

COLLECTIVE BARGAINING AGREEMENT

between

Santa Clarita Community College District

and

College of the Canyons Faculty Association, CTA/NEA



College of the Canyons Faculty Association

July 01, 2018 – June 30, 2020

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ARTICLE 1: AGREEMENT

- A. The articles and provisions contained herein constitute a bilateral and binding agreement (hereinafter referred to as “Agreement”) by and between the Governing Board of the Santa Clarita Community College District (hereinafter referred to as “District”) and the College of the Canyons Faculty Association, CCA/CTA/NEA (hereinafter referred to as “Association”).
- B. This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code.
- C. This Agreement shall remain in full force and effect from July 1, 2018 to June 30, 2020, and shall supersede any prior collective bargaining agreement.
- D. Effective July 1, 2020, the entire contract will be reopened for negotiation. For 2019-2020, the District and COCFA will each be allowed to bring forward 1 non-compensation re-opener for negotiation. Issues requiring immediate attention and resolution may be solved through the MOU process.

ARTICLE 2: RECOGNITION

- A. The District recognizes the Association as the exclusive representative for all contract (probationary, and temporary) and regular (tenured) faculty, instructional and non-instructional, including those whose contracts specify less than a full-time assignment.
1. For purposes of this Agreement, the term “faculty” shall mean contract (probationary and temporary) or regular (tenured) employee as defined in Education Code Section 87661(b) and 87661(d), respectively.
 2. The Association represents the following unit members, all of whom are recognized as regular faculty, with exceptions noted in B, below:
 - Instructors
 - Counselors
 - Librarians
 3. Unit members who are assigned by the District as directors, coordinators, coaches, and others on re-assigned time, will retain unit membership status. Elected department chairs will also retain unit membership status.
- B. Changes in unit representation:
1. The District and the Association will negotiate the removal of any unit position.
 2. The Director of DSP&S, and Coordinator of EOPS that are currently represented by the Association, will be removed from such representation when one of the following conditions is met:
 - a. Person occupying the position vacates the position due to retirement or resignation.
 - b. Person occupying the position requests reassignment to a managerial/administrative position.
 3. The Director of SSSP position, which is currently represented by the Association will be removed from such representation when one of the following conditions is met:
 - a. Person occupying the position vacates the position.
 - b. Person occupying the position requests reassignment to a managerial/administrative position.
- For the position to be removed from the unit, the District will hire an additional faculty member so that the overall number of unit members is not reduced in the year following the position becoming vacant. The primary responsibility of the position related to development, maintenance, and implementation of academic standing interventions will be assumed by Counseling Faculty, subject to the approval of the Dean of Enrollment Services.
- C. The Association recognizes the following employees of the District as excluded from representation by the Association:
1. Administrators and managers
 2. Classified staff
 3. Confidential staff
 4. Adjunct faculty

ARTICLE 3: DISTRICT RIGHTS

- A. Except as limited by the specific and express terms of the EERA and/or this Agreement, the District hereby retains and reserves unto itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District shall be limited only by the specific and express terms of this Agreement.

ARTICLE 4: ASSOCIATION RIGHTS

- A. A reasonable number of Association representatives shall have the right of access to areas in which employees work so long as the representatives do not interfere with the work performance of any employee.
- B. The Association shall have access to two bulletin boards: (1) one in the mailroom of the Administration Building and (2) one in the Faculty Center (BONH-330) of Bonelli Hall. Posting of notices thereof shall be the exclusive right of employee organizations including the Association. All other bulletin board space is for general college purposes only and may not be used by the Association or is designated for exclusive use by employee organizations other than the Association under specific arrangements between the District and such employee organizations.
 - 1. One-half of the bulletin board in Mailroom is for use by employee organizations including the Association. All items to be posted by the Association shall bear the date of posting and the name of the Association and shall be removed by the Association within a reasonable amount of time.
 - 2. Bulletin board in the Faculty Center shall be for the exclusive use by the Association. All items to be posted shall bear the date of posting and the name of the Association and shall be removed by the Association within a reasonable amount of time.
- C. Communications placed in institutional mailboxes shall bear the date of the communication and the name of the Association.
- D. The Association shall provide and pay for its own supplies and postage.
- E. The Association shall be permitted the use of facilities and equipment subject to the same regulations governing other users as specified in the District policy on use of facilities.
- F. The Association shall be provided materials that are available to the public. When materials are requested that are not readily available in the form requested, the Association shall pay for the staff time and supplies necessary to produce the materials, providing such material is subject to the time limitations of staff and work priorities. An estimate of cost, when applicable, shall be provided to the Association.
- G. The Association shall reimburse the District for all telephone toll charges when used for Association purposes.
- H. Representatives of the Association may be granted leave for Association business. Said leave shall total not more than five (5) days per year and shall not accumulate from year to year. The Association will provide or reimburse costs of substitute(s) for its representative(s) on such leave.
- I. The Association shall receive 120% reassigned time to conduct its business.
- J. Human Resources shall provide the Association with the name and address of each faculty member within 10 days of the start of employment.
- K. Human Resources shall provide the Association with the names and addresses of all unit members within 15 days of the commencement of the Fall semester.

ARTICLE 5: ORGANIZATIONAL SECURITY

- A. Each regular/contract faculty member shall, unless exempted, as a condition of initial and continued employment with the District, become a member of the Association, or shall pay a service fee equal to the dues of the Association.
- B. The District shall, at the time of an individual’s employment, furnish to each employee an authorization form for payroll deductions, supplied by the Association and approved by the District. The District shall also furnish to each new employee a CCA/CTA/NEA enrollment form, supplied by the Association. As a condition of employment, within thirty (30) days from the date of commencement of assigned duties within the bargaining unit, unless exempted, the regular/contract faculty member must do one of the following:
1. become a member of the Association; and pay dues in accordance with the COCFA dues schedule or
 2. not become a member of the Association, but pay a service fee equal to the COCFA dues, to the Association.
- C. Dues Deduction
The District shall deduct dues tenthly, in accordance with the CTA dues schedule, from the wages of all unit members for whom a dues authorization form has been submitted to the District. However, should a unit member choose to pay dues by lump sum directly to the Association, the unit member will submit a paid receipt from the Association to the District Payroll Office, specifying the time period covered by the payment. Payroll deductions for dues will not be made for that period. Such direct payments may be made only for one full academic year.
- D. Service Fee
The District shall make tenthly payroll deductions for the appropriate service fee, in accordance with the CTA fee schedule, for any member of the bargaining unit who is not a member of the Association. However, should a unit member choose to pay service fees by lump sum directly to the Association, the unit member will submit a paid receipt from the Association to the District Payroll Office, specifying the time period covered by the payment. Payroll deductions for fees will not be made for that period. Such direct payments may be made only for one full academic year. An agency fee payer will forfeit access to membership benefits, including Educators Employment Liability coverage and other CTA sponsored programs.
- E. Religious Objection
Notwithstanding any other provision of this Article, any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such unit member is required, in lieu of payment of dues or agency service fee to the Association, to pay an amount no greater than the current Association dues to one of the following three recognized non-religious, non-labor charitable organizations exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:
- Emeriti Scholarship College of the Canyons Foundation
 - Foundation to Assist California Teachers (FACT)
 - Santa Clarita Valley Food Pantry

1. To receive a religious exemption, the unit member must submit to the Association President, within thirty (30) days from the date of commencement of assigned duties within the bargaining unit, or within fifteen (15) days following the effective date of this Agreement, a detailed written statement establishing the basis for the religious exemption. The Association Executive Board shall communicate in writing to the unit member and to the District its acceptance or rejection of the exemption.
 2. The District shall make tenthsly payroll deductions, in lieu of service fees, and transmit sums deducted to one of the three recognized charitable organizations.
- F. The District shall, without charge, transmit to the Association or one of the designated non-religious, non-labor charitable organizations, the sums deducted under this Article. With each remittance, the District shall notify the Association of the name of each unit member and the amount of his/her deduction.
- G. Any unit member making payments set forth in 5.E who requests that grievance or arbitration provision of the Agreement be used in his/her behalf shall be responsible for paying the reasonable cost of using the grievance or arbitration provisions. (Refer to Article 6)
- H. The District shall not be liable to the Association by reason of the requirements of this Article for the remittance of payment of any sum other than those constituting actual deductions made from the wages earned by the unit members.
- I. The Association and District agree to furnish to each other any information needed to fulfill the provisions of this Article.

ARTICLE 6: GRIEVANCE PROCEDURE

A. Definitions:

1. Grievant: A grievant is an employee in the bargaining unit or the Association itself. The Association may be a grievant only as to allegations that there has been a misinterpretation, misapplication, or violation of the Agreement.
2. Grievance: A grievance is an allegation by an employee that he or she has been adversely affected by an alleged misinterpretation, misapplication, or violation of a specific section(s) of this Agreement; or, an allegation by the Association that the District has misinterpreted, misapplied, or violated a specific section(s) of the Agreement.
3. Day: For purposes of Article 6, a day is defined as one of the contract service days covered by Article 12.
4. Article 7 and Article 8 of this Agreement shall be subject to the grievance procedure only for allegations that the process of said articles has not been followed and not the content of the resulting evaluation.

B. General Provisions:

1. The District and the Association agree that every effort will be made by the District and the grievant to settle grievances at the lowest possible level.
2. Until final disposition of the grievance, the individual grievant is required to conform to the directions of his or her immediate supervisor.
3. When filing grievance forms at any level, the grievant shall distribute the copies of the form to the appropriate parties as listed on the grievance form. The grievant should retain copies of all filings and when possible procure verification of delivery of their grievance via a timestamp or signature of the recipient.
4. Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly; however, with the written consent of the parties to the grievance, the time limits for any level may be extended. Any grievance not advanced to the next level within time limits established for that level shall bar the grievant from any further right to pursue that grievance and the grievances shall be deemed resolved with the decision last made by the District (including "Level-One-Informal" where the grievant is an individual). If the District fails to respond to the grievance in a timely manner at any level, the grievant may proceed to the next level.
5. All meetings and hearings under this procedure shall be closed to all but the parties in interest, their representatives, and witnesses as necessary.
6. Forms for the grievance procedure shall be prepared by the District and shall be printed and distributed in adequate numbers to facilitate the procedure. Costs of printing shall be borne by the District.
7. No employee may use the grievance procedure in any way to appeal termination of his or her employment or, except as expressly permitted by law and this Agreement, a decision by the Board not to renew his or her contract.
8. The grievant must be present at each level of the grievance procedure. All parties shall make every effort to schedule grievance meetings at mutually convenient times.
9. Grievance files shall be kept separately from regular personnel files.
10. No reprisal of any kind shall be taken by the District or its representative against any unit member who brings forward a grievance or any unit member participating in the grievance process.
11. The District shall notify the Association in writing of every filing of grievance by a unit member and its disposition at each level of progression delineated in C below.

C. Procedures:

1. Level-One – Informal

- a. (1) Before filing a formal grievance with the Office of Human Services, an individual grievant shall attempt to resolve the matter by submitting a “Level I Informal” grievance form and holding an informal conference with his or her immediate administrator within twenty (20) days after the occurrence or after the grievant should reasonably have been aware of the occurrence of the act or omission giving rise to the grievant.
(2) Grievances in which the grievant is the Association itself are initiated at Level Two.
- b. Within ten (10) days of the informal conference, the immediate administrator shall give his or her oral informal response to the individual grievant.
- c. Alleged violations not presented at Level One may not be introduced at any other level, and no evidence or testimony given shall be the cause for expanding the grievance.

2. Level-Two

- a. (1) If the grievance is not resolved at Level One, the individual grievant will have ten (10) days from receipt of the response at Level One in which he or she may submit to the Assistant Superintendent/Vice President of Human Resources (hereinafter referred to in this Agreement as the CHRO) and the Association President a written and signed statement of formal grievance. The CHRO shall then promptly forward the statement of grievance to the next highest administrator with authority to act, and shall provide the name of that person to the grievant.
(2) If the Association is the grievant, it shall initiate its grievance at Level Two by submitting a written statement of informal grievance to the Office of Human Resources, and the Assistant Superintendent/Vice President of Instruction (hereinafter referred to in this Agreement as the CIO) or the Assistant Superintendent/Vice President of Student Services (hereinafter referred to as the CSSO) as appropriate within twenty (20) days after the occurrence or after the Association should reasonably have been aware of the occurrence of the act or omission giving rise to the grievance.
- b. Within ten (10) days after receiving the grievance, that responsible administrator under subsection a.(1) or a.(2) shall meet with the parties and shall subsequently, within ten (10) additional days provide his or her response in writing to the individual grievant and/or the Association, and to the Superintendent/President (hereinafter referred to as the CEO).

3. Level-Three – Formal

- a. (1) If the grievance is not resolved at Level Two, an individual grievant shall have ten (10) days after the date of the administrator’s response within which he or she may submit an appeal to the Office of Human Resources, the CIO and the Association President.
(2) If an Association grievance is not resolved at Level Two, the Association shall have ten (10) days after the date of the response by the CIO or CSSO within which to submit an appeal to the CHRO.
- b. (1) In the case of an individual grievance, the CHRO shall promptly forward the statement of grievance to the next highest administrator with authority to act, and shall provide the name of that person to the grievant. That responsible administrator shall meet with all the parties within ten (10) days of the Level Three grievance filing and shall subsequently give the grievant a response in writing no later than ten (10) days after the meeting.
(2) In the case of an Association grievance, the CHRO shall meet with all the parties within ten (10) days of the level three grievance filing and shall subsequently give the grievant a response in writing no later than ten (10) days after the meeting.

4. Level-Four – Mediation

- a. (1) If an individual grievant is not satisfied with the decision at Level Three, he or she may, within ten (10) days of the receipt of the decision from Level Three, appeal the decision on the grievance form. The grievant must submit this form, consisting of a written request for mediation of the grievance, to the CHRO and the Association President. However, once a grievance passes beyond Level Three, the grievance belongs to the Association, not to the grievant; that is to say, the Association must agree that the grievance be submitted to Level Four.
(2) If the Association is the grievant and it is not satisfied with the decision at Level Three, it may, within ten (10) days of the receipt of the decision from Level Three, appeal the decision on the grievance form. The Association must submit this form, consisting of a written request for mediation of the grievance, to the CHRO.
(3) In either case, the request must include a copy of the original grievance and appeals, the decisions rendered, and a clear, concise statement of the reasons for the appeal. A signed copy of the appeal shall be sent to the CHRO and the CEO. The CHRO shall, within ten (10) days after receipt of the written request, submit to the California State Conciliation Service a request for the immediate services of a mediator. The Association and the District shall jointly agree to the mediator selected.
- b. The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.
- c. If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement of the resolution to that effect, and thus waive the right of either party to further appeal of the grievance.
- d. While the mediator shall not have the authority to impose a settlement upon the parties, the mediator shall be responsible for the following:
 - (1) The mediator shall accept written and/or verbal evidence from the parties regarding their respective positions.
 - (2) In the event the grievance is not resolved by the parties at this level, the mediator shall, within ten (10) days, submit a written recommendation to resolve the dispute, based upon an informal record created during the mediation session. A copy of this recommendation for resolution must be submitted to the CHRO, the CEO, the Association President, and the individual grievant within the above referenced ten (10) days.

5. Level-Five – Advisory Arbitration

- a. If the Association is not satisfied with the disposition at Level Four or if no written decision has been made within ten (10) days following the Level Four meeting, the Association may, within ten (10) additional days, request in writing to the CEO and CHRO that the grievance be submitted to advisory arbitration.
- b. In the event the Association chooses to take the grievance to advisory arbitration, the Association and the CEO, or his or her designee, shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the California State Mediation and Conciliation Service to provide a roster of five names of persons experienced in hearing grievances in public agencies. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be of the arbitrator. If the arbitrator will not be available for the hearing within a reasonable time not to exceed sixty (60) days, the parties shall secure another list and repeat the selection unless they mutually agree to waive this time provision.

D. Advisory Arbitration Procedure:

1. The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a misinterpretation, misapplication, or violation of this Agreement as alleged by the grievant. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him or her by the respective parties in the presence of each other and upon arguments presented in briefs. The arbitrator shall consider and decide only the specific issues submitted in writing and shall have no authority to make a decision on any other issue not so submitted.
2. All fees and expenses of the arbitrator (and court reporter, if any) shall be shared equally by the parties. In the event there is no court reporter, an audio recording of the hearing shall be made. Such audio recordings shall be provided to each party, the cost of which shall be divided equally. Either party may, at its own expense, cause the hearing to be recorded by a certified court reporter, and the other party may, at its own expense, receive a certified copy of the record so created, or the parties may bear the expense equally.
3. The arbitrator may hear and determine only one grievance at a time unless the District and the Association expressly agree otherwise.
4. The arbitrator's decision shall be in writing and shall set forth all findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any recommendation, which requires the commission of an act, prohibited by law or which violates the terms of this Agreement. The arbitrator in no case shall make any recommendation inconsistent with District duties, responsibilities, or obligations as such are prescribed in state or federal law.
5. The decision of the arbitrator will be submitted to the Board of Trustees, the CEO, and the Association.
6. The decision of the arbitrator within the limits prescribed shall be in the form of a recommendation to the Board of Trustees. If the grievant files a request to the Board to undertake review of the advisory decision within ten (10) days of its issuance, the Board shall then undertake review of the entire hearing record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another.
7. In any case, the Board shall render a decision on the matter within thirty (30) days after receiving the arbitrator's recommended decision. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached at Level Three.

