hour Work Week

Bank 7.2 hours per week per semester

X 5 semesters =

Maximum Permitted (1-~~2~~ SEM)

Bank 3.6 hours per week per semester

X 10 semesters=

Maximum Permitted (1-~~2~~ SEM)

(status quo agreement 12/15)

Other

When any non-teaching faculty have assigned work weeks of less than ~~36~~ 30-32 hours per week a ~~36~~ 30-32 hour work week standard will be used for purposes or participation in load banking.

7. For purposes of compensatory time off only, a unit member may bank or accumulate workload as follows:

a. For every five (5) weekly contact hours of overload* laboratory teaching assignment one additional (1) SIU (up to a maximum total of sixteen (16) SIU's.

b. A maximum total of eight (8) SIU's of Summer School teaching (and a maximum of four (4) SIU's per Summer Session.)

~~8. A Unit Member shall notify the immediate Supervisor, in writing, of intent to request and or to utilize banked leave not later than the established time of scheduling for the semester for which the leave is requested.~~

*See Section 4, Article XI on lab assignment - semester instructional unit/(SIU) rations.

9. Every effort shall be made to accommodate the Unit Member's request for banked leave however, it is recognized that leave may be postponed under circumstances where the absence of the Unit Member would jeopardize the integrity of the program. Denial

**DESERT COMMUNITY COLLEGE DISTRICT
APPLICATION FOR THE BANKING OF BEYOND CONTRACT SIU**

Name _____ Date _____

~~Social Security Number~~ _____ ~~Instructor #~~ _____

~~Datatel Number~~ _____

I. SIU's to be banked: (15-16-~~30~~ maximum per individual agreement; signature required for each semester SIU are banked)

TERM	SIU	RATE	INSTRUCTOR	DEAN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

II. Released time plan: Semester, SIU, Comments

XX

Office Use Only

III. Staffing

Appropriate part-time staff is available: _____ Yes _____ No _____ N/A

~~CODFA DCCDCODFA~~ Counterproposal to the ~~DCCDCODFADCCD~~ (GHI)

~~January 26~~ ~~February 29~~, April 1, 2016

APPENDIX J: RELEASED/REASSIGNED TIME AND STIPENDS

Reassigned Time

Assignment	Selection By	Term Limit	FTEF	SIU's
Articulation	Dean	2 yrs	50%	7.5
Career Center	Dean	2 yrs	50%	7.5
Director of Golf Director-of-Golf	Dean/VP of BA BA Dean/VP of BA	1 yr 1-yr N/A	40% 40%	6.0 6.0
HSAD Coordinator	Dean	1 yr	10%	1.5
HSAD Coordinator	Dean	1 yr	10%	1.5
Transfer Center	Dean	2 yrs	50%	7.5
Tutorial Liaison/Mathematics	Dean	1 yr	26%	4.0
Tutorial Liaison/Communications	Dean	1 yr	26%	4.0
USDA Grant Coordination	Dean/Designated by grant	Term of grant	20%	3.0
Musical Theatre Production Coordinator	Dean	1-2 semesters		3.0 to 4.0 in Fall Semester 3.0 in Spring Semester
*Non-credit Program Coordinators	Dean	2 yrs	40%	6.0

Released Time

Assignment	Selection By	Term Limit	FTEF	SIU's
Senate President	Faculty	2 yrs	60%	9.0
Faculty Development Chair	Faculty	2 yrs	20%	3.0
*Curriculum Chair	Faculty	2 yrs	20% 40%	3.0 6.0
Outcome Assessment Chair	Faculty	2 yrs	20%	3.0
Ed Policy Chair	Faculty	2 yrs	20%	3.0
Ed Tech Chair	Faculty	2 yrs	20%	3.0
Accreditation Subcommittee Chair	Faculty	1 yrs	20%	3.0
General Senate Release Time for Senate Members	Senate Executive Board	N/A	100%	15.0

See Article VI: Rights of the Association, Section 1 for released time for the Association.

Stipends

Assignment	Selection By	Term Limit	Stipend Amount
Music 99 Individual Instruction Private Lessons	Dean	semester	\$26-\$20 per ½ hour lesson not to exceed \$280 per

DCCD COUNTER-PROPOSAL TO CODFA

March 9, 2016

ARTICLE 12: HOURS OF SERVICE

Section 12.1. The standard workweek is comprised of a variety of professional activities on and off campus, including but not limited to, instructional assignments, regular librarian and counselor assignments, preparation for such assignments, evaluation of student performance, participation in student advisement, participation in faculty and administrative committee assignments, curriculum development, maintenance of office hours, participation in consultations with students and assisting in the conduct of student co-curricular performances.

Section 12.2. The standard workweek shall be Monday through Friday (subject to provisions in Section 5 of this Article). No Faculty Member shall be assigned ~~to teach classes or to counsel students~~ more than five work-days per week. This Article applies to all instructional, and non-instructional faculty. If a Faculty member has a Saturday assignment, such Faculty Member will not be assigned on a day during the standard workweek mutually agreed to by the Faculty Member and the Faculty Member's immediate supervisor.

During any semester, if in the opinion of the School Dean, the teaching assignment of a Faculty Member or Members within their Division is such that they cannot meet the requirements of this Section, the Dean may suspend the requirements of this Section for that Faculty Member or those Faculty Members.

District shall report each exception to the Association Executive Board no later than the fourth week of classes of the semester within which the exception occurs.

Section 12.3. In addition to their regularly scheduled teaching assignments, all Faculty Members assigned to classroom instruction shall maintain at least five (5) office hours per week. Faculty members shall publish such hours and availability in each course syllabus and provide such information for posting on the District's website. All Faculty Members shall be available to students by appointment and shall so notify students.