Grievance Response Process				
	Instructional Faculty	Student Services Faculty	Librarians/TLC (Non-Instructional)	Association
Level One Informal (Individual grievant only)	Appropriate Dean	Appropriate Dean	Vice President, Academic Affairs	
Level Two (Individual – Formal) (Association – Informal)	CHRO determines next highest administrator	CSSO	CIO	***Informal*** CIO or CSSO as appropriate to matter grieved
Level Three	CIO	CHRO	CHRO	CHRO
Level Four – Mediation	Filed with CEO and CHRO by Association	Filed with CEO and CHRO by Association	Filed with CEO and CHRO by Association	Filed with CEO and CHRO by Association
Level Five – Advisory Arbitration	Filed with CEO and CHRO by Association	Filed with CEO and CHRO by Association	Filed with CEO and CHRO by Association	Filed with CEO and CHRO by Association

E. Right of Faculty Members to Representation

1. The individual grievant shall be entitled upon request to representation by the Association at all grievance meetings beginning at Level One. In situations where the Association has not been requested to represent the grievant, the District shall not agree to a final resolution of the grievance until the Association has received a copy of the grievance and the proposed settlement and has been given the opportunity to file a response to the matter.
2. Written settlements entered into by the grievant or his or her designated representatives and the District shall, subject to the terms of Section E.1 herein, be binding when signed by the grievant and the District. Any settlement entered into by an individual grievant without the written concurrence of the Association shall not be binding on the Association or precedential involving employees other than said individual grievant.

ARTICLE 7: EVALUATION OF CONTRACT (PROBATIONARY CONTRACT, TEMPORARY, AND INTERIM) FACULTY MEMBERS

The purpose of faculty evaluation is to improve instruction, counseling, and other educational services through the periodic evaluation of contract and regular faculty. The most current collective bargaining agreement and applicable and subsequent amendments will be used in the tenure process.

Procedure for Evaluation of Contract (Probationary Contract, Temporary, and Interim) Faculty Members

A. Evaluation Committee

1. Each contract faculty member will be assigned an Evaluation Committee consisting of three (3) members.
2. The Evaluation Committee shall consist of a faculty member appointed by the Academic Senate President from within the contract faculty's division, who will serve as the Chair of the Committee (preferably the Department Chair or someone from the hiring committee); a second faculty member appointed by the Academic Senate President from outside the contract faculty's division; and the CIO, or his/her designee.
3. The Evaluation Committee and the Academic Senate President shall conduct themselves in accordance with Section 87663(d) of the Education Code which reads: "The peer review process shall be on a departmental or divisional basis and shall address the forthcoming demographics of California, and the principles of affirmative action. The process shall require that the peers reviewing are both representative of the diversity of California and sensitive to affirmative action concerns, all without compromising quality and excellence in teaching."
4. The members of the Committee, subject to the limitations listed below, will serve on the committee until the contract faculty member has been granted tenure or whose contract has not been renewed.
5. The Evaluation Committee may consider all relevant sources of information specified in Section C (Evaluation Methods) of this Article and section 6. below.
6. The Evaluation Committee may consider the input of the appropriate Department Chair and/or Division Dean, or appropriate Division Level administrator.

B. Timeline

1. Initial Conference

The Evaluation Committee will meet as close to the third week of the semester as possible. The purpose of the initial conference will be for the contract faculty member to familiarize the other committee members with the courses to be evaluated. The contract faculty member will:

- a. Submit for evaluation two (2) of the courses that he/she is currently teaching.
- b. If he/she has not done so prior to the conference, present a copy of the course objectives to the other members of the committee.
- c. Explain the nature of the course and discuss his/her teaching methods, examinations, assignments, etc. as they relate to the stated objectives.
- d. Identify other non-classroom-related responsibilities as listed on the official job announcement.
- e. Follow the evaluation method detailed below.

2. Schedule

a. The contract faculty member shall be evaluated on the following schedule:

Zero Semester (Spring Hire Only)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Continue • Continue with reservations (Remediation Plan required) • Terminate employment
1 st Semester (Fall)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Continue • Continue with reservations (Remediation Plan required) • Terminate employment
2 nd Semester (Spring)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Continue • Continue with reservations (Remediation Plan required) • Terminate employment
3 rd Semester (Fall)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Hire for 2 years <ul style="list-style-type: none"> ○ Optional evaluation in the fourth semester by decision of the evaluation committee. • Not to rehire <ul style="list-style-type: none"> ○ Mandatory evaluation required in the fourth semester unless the evaluatee waives the evaluation in writing.
4 th Semester (Spring)	<u>Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Continue • Continue with reservations (Remediation Plan required)
5 th Semester (Fall)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Continue <ul style="list-style-type: none"> ○ Optional evaluation in the sixth semester by decision of the evaluation committee. • Continue with reservations (Remediation Plan required) <ul style="list-style-type: none"> ○ Mandatory evaluation required in the sixth semester.
6 th Semester (Spring)	<u>Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Continue • Continue with reservations (Remediation Plan required)
7 th Semester (Fall)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> • Grant tenure <ul style="list-style-type: none"> ○ Optional evaluation in the eighth semester by decision of the evaluation committee. • Terminate employment

	<ul style="list-style-type: none"> ○ Mandatory evaluation required in the eighth semester unless the evaluatee waives the evaluation in writing.
8 th Semester (Spring)	<u>Evaluation Recommendation:</u> <ul style="list-style-type: none"> • Confirm granting of tenure • Confirm termination of employment

- b. Committee chair shall notify the contract faculty member, no later than 10 calendar days prior to the end of the semester per the academic calendar that the evaluation packet is in their mailbox. Written recommendations to terminate employment or re-employ will be presented to the CEO for forwarding to Board of Trustees. These recommendations must show the rationale for the Committee's decision.
- c. The original signed copies of the Classroom Visitation Reports, Self-Evaluation, Report of the Tenure Review Committee, and Remediation Plan, if any, shall be forwarded to the Human Resources Department no later than 10 calendar days prior to the end of the semester.
- d. Notification of termination must be delivered to the contract faculty member by March 15, as per the Education Code. Failure to deliver notification by that date will be deemed as intent to rehire.
- e. Zero semester/spring hires: Should the new faculty member begin in the Spring Semester, the first year of the new hire will become a three-semester process. The contract faculty member will be evaluated for four and one-half years.

C. Evaluation Methods

1. The following procedure is for teaching faculty:

- a. Self Evaluation: See Appendix I.
Each contract faculty member will prepare a written self-evaluation report and present copies to all committee members one week before the review conference. Reflection on the SLOs results/data in the self-evaluation will not be used or viewed in a negative manner. The report shall include, but may not be limited to:
 - (1) Objectives for the continued improvement of instruction based on the relationship of instruction to the course objectives, the tabulated scores of the student evaluations, student achievement, as related to assessment data from SLOs or other means, and additional criteria the contract faculty member deems relevant to his/her current assignment.
 - (2) Participation in non-classroom related activities, which may include professional growth and FLEX activities, committee assignments, relevant community involvement, and/or student activities plus objectives for continued involvement in these areas.
 - (3) A professional development plan including but not limited to FLEX activities that aligns with departmental goals.
 - (4) To what extent the objectives for the improvement of instruction, participation in professional development activities, relevant community involvement and committee assignments stated in the contract faculty member's last report (if applicable) have been met.
- b. Classroom Evaluation:
The Evaluation Committee will, individually, visit the evaluatee's classes. Number and dates of the visitations will be established at the initial conference. Any visitation will be at least one contact hour of that particular session. Written reports of the visitations will be made

independently by the committee members and copies will be given to the contract faculty member at least three days before the review conference.

If the class to be evaluated takes place 100% online or hybrid class is 50% or more online, then an online visitation report, agreed to by the Association and the District, will be used. The evaluation process should, at a minimum, determine that academically relevant student-instructor contact is regularly initiated by the instructor. Furthermore, the evaluation should, at a minimum, determine that student-instructor and student-student interaction is conducted in alignment with the current Distance Learning Addendum (part of the official course outline of record) for the particular course. The visitation date for an online class should be established during the initial conference and consist of at least one contact hour. If applicable, the contract faculty member should make him/herself available to demonstrate the online class to the committee member evaluating the class.

c. Student Evaluation:

(1) The student evaluation of faculty questionnaire will be administered in each class taught by the contract faculty member by a person other than the contract faculty member. The standardized student evaluation instrument as developed by a faculty/administrator committee and approved by the Association and CIO (Appendix G-2) shall be used. Completed forms will be delivered to the Instruction Office. Only tabulated scores will be sent to the individual contract faculty member, his/her Evaluation Committee and the CIO prior to the submission of the final grades. To ensure the anonymity of student comments, written student responses on the evaluation form will be sent to the individual contract faculty member, his/her Evaluation Committee and the CIO after the final grades have been submitted.

- (a) Printouts for each section will be provided to the contract faculty member.
- (b) The contract faculty member will review the printouts with the Evaluation Committee and identify methods proposed to remedy any deficiencies reported. The contract faculty member will retain possession of written student comments and a copy of tabulated scores.
- (c) Student evaluation will be used to improve instruction, not as a determinant of employee status and will remain confidential to those outside of the tenure process.

(2) A joint committee of faculty and administrators will continue to review and develop the student evaluation instruments. This committee will also develop methods to insure student confidentiality.

2. The following procedure is for faculty whose primary assignment is non-teaching:

a. Self Evaluation:

Each contract faculty member will prepare a written self-evaluation report and present copies to all committee members one week before the review conference. The report shall include, but may not be limited to:

(1) Objectives for contribution to departmental or service area goals and additional criteria the contract faculty member deems relevant to his/her current assignment.

- (2) Participation in activities including, but not limited to, professional growth, and FLEX, committee assignments, relevant community involvement and student activities, if applicable, and plans for continued involvement in these areas.
- (3) A professional development plan including but not limited to FLEX activities that aligns with departmental goals.
- (4) Extent to which the above objectives have been met since the contract faculty member's last report, if applicable.

b. Observation of Primary Responsibilities:

The Evaluation Committee will meet as close to the third week of the semester as possible. The purpose of the initial conference will be for the contract faculty member to familiarize the other members of the committee with his/her methods and philosophy and to select appropriate evaluative procedures and instruments. In addition, the contract faculty member will identify other activities in which he/she is participating or intends to participate; e.g., committee work, student activities, and professional growth. The written evaluations completed by the Committee members will be reviewed along with the self-evaluation and student evaluation at the review conference.

c. Student Evaluation:

A standardized student evaluation instrument developed by a faculty/administrator committee and approved by the Association and the CIO or the CSSO where applicable may be used if the Evaluation Committee agrees that it is applicable and appropriate in the evaluation process. If a student evaluation was used and any printouts were generated, the contract faculty member will review the results with the Evaluation Committee and propose methods to remedy any deficiencies identified in the student evaluation and/or printouts. The contract faculty member will retain possession of the student evaluation and printouts.

D. Review Conference

Following completion of the evaluation methods, a semester review conference will be held. Evaluative evidence listed in Section C of this Article will be discussed with the contract faculty member. During the review conference, the committee will discuss the visitation reports, self-evaluation, and student evaluation scores with the contract faculty member. The contract faculty member may respond in writing to any of the visitation reports after the review conference.

E. Written Committee Summary

The Committee will compose a written report based on the evaluative evidence listed in Sections C and D of this Article. The report shall include the following:

1. A descriptive summary of the contract faculty member effectiveness in teaching and non-teaching assignments, which may include elements of the current assignment, based on the evaluation methods.
2. A descriptive summary of the contract faculty member participation in activities, including but not limited to, professional growth and FLEX, relevant community involvement, committee assignments, and student activities related to the faculty member's professional responsibilities.

3. References to student evaluations (but not the student evaluation documents themselves), appended documents of all classroom visitation reports, self-evaluations and signed summary forms listed in Appendix G-5 will be submitted to the CEO and become part of the contract faculty member personnel file no later than the end of the second week of the following semester. Committee chair notifies evaluatee, no later than 10 calendar days prior to the end of the semester per the academic calendar that the evaluation packet is in their mailbox.
4. Accurate references to the review conference discussions between the Committee and the unit member.
5. Remediation Plan

The purpose of a Remediation Plan is to give the contract faculty an opportunity to continue to build professional skills during the tenure process and to make meaningful progress in areas identified for remediation. It should be undertaken with the understanding that compliance with a Remediation Plan does not guarantee the contract faculty will be offered continued employment. A Remediation Plan should be flexible and can be modified, updated, or changed over time to meet the needs of the contract faculty, students, departments, and the district.

When the committee has given a recommendation of “Continue with Reservations,” the committee shall prepare a written Remediation Plan. The Remediation Plan must be attached to the Committee Summary report.

The Remediation Plan must include:

- a. Specific areas for improvement
- b. Suggestions for how to achieve the improvement, including but not limited to:
 - i. Professional Development
 - ii. FLEX
 - iii. Professional growth
 - iv. Mentoring
 - v. Other tools for advancement
- c. Timelines of expected improvement
- d. Outcomes to be achieved

The contract faculty being evaluated must provide the committee with updates regarding the Remediation Plan at future Initial Conferences and Review Conferences and at any other time the committee determines necessary. The committee’s evaluation regarding the contract faculty’s progress of the Remediation Plan shall be documented in future Committee Summary reports.

- F. Contract faculty member or committee member may file a written dissent to the Human Resources Department no later than the last day of the semester per the academic calendar with copies to all committee members and the contract faculty member. This is separate from the challenge process noted below.

G. Challenge Process

1. Nothing in this section shall be construed to deny any contract faculty members any grievance rights established under the California Education Code or this Agreement. Notwithstanding provisions of Article 6 of this Agreement, the Association or a unit member may not grieve the content of tenure

review reports. It/he/she may grieve alleged violations of the procedures of tenure review as stipulated in this Article.

2. If a faculty member wishes to be removed from the Evaluation Committee, he/she must petition the Academic Senate President, stating the reason for wishing to be released. If the reason has merit, and if there is no objection by the contract faculty member, then the faculty member may be released from the Tenure Evaluation Committee. Another faculty member will be appointed to fill the vacancy.

3. A contract faculty member has the right to make one challenge, without cause, to remove a member of the Evaluation Committee. This challenge may be made at any time in the tenure evaluation process, but can be exercised only once during the entire tenure evaluation process. The challenge must be delivered to the Academic Senate President if the challenge is to a faculty member on the committee or the CIO if the challenge is to the administrator on the committee. The removed committee member will be informed by the Academic Senate President or CIO as appropriate. The challenged committee member will be replaced by a new member appointed by the Academic Senate President or CIO as appropriate. The replacement shall be effective at the beginning of the next regular semester. The Academic Senate President shall inform the contract faculty member of the new member to the tenure committee prior to the beginning of the next regular semester.

4. If the contract faculty member feels that his/her Evaluation Committee has failed to follow the guidelines and procedures of the tenure evaluation procedure, the faculty member may request that a board be appointed to review the faculty member's tenure evaluation procedure. Requesting a Challenge Review Committee does not restrict the district from issuing a notification to terminate employment.
 - a. The table below represents the latest possible deadlines. The Review Committee is encouraged to complete the process in an expedited manner.

CHALLENGE REVIEW COMMITTEE TIMELINE		
WHAT	WHO	WHEN
Invoking the Challenge Process	Evaluatee	Within ten (10) calendar days into the semester following the tenure committee's report (For the purposes of this table only "semester" begins on the first day of instruction.)
Review Committee Appointed	Senate President or Designee; Association President or designee; CHRO or designee	No later than seven (7) calendar days after the challenge deadline
First Committee Meeting	Review Committee	No later than fourteen (14) calendar days after appointing the committee
Review Deadline	Review Committee	No later than forty-five (45) days after the first committee meeting
Committee Issues Final Report	Review Committee	No later than fourteen (14) calendar days after the review deadline

- b. The contract faculty member may request the meeting of the review board through the Association President and the Academic Senate President. The review board will consist of the CHRO, or neutral administrative designee, the Association President or designee, and the Academic Senate President or designee.
- c. After completing its investigation, the review board will submit a detailed report of its findings to the contract faculty member and committee members as well as to the Association President and the Academic Senate President. If an acceptable resolution cannot be reached, the review board will forward its report to the CEO. The contract faculty member retains the right to enter into the grievance procedure outlined in this Agreement.

H. Reduction in Force

Should there be any Reduction In Force (RIF), the contract faculty member does not have bumping rights over tenured faculty, notwithstanding any provisions of the contract faculty member's contract.

ARTICLE 8: PROCEDURES FOR EVALUATION OF REGULAR (TENURED) FACULTY MEMBERS

- A. Every regular (tenured) faculty member in the District will be evaluated once every three (3) years. The faculty members to be evaluated in a given semester will be selected and notified prior to the start of the semester in which the evaluation is to take place by the Office of Instruction.
1. Exception:
 - a. Regular faculty members may be subject to formal evaluation procedures at a time other than the normal evaluation cycle if grounds exist for doing so, and if at least one semester has passed since the last formal evaluation. The legitimacy of the grounds for subjecting a regular faculty member to a formal evaluation outside the normal cycle will be decided upon by a committee composed of the CIO, Chair of the faculty member's Department, or one drawn by lot if no Chair exists, and the Association President. A majority of the committee must concur with the decision to formally evaluate outside the normal cycle.
 - b. The Evaluation Committee shall consist of the following: CIO, Department Chair and a tenured full-time faculty member in the evaluatee's Division selected by the evaluatee. In the event the CIO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached.
 - c. In the event that the subject faculty member is a Department Chair, another Department Chair will be drawn by lot from outside the chair's Division, and that Chair will sit on the Committee. In the event that the subject faculty member is the Association President, the Association Vice President will sit on the Committee.
 2. Evaluation Committee

The Committee will consist of the CIO or his/her designee and one (1) regular faculty member selected by the evaluatee and approved by the CIO. In the event the CIO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached. The regular faculty member shall serve as chairperson.
 3. Initial Conference
 - a. Conference Time Line

The Evaluation Committee will meet as close to the third week of the semester as possible. The purpose of the initial conference will be for the evaluatee to familiarize the other committee members with the courses to be evaluated. The evaluatee will:

 - (1) Submit for evaluation one (1) or more courses that he/she is currently teaching and has not been recently evaluated.
 - (2) If he/she has not done so prior to the conference, present a copy of the course objectives to the other members of the Committee.
 - (3) Explain the nature of the course and discuss his/her teaching methods, examinations, assignments, etc. as they relate to the stated objectives.
 - (4) Identify other professional responsibilities (listed in Article 12).
 - (5) Follow the evaluation method detailed below.
 4. Evaluation Methods:
 - a. Self Evaluation: (See Appendix I)

Each evaluatee will prepare a written self-evaluation report and present copies to all Committee members one week before the review conference. Reflection on the SLOs results/data in the self-evaluation will not be used or viewed in a negative manner. The report shall include, but may not be limited to:

- (1) Objectives for the continued improvement of instruction based on the relationship of instruction to the course objectives, the tabulated scores of the student evaluations, student achievement, as related to assessment data from SLOs or other means, and additional criteria the contract faculty member deems relevant to his/her current assignment.
- (2) Participation in non-classroom related activities, which may include professional growth activities, committee assignments, relevant community involvement, and/or student activities plus objectives for continued involvement in these areas.
- (3) To what extent the objectives for the improvement of instruction, participation in professional development activities, relevant community involvement and committee assignments stated in the evaluatee's last report (if applicable) have been met.

b. Classroom Evaluation:

The Evaluation Committee will individually visit the evaluatee's classes. Number and dates of the visitations will be established at the initial conference. Any visitation shall be at least for one contact hour. Written reports of the visitations will be made independently by the Committee members and copies will be given to the evaluatee at least three days before the review conference.