Section 12.3.1 In addition, all Faculty members will devote an average of two (2) hours per week, beyond their assigned load ~~teaching hours and office hours~~ (i.e. teaching/office hours, counseling hours) to faculty and administrative committee assignments and other areas of service to the District. Such committee assignments may include Advisory Committee ~~service~~, Senate Committee representative (not as an alternate), Faculty advisor for student clubs as approved through the Student Activities office, College-Wide Committees, and Divisional Committees. In addition, the following may be completed in

two (2) hours of committee work per week. If an assignment is for four (4) nine (9) seven and a half (7.5) hour days, the Faculty Member will only be required to be on campus for four (4) days. This assignment will count as five (5) working days.

The specific hours shall consist of the following:

Counseling Faculty

- Thirty two (32) hours of direct student contact and/or other counseling duties as assigned by area administrator including departmental meetings
- Six (6) hours of preparation time
- Two (2) hours of committee assignments and other areas of service to the District (as outlined in 12.3.1)

Librarians

- Thirty (32) hours of direct student contact and/or other counseling duties as assigned by area administrator including departmental meetings
- Six (6) hours of preparation time
- ~~Thirty six (36) hours providing library services~~
- ~~Two (2) hours of preparation time~~
- Two (2) hours of committee assignments and other areas of service to the District (as outlined in 12.3.1)

Non-Counseling Coordinators

- Thirty-six (36) hours of program coordination time
- Two (2) hours of preparation time
- Two (2) hours of committee assignments and other areas of service to the District (as outlined in 12.3.1)

With approval from the area Dean/Director, a faculty member may complete their weekly assignment in four (4) working days. This assignment will count as five (5) working days.

Section 12.6. Workload shall be 15 SIUs each semester. Load Balancing. Faculty workload is 30 SIUs per academic year. Typically, the 30 SIUs are split evenly between fall and spring semesters, but at the discretion of the faculty member this load shall be balanced between fall and spring in the same academic year. For example, if a faculty member teaching 16 SIUs in fall, the faculty member is required to teach only 14 SIUs in the spring.

Section 12.6

Section 12.10. Department Chairs

Section 12.10.1 Definitions

- a. The Department Chair is an additional assignment for a full time faculty member with responsibility in a department.
- b. A department is an organizational unit defined by the District.

Section 12.10.2 Eligibility

Eligibility shall be in the following order.

1. Tenured faculty within the department
2. Non-tenured full time faculty within the department
3. Full time tenured faculty from any department

Section 12.10.3 Term

- a. The Department Chair position is no less than a nine (9) month assignment.
- b. Department Chairs will be elected for a two year term.

Section 12.10.4 Compensation

- ~~a. Department Chairs will be compensated with a stipend according to Appendix J for work Monday through Friday within the Fall and Spring Semesters.~~
- a. For work outside of the Fall and Spring semesters, or on weekends during the Fall and Spring semesters, Department Chairs shall be paid at their full daily rate for any day or portion thereof that they are required to be on campus. A day is six (6) hours. Any time in excess of six (6) hours shall be paid at time and a half of the individual's hourly rate. The District may request no more than 20 of these additional days each academic year and the days will be scheduled by mutual agreement between the Department Chair and the District.
- b. Department Chairs may request to purchase up to five (5) Semester Instructional Units (SIUs) as reassigned time at the current full time faculty overload lab hourly rate times eighteen (18) weeks per one (1) SIU.
- c. A contract will be issued for each Department Chair. The contract will include the duties and responsibilities, term of the assignment and total stipend.

- department meetings including full and part-time faculty and staff
- ii. Participate in department chairperson meetings with the School Dean and/or Director
 - iii. Work with faculty to facilitate the development of a schedule of classes to recommend to the Dean
 - iv. Coordinate program reviews, Program Review Yearly Updates and tasks associated with our planning processes.
 - v. Coordinate the decision-making process for the selection of textbooks
 - vi. Lead the department's efforts (work with faculty in disciplines to assist) in curriculum development and other areas, such as:
 - a. Review and updating course outlines and catalog entries
 - b. Develop new course proposals and programs
 - c. Act as liaison between department, School Deans, articulation officer and Student Affairs/Academic Affairs
 - d. Assist and support the development of innovative projects and teaching/counseling techniques
 - e. Assist with learning outcomes and assessment processes
 - vii. First contact for facilities issues, student/faculty issues (e.g. grades), ~~faculty/faculty issues, staff issues.~~
 - viii. Facilitate faculty participation in Program Advisory Committees, outreach and recognition activities.
 - ix. Facilitate faculty participation with program activities, Program Advisory Committees, outreach and recognition activities,
 - x. Assist the Dean/Director in the evaluation of adjunct faculty and/or facilitate the involvement of full-time faculty in the evaluation of adjunct faculty.

Section 12.10.7 Dispute and Resolution. In situations in which the Dean and Department Chair have irreconcilable differences that have been documented surrounding the approved and agreed upon duties and responsibilities, the Dean will notify the appropriate Vice President. The Association and District will meet and confer regarding the situation and make recommendation(s) to the Academic Senate President and the appropriate Vice President. The Academic Senate President and appropriate Vice President will provide their recommendations within 3 days of the conclusion of their meeting to the President who will make a final decision on the matter.

~~hundred and thirty-three dollars (\$1,333.00)~~ **\$1342.90** per month or sixteen thousand eight-hundred dollars (\$16,800) ~~\$15,600~~ ~~\$16,536~~ ~~\$16,224~~ sixteen thousand ~~sixteen thousand one hundred dollars (\$16,114.80)~~ annually per eligible participating bargaining unit member beginning July 1, 2016. In the event that the amount budgeted in a year (~~currently \$15,600 x # of bargaining unit members~~) (~~as of July 1, 2015, \$16,536~~ ~~\$16,224~~ ~~\$16,114.80~~ ~~times the number of bargaining unit members~~) (\$15,600.00 for 2015-16 and \$16,800.00 for 2016-17) is not exhausted, the surplus will remain in a fund for use by bargaining unit members the following year to offset the costs of health and welfare benefits. Based on the October 1st enrollment, the District will provide an accounting to the Association.