If the class to be evaluated takes place 100% online or hybrid class is 50% or more online, then an online visitation report, agreed to by the Association and the District, will be used. The evaluation process should, at a minimum, determine that academically relevant student-instructor contact is regularly initiated by the instructor. Furthermore, the evaluation should, at a minimum, determine that student-instructor and student-student interaction is conducted in alignment with the current Distance Learning Addendum (part of the official course outline of record) for the particular course. The visitation date for an online class should be established during the initial conference and consist of at least one contact hour. If applicable, the contract faculty member should make him/herself available to demonstrate the online class to the committee member evaluating the class.

c. Student Evaluation:

- (1) After 50% of the semester, the student evaluation of faculty questionnaire will be administered in each class taught by the evaluatee by a person other than the evaluatee. For those courses that are less than one semester in length, the student questionnaire should be administered the week after 50% of the class has been completed. A standardized student evaluation instrument developed by a faculty/administrator committee and approved by the CIO and the Association shall be used. Completed forms will be delivered to the Instruction Office. The results shall be presented to the CIO for review; documents will then be sent to the evaluatee and Evaluation Committee.
- (2) A joint committee of faculty and administrators will revise the evaluation instrument as needed and will develop means to insure student confidentiality.
- (3) Printouts for each section will be provided to the evaluatee.
- (4) The evaluatee will review the printouts with the Evaluation Committee and identify methods proposed to remedy any deficiencies reported. The evaluatee will retain possession of student questionnaires and printout.
- (5) Student evaluation will be used to improve instruction, not as a determinant of employee status and will remain confidential.

5. Review Conference

Following completion of the evaluation methods, a review conference will be held. Evaluative

evidence will be discussed with the evaluatee. The Committee will compose a written report based on the evaluative evidence and the discussions of the Committee. The report shall include the following:

- a. A descriptive summary of the evaluatee's effectiveness in teaching and non-teaching assignments based on the evaluation methods.
 - b. A descriptive summary of the evaluatee's participation in professional growth activities, relevant community involvement, committee assignments, and student activities.
 - c. Validation that the processes utilized by the evaluatee are appropriate for achieving the course objectives.
 - d. References to student evaluations (but not the student evaluation documents themselves), appended documents of all classroom visitation reports, and self-evaluation will be submitted to the CIO and become part of the evaluatee's personnel file. In addition, the evaluatee or any member of the Committee may submit a written, signed statement of a dissenting opinion, which shall include reasons for the disagreement.
6. Committee chair shall notify the regular faculty member, no later than 10 calendar days prior to the end of the semester per the academic calendar that the completed evaluation packet is in their mailbox. The original signed copies of the Classroom Visitation Reports and Self-Evaluation shall be forwarded to the Human Resources Department no later than 10 calendar days prior to the end of the semester.

B. Individualized Evaluation

In order to provide flexibility to the evaluation process, a regular faculty member may choose to be evaluated in terms of an individualized program. Even though the program may include facets of the above methods, it need not necessarily do so. If individualized evaluation is chosen, it replaces Section A.

1. In the year prior to the faculty member's regular evaluation, or immediately after a regular evaluation, the faculty member will inform the CIO that this method is being proposed.
2. The faculty member will present to the CIO a proposed program for individualized evaluation. This program will include the activities associated with the program, how they are to be performed and measured, and will identify the desired objectives of the program.
3. Programs are to be agreeable to the faculty member and the CIO. The latter will reserve the right to suggest modifications to the program. In the event a program is not approved, the evaluation process shall revert to the regular procedure.
4. A copy of the program agreement will be distributed by the CIO to the faculty member, the appropriate administrator, and other individuals included in the Evaluation Committee.
5. The Evaluation Committee will consist of the faculty member to be evaluated, the CIO or his/her designee among academic administrators, and any other tenured faculty member suggested by the evaluatee and agreeable to the CIO.
6. A review conference will be scheduled midway between the initial conference and the end of the individualized evaluation period to discuss the progress of the selected evaluation objectives.
7. A review conference will be held at the end of the evaluation period. The review conference will follow the same format as for the other methods of evaluation of regular faculty members.
8. The individualized evaluation method is restricted to faculty members who have undergone a minimum of two (2) evaluations during regular status using the regular methods.

C. Evaluation of Faculty Member Whose Primary Assignment is Non-Teaching

1. Evaluation Method

The procedures for evaluation are:

- a. Evaluations shall consist of written evaluations by a peer and an administrator as well as self-evaluation and, if applicable and appropriate, student evaluation.
- b. Evaluation Committee shall be:
 - (1) For counselors, directors and coordinators with exceptions noted in (2):
 - CSSO, and
 - A tenured full-time faculty member selected by the evaluatee. In the event the CSSO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached.
 - (2) For Library Director, librarians and TLC Director:
 - CIO or his/her designee, and
 - A tenured full-time faculty member selected by the evaluatee. In the event the CIO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached.
 - (3) For either of the above cases, the tenured full-time faculty shall act as the chairperson.
- c. Initial Conference

The Evaluation Committee will meet no later than the third week of the first semester. The purpose of the initial conference will be for the evaluatee to familiarize the other members of the Committee with his/her methods and philosophy and to select appropriate evaluative procedures and instruments. In addition, the evaluatee will identify other activities in which he/she is participating or intends to participate: e.g., committee work, student activities, and professional growth.
- d. A standardized student evaluation instrument developed by a faculty/administrator committee and approved by the CIO and the Association may be used if the Evaluation Committee and the evaluatee agree that it is applicable and appropriate in the evaluation process. If a student evaluation was used and any printouts were generated, the evaluatee will review the results with the Evaluation Committee and propose methods to remedy any deficiencies identified in the student evaluation and/or printouts. The evaluatee will retain possession of the student evaluation and printouts. Student evaluation will be used for improvement purposes, not as a determinant of employee status and will remain confidential.
- e. The written evaluations completed by the peer and administrator will be reviewed by the committee along with the self-evaluation and student evaluation, if the latter was used, at a review conference following the completion of the evaluation methods. Evaluative evidence will be discussed with the evaluatee. The Committee chair will compose a written report based on the evaluative evidence and the discussions of the Committee. The report will include the following:
 - (1) A descriptive summary of the evaluatee's effectiveness in his/her faculty assignments in accordance with the evaluation methods.
 - (2) Where appropriate, identification of areas needing improvement based on the review conference discussion.
 - (3) Validation that the processes utilized by the evaluatee are appropriate for achieving his/her objectives.
 - (4) Reference to student evaluations (summary comments, but not the student evaluation documents themselves), if they were used, appended documents of all evaluative reports, and

- self-evaluations will be submitted to the CIO and become part of the evaluatee's personnel file.
- (5) The evaluatee or any member of the Committee may submit a written signed statement of a dissenting opinion, which shall include reasons for the disagreement.
- f. Each regular faculty member whose primary assignment is non-teaching will be evaluated every three years.
- g. Exception:
- (1) Each regular faculty member whose primary assignment is non-teaching may be subject to formal evaluation procedures at a time other than the normal evaluation cycle if grounds exist for doing so, and if at least one semester has passed since the last formal evaluation.
 - (2) The legitimacy of the grounds for subjecting such faculty member to a formal evaluation outside the normal cycle will be decided upon by a committee composed as follows:
 - (a) For counselors:
 - CSSO;
 - Chair of Counseling Department or, if the chair is the evaluatee, another Department Chair by lot from outside the Division; and
 - Association President, or, if the evaluatee is the Association President, Association Vice President.
 - (b) For directors and coordinator with exceptions noted in (c) below:
 - CSSO
 - A Department Chair by lot from outside the Division; and
 - Association President, or, if the evaluatee is the Association President, Association Vice President.
 - (c) For Library Director, librarians and TLC Director:
 - CIO
 - A Department Chair by lot from outside the Division; and
 - Association President, or, if the evaluatee is the Association President, Association Vice President.
 - (d) In each of the above cases, a majority of the Committee must concur with the decision to formally evaluate the faculty member outside the normal cycle.
 - (3) The Evaluation Committee shall consist of the following:
 - (a) For counselors:
 - CSSO;
 - Chair of Counseling Department or, if the Chair is the evaluatee, another Chair by lot from outside the Division; and
 - Another tenured full-time faculty member from the same Division selected by the evaluatee. In the event the CSSO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached.
 - (b) For directors and coordinators with exceptions noted in (c) below:
 - CSSO;
 - A Department Chair by lot from outside the Division; and
 - Another tenured full-time faculty member from the same Division selected by the evaluatee. In the event the CSSO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached.

(c) For Library Director, librarians and TLC Director:

- CIO;
- A Department Chair by lot from outside the Division; and
- Another tenured full-time faculty member from the same Division selected by the evaluatee. In the event the CIO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached.

(4) If such a full-time faculty member does not exist, then one shall be chosen by the evaluatee from his/her Division. In the event the CIO or CSSO does not agree to the evaluatee's selection, the evaluatee shall continue to choose other evaluating faculty members until agreement is reached. In the event that the subject faculty member is a Department Chair, another Department Chair will be drawn by lot from outside the Division of the evaluatee, and that Chair will sit on the Committee. In the event that the subject faculty member is the Association President, the Association Vice President will sit on the Committee.

- D. If the District's administrative structure changes in a way to affect the evaluation process set forth in this Agreement, the District shall consult with the Association to determine appropriate evaluative arrangement.
- E. Notwithstanding provisions of Article 6 of this Agreement, the Association or a unit member may not grieve the content of tenure review reports. It/he/she may grieve alleged violations of the procedures of tenure review as stipulated in the Article.

ARTICLE 9: PERSONNEL FILES

- A. The personnel file for each unit member shall be maintained by the District in the Human Resources Office. These files shall not include a supervisor's personal notes and the records relating to grievances or arbitrations.
- B. Each unit member shall have the right, upon presentation of official identification, to request from the Human Resources Office to review the contents of his or her own personnel file. The review shall take place at a time when the unit member is not otherwise required to render service to the District and during normal working hours of the Human Resources Office. All reviews of the personnel file shall be conducted in the presence of the management employee or designee responsible for the security of the file. An appointment for the review shall be scheduled to ensure the availability of such staff.
- C. Information from the official personnel file shall not be released without unit member consent unless compelled by law, judicial order or subpoena, or by authorized District or public agency officials having legitimate business that justifies such inspection in the sole discretion of the Human Resources Office. A unit member may, upon his or her written authorization for each instance, designate a representative to review the file in the presence or absence of the unit member. If reviewed in the absence of the unit member, the designated representative shall provide official identification. In so authorizing, the unit member agrees to indemnify and hold harmless the District from any and all claims, demands, suits or any other actions arising from such access or review. The District agrees to be bound by applicable federal and/or state statutes concerning the privacy and confidentiality of such records and files. Access to the official District personnel file shall be limited to District administrators and supervisors and authorized Human Resources Office staff.
- D. The District shall retain as confidential all pre-employment materials or other data as exempted by law, e.g. materials obtained or prepared prior to employment, or materials obtained while the member was an applicant or candidate for another District position. Such materials include, but are not limited to, letters of recommendation and pre-employment interview materials.
- E. Miscellaneous, unsolicited complimentary material shall not be required to be placed in the personnel file. Upon review by the CHRO (or designee) and the unit member of the content of the material and the purpose for insertion in the file, a decision will be rendered regarding the disposition of the material. Such material not placed in the file shall be given to the unit member and his/her supervisor.
- F. Information of a derogatory nature shall not be entered or filed unless or until the unit member is given written notice within ten (10) contract days and an opportunity to review, comment and have such comments attached to the material in question. The comments to be attached shall be submitted to the CHRO, or his or her designee, who shall place the materials in the unit member's file. The unit member shall have twenty (20) contract days to submit a written response to be attached to the derogatory material for inclusion in the personnel file. The review of information of a derogatory nature shall take place during the normal business hours of the Human Resources Office, and the unit member shall be released from duty for this purpose, if necessary, without salary deduction. To ensure the availability of appropriate Human Resources Office staff, the scheduling of an appointment shall be made.
- G. Except in situations contemplated under Education Code Sections 87732 or 87734, an opportunity shall be provided to a unit member for informal resolution of disputes that may arise regarding the placement of derogatory information in a unit member's personnel file. The Association and the District acknowledge that there is no requirement for the complainant to meet with the unit member. Except as provided in this section, placement of information of a derogatory nature in a unit member's personnel file shall not be subject to the grievance procedure.
- H. The District shall keep a log indicating the persons (other than persons whose duty it is to maintain the files) who have examined a personnel file. The log shall be maintained in the unit member's official personnel file and shall include the names of persons who examined the file, as well as the date such examinations were made.

ARTICLE 10: LEAVES

A. Sick Leave

1. Unit members will be granted one (1) day of sick leave with full salary for each month of their contracts. Unit members on reduced loads will be entitled to prorated sick leave time. Unit members employed for one (1) semester only will be entitled to one-half as many days of sick leave as would accrue for the same work load for the full academic year. Such leave is available on the first day of each academic year.
 - a. The unit member will notify the Office of Instruction and/or their supervisor of illness as soon as possible so that students and/or the unit member's service area can be notified appropriately.
 - b. Accounting of each unit member's accumulated sick leave shall be available on the District's leaves database within one (1) week of the start of each semester. (See Appendix G-7 for the appropriate form).
2. A Statement of Absence form will be signed by any unit member absent because of illness or injury, and a statement from an AMA licensed physician will be required if absence extends beyond one (1) week.
3. In case of full day absences which occur on days the unit member is scheduled to meet classes or perform their non-instructional assignment, the absence will be charged to sick leave.
4. In case of absences less than a full day, actual hours missed performing required faculty assignment duties will be deducted on an hour for hour basis. Required faculty assignment duties are defined in Article 12A.2 as activities of a professional service week. Required duties for the purpose of this article include teaching, non-instructional assignment, and division meetings. Office hours will be rescheduled in consultation with the Dean. Cancellation of office hours not rescheduled within a week will result in the use of leave hours equal to the office hour(s) missed as noted on the absence form, per Article 12A.3.e.
5. In the case of an occasional or short-term illness, where it is anticipated that the unit member will return to full duty within a maximum of a three (3) week period of time, only absences which occur on days the unit member is scheduled to meet classes or perform their non-instructional assignment will be charged to sick leave. If a unit member will be absent over a three (3) week period of time, but will return soon thereafter, absences will be counted for every contract day per the payroll calendar beginning the fourth week of the absence.
6. In the case of a long-term illness, where the unit member is fully disabled per a medical doctor, and will not return to full duty for longer than a three (3) week period of time, FMLA will be invoked and absences will be counted for every contract day from the beginning of the leave period, per the payroll calendar.
7. The three week periods mentioned above do not include breaks or non-contract periods.
8. Any unused portion of sick leave days will be cumulative indefinitely and may be transferred to another California community college upon the unit member's request.
9. In accordance with Section 87782 of Education Code, unused sick leave accrued in California public community colleges where the unit member worked for at least one (1) full year, and where there is no break in service during the change from the original district to the Santa Clarita Community College District, can be transferred to the Santa Clarita Community College District. Official verification of unused sick leave should be forwarded to the Payroll Office and it will be credited to the unit member's sick leave balance.
10. Deductions for any unit member placed under quarantine will be made on the same basis as if that member were ill.

B. Faculty Sick Leave Pool

The District shall establish an annual, non-cumulative pool equivalent to one (1) day of leave for each unit member within the bargaining unit. Leave days may be utilized from this pool for a unit

member who is on a long-term illness or accident leave. The Board of Trustees shall determine who should be allowed to use days from the pool based upon recommendations made by a committee composed of three (3) representatives selected by the District and three (3) representatives selected by the Association. The committee shall recommend rules and regulations for the administration of the pool.

C. Extended Sick Leave

If absence extends beyond the number of days of accumulated or pool sick leave, and

- a. If no substitute is employed, the unit member will be paid beyond that point at a rate equal to fifty percent (50%) of their per diem pay for a period not to exceed five (5) months and ten (10) days from the beginning of the absence;

- D. If a substitute is employed, the unit member will be paid at a rate equal to fifty percent (50%) of their per diem pay, or the difference between the unit member's pay and the pay of the substitute, whichever is greater, for a period not to exceed five (5) months and ten (10) days from the beginning of the absence.

Summer and Winter Session Sick Leave

One meeting per class/section of non-accruing credit for sick leave will be allocated per summer and/or winter session. The first time a leave slip is submitted for a class/section, the one meeting allotment of non-accruing sick leave credit shall be used. Upon subsequent leave requests for the same class/section the following will be applied:

- a. If the leave slip is accompanied by a physician note, or with CIO approval, prior accrued sick leave may be used on an hour-per-hour basis, or pay will be docked.
- b. If more than three (3) leave requests are submitted for a class/section, a physician's note and CIO approval will be required in order for prior accrued sick leave to be used, or pay will be docked.

E. Personal Necessity Leave

1. Each year, at the discretion of the unit member, a unit member may use accumulated sick leave for personal necessity, which shall be deducted from the unit member's accumulated sick leave. The maximum amount of personal necessity leave taken in any one academic year is limited to seven (7) days, except where noted below.
2. Unit members shall submit notification for personal necessity leave to their immediate supervisor at least two (2) days prior to the beginning of the leave, except when extenuating circumstances make this impossible.
3. Under no circumstances shall personal necessity leave be used for the purposes of extending a holiday or vacation period, seeking other employment, attending to matters which could be taken care of outside of work hours, participating in recreational activities or participating in concerted actions.
4. Traditional examples of personal necessity leaves include the following:
 - a. Accident to person or property of unit member, or person or property of a member of the unit member's immediate family.
 - b. Health or well-being of the unit member's immediate family.
 - c. Religious holidays, rites or ceremonies of the unit member's faith.
 - d. Court appearance as a litigant or witness under subpoena or official order.
 - e. Birth of a child for a unit member who is the grandparent of the child.
 - f. Birth of a unit member's child or adoption by a unit member of a child, per AB 1606 Baby Bonding leave allows a maximum of 30 days of accrued sick leave due to the birth or adoption of a child, which must be taken within the first year of the child's birth or adoption. These 30 days of personal necessity days (used out of accrued sick leave) are in addition to the 7 personal necessity days noted above in 10.B.1.
 - g. Imminent danger to the home of the unit member, occasioned by flood, fire, earthquake or similar serious nature which cannot be disregarded by the unit member.

h. Personal business (not involving employment or professional duties outside this contract from which it is intended or usual that income be derived) which, by its nature, could not be conducted before or after the teaching day.

5. After returning from personal necessity leave, the unit member shall complete and submit a form furnished by the District containing the dates involved. The unit member's signature shall signify that the activity was in line with the purpose of this section.

F. Bereavement Leave

1. Unit members are eligible for bereavement leave with pay in the event of the death of any member of a unit member's family or any non-relative of the unit member living in the immediate household without loss of pay or deduction from other leave benefits found in this Article. Such leave shall be limited to five (5) days per incident to a maximum of ten (10) days per fiscal year. If there is an additional need beyond the maximum noted above, an employee may use personal necessity leave.
2. The District's Chief Human Resources Officer reserves the right to require reasonable proof supporting the need for bereavement leave. If the provided proof is deemed insufficient, the District and Association will meet to discuss further, if necessary.

G. Leave for Required Court Appearance

1. A unit member ordered to appear in court (personal business excluded) will receive full salary.
2. A unit member who appears in court as a litigant on personal business may draw upon any unused portion of the annual emergency leave defined in Section B, such days to be deducted from accumulated sick leave allowance.

H. Leave for Industrial Accident or Illness

1. The accident or illness must have arisen out of and in the course of the employment of the unit member and must be accepted by the District's Workers' Compensation insurer as a bona fide injury or illness.
2. Allowable leave for each industrial accident or illness will be for the number of days of temporary disability but not to exceed sixty (60) days during which the College is in session or when the unit member would otherwise have been performing work for the District in any one (1) fiscal year.
3. Allowable leave will not be accumulated from year to year.
4. The leave under these rules and regulations will commence on the first day of absence.
5. Salary during any pay period will not exceed the normal salary rate.
6. Industrial accident or illness leave will be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.
7. During any paid leave of absence, the unit member will endorse to the District the temporary disability indemnity checks received on account of their industrial accident or illness. The District, in turn, will issue the unit member appropriate salary warrants for payment of the unit member's salary and will deduct normal retirement (on their full salary) and other authorized contributions.
8. Temporary disability payment on account of the industrial accident or illness must be endorsed back to the District during any paid leave of absence.
9. Upon termination of the industrial accident or illness leave, the unit member will be entitled to the benefits provided for sick leave (Education Code Section 87780, 87781, and 87786) and the absence for such purpose will be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the unit member continues to receive temporary disability indemnity he/she may elect to draw on accumulated sick leave to provide (with temporary disability indemnity payments) total income not to exceed normal full salary.

I. Sabbatical Leave

1. Sabbatical Leave
Sabbatical leaves may be granted to academic personnel, under provisions of State law, for the purpose of study.

2. Eligibility
 - a. Any unit member who has completed or is about to complete a sequence of six (6) full years of service either from the date of hire or completion of last sabbatical leave will be eligible to apply for a sabbatical leave.
 - b. Authorized leaves will not interrupt the six-year sequence.
 - c. The applicant will agree to serve the District for at least twice the period of the leave following completion of the leave.
 - d. Unit members granted a sabbatical agree not to accept any assignment within the Santa Clarita Community College District other than the duties associated with the sabbatical, nor will unit members have full-time employment elsewhere.
3. Selection Process
 - a. A Sabbatical Leave Committee will consist of three (3) members of the bargaining unit appointed by the Association President and one (1) administrator appointed by the CEO.
 - b. The Sabbatical Leave Committee will develop the specific application instrument and processes.
 - c. The Sabbatical Leave Committee will announce the application deadlines early in the Fall semester. In general, the applications are due by the end of the Fall semester, and the Committee must make its report to the CEO by the start of the Spring semester.
 - d. The CEO's recommendations will be presented to the Board of Trustees within sixty (60) days of receiving the recommendations from the Sabbatical Leave Committee.
4. Number of Sabbaticals
 - a. The number of unit members on sabbatical leave during an academic year will not exceed ten percent (10%) of the total bargaining unit membership.
 - b. The District will attempt to provide 5% of the tenured faculty with sabbatical leaves per year.
 - c. The Committee will establish a ranked list of alternates that will automatically replace any approved sabbatical that is cancelled due to a change of plans by the original unit member.
 - d. In the event the District is unwilling for reasonable cause, or unable to fund the requested sabbaticals due to:
 - financial constraints
 - timing (for example, the existence of other District priorities such as accreditation, emerging new programs, etc.)
 - lack of available replacementsChair of the Sabbatical Leave Committee, the Association President or designee, and the CIO or designee, will meet to discuss the issues in an attempt to mutually understand the nature of the sabbatical request, and the reason(s) the District has denied the proposal.
5. Acceptance of Sabbatical Report

The Sabbatical Leave Committee shall receive the written report with all conditions that are in the original proposal addressed in the report. The Sabbatical Leave Committee will recommend to the CEO whether to accept the report. If not accepted, the unit member shall be given ten (10) working days to correct it. If it is still not acceptable, the Committee will recommend non-acceptance to the CEO.
6. Salary
 - a. Sabbatical leave salary for one (1) year will be at the rate of sixty percent (60%) of the annual contract salary. Sabbatical leave salary for one half year (88 days) will be at the rate of fifty percent (50%) of annual contract salary.
 - b. Retirement credit will be earned in the ratio of sabbatical salary to contract salary.
 - c. Time on sabbatical leave will count as regular service and will not interrupt the unit member's progress on the salary schedule.

- d. Salary for sabbatical leave may be paid in the same manner as if the unit member were currently employed.
- e. The unit member is required to file a written agreement binding the unit member to return for the period specified in this Agreement. In the event that the unit member does not return for the required period of service, they will be required to reimburse the District the prorated amount of their sabbatical salary, which represents that fraction of required service which the unit member has not fulfilled.
- f. Upon return to service, the unit member will be reinstated in the position held at the time leave was granted, or in a comparable position.

7. Criteria

- a. Applicants must submit their proposals under one of the following categories:
 - (1) FORMAL COURSE WORK
 - (a) These sabbaticals are intended as formal course work in pursuance of an advanced degree or course work to enhance the unit member's proficiency related to the faculty assignment.
 - (b) Unit member must enroll in six (6) graduate semester [nine (9) quarter] units or twelve (12) undergraduate semester [eighteen (18) quarter] units.
 - (c) The application will indicate the program of courses to be undertaken, as well as the accredited institution that will offer the courses. The applicant must also provide a list of alternate courses if the approved courses are cancelled by the institution prior to the start of the sabbatical.
 - (d) For formal course work outside of the unit member's faculty assignment, the CIO must first determine that there is need of such supplemental study and approve the study program proposed by the unit member prior to submitting the application.
 - (2) INDEPENDENT STUDY PROGRAM
 - (a) These sabbaticals are intended as a program of independent study other than formal course work.
 - (b) Such a program must satisfy one (1) of the following criteria:
 - (i) Pursuit of a scholarly, research or creative project of a scope or nature not permitted through normal workload assignment.
 - (ii) Study or experience designed to improve teaching effectiveness or professional practice.
 - (c) If the program is outside of the unit member's faculty assignment, the CIO must first determine that there is need of such a study in that discipline, and approve the program submitted by the unit member prior to submitting the application.
- b. The Sabbatical Leave Committee will rank proposals based on the following criteria:
 - (1) The proposal must demonstrate relevance to either the current departmental program plan, or demonstrate relevance to a divisional or institutional goal as outlined in the District's Strategic Plan.
 - (2) The proposal must clearly demonstrate a benefit to students,
 - (3) The proposal must outline a program for disseminating the results of the sabbatical to District colleagues, and
 - (4) The faculty's length of service with the District or length of service since the unit member's last sabbatical leave.

8. Revisions of Approved Sabbatical Plans

If a sabbatical plan cannot be implemented due to circumstances beyond the control of the unit member, a modification of the plan can be made with the advance consent of the appropriate vice president. The modified plan will be circulated to the Sabbatical Leave Committee as an information item.

J. Military Leave

Unit members will be granted military leave in accordance with the provisions of the Education Code, and of the Military and Veterans Code.

K. Leave for Exchange Teaching

Upon the recommendation of the CEO and approval of the Board of Trustees, a leave of absence of not more than two (2) consecutive semesters may be granted for exchange teaching.

1. The unit member who applies for such leave will agree to return to the service of the District for at least two (2) years upon completion of the exchange teaching assignment.
2. The unit member will be paid their regular salary while engaged in an exchange teaching position and will be reinstated in their former or comparable position upon return to the District.

L. Leave to Attend Professional Conferences

With the approval of the CIO, or their designee, a unit member may attend conferences, special meetings, or any other temporary change of assignment in the performance of District duties. Such change will not constitute absence from regular faculty service. Upon return from travel, the unit member shall submit a written report to the administrative supervisor within a period of ten (10) days.

M. Maternity Leave

Maternity leave shall be granted to unit members subject to the following conditions:

1. Requests for maternity leave shall be accompanied by a statement from the unit member's AMA licensed physician or licensed midwife stating:
 - a. The date on which the leave shall commence;
 - b. The estimated length of the leave of absence; and
 - c. The date on which the unit member is expected to resume duties.
2. Maternity leave shall commence at such a time as the unit member's physician certifies that the unit member's physical condition renders them disabled and unable to continue to provide regular service to the District. During the period of time the unit member is deemed disabled by their physician, and is on contract, the unit member will be entitled to up to six (6) weeks of paid maternity leave. Maternity leave pay is based on the unit member's base pay (excluding overload, cell phone stipends, and counseling stipends) and will be provided as follows:
 - a. For periods of disability that occur entirely during a period of time the unit member is on contract, during a semester for example, the unit member will receive six (6) weeks of paid maternity leave.
 - b. For periods of disability that partially occur while a unit member is on contract the unit member will receive up to six (6) weeks of maternity pay. For example, if the unit member's period of disability occurs during four weeks of the semester and two weeks of a break period, the unit member will receive four (4) weeks of paid maternity leave.
 - c. For periods of disability that occur entirely during a period of time the unit member is not required to render service to the district, the unit member will not receive paid maternity leave.
3. If a unit member's physician releases the unit member to work a reduced load, the unit member should consult with CIO/CSSO and CHRO regarding the assignment. The unit member may request assistance from COCFA, if needed.
4. If the unit member is disabled for a period greater than six weeks, the unit member will be required to utilize their accrued sick leave as per this Article for the remaining period of disability. Should the unit member exhaust their accrued sick leave, extended sick leave will be applied per this Article.
5. The provisions of the California Family Rights Act (CFRA) and Pregnancy Disability Leave (PDL), as well as the federal Family and Medical Leave Act (FMLA) will be applied concurrently with maternity leave, personal necessity leave, baby/child bonding leave, and unpaid leave.
6. Prior to returning to work, the unit member will be required to submit a statement from the unit member's physician indicating the date on which the unit member is no longer disabled and is able to resume her duties.

7. Unit members desiring additional leave beyond the period of their disability may utilize bonding leave and/or request unpaid leave as provided in this article.

N. Adoption Leave

A unit member shall be entitled up to a six (6) week paid leave commencing with the placement of a child in the unit member's home for the purpose of adoption, given that the unit member will be the primary caregiver(s) of the child. The District will require documentation establishing the start date of the leave as determined by the CEO or designee. The unit member will receive paid leave for that portion of the six (6) weeks leave that occurs while on contract.

O. Family Leave

The District shall comply with the provisions of the California Family Rights Act and the Federal Family and Medical Leave Act. A unit member is entitled to take unpaid leave for one or more of the following reasons:

1. Birth of a child of the unit member and care for the child.
2. Placement of a child with the unit member for adoption or foster care.
3. To care for the unit member's spouse, domestic partner, child, or parent with a serious health condition.
4. Because of a serious health condition that makes the unit member unable to perform job functions.
5. California Family Rights Act and the Federal Family and Medical Leave Act are unpaid leaves. Unit members are strongly encouraged to research other paid leaves available to them contained in this article.
6. Because of a qualifying exigency arising out of the fact that the unit member's spouse, domestic partner, child, or parent is on covered active duty or called to covered active duty status with the Armed Forces and National Guard.
7. Because the unit member is the spouse, domestic partner, child, parent, or next of kin of a covered service member with a serious injury or illness.

P. Unauthorized Leave

In the absence of reasonable cause, a unit member who, because of an unauthorized absence, fails to perform assigned duties and responsibilities as required by the rules and regulations of the District may be considered to be in violation of one (1) or more sections of Board policy and, therefore, may be subject to disciplinary action as described in Board policy.

Q. Other Leaves

The District may grant a unit member, upon their request, an unpaid leave of absence for up to one (1) academic year. No credit shall be granted for time spent on leave without pay toward advancement on the salary schedule, longevity benefits, or required period of probationary service.

ARTICLE 11: LOAD BANKING

Tenured faculty of the District, including Counselors and Librarians, will be eligible to participate in “load banking” based on the provisions set forth in this article.

A. Load Deposits

1. Notification Requirements

Unit members electing to bank load must notify the CIO in writing of the election to bank load, and provide a non-binding load banking and withdrawal plan. The notification and plan shall be provided by the end of the first week of instruction of the overload class.

2. Eligibility

- a. If a unit member has a load greater than sixteen (16) TLUs, that unit member is eligible to bank TLUs over fifteen (15) TLUs to a maximum of six (6) TLUs per semester for lecture faculty, and to a maximum of ten (10) TLUs per semester for lab faculty.

For example, a unit member teaching 10 lecture hours (10 TLUs) and 10 lab hours (10 TLUs) may bank $20-15=5.0$ TLUs.

- b. Hours in excess of six (6) TLUs for lecture faculty per semester, or ten (10) TLUs for lab faculty per semester, subject to the approval process for overload, shall be compensated at the established overload rate.
- c. No more than 15 TLUs may be banked at any one time. The TLU account balance may not exceed 15.
- d. Summer and Winter Session courses will not be eligible for load banking.
- e. Overload assignments supported by categorically funded or grant funded programs may not be load banked.
- f. Counseling unit members, after notifying the CIO and/or CSSO (or designee(s)), may bank either hours or a maximum of six (6) TLUs in overload per semester.
 1. Counseling unit members may bank hours in excess of 1,386 per 11-month contract. 58% of accrued hours for load banking must be student contact hours as defined in Article 12.H. No more than 20% of total hours may be banked in one semester.
- g. No more than 20% of Counseling unit members may take leave during a semester, either full or partial, as the result of load banking.
- h. Non-instructional unit members, after notifying the CIO and/or CSSO (or designee(s)), may bank hours in excess of 35 hours per week. No more than 20% of a load may be banked in one semester.
- i. There is no implied guarantee that overload assignments will be available to unit members wishing to utilize the overload program.
- j. Banked hours will be accumulated at the overload salary rate at which they were earned, and no interest will be paid on banked hours.
- k. It is the unit member’s responsibility to request overload assignment(s) be load banked and obtain permission from the CIO (or designee), for any overload hours in excess of 6 TLUs for lecture faculty, or 10 TLUs for lab faculty. The Office of Instruction, or designee, shall maintain the load banking balance (both in terms of banked TLUs and cash value), for each unit member. Each semester unit members should verify their load banking balance.
- l. Banked load credit may be used for professional or personal reasons excluding full-time employment with another college district.
- m. Banked load credit may not be transferred, lent, or assigned between unit members.

B. Load Withdrawals

1. Notification Requirements

Unit members electing to utilize banked load credit must submit a banked-load leave request to the CIO, or designee, at least 90 days prior to the anticipated leave in order for the District to arrange for a replacement.

2. A banked load credit of 15 TLUs is required for a one-semester leave.

3. Approval Process

The District must provide a written response to this request within 45 days.

- a. Sabbatical leaves of absence shall have priority over banked leave of absence requests.
- b. The District reserves the right to postpone approval of a request for utilization of a banked load if such utilization would jeopardize the educational program in the unit member's discipline.
- c. In the event that the District must deny a request for banked leaves of absences due to an excessive number of requests, requests will be prioritized based upon seniority (verified by Human Resources), then the length of time since the unit member has taken a prior sabbatical or banked leave of absence (verified by the Office of Instruction).
- d. The District also reserves the right to postpone approval of a request for utilization of banked load credit if a suitable replacement is not available, or if the replacement represents an added cost to the District (above adjunct replacement costs).
- e. If a leave is denied, the unit member shall be guaranteed the leave within four (4) semesters following the initial request.