Section 10.2.1 An employee shall have no entitlement to the difference in the event the monthly cost of benefits selected by the employee is less than the District's maximum monthly contribution. ~~of \$1,333.00 for 2015-16 and \$1,367.00 for 2016-17.~~ ~~\$1,300~~ ~~\$1,378.00~~ ~~\$1,352.00~~ **\$1342.90.**

Section 10.2.2 Any amount in excess of the District's monthly or yearly contribution shall be the employee's obligation and shall be deducted from the member's monthly salary as a pre-tax payroll deduction as determined by the Association per Section 2.3. In addition, the employee shall be responsible for all other expenses and changes associated with the health plan of their choice, including, but not limited to, deductibles, co-pays, covered services and products or other out-of-pocket expenses (non-premium costs) associated with each plan.

Section 10.2.3 The District shall determine the aggregate maximum projected annual contribution for those employed as of July 1st and thereafter, the Association shall re-allocate these funds towards the purchase of health and welfare benefits for its members.

Section 10.2.4 Starting October 1, 2016, the District will provide at least one ~~HMO plan and one PPO plan~~ for which there is no premium cost for employee only coverage.

~~**Section 10.2.5** Starting October 1, 2016, the District's contribution shall increase the \$16,114.80 annually by 50% of the increase to the total combined renewal rate. Each October 1 thereafter, the District contribution shall be increased permanently making that amount the new District base contribution. If there is a decrease to the total combined renewal rate, the District contribution shall remain the same as the prior year. the District's monthly / yearly contribution will grow by at least twice funded COLA funded COLA plus 4%.~~

Section 10.3. Domestic partner health benefits are available to eligible employees and their domestic partners (as defined). The terms and conditions of domestic partner

DCCD Counterproposal to the CODFA
April 1, 2016

ARTICLE 8: COMPENSATION

Section 8.1. All Faculty Members shall be placed on the Teaching Faculty Salary Schedule in accordance with the educational and experience criteria contained in the Salary Schedule (**APPENDIX A and B**).

Section 8.1.1 Each faculty member shall be granted one increment on the salary schedule for each year of service until the maximum number of increments is reached. Newly hired faculty must be employed prior to April 1st to be eligible for a step effective July 1st in any given year.

Section 8.2. Faculty will have the option of a ten (10), eleven (11), or twelve (12) month pay period as long as it is permissible by the payroll provider.

Section 8.3. Counselors and librarians shall be assigned to 192 duty days.

Section 8.4. Extended days for Faculty Members assigned to special projects shall be determined by mutual agreement between the District and the Faculty Member. Such extended days will be determined solely upon the need for the special service.

Section 8.5. Overload, summer, and intersession rates shall be as follows:

Overload, Summer and Intersession Rates:

Lecture Rate: \$72.00 Lab Rate: ~~\$72.00~~ \$58.00

The rate of salary of January Intersession shall be:

Lecture Rate: \$72.00 Lab Rate: \$58.00

Section 8.6. Longevity Stipend shall be established as follows:

20-24 years of service \$2,200 annually

25+ years of service \$4,420 annually

20-24 years of service \$1,200 annually

25-29 years of service \$1,620 annually

30-34 years of service \$1,920 annually

35-39 years of service \$2,200 annually

40-44 years of service \$2,400 annually

Section 8.7. The District and the Faculty Association agree that the full-time salary schedule shall be increased by funded COLA as determined by the State Budget on July 1 of each year. Such increase shall be retroactive to July 1 from the date that the State Budget is signed into law. Starting July 1, 2015, all cells on the salary schedule will be increased by

to more than one area in the District on the same day on a regular District contract assignment. Distance allowed will be for those miles between areas or other assigned locations other than the distance between home and College. The mileage rate will be such amount as allowed by IRS Regulations.

Faculty teaching video conference learning classes shall receive a stipend of \$200.00 for each SIU of Video Conference instruction during the semester in which video conferencing courses are being taught. Stipends shall be limited to a maximum of 8 SIU Video Conference instruction during each fall or spring semester, and 3 SIU during a summer session. Only that portion of a course video conferenced shall be eligible for SIU based stipend. School Deans shall identify the amount of SIU for that portion of a course being video conferenced and recommend for stipend pay via regular load sheets.

Section 14.45: Internet Online Instruction:

- (a) Definition: ~~Definitions for~~ A Fully Online Courses (FOC) is delivered exclusively over the internet using a Learning Management System. There are no class meetings on campus and all assignments and examinations are submitted online in an asynchronous manner. ~~You must have ready access to a computer with Internet. Students enrolled in an online course should possess apt computer skills.~~ In a Proctored Online Course (POC) all assignments and examinations will be submitted online in an asynchronous manner but **you will be required to take tests will be** at a proctoring facility. ~~Your instructor will provide proctoring accommodations at COD. Off site proctoring services could be available at the discretion of the instructor. Contact the individual instructor to learn more about their off site proctoring policy. You must have ready access to a computer with Internet. Students enrolled in an online course should possess apt computer skills.~~ Hybrid Courses (HC) meet both on campus and online. Some of the traditional face-to-face on campus meetings are replaced with online activities. The schedule of classes will indicate the times and dates of the meetings you are required to attend. Access to a computer with internet access is required. **and** Web Enhanced Courses (WEC) are traditional face-to-face classes that make routine use of the Learning Management System. These courses hold all their meetings on campus. The instructor will post required course materials and/or activities online and may require assignments be turned in online. Access to a computer with internet access is required. **(add definitions to this section)**. Internet online instruction is conducted via an electronic medium and allows both the Faculty Member and the student to participate in a course without physically being in the same place. Online courses are those in which at least 50% of the instruction is conducted via the internet.
- (b) Process: Any bargaining unit member who ~~voluntarily elects to~~ teaches an online class must follow the process outlined by the Distance Education committee to teach online.:

offered online provided the hours are scheduled and the schedule posted on the class syllabus and provided the Faculty Member agrees to be available to students online or by telephone during those hours.