4. Rescind Rights

A request for a banked leave of absence may be rescinded by the unit member no later than sixty (60) calendar days prior to the leave, but not after a temporary replacement has been hired. At the request of the unit member, this deadline may be waived by the CIO or designee.

5. Load Reduction

- a. A banked load credit may be used by a unit member to reduce a load during a semester. However, load reduction is not a leave, as defined in Article 10; therefore, the unit member is not excused from responsibilities enumerated in Article 12.
- b. If there is an existing accumulated under load, the unit member must bring that under load balance to zero before load banking will be allowed.
- c. Load reductions in excess of 40% must be approved by the CIO or designee.
- d. Unit members on a load reduction may not work or be paid for an overload assignment.

6. Full semester banked load leave of absence

- a. Tenured unit members shall be granted a one (1) semester leave of absence with pay at the rate in effect when the banked leave is taken when all of the following conditions have been met:
 - (1) The unit member, department chair, and the division dean have discussed the non-binding load banking withdrawal plan.
 - (2) The unit member has submitted a banked-load leave request 90 days prior to the anticipated leave in order for the District to arrange for a replacement. At the request of the unit member, this deadline may be waived by the division dean, or designee, based upon extenuating circumstances.
 - (3) The banked load has been verified by the CIO or designee
 - (4) The leave of absence has been approved by the CEO and the Board of Trustees.
- b. At any one (1) time no more than 6% of full-time unit members may utilize their banked load credit for a full semester banked load leave of absence and such leave may not be taken more than once every three (3) years.
- c. Upon the approval of the CEO, this leave may be taken consecutively with a one-semester sabbatical leave within consecutive semesters.

- d. Load banking may be used to supplement a year-long sabbatical leave (in order to bring the salary to 100%); however, in no case shall the combination of sabbatical leave pay and banked leave pay exceed the unit member's base pay. Banked leave may not be combined with sabbatical leave to provide a leave that exceeds a one-year period.

7. Maintenance of benefits

Health and welfare benefits and STRS contributions shall be the same during any banked leave of absence as if the unit member's total assignment had been worked. Banked load credit shall count toward retirement and shall be considered paid District service during the period that they are used.

8. Termination of banked leave

Should a full-time unit member resign, retire, die, or otherwise separate from employment with the District, the total value of his/her accumulated banked hours shall be paid at the overload rate at which the time was banked to the unit member or his/her beneficiary(ies) in a timely manner.

ARTICLE 12: WORKLOAD AND WORK DAYS

A. A one-semester load for full-time instructor is fifteen (15) Teacher Load Units (TLUs) plus or minus one (1) TLU. Teacher Load Units are based on one (1) TLU for one (1) lecture hour for a semester-length course. An instructor’s load shall be computed using lecture hours first (unless Supervised Open Lab is primary assignment) followed by laboratory hours subject to the following table:

1. Assignment Full-Time
 a. Definition of Load:

Lecture/Lab	1 hour = 1 TLU
Noncredit (CDCP)*	1 hour = 1 TLU
Noncredit Non-Enhanced	1 hour = 1/2 (.500) TLU
Writing courses	1 hour = 1.3 TLU

*CDCP means Career Development and College Preparation

- (1) Full-time unit members who elect to teach writing courses (English 089, 091, 094, 096, 101, 101H, 102, 102H, 103, 105, 106, 204, 104, 108, 109, 110, ESL 080, 100, or any other course mutually agreed with the District and the Association) shall receive 1.3 TLU in return for the following duties. The class size will remain at thirty-five (35) students.

Contribute one (1) additional office hour per week in office/TLC for one-to-one student conferences (pre-writing, drafting, revising, editing, and proofreading);

Contribute to the writing of the generic syllabi for departmentally-taught writing courses.

- (2) Faculty who teach Cooperative Work Experience (CWE) shall be paid per student because, unlike regular classes, the instructor meets with students on a one-to-one basis rather than in a group. The number of CWE units each student enrolls in also varies. Thus faculty who teach CWE will be paid based upon the following formula:

Hourly rate of pay X 2.125 (average semester CWE contact hours) X number of students = Semester pay.

- (3) A teaching load exceeding sixteen (16) TLUs shall be compensated at the overload hourly rate for load in excess of fifteen (15) TLUs, or may be balanced without additional compensation within the following semester subject to approval of the CIO. Noncredit, Career Development and College Preparatory (CDCP) courses will be paid at 100% of the overload rate. Noncredit, non-enhanced courses will be paid at 50% of the overload rate or at the adjunct non-credit hourly rate, whichever is greater.

- b. A teaching assignment of less than fourteen (14) TLUs shall be balanced the following semester or as soon as possible thereafter subject to approval of the CIO, or may be equated by special assignment. In order to provide for effective scheduling and/or use of faculty resources, the CIO may approve load averaging over a period of 4 semesters not including winter or summer. A maximum of 10 TLUs per semester may be taught as overload without approval of the CIO.

- c. If an instructor has a load greater than sixteen (16) TLUs, then the overload shall be computed as follows: all hours (lecture/lab) taught above the hours used to compute the full load of fifteen (15) TLUs will be compensated for at the hourly rate.
- d. If a suitable classroom is available, and upon the approval of the CIO, a faculty member who agrees to teach a large format class will be given the following TLUs:

45 students = 1.2x TLUs
 55 students = 1.5x TLUs
 70 students = 2x TLUs
 90 students = 2.5x TLUs
 105 students = 3x TLUs

The specific course enrollment cap for each large lecture format class may be higher than the minimum enrollments listed above. In general, course enrollment caps for large lecture format classes may be set to the maximum number of seats identified for the respective classroom. The enrollment cap will be set by the Department Chair in consultation with the teaching faculty member. Number of students enrolled, and the subsequent TLU distribution, shall be calculated on the census date.

- e. Faculty reaching the student target for a 1.2x TLU class on the first day of class are allowed to have the higher TLU factor provided that they maintain no more than 2 students below the target at the time of census. Faculty reaching the student target for a 1.5, 2, 2.5, or 3x TLU class on the first day of class are allowed to have the higher TLU factor provided that they maintain no more than 3 students below the target at the time of census.

COCFA and the District agree to revisit this agreement in spring 2019.

- 2. All full-time teaching faculty shall provide a full (defined as no less than 35 hours) professional service week, from on or off campus, that includes, but is not limited to, teaching, preparation and grading for assigned courses, maintenance of office hours for student conference, division meetings, and other professional responsibilities that may include:
 - a. Continuing professional development
 - b. Sponsorship and support of student activities
 - c. Participation in budget development
 - d. Participation in employment interviewing and selection procedures
 - e. College committees
 - f. Department meetings
 - g. Curriculum development
 - h. Articulation and matriculation
 - i. Writing of grant proposals and research projects
 - j. Recruitment and high school relations
 - k. College-related community activities and projects
 - l. Activities of faculty in shared governance
- 3. Regarding office hours in 12.A.2 above

- a. Refer to the table below for specific requirements regarding office hours. Office hours are to be adjusted proportionately if the number of TLUs devoted to classroom instruction is altered.
- b. Office hours are to be scheduled to meet the needs of students and the needs of the educational programs of the District. Each scheduled period of office time shall be no less than one-half (1/2) hour in duration and must be scheduled during a time that students are reasonably expected to be available. Office hours are to be held on campus or via electronic communication per the table below. Office hours must occur at least 2 (two) days per week. Office hours for 100% on-line classes may be held on-line. Office hours must be included in each course syllabus.

On campus/Hybrid TLUs per week	Number of On Campus Office Hours	Number of On Line Office Hours	Total per Week
1-3	1	0	1
4-6	1.5	.5	2
7-9	2	1	3
10-13	2.5	1.5	4
14-16	3	2	5
17-18	3.5	2.5	6
19-21	4	3	7

- c. The unit member shall prepare and submit in writing or electronically his/her proposed schedule of office hours by the second week of the semester to the Instruction Office or designee for posting on the internet.
 - d. Each unit member shall post his/her office hours on his/her office door. The unit member may make permanent changes in his/her office hours with notification to the appropriate instructional dean or student services dean.
 - e. The unit member's students are to be notified of any change in office hours. The instructor shall post a notice of the change of that office hour and the time of the makeup hour. Cancellation of office hours not rescheduled within a week will result in the use of leave hours equal to the office hour(s) missed as noted on the absence form.
- 4 On-Line and hybrid courses:
- a. Unit members may teach up to 10 TLUs online in their base load unless their respective departments have more restrictive policies. (Hybrid classes are not considered "online".) This limit does not apply to online classes taught as overload.
 - b. In the absence of specific agreements to the contrary, on-line courses and hybrid courses should have the same course size as on-ground courses.
 - c. The District and the Association recognizes that time commitments may change and will re-evaluate course size when appropriate.
 - d. As with all courses, instructors are free to add students to their courses.

- e. Changes in size limits to courses must be completed within the established curriculum approval process.
- B. For purposes of determining workload, a “contact hour” shall be defined as fifty (50) clock minutes. Should the Title 5 definition of contact hour be changed, such change shall automatically be incorporated into this section.
- C. Class size maximum shall not be exceeded during the term of this Agreement.
- D. The normal workload for non-instructional unit members shall be thirty-five (35) hours of on-campus duty. Counseling unit members are exempt from the thirty-five (35) hours per week workload requirement. Counseling unit members are defined as: Counselors; Director, Transfer Center; Director, EOPS; Director, DSPS, and; Learning Disability Specialist. Off-campus work (conferences, outreach, and similar assignment-related duties) for all non-instructional unit members may be approved through mutual agreement with the Dean. Work schedules may be adjusted during peak periods or when workloads demand.
- E. According to California Statute (Title 5, Section 55720) all full-time faculty must work a minimum of 175 days in the academic year (Fall and Spring semesters). This Agreement adds an additional day of service to this requirement (opening day) for a total of 176 days of service. The calendar of the 176 days (i.e., the payroll calendar for full-time faculty) for the upcoming academic year shall be published on the Payroll website by July 1st each year.
- F. Because COC is an approved flexible calendar college, we are allowed to designate up to ten (10) days of the 175-day requirement for professional development activities (“FLEX”).
1. For classroom instructors this adjustment is made in the schedule of classes to provide 165 days of instruction. Teaching faculty are then required to document by written contract the time they spend to satisfy the 10 remaining days required by the State (defined at COC as 41 hours or 4.1 hrs/day). Organized FLEX activities are scheduled throughout the year and/or faculty may complete individual projects subject to approval of the CIO.
 2. Professional development for non-instructional unit members as defined by Section H of this article.
 - a. For the purposes of this section, a non-teaching faculty member is a unit member whose workload is defined by an hourly workload rather than by TLU.
 - b. Non-instructional unit members may choose to utilize professional development hours as part of their required contractual obligation under the following conditions:
 - (1) Professional development hours may be regular FLEX hours, or other activities approved by the Professional Development Committee.
 - (2) Scheduling of professional development hours must be approved by the supervisor, and cannot conflict with the requirements of the unit member’s position.
 - c. The total professional development hours will not exceed the annual FLEX requirements for an instructional unit member.
 3. FLEX time is in lieu of instructional time. All faculty members are paid for FLEX time in advance. For academic year 2012-2013, any hours that are not completed by the June 30th deadline will be docked from the September paycheck. FLEX time is in lieu of instruction. All faculty member are paid for FLEX time in advance. For academic year 2013-2014, until otherwise changed, any hours that are not completed by the June 30th deadline will be docked from the August paycheck.
- G. The FLEX calendar cannot be changed except by mutual agreement of the Association and the District.

H. The normal weekly workload for full-time non-instructional unit members with ten (10)-, eleven (11)- or twelve (12)-month contracts (whose positions are listed in the table below, except Counseling unit members) shall be thirty-five (35) hours (prorated for less than 100% non-instructional unit members).

Position	Contract Length
<i>Nutrition & Wellness Coordinator</i>	10 months (75%)
<i>Director, EOPS</i>	11 months
<i>Director, Transfer Center</i>	11 months
<i>Learning Disability Specialist</i>	11 months
<i>Librarians</i>	11 months
<i>Counselors</i>	11 months
<i>Librarian</i>	12 months
<i>Director, NSF-CREATE Program</i>	12 months
<i>Director, DSP&S</i>	12 months
<i>Director, SSSP</i>	12 months
<i>Nursing Director</i>	11 months
<i>Director, Civic and Community Engagement Initiatives</i>	12 months

1. The normal workday for full-time non-instructional unit members shall be seven (7) hours of campus related duty (prorated for less than 100% non-instructional unit members).
2. Full-time non-instructional unit members shall work a mutually agreed upon ten (10), eleven (11), or twelve (12) month contract (prorated for less than 100% counselors). The eleven-month contract is defined as “the regular teaching contract plus twenty-two (22) days.” (198 days). The twelve-month contract is defined as the “regular teaching contract plus forty-four (44) days,” (220 days).
 - a. Counseling unit member shall be required to work a minimum number of hours based on their contract length.
 1. Counseling unit members with 10-month contracts shall work 1,232 hours, which is based on 176 workdays with a normal workday of 7 hours.
 2. Counseling unit members with 11-month contracts shall work 1,386 hours, which is based on 198 workdays with a normal workday of 7 hours.
 3. Counseling unit members with 12-month contracts shall work 1,540 hours, which is based on 220 workdays with a normal workday of 7 hours.
 - b. Counseling unit members are expected to work their hourly contractual obligation over a 12-month academic year.
 - c. At the conclusion of the academic year, the Dean will work with Counseling unit members to verify only the hours worked to meet their contractual obligation to the District.
 - d. No more than thirty-six (36) days of the eleven (11) month contract will be scheduled between the spring commencement date and the Opening Day for teaching faculty of the next fall term, unless mutually agreed upon by the non-instructional unit member and the CIO or CSSO.
 - e. Nothing in this statement shall be interpreted to excuse a Counseling unit member from registration period service (i.e., new student orientation sessions and pre-registration advisement) unless a specific arrangement has been made with, and approved by, the CSSO.
 - f. Any other deviations from this Agreement, which are requested by non-instructional unit members, must be approved by the CIO or CSSO. It is, of course, understood that student access and service needs are to be considered in the annual scheduling of non-teaching faculty.
 - g. Beginning academic year 2013-14, counseling unit members, hired before January 1, 2006, will be paid an annual responsibility stipend distributed in twelve (12) equal payments. Eleven (11) month counseling unit members will receive a five hundred fifty dollar (\$550) (or prorated for less than 100% counselors) responsibility stipend. Twelve (12) month counseling unit members

will receive a six hundred dollar (\$600) (or prorated for less than 100% counselors) responsibility stipend.

- h. Beginning academic year 2018-19, Counseling unit members must meet a minimum of 800 available student contact hours within their 11-month contract.
 1. Available student contact hours include any activity that involves direct counseling service to a student. These activities include, but are not limited to:
 - (1) Appointments, drop-in counseling, and workshops
 - (2) Asynchronous student contact via email
 - (3) Pre-approved activities by the Dean
 2. If students fail to attend appointments, drop-in counseling, or utilize other available direct counseling services, Counseling unit members will make every effort to engage in student contact-related activities during that time.
 3. Approved reassigned time will be deducted pro-rata from the minimum 800 student contact-hour obligation. In addition, approved leave time will be deducted pro-rata from the minimum 800 student contact-hour obligation. Modified work schedules may be approved by the Dean.
 4. The required minimum 800 student contact hours will be prorated for less than 100% Counselors.
 5. Special population Counselors will coordinate with their Dean to determine if the minimum student contact hours will require reduction to best fit the needs of their program.
 6. Counseling faculty who serve as Directors of EOPS, DSPS, as well as the Learning Disability Specialist are exempt from the student contact requirement.
 3. Salary for non-instructional unit members will be distributed in ten (10), eleven (11) or twelve (12) equal payments for ten (10), eleven (11) or twelve (12) month contract unit members, respectively. Retirement benefits will be earned for each of the aforementioned ten (10), eleven (11) or twelve (12) months, respectively. The District and the non-instructional unit member will each pay its/his/her historic share of contribution to the STRS system for each of the ten (10), eleven (11) or twelve (12) months.
 - a. Beginning academic year 2012-13, salary for non-instructional unit members will be distributed in eleven (11) equal payments for ten (10) and eleven (11) month contract unit members, starting September, 2012. Retirement benefits will be earned over the eleven (11) month period for ten (10) and eleven (11) month contract unit members. The District and the non-instructional unit member will each pay its/his/her required share of contribution to the STRS system for each of the eleven (11) months.
 - b. Beginning academic year 2013-14, until otherwise changed, salary for non-instructional unit members will be distributed in twelve (12) equal payments for ten (10), eleven (11) or twelve (12) month contract unit members, starting August, 2013. Retirement benefits will be earned over the twelve (12) month period for ten (10), eleven (11) or twelve (12) month contract unit members. The District and the non-instructional unit member will each pay its/his/her required share of contribution to the STRS system for each of the twelve (12) months.
 4. Mutually agreed upon extra pro rata hours beyond 1,232 for 10-month Counseling unit members, 1,386 for 11-month Counseling unit members, and 1,540 for 12-month Counseling unit members may be added to the aforementioned contracts.
- I. Except for emergency closure of the College, in which event an alternate schedule will be made by the District:
 1. The number of required workdays for bargaining unit members not covered by Article 12, Section H, above, shall be one hundred seventy-six (176). When necessary to provide a balanced and workable

academic calendar, the opening day of activities that occurs prior to the start of instruction (which normally constitutes a required day of service) shall also be counted as a FLEX calendar day.

2. As of 2006-2007, the District is on a compressed academic calendar.
3. Holidays shall be in accordance with the agreed upon and approved calendar. The Academic Calendar Committee, a collegial consultation committee, comprised of representatives from the Association, Academic Senate, the Faculty Development Committee, students, CSEA, and the Administration will study and recommend an appropriate annual academic, winter, and summer school calendar. A joint committee of faculty and administration will study and recommend the most appropriate time for the Intersession period.

J. The following are given reassigned time in order to perform duties pursuant to the job description or bylaws of the organizations:

- Association 20% per Semester
- Academic Senate 250% per Semester
(to be allocated by the Academic Senate) A percentage of this release time sufficient to perform the tasks must be assigned to the development of CTE curriculum, and to support a CTE liaison position.)
- Curriculum Committee Chair 50% per Semester

The release time for Curriculum Committee Chair will be reviewed annually based on workload.

K. Department Chairs/ Program Coordinators

1. A department is an organizational structure composed of one or more disciplines or programs. For purposes of organization, multiple related disciplines may select to be designated a department. Programs without departments will have Program Coordinators who perform the duties of a department chair (i.e. scheduling, program review, hiring, budget, etc.). Program Coordinators should not be confused with Curricular and Assessment Coordinators whose focus is coordinating SLO data, assessment, and curriculum.
2. The list of Departments and Programs will be determined by the Academic Senate. By April 15th every year, the Academic Senate shall provide COCFA with a list of the coming year's Departments and Programs for compensation.
3. Duties and Responsibilities – On behalf of the designated department or program, the Department Chair or Program Coordinator shall complete or delegate the following in a timely manner:
 - a. Collaborate with Department or Program faculty and administration to create a unified vision for the Department/Program including program expansion and modification.
 - b. Draft and review the class schedule in response to District guidelines and parameters including distributing class schedules to faculty and making recommendations regarding staffing of sections and off-site locations (clinical).
 - c. Mentor faculty regarding instructional pedagogy, classroom management, academic integrity, and college environment, etc.
 - i. Coordinate staffing needs including: Recommend full-time faculty to Academic Staffing Committee and adjunct faculty to Human Resources.
 - ii. Assist in preparing the faculty job announcements and all recruiting materials.
 - iii. Involved in and coordinate with Human Resources all faculty employment (including emergency hires) screening materials, scheduling of and participating in interviews, selection, and may perform reference checks.
 - d. Ensure the preparation and submission of an annual department budget and other expenditure requests to relevant college funds.

- e. Monitor departmental expenditures during the academic year.
 - f. Coordinate evaluation of adjunct faculty with support from fellow department members and administration.
 - g. Receive materials addressed to the Department.
 - h. Coordinate program review and planning activities including facility needs.
 - i. Review, faculty modification, additions and deletions to department curriculum to be forwarded to the Academic Senate's Curriculum Committee.
 - j. Direct relevant, recruitment and community outreach activities. Where appropriate, assist in setting direction and leading external accreditation and meetings of program advisory committees.
 - k. Review and approve where required:
 - i. College catalog description of programs and courses
 - ii. Tenure Committee Reports
 - iii. All faculty evaluations
 - iv. Curricular and Assessment Coordinators
 - v. Pre-requisite challenges
 - vi. Course Substitution
 - vii. Guest Lecturer Form
 - viii. Request for Funds
 - ix. Time sheets for Short Term employees and College Assistants (review for accuracy only and initial)
 - x. Field Trip Authorization forms
 - xi. Travel Authorization forms
 - xii. Load Banking forms
 - xiii. Grade disputes
 - l. Coordinate textbook selection and procurement of instructional supplies for faculty.
 - m. Arrange for substitute.
 - n. Provide input into the evaluation of Classified staff.
 - o. Coordinate equipment maintenance, repair, and replacement.
 - p. Maintain a list of department/program faculty contact information.
 - q. Respond to adjunct leave and grievances.
 - r. Coordinate creation of and updates to department/program website.
 - s. Review and approve department course pathways/course sequencing.
 - t. Update discipline(s) minimum qualifications.
4. While the Department Chairs duties and responsibilities can at times be clerical in nature, the District agrees to provide clerical assistance to assist departments and programs in performance of duties listed above.
5. There are clerical tasks/duties that should be performed by clerical staff and not by Department Chairs. These clerical tasks include but are not limited to:
- a. Room changes
 - b. Forwarding email/information
 - c. Location for adjunct office hours
 - d. Collect copies of syllabi
 - e. Annual equipment inventory
 - f. Purchasing and PO tracking
 - g. Proofing the schedule
 - h. Tracking, data collection, data entry of SLOs
 - i. Creation of marketing materials and website design and update

6. While Department Chair duties and responsibilities have managerial-type characteristics, the District agrees the following duties should not be performed by Department chairs. These tasks include but are not limited to:
 - a. Major student discipline issues
 - b. Student behavioral issues
 - c. Academic integrity/dishonesty
7. Selection:
 - a. Any full-time faculty member is eligible for selection as a department chair.
 - b. In the case of multiple candidates for the position in a department with two or more full-time unit members, the Academic Senate shall conduct an election, in accordance with the election procedures approved by the Academic Senate, for the position. (See Academic Senate Standing Procedures for Department Chair Elections.) Only unit members with a majority of their load in a department are eligible to vote for the Chair of that department.
 - c. In the case of departments with one full-time unit member, that person shall serve as chair. Should that person be unable or unwilling to serve as chair, any full-time unit member may serve as chair. Selection shall be according to the Academic Senate Standing Procedures for Department Chair Elections.
 - d. In the case of departments without full-time unit members, then any full-time unit member may serve as chair. Selection shall be according to the Academic Senate Standing Procedures for Department Chair Elections.
8. Term – Department Chairs will serve a term of two years and may serve multiple terms. The term shall start on the first day following the last day of instruction of the spring semester.

Non-service day requirements:

Department chairs are expected to provide enrollment and staffing service for all terms outside of the traditional semesters (i.e., summer and winter sessions).

 - a. Much of the enrollment and staffing service can be provided during the regular academic term.
 - b. If any additional service is required outside the contract days, the member will be compensated as provided for in Article 16 (Non-Instructional Non-Service Days Assignments) of this Agreement.
 - c. A department chair may designate an alternate to provide the enrollment and staffing services outside of the traditional semester. Any work provided by the designee outside of the contract day will be compensated as provided for in Article 16 of this Agreement.
 - d. In the absence of available designees, the Division Dean may assume the duties of the Department Chair until the Chair or designee is available.
9. Compensation:
 - a. Department Chairs and Program Coordinators will be compensated for each academic year. The amount of release time per department/program will be listed in Appendix C:
 - An MOU will be created, Spring semester 2016 to determine compensation.
 - Department chairs may choose to split their reassigned time unevenly between Fall and Spring semesters within an academic year. If chosen, the uneven split should not exceed a 70:30 split. Exceptions may be granted by the CIO.
 - b. Department chairs may choose to allocate their reassigned time to department unit member who agree to take on a portion of department chair responsibilities. Guideline for the allocation of department chair release time are as follows:
 - Duties assumed by faculty colleagues require a 1-semester minimum commitment.

- Department chairs will use percentage to define the amount of release provided to faculty colleagues.
 - Department chairs can allocate reassigned time for up to three faculty.
 - Faculty cannot use chair reassigned time unless their teaching load and reassigned time place them at 15 TLU's, or greater. This restriction can be waived with permission from the CIO for exigent circumstances.
 - Specific responsibilities will be written and communicated to the faculty member receiving reassigned time, the appropriate School Dean, and the Office of Academic Affairs.
 - For chairs beginning their tenure, a deadline of the end of spring semester will be observed in which to distribute reassigned time to faculty colleagues for the following fall semester's duties.
 - For chairs in the middle of their two-year tenure, a deadline of April 1 will be observed when distributing reassigned time to faculty colleagues for the following fall semester's duties.
 - One chair of record will remain for department communication and signatures on District forms.
 - Faculty colleagues assuming a portion of chair duties will be evaluated using the Department Chair Evaluation Form, and will follow the same process and guidelines indicated for department chair evaluation in Article 12, Section K.8 and Non Performance in Article 12, Section K.9.
10. a. Election of Department Chairs shall take place in the spring semester of an even-numbered calendar year, and the term of office shall be for two (2) years beginning on the first day following the last day of instruction of that spring semester. (For example, election will take place in Spring 2008, and the two-year term will begin on the first day following the last day of instruction of Spring 2008. Next election will take place in Spring 2010.)
- b. For purposes of compensation, the calculations shall be done on the basis of averaged data from the semester in which the election took place and the semester immediately preceding it or as requested by the chair of a new department. (For example, for the two-year term beginning on the first day following the last day of instruction of Spring 2008, averaged data shall be taken from Spring 2008 and Fall 2007.)
11. The Department Chairs shall be compensated.
In support of enrollment management, specifically:
- developing current and competitive curriculum,
 - engaging in program planning,
 - supporting the interim winter intersession,
beginning July 1, 2005 the District will make available \$25,000 to be distributed to Department Chairs in a manner mutually agreed upon by the District and the Association.
12. Evaluation
- a. Department Chair Evaluations
- The online evaluation instrument will be used in a pilot study during the spring 2018 semester, using a representative sample of Department Chair faculty.
 - Based on the feedback from participating Department Chairs and evaluators (full-time and adjunct department faculty, appropriate classified staff, and the appropriate School

Dean), modifications were made to the online evaluation instrument at the conclusion of the pilot study.

- A Department Chair online evaluation instrument and process was formally adopted for the 2018-19 academic year, based on the feedback and revisions from the spring 2018 pilot study.
- New Department Chairs/Program Coordinators will first be evaluated annually during the spring semester of each year. After the first two years, if the Department Chair/Program Coordinator has overall met or exceeded expectations, then s/he may be evaluated once every three years during the spring semester.
- Each Department Chair/Program Coordinator will have the opportunity to complete the online evaluation in Appendix L as part of their Self Evaluation. In addition, department faculty members, staff (where appropriate), and the School Dean will also have the opportunity to complete the online evaluation of the Chair/Coordinator, and results will be available to both the Chair/Coordinator as well as the School Dean. The School Dean will include all collected results (including numerical data as well as narrative) and Self Evaluation in the Summary section, to be discussed during a Review Conference. If a Chair/Coordinator receives an overall assessment of “needs improvement” or “unsatisfactory”, recommendations for improvement may be provided.
- The evaluation instrument used for the evaluation of Department Chairs/Program Coordinators is agreed to by the Association and the District.

13. Non Performance

- a. Department faculty or other relevant employees may report to the appropriate Division Dean that a department chair is not completing the responsibilities outlined in this Article. Upon verification by the appropriate Division Dean, the Division Dean shall notify the department chair in a timely manner and provide a timeline for the correction of non-completed responsibilities.
- b. If the appropriate Division Dean determines that timely corrections have not been made, the Division Dean may temporarily remove the department chair, make the appropriate load adjustments, and shall convene an ad-hoc review committee composed of him/herself and two unit members appointed by the President of the Academic Senate from outside the associated department. This committee shall make a recommendation for further corrective action or may recommend removal of the department chair from his/her chair position. This recommendation shall be submitted to the CIO, who will take discretionary action on the recommendation.

L. Coordinators

1. Coordinators are unit members selected to provide coordination of a specific project, task, or curricular area on a short-term or ongoing basis. Rather than general or overarching duties, coordinators have responsibility for a more narrow area usually with specific outcomes. Examples include having responsibility for the coordination of curriculum and assessment for a particular course or set of courses where there is a need to ensure uniformity of structure and evaluation of student learning, or overseeing a grant project.
2. Each approved coordinator position shall have a description on file with the Office of Instruction, which shall include a list of responsibilities, method of selection and compensation level. Coordinator positions shall be approved by the CIO upon a recommendation from the appropriate Division Level Administrator and Department Chair. Compensation shall be reasonably related to the scope of assignment and shall be included in the position description.
3. A list of approved coordinator positions shall be compiled and reviewed each year as part of the budget development process.

- M. Upon approval of the CEO or designee, positions held by unit members may be extended from ten (10) months to eleven (11) months or from eleven (11) months to twelve (12) months in order to perform duties pursuant to the relevant job description.
- N. Grants Development
1. The District recognizes the importance of faculty contribution to the grant-writing process and encourages faculty participation in the grant writing process, including the development of grant budgets and commensurate compensation model for unit members, prior to the submission of the grant proposal.
 2. Faculty are allowed to participate in all grants that relate to faculty academic and professional matters (“10+1”) and matters related to faculty workload. The District will not deny the ability of faculty members to participate in any grant related to faculty academic and professional matters (“10+1”) and matters related to faculty workload.

ARTICLE 13: HEALTH AND WELFARE BENEFITS

- A. The District-wide Health and Welfare Benefits Committee will review the District's fringe benefit program, evaluate information on various types of group insurance plans and other fringe benefit programs, and make recommendations to the District and the Association.
- B. Coverages and Premiums
 - 1. The District shall pay the premiums for unit members for long-term disability.
 - 2. Each contract year, the District shall recalculate the health and welfare costs based on the most recent open enrollment information. The District shall allocate in the Association Health and Welfare Fund the total contribution for all unit members as agreed upon (see Appendix D).
 - 3. The Association Health and Welfare Benefit Fund shall be used for the cost of health and welfare benefits for employees and dependents for:
 - a. Medical Insurance
 - b. Dental Insurance (maximum per patient per year of \$2,500/ Delta)
 - c. Vision Insurance
 - d. Group Life Insurance of \$50,000
 - e. Cash-in-lieu
 - 4. The District shall pay the premium for an Employee Assistance Program. The program will only be used through employee self-referral.
 - 5. The District shall offer and maintain a Section 125 plan (IRS Code, Flexible Spending Plan). This plan will include cash-in-lieu of medical benefits, flexible spending accounts for out-of-pocket health care or dependent care costs on a pretax basis.
 - 6. Effective January 1, 2012, cash-in-lieu of medical benefits will be an enrollment option for unit members. The cash-in-lieu benefit amount will be \$4,000 per year, paid tenthly.
 - 7. All unspent health and welfare District contributions shall accumulate in the Association Health and Welfare Benefit Fund for benefit related costs. Any deficit shall be included in the total compensation calculations for the following year.
- C. Unit members shall make selections of non-elective coverages, elective coverages, and tax sheltered annuities on an annual basis. New employees shall make their selections at the time they are employed. Unit members may withdraw from any plan at any time and make elective coverage changes to medical, dental, and vision plans in the event of a family status change.
- D. Beginning academic year 2012-2013, elective, non-elective and all employee voluntary deductions and District contributions will be taken tenthly from October through July, unless required by law.
- E. The District shall offer 403b and 457 deferred compensation plans. Unit members may enroll in or make changes to these plans at any time.
- F. Unit members who wish elective coverages, the cost of which is in excess of the District contribution, shall authorize payroll deductions to cover all such costs.
- G. If a unit member does not wish to participate in plans provided by the District, or if a unit member participates only in a portion of the plans provided by the District, the unit member will relinquish any claim for any unused amount of the District contribution. This provision does not apply to those individuals receiving cash-in-lieu of medical benefits in Section B.6 above.
- H. The unit member bears the responsibility for meeting all requirements for eligibility in any plans provided by the District and for properly completing enrollment and/or application forms.
- I. Unit members eligible to participate in the employees' fringe benefit plans and to receive District contributions toward these benefits are those employed under contract during the regular college year on at least a half-time basis.
- J. Regular academic employees assigned less than full-time, will be entitled to benefits computed on the basis of the ratio of time assigned to a full-time assignment, except that assignments of fifty percent (50%) or greater will be considered full-time.

- K. Payments of the District contribution for unit members absent due to illness or injury of the unit member shall be made until the expiration of accumulated paid illness leave or until the employment is terminated, whichever occurs first.
- L. Unit members on a paid leave of absence, unless otherwise provided here, shall receive wages, District contributions to health and welfare coverage, and retirement credit in the same amounts as if they were not on leave. The District contribution for health and welfare benefits for unit members on approved unpaid leave status exceeding thirty (30) days will be terminated at the end of the pay period during which the unpaid leave status begins. Subject to rules of the insurance carrier, such unit members may continue the health and welfare coverages by advance payments of the total monthly premiums to the District.

ARTICLE 14: SAFETY

A. Safe Working Conditions

1. Unit members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety or well-being.
2. All District activities shall be conducted in accordance with established health, safety, fire and applicable OSHA regulations.
3. The District shall establish a Safety Committee composed of at least three (3) unit members designated by the Association, and other members as designated by the CEO. The committee shall conduct surveys, accept petitions or complaints, and make recommendations to the CEO. Such recommendations shall be considered for implementation as soon as possible.
4. The District and the Association agree to work toward maintaining a hostile-free work environment and they further agree that unit members shall be free from violence in the workplace, such as aggressive physical, verbal or non-verbal acts or threats.

B. TB Testing

Testing for TB will be required every four (4) years per California law.

C. Cameras

1. Video recording may be used to promote a safe working environment on the campuses.
2. Video recording may be used for disciplinary purposes.
3. No video (moving or still) recording equipment will be used where there is a reasonable expectation of privacy, in accordance with applicable law. Areas that are expressly prohibited from video and/or audio recording include, but are not limited to, faculty offices, bathrooms, locker rooms, mental health consultation rooms, and medical exam rooms.
4. No audio recording devices will be used, overt or covert, on campus, except with two-party consent.
5. An adequate number of signs must be posted to reasonably notify faculty that video recording may occur in public spaces, where appropriate. COCFA will receive notice of the number and location of video recording devices to be used on campus. This will be updated each year when additional devices are added.
6. If public video recording is used for proposing disciplinary action against a unit member, and upon request from the accused unit member, a COCFA representative and/or attorney may be present during the unit member's initial viewing of that recording. Only District management personnel will be allowed to review video recordings used for discipline action against a unit member.
7. For all other matters related to camera use on campus, unit members will refer to any applicable Board Policy and Administrative Procedure.

ARTICLE 15: SALARY

- A. Unit members shall receive salary in accordance with Appendix A-1, A-2, B-1, and B-2, incorporated herein by reference.
 - 1. Salary for unit members will be distributed in twelve (12) equal payments for ten (10), eleven (11) or twelve (12) month contract unit members starting August, 2013. Retirement benefits will be earned over the twelve (12) month period for ten (10), eleven (11) or twelve (12) month contract unit members. The District and the unit member will each pay its/his/her required share of contribution to the STRS system for each of the twelve (12) months.
- B. Teaching Institute: Participating unit members may receive 18 hours of FLEX credit per one (1) unit of a Teaching Institute class or may apply the Teaching Institute classes for movement across the salary schedule. Unit members cannot use units for movement across the salary schedule if receiving FLEX credit.
- C. Any courses taken with the intent of gaining advancement on the salary schedule must be approved by the CIO in advance.
- D. The District will make payments for Supplemental Services upon completion of the services. Faculty coaching intercollegiate athletics teams will be paid at a salary rate of one-tenth of the unit member’s annual salary.