- (h) Review: The parties to this agreement acknowledge that modifications to the online course provisions contained herein may be necessary after the parties have had an opportunity to examine the appropriateness of the various components of this agreement. As such, the parties agree that the content of this agreement shall be subject to modifications through the negotiation process in subsequent academic years. ~~Such review shall not be considered a reopener proposal by either party.~~
- (i) Evaluation: Distance Education courses will be evaluated using the same ~~Distance Education evaluation~~ standards as face to face courses as outlined in Articles 19, 20, and Appendix C of this agreement (TO BE NEGOTIATED). For Faculty Members who teach in both face to face and Distance Education formats, evaluations will include one online and one face to face evaluation.

(CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Development Standards Committee.

VI Master's Degree, or an occupational instructor at Range V, plus forty-five (45) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Faculty Member's teaching area, subsequent to meeting the requirements of the degree; or placement on Range III as an occupational instructor plus forty-five (45) units of graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Faculty Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Development Standards Committee.

VII Earned Doctor's Degree from an approved accredited university. For individuals hired after July 1, 1988, who have not entered into an approved doctoral program, advance approval of the proposed institution and program of studies by the College President shall be required before the degree can be accepted for schedule advancement.

* Prior to recruitment for a faculty position, the appropriate Administrator will determine whether that position will be designated as 'academic' or as 'occupational'. Such designation shall be based on the specific assignment of the position being recruited.

The designation of the position shall be provided in writing to the Human Resources Office prior to the recruitment. Salary information included in the vacancy notice shall be reflective of such designation. In addition, salary placement for the final candidate shall be in accordance with the description included in **Appendix B**.

Placement

Effective July 1, 1990, the discipline into which a Faculty Member is initially hired to teach shall determine salary placement for that Faculty Member. All salary schedule advancement shall be based upon this initial placement. Changes in assignment will not affect such placement. A list of occupational subject areas is attached; the list shall be revised annually, or if needed semiannually.

• PLACEMENT OF NEWLY HIRED FACULTY MEMBERS:

Credit for teaching and other academic assignments at the elementary, secondary, and post-secondary levels shall be granted at the rate of one (1) year for one (1) year of verified experience up to a maximum of six (6) years.

Credit for experience outside the field of education may be allowed at the rate of one (1) year experience for each two (2) years of work experience up to a limit of two (2) years credit. Such credit will be granted only upon recommendation of the President. All applicable work experience must

the document "FACULTY PROFESSIONAL ADVANCEMENT" attached hereto as **Appendix B**. All units earned must be verified by certified copies of transcripts sent directly to the Human Resources Office by the Registrar of the granting institution. Summer school units may be used for advancement upon submittal of a letter from the instructor of a class provided that an official transcript must be received in the Human Resources Office no later than December 1 of the same year. When Continuing Education Units are used in lieu of undergraduate units, Faculty Members must submit documented proof of attendance hours certified by the accredited agency offering the units.

In order to advance at the beginning of a semester, Faculty Member must submit an application for advancement to the Human Resources Office no later than May 1 of the academic year immediately preceding the Fall Semester during which advancement is to take place and September 1 preceding the Spring Semester during which advancement is to take place. All units must be verified no later than August 15 preceding the Fall Semester in which advancement is to take place and February 15 of the Spring Semester in which advancement is to take place. In cases where Continuing Education Units are to be applied, Faculty Members must submit documented proof of attendance hours verified by the accredited agency.

Faculty Members initially assigned at the beginning of the second semester of an academic year may be considered for step advancement at the beginning of the next academic year. If not advanced at this time, Faculty Members shall be considered for advancement at the beginning of the next succeeding academic year. Under no circumstances shall advancement occur at mid-year.

- GRIEVANCE

Placement on the salary schedule shall not be subject to the grievance procedure. The application of the placement process may be grieved. If such grievance is made, the grievance shall be submitted at Level II of the Grievance Process after an informal conference with the Executive Director of Human Resources has failed to resolve the complaint.

10.M.2. Department Chair Term: The department chair assignment is a ten (10) month assignment. Department chairs will be accessible to students and staff the week prior to the start of the fall and spring terms.

10.M.3. Department Chair Election Procedure:

10.M.3.a. Eligibility: Department chair candidates shall be tenured faculty unless no tenured faculty member is available to serve.

10.M.3.b. Election Procedures: Department chair elections shall occur annually. Nominations for department chair occur after the department chair has been evaluated but no later than the end of the 12th week of the spring semester. Department chair elections, by secret ballot, shall take place prior to the end of the 14th week of the spring semester. In all cases, there shall be at least two (2) weeks between nominations and the actual election.

10.M.3.c. Administrative Involvement: Division deans, associate deans, or designees shall communicate with each department the department chair election procedures, the department chair duties, and the department chair compensation. Further, they shall provide the department with an overall eligibility rating for the current department chair, for the current election. This rating shall be based on annual evaluation documents of the department chair evaluation (H.10.G) and will be provided to the department no later than the end of the tenth week of the spring semester. Department chair elections that result in a tie shall be decided by the appropriate Vice President.