Forms received in Payroll Services, with all required signatures, by the 20th of the month during which service is performed (or the 16th of the month for November, December, and February) will be processed for payment on the 5th of the following month, which is in compliance with Ed Code 87822. If the 5th falls on a weekend or holiday, the payment will be issued on the last working day prior to the 5th. Failure to turn in the form in a timely manner will not result in non-payment of services or discipline. **Payments will not be made on a lump sum basis.** Supplementary Services payments will be Board ratified.

- E. In accordance with changes to Title 5, Section 58162 (2013), faculty coaches will be assigned the following TLU’s.

Course	Sport	Units	Head Coach TLUs	Strength and Conditioning Coach TLUs
KPEI-250A	Intercollegiate Basketball I	1.5	10	2
KPEI-260A	Intercollegiate Football	3	10	2
KPEI-270A	Intercollegiate Soccer	3	10	2
KPEI-295A	Intercollegiate Volleyball	3	10	2
KPEI-255A	Intercollegiate Cross-Country	2	10	0
KPEI-265	Intercollegiate Golf	2	10	0
KPEI-245A	Intercollegiate Baseball	3	10	2
KPEI-250B	Intercollegiate Basketball II	1.5	10	2
KPEI-275A	Intercollegiate Softball	3	10	2
KPEI-290A	Intercollegiate Track & Field	3	10	2
KPEI-280A	Intercollegiate Swimming	3	10	0

As curriculum is modified, so too will this chart.

ARTICLE 16: NON-INSTRUCTIONAL NON-SERVICE DAYS ASSIGNMENTS

- A. Unit members who are requested to complete or participate in projects or assignments scheduled by an educational administrator during non-service days shall be compensated at the rate of \$53.18 per hour for 2018-19. Effective July 1, 2019 and thereafter, the rate of compensation shall be their regular overload, summer, and winter salary rate.
- B. In the event such an assignment requires travel (for example, between the Valencia Campus and the Canyon Country Campus, or other off-campus site(s) or satellite(s) of the District), the District shall reimburse for mileage accrued in the course of that day and assignment.
- C. Supplementary Services payments are for duties performed outside the scope of the contract or completed off-contract. Supplementary services must be requested by and approved by the administration in accordance with the preauthorization procedure

ARTICLE 17: OVERTIME PAY/INTERSESSION PAY

- A. Overload assignments during the regular academic year shall be paid by course, based on the standard of 17 hours per lecture class unit, at the rate in accordance with Appendix B-1.
 - 1. Beginning academic year 2012-2013, instructors qualifying for overload payments will receive four equal payments per semester. Fall semester overload will be paid October through January, and Spring semester overload will be paid March through June.
 - 2. Noncredit, Career Development and College Preparatory (CDCP) courses will be paid at 100% of the overload rate. Noncredit, non-enhanced courses will be paid at 50% of the overload rate or at the adjunct non-credit hourly rate, whichever is greater.

- B. Intersession (Winter and Summer)
 - 1. Intersession classes shall be paid by course, based on the standard of 17 hours per lecture class unit, at the rate in accordance with Appendix B-2.
 - 2. Compensation for all summer session classes will be at the rate established in the previous academic year contract. (For example, Summer 2007 will be paid at the 2006/07 rate.)
 - 3. Winter Intersession will be paid at the rate of the subsequent summer rate. For example, Winter 2008 will be paid at the Summer 2007/2008 rate.

- C. First Consideration
 - 1. Qualified unit members shall be given first consideration for overload, intersession and summer session classes.
 - 2. Absent prior permission from the CIO, unit members may only teach within the department of their primary assignment.

- D. Compensation Lists

The Office of Instruction will maintain the overload and intersession compensation lists.

ARTICLE 18: TRAVEL AND MILEAGE

- A. Unit members may be authorized to attend conferences and meetings. Requests for travel shall be submitted on the appropriate District form. Requests for travel which constitute expenditure in excess of one hundred dollars (\$100) or is for more than one (1) day shall be submitted not less than thirty (30) days in advance of the proposed travel. In exceptional circumstances, the CEO or designee may waive the thirty (30) day advance notice requirement.
- B. Unit members shall be reimbursed for necessary and actual expenses incurred while on approved and authorized travel. Such reimbursement shall be limited to the amount established through the approval process.
- C. Unit members shall not be reimbursed for any expenses incurred while traveling unless such travel and expense have been authorized and approved in advance by the Board of Trustees or designee.
- D. One advisor, per club, per excursion, per academic year shall be reimbursed from ASG up to \$500.00.
- E. Upon return from travel, the unit member shall submit a written or verbal report to the administrative supervisor within a period of ten (10) working days.
- F. In the event a unit member's regular assignment or overload assignment based upon the needs of the department or at the specific request of the CIO (or designee) is split between two or more instructional locations (for example, the Valencia Campus, the Canyon Country Campus or other off-campus site(s) or satellite(s) of the District) during the course of a regular work day (such that the assignment creates a need to travel between the site(s)) the District shall reimburse for mileage accrued in the course of that day and assignment. Assignment shall mean for this Article, activities of the professional service week listed in Article 12.A.2.
- G. Mileage reimbursement claims shall be submitted monthly on the approved District form and shall be paid at the mileage rate in effect at the time of travel (based upon the Federal rate) as adopted by the District.
- H. Unit members whose regular assignment is split between two or more instructional locations of the District shall be responsible to carry adequate personal automobile insurance in accordance with the laws of the State of California.
- I. In the event of an accident, the unit member must make a report to the District within five (5) business days. The District may provide payment(s) toward the loss of property and personal injury of others if a claim is filed against the District and/or unit member (during the course of his/her employment), by the damaged/injured party.
- J. Upon receipt of adequate proof of loss and proof of insurance, the District shall reimburse the unit member for damage to the unit member's vehicle in an amount not to exceed five hundred dollars (\$500) or an amount necessary to satisfy any deductible requirement of the unit member's personal automobile insurance, whichever is less. Such reimbursement shall not be paid to any unit member who is found to be more than 50% at fault by either a court of law or by the determination of the District's or unit member's insurance carrier, or if the unit member received a citation from a law enforcement agency (unless such citation is dismissed by a court of competent jurisdiction), or for damage that occurred due to the negligence of the unit member.

ARTICLE 19: RETIREMENT PROGRAMS

A. Consultant Service Retirement Plan

1. Unit members between the age of fifty-five (55) and sixty-five (65) may apply for participation in the District's Retirement Consultant Programs. To be eligible, the unit member must have served the District for ten (10) years. If the District and unit member mutually agree upon a plan, the unit member shall retire under STRS.
2. The maximum length of a retirement consultant plan shall be five (5) years or to age sixty-five (65). The service under such plan shall not be for more than one-hundred twenty (120) days in any school year and shall not require payment in an amount greater than that established by statute.
3. Application for a retirement consultant plan shall be made to the Office of Instruction at least six (6) months prior to the proposed commencement of such plan.
4. Unit members who retire under the provisions of this section shall receive District contributions toward health, life and dental insurance coverage. The contribution amount shall be established in District policy. The unit member shall pay any difference between the District contribution and the full cost of the premiums. The unit member may maintain dependent coverage by reimbursing the District for the premiums required for such coverage.

B. Reduced Workload Retirement Plan

1. Unit members who reach the age of fifty-five (55) or over may apply for a reduced workload contract with the District. To be eligible, the unit member must have served the District for ten (10) years, of which the last five (5) immediate preceding years were full-time. If the District and unit member mutually agree upon a plan to reduce full-time service to a part-time service, the unit member shall be paid a salary which is the pro rata share of the salary that would have been earned if the unit member were full-time.
2. The reduced workload contract shall be for not less than half (1/2) time and shall not extend beyond the school year in which the unit member reaches age seventy (70).
3. The District and unit member shall pay the necessary STRS contributions in accordance with STRS rules and regulations for pre-retirement reduced workload employment.
4. Unit members shall submit applications for pre-retirement reduced workload employment to the Office of Instruction at least three (3) months prior to the proposed commencement of such reduced workload.
5. Unit members may be returned to full-time employment upon mutual agreement between the District and unit member.

C. The District will adopt regulations to implement the provisions of AB 2223 (Golden Handshake).

D. Each unit member and his/her spouse, or registered domestic partner will have access to purchase District offered benefit plans in accordance with Education Code Section 7000.

- E. Retired unit members at least sixty (60) years of age with at least twenty (20) years of full-time service at COC, who are not eligible for Medicare, shall be entitled to Health and Welfare benefits paid to age sixty-five (65) with the District contribution of four thousand dollars (\$4,000) cap per fiscal year. Health and Welfare benefits include medical, dental, vision and life insurance, which are equal to the benefit programs provided active unit members, subject to insurance carrier requirements. The District contribution may apply to the unit member's spouse or registered domestic partner up to the contribution cap if the unit member had been married to the spouse or registered with his/her domestic partner for a minimum of ten (10) years before enrolling in this program. The unit member may pay for the benefits for the spouse or registered domestic partner above the cap subject to insurance carrier requirements.
- F. At age sixty-five (65), retired unit members participating under these provisions may enroll in the regular retiree benefit program outlined in Article 19 G below.
- G. Except for the provision noted in item "Article 19, E", listed above, the District contribution to eligible retirees is:
 - 1. \$2200 (with possible increase to be established using funds from the Association's H&W pool for 2006-2007 and 2007-2008.)
 - 2. Annually for medical, life, vision and dental insurance on a reimbursement basis.
- H. The above retirement programs shall be in accordance with and subject to STRS rules and regulations and legislation. New STRS members hired on or after 01/01/2013 will be subject to the revised STRS benefit structure. Please reference the STRS website for further information.
- I. For retirements effective for the end of the spring term, benefits coverage, including medical, vision, dental, and life, continues to the end of September of the year of retirement. For retirements effective for the end of the fall term of that same year (mid-year), medical program coverage, including health care, vision, dental, and life, continues to the end of the month following the unit member's retirement.

ARTICLE 20: MAINTENANCE OF BENEFITS

The District shall not unilaterally modify any policies, rules or regulations which implement the specific and express terms of this Agreement without first negotiating the modifications with the Association.

ARTICLE 21: ACADEMIC SENATE

A. Academic Senate

1. The College of the Canyons Academic Senate, which is chartered to provide the faculty with a formal and effective procedure for participating in the formation of District policies on academic and professional matters, will continue that role as outlined in current Board Policy on Academic Senate Participation in Shared Governance.
2. This Policy may be amended by the Board of Trustees when such amendment is recommended jointly by the District and the Academic Senate.

B. Curriculum Development and Approval

Under “Academic and Professional Responsibility”, curriculum development, including the approval of textbooks in the current course outline of record, will be governed by policies and procedures mutually agreed upon by the District and the Academic Senate.

C. New and Replacement Unit Positions:

The following is agreed to:

1. The District will continue to maintain flexibility in hiring decisions. However, when viewing replacement of retired unit members as well as the addition of new full-time unit positions, it is understood that the proceedings of the Academic Staffing Committee will be characterized by a measured response to the educational mission, departmental program plans, community needs, and available funding.
2. Any modifications to the Academic Staffing Committee’s procedures will be made with mutual consent of the District and the Academic Senate.

D. Faculty Hiring

1. The selection process for contract and regular unit members shall be in accordance with the hiring policies/procedures adopted by the Board of Trustees.
2. The development of these policies and procedures are considered an “Academic and Professional Matter”. Any change to these policies or procedures will be made with the mutual agreement of the District and the Academic Senate.

ARTICLE 22: MISCELLANEOUS

A. Parking

1. The District will pay the cost of parking passes for current or retired unit members.
2. During construction of parking facilities on campus, faculty will not be disciplined for arriving late to class, or for other consequences directly related to their displacement due to said construction.

B. Tuition Free District Classes for Retirees

The District will reimburse retirees the cost of tuition and mandatory fees, only for an annual maximum of nine (9) units of District classes.

C. Tuition Free District Classes for Unit Members

The District will reimburse unit members the costs of tuition and mandatory fees, only for an annual maximum of nine (9) units. Reimbursement will not be provided for units used for advancement on the salary schedule or for FLEX credit. Reimbursement is subject to the unit member passing the course (C or better or credit) and submitting for reimbursement within sixty (60) days of the end of the course.

D. Caps and Gowns

The District will provide a cap and gown to each unit member for use at commencement exercises.

ARTICLE 23: TRANSFERS

A. Transfer

Occasionally, a contract unit member may wish to transfer from one assignment to another assignment.

1. Transfers are only available for full time positions that are the result of retirements, resignations, or for new positions established through the academic staffing process that have been Board of Trustees approved.
2. Positions cannot be created by accumulating adjunct teaching loads to establish a new full time position. This would be against the spirit and intent of the Academic Staffing Committee's recommendations on new and replacement positions.
3. If there are unit members who meet the minimum qualifications for the position discipline authorized by the Board of Trustees, a five (5) day notice will be distributed to the qualifying unit member(s). If no unit members outside the department have been approved by the Academic Senate as possessing the minimum qualifications for the position, no transfer notice will be distributed.
4. Human Resources will ask for any new degrees obtained by unit members each April. Human Resources will evaluate all new unit members for minimum qualifications in any applicable discipline.
5. The process of committee selection, interviewing, and recommendations to the Chancellor will follow the Academic Hiring Policy and Procedures.

B. Involuntary Transfer/District Right of Assignment

1. Prior to the assignment of a unit member to another assignment outside the faculty's current department, the District agrees to inform the unit member and the department which would be receiving.
2. After informing the unit member, but immediately prior to the assignment going into effect, the District will inform the Academic Senate President and the President of COCFA of the reassignment to assist with the transition effects on faculty and departments.

ARTICLE 24: EFFECT OF AGREEMENT

- A. The parties agree that during the negotiations which culminated in this Agreement each party enjoyed and exercised without restraint, coercion, intimidation, or other limitation, the right and opportunity to make demands and proposals or counter-proposals with respect to any matter not reserved by policy or law from compromise through bargaining and that the understandings and agreements arrived at after the exercise of that right and opportunity are set forth herein.
- B. The parties agree, therefore, that the other shall not be obligated to negotiate or bargain collectively with respect to any subject matter, whether referred to herein or not, even though such subject or matter may not have been in the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement except that nothing herein shall preclude the parties from mutually agreeing to reopen negotiations on any of these matters.
- C. Nothing herein shall be construed to limit the right of the District to consult with any employees or employee organization on any matter outside the scope of representation as defined in Government Code Section 3543.2.
- D. The agreement expressed herein, in writing, constitutes the entire agreement between the parties and no oral statement shall add or supersede any of its provisions.

ARTICLE 25: SAVINGS PROVISION

If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

ARTICLE 26: DISCIPLINE AND DISMISSAL

The District will abide by Education Code, Board Policy 7360, and Administrative Procedures 7360, Discipline and Dismissal, Academic Employee, when engaging in discipline or dismissal of unit members.