10.M.4. Summer/Winter Intersessions: Beginning in the Fall 2006 semester, department chair assignments for the summer and winter intersessions will be established using the following procedures:

- All departments may have a department chair stipend for the winter intersession. All department chairs must submit their intent to work the winter intersession (or provide the name of a substitute) in writing to the division dean no later than October 1 of each year.
- A summer intersession stipend may be provided, with the approval of the department chair, division dean or Vice President of Instruction. Written intent for summer intersession, supported by rationale, is due to the division dean by May 1. If the intent/rationale is approved, the incoming department chair shall have the right of first refusal to work the summer intersession. Refusal shall be submitted in writing by May 10.
- Summer and winter intersession assignments will be paid at a rate of 10% of annual stipend for each intersession assignment.
- Department chair duties and responsibilities for the summer and winter intersession stipends will take place during the scheduled dates of those terms as approved by the division dean. The duties and responsibilities performed during this time will be consistent with department chair duties and responsibilities.

- The one time commitment for intersession assignments for department chairs will be determined by taking one-tenth of the annual stipend amount for the department chair assignment and dividing by the base hourly rate (per Appendix C). This computation will yield the hours required for an on-campus presence during the intersession; however, it is expected that department chairs will fulfill their professional responsibilities on behalf of the department as needed.
- The distribution of hours over the period of the intersession will be determined by mutual consent of the division dean and department chair based on the needs of the department.

10.M.5. Selection of an Alternate: If the duly selected department chair chooses not to work during the summer and/or winter intersession, the department will recommend an alternate using the department chair selection process. If the department chooses not to select an alternate, the division dean may select a faculty member to serve in that position. If an alternate is selected, he/she shall be paid the established department chair stipend and shall perform department chair duties and responsibilities.

10.N. Faculty Reassigned Time Expectancies: Unit members may be presented the opportunity to perform certain tasks on District approved reassignment. Where several areas are/may be affected by the reassignment, the appropriate division administrators from all areas must agree to the assignment. The reassigned time can be used in the fall and/or spring semesters with a schedule approved by the appropriate manager. The unit member and the appropriate manager will develop and mutually agree to a list of performance expectancies relevant to the reassignment prior to the end of the second week of the fall semester. The Faculty Reassigned Time Expectancies form can be found in Appendix I.a. These expectancies will include, but are not limited to, the purpose of the assignment, specific objectives, expected outcomes, planned timelines, a periodic schedule of activities, and percentage of a full load reassignment and its equivalent of a 40-hour work week. These expectancies will provide the basis for evaluations of the unit member's performance by the appropriate administrator and recommendation for continuation in the reassignment. This evaluation is to occur annually and may occur each semester. Faculty who are not recommended for continuation in the reassigned time assignment shall not be eligible for continuation in the assignment the following year. The evaluation of the reassignment will be completed no later than the end of the tenth week of the spring semester. The Faculty Reassigned Time Evaluation Form can be found in Appendix I.b. The appropriate administrator is responsible for the distribution of the forms (Appendix I.a and I.b).

10.N.1. Appointments: The process for appointments to reassigned positions in Appendix E shall be as follows:

10.N.1.a. Department positions: Election by department members for a 1 year term. The election shall take place after the evaluations have been completed to determine eligible faculty for the position.

10.N.1.b. Division positions: Election by division faculty for a 1 year term. The election shall take place after the evaluations have been completed to determine eligible faculty for the position.

10.N.1.c. Academic Senate Appointments: Shall be appointed by the Academic Senate President and confirmed by the Academic Senate for a 3 year or 1 year term as appropriate. Appointment shall take place after evaluations have been completed to determine eligible faculty for the position.

10.N.1.d. All other positions shall be appointed by the Vice President of Instruction in consultation with the President of the Faculty Association.

10.O. Work Experience:

10.O.1. Compensation and Load: Pay for work experience is 0.10 LHE per student per term. Load earned by faculty assigned work experience courses may only be assigned to adjunct faculty or full-time faculty as overload and is subject to existing load limitations (10.P.1. and 10.P.4.) Compensation for work experience load assignment will be made upon completion of all required assignment obligations and grade submission.

10.O.2. Faculty Responsibilities: Faculty members assigned work experience courses are responsible for in-person consultations (at the job site) with the employer or designated representatives to discuss students' educational growth on the job. If the worksite location is greater than fifteen (15) miles away from the College, the faculty member must verify that the worksite actually exists via website or communication with the supervisor and must provide documentation of this verification. Acceptable tools to use, in lieu of an in-person visit, for sites greater than fifteen (15) miles from the school are telephone, teleconference, email/internet, or videoconference. Faculty must also conduct a written evaluation of students' progress in meeting the job learning objectives, consult with students in person to discuss students' educational growth on the job, and submit a final course grade for each student by the College's established grade submission dates.

10.P. Overload and Extra Pay Assignments: Overload and extra pay assignments shall include teaching overload, reassigned time, and special assignments such as the implementation of grants, coordination of activities, or any other similar assignments.

10.P.1. Maximum: The standard maximum allowable assignment beyond Basic Assignment Hours and Supplemental Hours for any term shall be 10 LHE.

10.P.2. Exceptions:

10.P.2.a. Authorization: Exceptions to this limitation may be made only with the authorization of the supervising College dean/College administrator and Vice President.

10.P.2.b. Reporting Exceptions: Any and all exceptions to this standard maximum overload must be reported at the end of each term (by those making the authorization) to the Academic Senate President, the Faculty Association President, and the Vice President of Human Resources. The Faculty Association President will distribute the information to all department chairs for open disclosure at department meetings.

10.P.3. Performance: Less than satisfactory performance of the faculty member substantiated by students, peers, department chairs, and/or supervisor/administrator may result in restriction of any or all overload, at the discretion of the immediate administrator.

- 10.P.4. Intersession Load Limits: Each summer and winter intersession faculty load shall be limited to no more than 1.67 LHE hours per week.
- 10.P.5. Stipend Conversion: Payment of stipends shall be converted to equivalent weekly hours using the current adjunct faculty pay rate (excluding department chair stipends, Appendix B). If any existing stipends listed in Appendix D exceed the equivalent of ten (10) hours per week, the recipient will not be allowed any additional overload or extra pay assignment during the term the stipend is earned. For grants, the reviewing manager and the faculty member will determine the equivalent weekly hours for assignment.
- 10.P.6. Four-day Work Week: Faculty members who have more than five (5) weekly hours of overload and/or extra pay assignments shall be required to work a 4-day work week.
- 10.Q. Adjunct Faculty Rehire Rights: Adjunct faculty who have been employed for eight (8) semesters or more, three of which occurred in the most recent three (3) years, and whose two most recent evaluations exhibit an overall summary in classroom visitation and department chair summary of "meets the standard" shall be granted rehire rights. Any adjunct faculty with rehire rights shall have priority of assignment for one (1) class in their discipline, within the department in which rehire rights were earned. This priority of assignment shall be honored during all primary and intersession terms. A class is defined as a CRN (course reference number) except in cases of lecture/lab classes that are scheduled independent of one another. In those cases, the priority of assignment may include only one portion of the class. This priority of assignment shall be honored during all primary and intersession terms. This class will generally be assigned from those that the professor has taught during the four (4) years or more time period and/or that the chair, dean, and professor mutually agree that the professor is qualified to teach. The class assignment shall be made within the time period the adjunct faculty member has designated as preferable if appropriate classes are scheduled in that time period. The adjunct faculty with rehire rights shall be assigned a class before adjunct faculty who do not have rehire rights. The District is not limited to offering only one class to adjunct faculty. For counseling adjunct faculty, the priority of assignment for one (1) class shall be equivalent to six (6) hours of counseling per week.
- 10.Q.1. Exceptions: An exception may be established by the Vice President of Instruction for very small departments where developing/sustaining a pool of hiring qualified professors could be at risk as a result of this process. An alternative priority of assignment process (utilizing the same guiding principles) may be established via a Memorandum of Understanding (MOU) between the dean, the chair and the Association, and it will serve as an addendum to this Agreement.
- 10.Q.1.a. Classified employees of the College hired to serve as adjunct professors shall not earn rehire rights. Rehire rights previously acquired by classified employees shall be null and void.
- 10.Q.2. Suspension of Rehire Right: This rehire right is suspended when an adjunct faculty member receives an overall summary evaluation in classroom visitation or department chair summary evaluation of "performance does not meet the standard" or has a break in service of more than two (2) years. Note that a summary evaluation of "improvement recommended" does not suspend rehire rights, but may lead to additional evaluations per Article

**APPENDIX B: DEPARTMENT CHAIRS REMUNERATION/REASSIGNED TIME
2014 - 17**

Each department chairperson shall have the option to purchase the equivalent of 3 LHE reassigned time each semester. The maximum amount of reassigned time provided to a department chair by the District may not exceed eighty percent (80%) of contract load. Any portion of the annual stipend that is converted to reassigned time shall be costed at the base hourly rate established in Appendix C for each LHE of reassigned time from contract teaching load. Department chairs shall not bank overload LHE for any semester in which they buy reassigned time.

For the academic year 2015-16, department chairs shall have reassigned time and stipend allocated on an annual basis as shown below. The reassigned time can be used in the fall and/or spring term as approved by the division administrator. Hours that would have been spent teaching will be required on campus per a schedule approved by the division administrator. The purpose of the reassigned time is to provide service to students, adjunct and full-time faculty and other staff.

Effective Fall 2014, a new process for allocating reassigned time and stipends will be implemented. This process bases the stipend on the number of full-time faculty, the number of probationary faculty, the number of part-time faculty, the number of courses, the number of sections offered in the fall semester, and a bonus factor for all departments with 50% or greater vocational education curriculum. The amount of reassigned time is calculated using a formula that is based solely on the number of full-time faculty, the number of probationary faculty, and the number of part-time faculty.

Department Chair Annual Reassigned Time in LHE formula:

$$\text{LHE} = 2.0 + 0.20(\#PT \text{ faculty}) + 0.17(\#FT \text{ faculty}) + 0.3(\# \text{ probationary faculty}) \text{ rounded down to the nearest LHE.}$$

	Annual Reassigned Time	Stipend
Arts Division		
Commercial & Entertainment Arts	10	\$12,656
Fine Arts	10	\$11,300
Music	10	\$11,300
Theater	6	\$6,780
Business Division		
Accounting & Management	7	\$10,396
Business Administration	8	\$11,300
Child Development and Education	7	\$9,944
Computer Information Systems	6	\$11,300
Consumer Science & Design Tech.	11	\$12,204
Humanities & Social Sciences		
American Language	6	\$6,328
Communications	10	\$11,300
English, Literature & Journalism	23	\$14,464
Foreign Language	12	\$10,848
Geography, Political Science	6	\$8,136
History, Art History	8	\$9,492
Psychology	8	\$8,588

	Annual Reassigned Time	Stipend
Sign Language	6	\$6,780
Sociology, Philosophy	12	\$9,944
Kinesiology & Athletics		
Dance	6	\$7,232
Kinesiology	15	\$14,012
Library & Learning Resources		
Learning Assistance	14	\$12,656
Library	6	\$7,232
Natural Sciences		
Agricultural Sciences	6	\$11,300
Biological Sciences	14	\$12,204
Chemistry	9	\$9,492
Earth Sciences, Astronomy	7	\$9,040
Mathematics, Computer Science	16	\$13,108
Physics, Engineering	6	\$7,684
Student Services		
Counseling	8	\$9,040
Disabled Students Program & Services	6	\$7,232
Technology & Health		
Aeronautics & Transportation	6	\$7,684
Air Conditioning & Welding	6	\$8,588
Aircraft Maintenance	6	\$8,136
Architecture, Industrial Design, Engineering & Manufacturing	6	\$9,944
Electronics & Computer Technology	6	\$8,588
Public Safety	6	\$9,050
Medical Services	6	\$8,136
Mental Health	6	\$9,944
Nursing	11	\$11,300
Radiologic Technology	6	\$8,136
Respiratory Therapy	6	\$8,136

Department Changes: Note - The parties agree that the listing of departments is intended for information purposes and that the bilateral negotiations of Appendix B was restricted to compensation, but the addition, deletion, or modification of departments and staffing of departments are not subject to the negotiations process. Should additional assignments be designated by the District during the term of this Agreement, the parties shall meet to determine the appropriate stipend.

ATHLETIC COACHES

Each of the following coaches shall be paid the indicated amount for the coaching assignment:

ATHLETIC ACTIVITY	Stipend	ATHLETIC ACTIVITY	Stipend
Baseball (M)	\$10,774	Soccer Assistant (W)	\$8,619
Baseball Assistant (M)	\$8,619	Soccer Assistant (W)	\$8,619
Baseball Assistant (M)	\$8,619	Softball (W)	\$10,774
Basketball (M)	\$10,774	Softball Assistant (W)	\$8,619
Basketball Assistant (M)	\$8,619	Softball Assistant (W)	\$8,619
Basketball (W)	\$10,774	Swimming (M)	\$10,774
Basketball Assistant (W)	\$8,619	Swimming Assistant (M)	\$8,619
Cheer/Spirit	\$10,774	Swimming Assistant (W)	\$8,619
Cross Country (M)	\$10,774	Swimming (W)	\$10,774
Cross Country Assistant (M)	\$8,619	Tennis (M)	\$10,774
Cross Country (W)	\$10,774	Tennis (W)	\$10,774
Cross Country Assistant (W)	\$8,619	Track & Field (M)	\$10,774
Fire Agility	\$8,619	Track & Field Assistant (M)	\$8,619
Football (M)	\$10,774	Track & Field Assistant (M)	\$8,619
Football Assistant (M)	\$8,619	Track & Field Assistant (M)	\$8,619
Football Assistant (M)	\$8,619	Track & Field (W)	\$10,774
Football Assistant (M)	\$8,619	Track & Field Assistant (W)	\$8,619
Football Assistant (M)	\$8,619	Track & Field Assistant (W)	\$8,619
Football Assistant (M)	\$8,619	Volleyball(W)	\$10,774
Football Assistant (M)	\$8,619	Volleyball Assistant (W)	\$8,619
Football Assistant (M)	\$8,619	Water Polo (M)	\$10,774
Football Assistant (M)	\$8,619	Water Polo Assistant (M)	\$8,619
Golf (M)	\$10,774	Water Polo Assistant (W)	\$8,619
Golf (W)	\$10,774	Water Polo (W)	\$10,774
Soccer (M)	\$10,774	Wrestling (M)	\$10,774
Soccer Assistant (M)	\$8,619	Wrestling Assistant (M)	\$8,619
Soccer Assistant (M)	\$8,619	Wrestling Assistant (M)	\$8,619
Soccer (W)	\$10,774		

Stipend Limitation: No unit member may be awarded more than two (2) athletic coaching stipends (excluding summer and winter extensions) in an academic year.

PERFORMING ARTS COACHES

Each of the following coaches shall be paid the indicated amount for the coaching assignment:

PERFORMANCE ACTIVITY	Stipend	PERFORMANCE ACTIVITY	Stipend
Forensics - Director	\$15,083	Band Supervisor	\$15,083
Debate - Director	\$15,083	Choral Supervisor	\$15,083
Individual Events - Director	\$15,083	Vocal Jazz	\$15,083
Band – Concerts, etc.	\$15,083	Dance - Director	\$10,774

Stipend Limitation: No unit member may be awarded more than one (1) performing arts coaching stipend (excluding summer and winter extensions) in an academic year.

Purchasing Reassigned Time:

Each coach shall have the option to use their stipend to purchase up to 4 LHE of reassigned time each semester.

Winter and Summer Intersession Assignments and Compensation:

Athletic and Performing Arts Coaches with reassigned time may request an extension of assignment to cover winter intersession, summer intersession, or both. Extensions of assignments must be approved by the division dean and the Vice President of Instruction. Written requests for extensions of assignment with rationale for summer intersession must be submitted to the division dean by October 1, for winter and May 1 for summer assignments. Compensation for winter and summer extensions will be 10% of the annual stipend computed for the special assignment for each extension. Any coach on an 11-month contract is not entitled to winter and/or summer intersession stipends.

• Mt. San Antonio College **APPENDIX E: REASSIGNED TIME FOR SPECIAL ASSIGNMENTS**
2014-17 Faculty Contract

	Annual Reassigned Load and/or beyond contract load (LHE)	Method of Appointment	Responsible Manager
Academic Senate: President	30	Election	n/a
Academic Senate President, Summer	6	Election	n/a
Academic Senate: Vice President	24	Election	n/a
Academic Senate: Secretary	6	Election	n/a
Adjunct Faculty Coordinator – English*	6	Department	Dean, Humanities & Social Science
Aeronautics/ATCTI Program Coordinator	6	Department	Dean, Technology & Health
Aeronautics: Commercial Flight Program Coordinator	3	Department	Dean, Technology & Health
Aeronautics: Flying Team Coordinator	3	Department	Dean, Technology & Health
Alcohol and Drug Program Director	6	Department	Dean, Technology & Health
Aquatics Coordinator	6	Department	Dean, Kinesiology & Athletics
Art Gallery Coordinator	18	Division	Dean, Arts
Assistant Athletic Director	18	Department	Dean, Kinesiology & Athletics
AWE Assistant Coordinator **	6	Division	Director, Assessment
AWE Assistant Coordinator **	6	Division	Director, Assessment
AWE Coordinator **	12	Division	Director, Assessment
Curriculum Liaison	24	Academic Senate	Dean, Instructional Services
Curriculum Liaison, Assistant	12	Academic Senate	Dean, Instructional Services
Curriculum Work, Summer	6	Academic Senate	Dean, Instructional Services
Distance Learning Coordinator	18	Academic Senate	Dean, Library & Learning Resources
Distance Learning Coordinator, Assistant	12	Academic Senate	Dean, Library & Learning Resources
Emergency Medical Technician Clinical Coordinator	6	Department	Dean, Technology & Health
Emergency Medical Services Director	15	Department	Dean, Technology & Health
Faculty Accreditation Coordinator	6 (ongoing) 12 during reporting years	Academic Senate	Vice President, Instruction
Faculty Professional Development Coordinator	10	Academic Senate	Vice President, Instruction
Farm Management	9	Department	Dean, Natural Sciences
Fashion Merchandising & Design Coordinator	6	Department	Dean, Business
Fire Technology Director	30	Department	Dean, Technology & Health
Global Opportunities Coordinator	12	Academic Senate	Dean, Humanities
Health Career Resource Center Director	30	Division	Dean, Technology & Health
Histotech Director	9	Department	Dean, Natural Sciences
Honors Coordinator	9	Academic Senate	Director of Honors
Hospitality Management Coordinator	6	Department	Dean, Business
Interior Design Coordinator	4	Department	Dean, Business

Learning Lab Coordinator	12	Academic Senate	Director, Learning Assistance Center
Meek Science Center Coordinator	3	Division	Dean, Natural Sciences
Mountaineer Advisor	6	Department	Dean, Humanities
New Faculty Seminar Facilitator	6	Academic Senate	Vice President, Instruction
Nursing Director	30	Department	Dean, Technology & Health
Outcomes Coordinator	18	Academic Senate	Dean, Instructional Services
Paralegal Coordinator	12	Department	Dean, Business
Paramedic Program Clinical Coordinator	6	Department	Dean, Technology & Health
Psychiatric Technician Program	6	Department	Dean, Technology & Health
Radio Broadcast Coordinator	6	Department	Dean, Arts
Radiologic Technology Program Director	6	Department	Dean, Technology & Health
Radiologic Technology Clinical Coordinator	6	Department	Dean, Technology & Health
Real Estate Program Coordinator	6	Department	Dean, Business
Remote Production Coordinator	3	Department	Dean, Arts
Respiratory Therapy Clinical Coordinator	6	Department	Dean, Technology & Health
Respiratory Therapy Program Director	6	Department	Dean, Technology & Health
Skills USA Advisor	1.5	Division	Dean, Technology & Health
Special Events Coordinator	15	Department	Dean, Kinesiology & Athletics
Speech and Sign Success Center Coordinator	18	Division	Dean, Humanities
Teacher Prep. Institute Coordinator	12	Academic Senate	Dean, Humanities
Theater: Costume Coordinator***	1.5	Department	Dean, Arts
Theater: Lighting Coordinator***	1.5	Department	Dean, Arts
Theater: Scenic Design Coordinator***	1.5	Department	Dean, Arts
Theater: Technical Director***	4.5	Department	Dean, Arts
Vet Tech Director	9	Department	Dean, Natural Sciences
Wildlife Sanctuary Coordinator	9	Department	Dean, Natural Sciences

*Formula based on the number of adjunct faculty during the previous fall term.

Departments with 50-75 adjunct faculty may submit a request to receive 6 LHE annually. Departments with greater than 75 adjunct faculty may submit a request to receive 8 LHE annually. Requests should be submitted by the end of the 12th week of the spring semester for reassignments for the subsequent academic year.

** AWE: 1 Coordinator and 2 Assistant Coordinators; English, LERN, AmLa

*** LHE shown is "per show," with a maximum of four shows per year

Process for appointments of reassigned positions: (see details in 10.N.1.)

- Department Positions: Election by department members for a 1-year term.
- Division Positions: Election by division faculty for a 1-year term.
- Academic Senate Appointments: Appointed by the A.S. President and confirmed by the A.S.

Special Assignments Review:

Special Assignments shall be reviewed biennially to ensure that reassigned time is re-evaluated for currency in response to

changing conditions. A review may also be instigated during negotiations upon the request of either the faculty Association or the District. This review process shall require the annual submittal of a list of duties and weekly hours spent performing those duties, for the half of the positions that are under review that year, to the Instruction Office and the Faculty Association Office prior to the end of the third week of the spring semester at which time the negotiation teams will review the assignments.

Winter and Summer Intersession Assignments and Compensation:

Faculty with reassigned time for Special Assignments may request an extension of assignment to cover winter intersession, summer intersession, or both. Extensions of assignments must be approved by the division dean and the Vice President of Instruction. Written requests for extensions of assignment with rationale for summer intersession must be submitted to the division dean by October 1 for winter and May 1 for summer assignments. Compensation for winter and summer extensions will be 10% of the annual LHE assigned to the assignment for each extension.