APPENDIX A-1: ACADEMIC SALARY SCHEDULE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 10 MONTH ACADEMIC (SALARY SCHEDULE C)
 2018 - 2019

Steps	Class							
	A	B	C	D	E	F	G	H
<i>Ten month Faculty (176 workdays) receiving 12 equal checks.</i>								
1	5180	5180	5180	5263	5456	5645	5835	5982
2	5180	5180	5325	5514	5705	5894	6084	6231
3	5237	5385	5575	5766	5953	6146	6335	6483
4	5488	5638	5824	6017	6205	6396	6586	6734
5	5740	5886	6075	6265	6455	6644	6835	6981
6	5990	6136	6327	6516	6705	6896	7085	7233
7	6239	6386	6576	6767	6957	7146	7336	7484
8	6489	6637	6827	7017	7207	7397	7586	7735
9	6740	6887	7075	7269	7456	7646	7836	7984
10	6992	7138	7326	7520	7707	7898	8088	8235
11	7240	7388	7577	7769	7957	8148	8335	8486
12	7493	7637	7830	8020	8206	8398	8587	8736
13	7742	7888	8080	8269	8459	8648	8838	8985
14	7993	8190	8330	8519	8711	8899	9087	9237
15	8035	8232	8373	8563	8752	8940	9246	9401
16	8077	8273	8415	8603	8792	8984	9406	9566
17	8244	8388	8581	8768	8958	9149	9564	9728
18	8286	8432	8624	8812	9002	9192	9723	9892
19	8329	8473	8666	8855	9044	9236	9882	10057
20	8492	8642	8829	9019	9210	9401	10041	10221
21	8534	8680	8871	9062	9253	9442	10200	10385
22	8578	8725	8914	9107	9294	9484	10359	10550
23	8742	8891	9079	9270	9459	9651	10518	10713
24	8785	8934	9123	9314	9501	9693	10677	10876
25	8828	8977	9166	9354	9545	9736	10836	11040
26	8991	9141	9330	9522	9712	9899	10994	11205
27	9242	9390	9580	9770	9961	10150	11154	11369

Salary schedule reflects 4.37% increase effective 07/01/18

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 11 MONTH ACADEMIC (SALARY SCHEDULE 1)
 2018 - 2019

Steps	Class							
	A	B	C	D	E	F	G	H
<i>Eleven month Faculty (198 workdays) receiving 12 equal checks.</i>								
1	5698	5698	5698	5789	6002	6210	6420	6581
2	5698	5698	5858	6066	6276	6485	6692	6854
3	5762	5924	6134	6343	6550	6761	6970	7132
4	6037	6202	6407	6618	6826	7036	7244	7408
5	6315	6474	6684	6893	7101	7309	7520	7680
6	6589	6751	6959	7168	7375	7586	7792	7956
7	6863	7025	7234	7445	7652	7861	8071	8233
8	7138	7302	7508	7719	7928	8137	8344	8509
9	7413	7576	7783	7997	8202	8411	8620	8783
10	7692	7851	8059	8271	8477	8687	8898	9059
11	7966	8127	8335	8546	8754	8963	9169	9335
12	8242	8401	8613	8822	9027	9238	9445	9610
13	8517	8677	8888	9098	9305	9512	9722	9884
14	8791	9010	9163	9370	9582	9789	9998	10159
15	8839	9056	9210	9418	9627	9835	10171	10341
16	8885	9103	9257	9463	9673	9883	10346	10522
17	9069	9227	9440	9645	9856	10064	10520	10701
18	9115	9275	9486	9694	9903	10110	10696	10882
19	9162	9321	9532	9741	9948	10158	10870	11063
20	9341	9506	9712	9921	10131	10341	11045	11243
21	9388	9548	9759	9968	10179	10387	11221	11423
22	9437	9598	9806	10017	10224	10433	11394	11604
23	9617	9781	9988	10197	10406	10615	11569	11783
24	9664	9827	10036	10245	10451	10662	11744	11965
25	9711	9874	10083	10289	10499	10708	11920	12144
26	9891	10054	10263	10474	10683	10889	12094	12325
27	10167	10329	10538	10747	10957	11166	12270	12506

Salary schedule reflects 4.37% increase effective 07/01/18

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 12 MONTH ACADEMIC (SALARY SCHEDULE 2)
 2018 - 2019

Steps	Class							
	A	B	C	D	E	F	G	H
<i>Twelve month Faculty (220 workdays) receiving 12 equal checks</i>								
1	6215	6215	6215	6316	6547	6774	7003	7179
2	6215	6215	6391	6617	6847	7072	7302	7478
3	6285	6463	6690	6920	7145	7375	7603	7780
4	6586	6765	6989	7220	7446	7675	7903	8081
5	6888	7063	7290	7519	7746	7973	8202	8378
6	7188	7363	7592	7819	8046	8274	8501	8679
7	7486	7664	7890	8121	8349	8575	8805	8981
8	7786	7964	8191	8421	8648	8876	9103	9282
9	8088	8265	8490	8723	8948	9174	9404	9581
10	8390	8565	8791	9024	9248	9476	9705	9883
11	8690	8865	9094	9322	9549	9778	10002	10184
12	8991	9165	9396	9624	9846	10078	10303	10483
13	9290	9466	9697	9923	10150	10379	10606	10782
14	9591	9829	9996	10223	10452	10679	10906	11084
15	9642	9879	10047	10275	10502	10729	11096	11280
16	9693	9929	10098	10324	10552	10781	11287	11478
17	9892	10065	10297	10522	10750	10980	11477	11675
18	9942	10118	10348	10574	10802	11030	11669	11870
19	9994	10168	10398	10625	10853	11083	11857	12068
20	10191	10370	10596	10823	11052	11280	12050	12266
21	10242	10416	10647	10874	11105	11330	12241	12461
22	10295	10470	10698	10929	11155	11381	12432	12659
23	10490	10669	10896	11124	11350	11581	12621	12855
24	10541	10721	10948	11176	11401	11631	12811	13051
25	10594	10772	11000	11224	11454	11682	13003	13249
26	10790	10968	11196	11425	11654	11880	13192	13446
27	11090	11269	11496	11725	11952	12181	13384	13642

Salary schedule reflects 4.37% increase effective 07/01/18

Board Approved: xx/xx/xxxx

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 10 MONTH ACADEMIC (SALARY SCHEDULE C)
 2017 - 2018

Steps	Class							
	A	B	C	D	E	F	G	H
<i>Ten month Faculty (176 workdays) receiving 12 equal checks.</i>								
1	4963	4963	4963	5043	5228	5409	5591	5732
2	4963	4963	5102	5283	5466	5647	5829	5970
3	5018	5160	5342	5525	5704	5889	6070	6212
4	5258	5402	5580	5765	5945	6128	6310	6452
5	5500	5640	5821	6003	6185	6366	6549	6689
6	5739	5879	6062	6243	6424	6607	6788	6930
7	5978	6119	6301	6484	6666	6847	7029	7171
8	6217	6359	6541	6723	6905	7087	7268	7411
9	6458	6599	6779	6965	7144	7326	7508	7650
10	6699	6839	7019	7205	7384	7567	7749	7890
11	6937	7079	7260	7444	7624	7807	7986	8131
12	7179	7317	7502	7684	7862	8046	8227	8370
13	7418	7558	7742	7923	8105	8286	8468	8609
14	7658	7847	7981	8162	8346	8526	8707	8850
15	7699	7887	8022	8204	8386	8566	8859	9007
16	7739	7927	8063	8243	8424	8608	9012	9165
17	7899	8037	8222	8401	8583	8766	9164	9321
18	7939	8079	8263	8443	8625	8807	9316	9478
19	7980	8118	8303	8484	8665	8849	9468	9636
20	8136	8280	8459	8641	8824	9007	9621	9793
21	8177	8317	8500	8683	8866	9047	9773	9950
22	8219	8360	8541	8726	8905	9087	9925	10108
23	8376	8519	8699	8882	9063	9247	10078	10264
24	8417	8560	8741	8924	9103	9287	10230	10421
25	8458	8601	8782	8962	9145	9328	10382	10578
26	8615	8758	8939	9123	9305	9485	10534	10736
27	8855	8997	9179	9361	9544	9725	10687	10893

Salary schedule reflects 2.5% increase effective 07/01/17

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 11 MONTH ACADEMIC (SALARY SCHEDULE 1)
 2017 - 2018

Steps	Class							
	A	B	C	D	E	F	G	H
<i>Eleven month Faculty (198 workdays) receiving 12 equal checks.</i>								
1	5459	5459	5459	5547	5751	5950	6151	6305
2	5459	5459	5613	5812	6013	6213	6412	6567
3	5521	5676	5877	6077	6276	6478	6678	6833
4	5784	5942	6139	6341	6540	6741	6941	7098
5	6051	6203	6404	6604	6804	7003	7205	7358
6	6313	6468	6668	6868	7066	7268	7466	7623
7	6576	6731	6931	7133	7332	7532	7733	7888
8	6839	6996	7194	7396	7596	7796	7995	8153
9	7103	7259	7457	7662	7859	8059	8259	8415
10	7370	7522	7722	7925	8122	8323	8525	8680
11	7632	7787	7986	8188	8387	8588	8785	8944
12	7897	8049	8252	8453	8649	8851	9050	9208
13	8160	8314	8516	8717	8915	9114	9315	9470
14	8423	8633	8779	8978	9181	9379	9579	9734
15	8469	8677	8824	9024	9224	9423	9745	9908
16	8513	8722	8869	9067	9268	9469	9913	10081
17	8689	8841	9045	9241	9443	9643	10080	10253
18	8733	8887	9089	9288	9488	9687	10248	10426
19	8778	8931	9133	9333	9531	9733	10415	10600
20	8950	9108	9305	9506	9707	9908	10583	10772
21	8995	9148	9350	9551	9753	9952	10751	10945
22	9042	9196	9395	9598	9796	9996	10917	11118
23	9214	9371	9570	9770	9970	10171	11085	11290
24	9259	9416	9616	9816	10013	10216	11252	11464
25	9304	9461	9661	9858	10059	10260	11421	11636
26	9477	9633	9833	10035	10236	10433	11588	11809
27	9741	9897	10097	10297	10498	10698	11756	11982

Salary schedule reflects 2.5% increase effective 07/01/17

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
 COLLEGE OF THE CANYONS
 12 MONTH ACADEMIC (SALARY SCHEDULE 2)
 2017 - 2018

Steps	Class							
	A	B	C	D	E	F	G	H
<i>Twelve month Faculty (220 workdays) receiving 12 equal checks</i>								
1	5955	5955	5955	6052	6273	6490	6710	6878
2	5955	5955	6123	6340	6560	6776	6996	7165
3	6022	6192	6410	6630	6846	7066	7285	7454
4	6310	6482	6696	6918	7134	7354	7572	7743
5	6600	6767	6985	7204	7422	7639	7859	8027
6	6887	7055	7274	7492	7709	7928	8145	8316
7	7173	7343	7560	7781	7999	8216	8436	8605
8	7460	7631	7848	8068	8286	8504	8722	8893
9	7749	7919	8135	8358	8573	8790	9010	9180
10	8039	8206	8423	8646	8861	9079	9299	9469
11	8326	8494	8713	8932	9149	9369	9583	9758
12	8615	8781	9003	9221	9434	9656	9872	10044
13	8901	9070	9291	9508	9725	9944	10162	10331
14	9189	9417	9577	9795	10014	10232	10449	10620
15	9238	9465	9626	9845	10062	10280	10631	10808
16	9287	9513	9675	9892	10110	10330	10814	10997
17	9478	9644	9866	10081	10300	10520	10996	11186
18	9526	9694	9915	10131	10350	10568	11180	11373
19	9576	9742	9963	10180	10399	10619	11361	11563
20	9764	9936	10152	10370	10589	10808	11545	11752
21	9813	9980	10201	10419	10640	10856	11728	11939
22	9864	10032	10250	10471	10688	10904	11911	12129
23	10051	10222	10440	10658	10875	11096	12093	12317
24	10100	10272	10490	10708	10924	11144	12275	12505
25	10150	10321	10539	10754	10974	11193	12459	12694
26	10338	10509	10727	10947	11166	11383	12640	12883
27	10626	10797	11015	11234	11452	11671	12824	13071

Salary schedule reflects 2.5% increase effective 07/01/17

Board Approved: 10/25/2017

APPENDIX A-2: COLUMN PLACEMENT GUIDELINES

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
INITIAL COLUMN PLACEMENT FOR ACADEMIC PERSONNEL

Disciplines Requiring the Master's Degree

Column B	1. Master's Degree 2. California Community College Credential 3. Equivalency
Column C	Column B plus 12 semester units
Column D	Column B plus 24 semester units
Column E	Column B plus 36 semester units
Column F	Column B plus 48 semester units
Column G	Column B plus 60 semester units, or MFA
Column H	Doctorate

Disciplines in Which the Master's Degree is Not Generally Expected or Available

Column A	1. Associate of Arts Degree and six years' experience in that discipline with any certificate or license required to do that work. 2. Bachelor's Degree and two years' experience in that discipline with any certificate or license required to do that work. 3. California Community College Credential 4. Equivalency
Column B	Column A plus 30 semester units
Column C	Column A plus 42 semester units
Column D	Column A plus 54 semester units
Column E	Column A plus 66 semester units
Column F	Column A plus 78 semester units
Column G	Column A plus 90 semester units, or MFA
Column H	Doctorate

APPENDIX B-1: F/T ACADEMIC OVERLOAD SALARY SCHEDULE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
FULL-TIME ACADEMIC OVERLOAD
SALARY SCHEDULE (O)

2018-19

Hourly Rate: \$70.91

2019-20

Hourly Rate: See AFT Salary Schedule Range 2, Step 3.

If AFT negotiates structural changes to the adjunct salary schedule in future AFT contracts, COCFA and the District agree to meet, discuss, and make changes as needed to align the summer, winter, and overload rate consistent with the new adjunct salary schedule.

The approval of the CIO or that person's designee, must be obtained to exceed an OVERLOAD of ten (10) TLUs (per Article 12.A.1.b).

APPENDIX B-2: F/T ACADEMIC SUMMER & WINTER SALARY SCHEDULE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
ACADEMIC SUMMER and WINTER SALARY SCHEDULE (V)
FOR FULL-TIME FACULTY

2018-19

Hourly Rate: \$70.91

2019-20

Hourly Rate: See AFT Salary Schedule Range 2, Step 3.

If AFT negotiates structural changes to the adjunct salary schedule in future AFT contracts, COCFA and the District agree to meet, discuss, and make changes as needed to align the summer, winter, and overload rate consistent with the new adjunct salary schedule.

Unit members teaching in the Summer and Winter Sessions are compensated at the above rate.

APPENDIX B-3: UNIT MEMBER SUBSTITUTE PAY SCHEDULE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
UNIT MEMBER SUBSTITUTE PAY SCHEDULE (VI)

When unit members substitute for credit courses, the rate of pay shall be the rate of pay for the appropriate term. See Appendix B-1 or B-2.

The time paid shall be calculated as follows:

1. For courses that meet between fifty (50) and sixty (60) minutes, unit members will be paid one (1) hour for each class session.
2. For courses that extend beyond sixty (60) minutes, the paid time shall be the course meeting's scheduled minutes divided by the fifty (50) for each class session.

Unit members must complete an Academic Hourly Time Report (following the instructions stated on the form), found in this Agreement (Appendix G) prior to the processing of substitute pay.

Procedure: Supplementary Services Payments
Updated July 21, 2017

Payroll Processing Dates:

- Forms are due in Payroll Services by the 20th of the month during which service is performed (or the 16th of the month for November, December and February).
- Forms will have all required signatures.
- Forms will be processed for payment on the 5th of the following month, which is in compliance with Ed Code 87822.
- If the 5th falls on a weekend or holiday, the payment will be issued on the last working day prior to the 5th.
- Failure to turn in the form in a timely manner will not result in non-payment of services or discipline.
- **Supplementary Services payments will be Board ratified.**

Procedure to Request Payment for Supplementary Services:

- The employee completes the *Request for Payment for Supplementary Services* form available on the Payroll Services intranet site.
- Employees should complete a separate form for each month, ***to be submitted at the end of each month.***
- The employee is responsible for submitting the form to the budget manager for signature. The budget manager is responsible for signing and submitting the form to Payroll Services in a timely manner.

Estimated Hours/Adjustment:

- Hours to be worked after the due date should be projected and included on the form.
- Changes in the projections should be made by completing a second Supplementary Services form (marked revised in the upper right corner) containing only the increased or decreased hours for the month.

• **NOTES:**

- The Revised form is due in Payroll Services by the second working day of the month following the month the services were performed.
- The Revised form must include all required signatures.

If the projection was overstated a correction will be made on the next pay cycle.

APPENDIX C-1: DEPARTMENT CHAIRS

updated
9/25/17

Appendix C: 2017-18 Department Chair Compensation

Dept.	Faculty	Staff	Budget	Equip.	Section	Area/Disc.	Geog.	FTES	Accred./Advisory Comte	Prog. Review	Grant	Amt. Grant Oversight	CTE activ. (3 max)	Market/outreach off campus (3 max.)	Sm. Dept.	Total Points	Annual 2017-18 Release Time TLU
ESL	1.5	0	0.5	0	1	1	0.5	0	0	1	0	0	0	0	2.5	8	6
Hotel	1	0	0.5	0	0.5	1	0	0	0.5	1	0	0	2	1	3	10.5	6
Econ	3.5	0	1	0	1.5	1	0.5	0	0	1	0	0	0	0	2.5	11	6
Human	4.5	0	1	0	0.5	1	0	0	0	1	0.5	0	0	0	3	11.5	6
Comp Sci	1.5	1	1	0	2	1	0.5	0	0	1	0	0	0	1	2.5	11.5	6
Real Est	2	0	0	0	0.5	1	0	0	0.5	1	1.5	0	2	1	3	12.5	6
Dance	4.5	0	1.5	0.5	2.5	0	0.5	0	0	1	0	0	0	1	3	14.5	6
AJ	5.5	0	0	0.5	1	1	0.5	0	0.5	1	0	0	2	0	3	15	9
Cinema	4	0	1	4	1	0	0.5	0	0	1	0	0	0	1	3	15.5	9
Fire Tech	3.5	0	1	0	1	1	0	0	1	1	1.75	0	2	1	3	16.25	9
ASL	4.5	0.5	1.5	0	1	2	0.5	0	0.5	1	1	0	0	3	2.5	18	12
Philo	6.5	0	0.5	0.5	2	1	1	3	0	1	0	0	0	0	2.5	18	12
Const																18.5	12
Parigl	4.5	0.5	1	0	2	1	1	0	1	1	0.75	0	2	1	3	18.75	12
Man Tech	2	0.5	1.5	3	1.5	4	0.5	0	0.5	1	0	0	2	0	3	19.5	12
Poli Sci	7.5	0	1	0.5	2.5	1	0	3	0	1	0	0	0	1	2	19.5	12
GMD	4	0.5	1	0.5	3.5	2	0	0	0.5	1	0.25	0.25	2	3	2.5	21	12
MLT	1.5	0.5	2	2.5	1.5	1	2	0	3	1	0.25	1	2	1	3	22.25	12
Mod. Lang.	10.5	1	0.5	0	2	3	0.5	3	0	1	0	0	0	1	0	22.5	12
CAWT	5.5	4.5	1	0	4	1	0.5	3	0.5	1	0	0	0	0	2	23	12
Anthro	7	0	1	1.5	4	0	1	3	0	1	0.5	0	2	1	2.5	24.5	12
Art	6	0.5	1.5	1	5	2	0.5	3	0.5	1	0.5	0	2	1	0	24.5	12
Auto	3	4	2	2.5	3	1	0	0	2	1	0	0	2	3	3	26.5	12
Business	10.5	0	1	0	3	3	0.5	3	0.5	1	0.5	0	2	0	2	27	12
Elec Sys	2	0.5	2.5	4	2.5	2	0	0	1	2	0.5	4	2	2	2.5	27.5	12
Soc	15	0	0.5	0	4	1	0.5	5	0	2	0	0	0	0	0	28	12
ECE	6.5	2.5	1.5	0.5	2.5	2	2	0	1	1	3	1.5	2	1	2.5	29.5	12
Photo	7.5	3	1.5	4	4	1	0.5	0	0.5	1	0.25	0	3	2	2.5	30.75	15
Psych	16	0	0.5	0.5	4.5	1	1	6	0	1	0.25	0	0	0	0	30.75	15
Welding	5	1.5	2.5	4	1	3.5	0	0	1.5	1	2	2.5	2	2	2.5	31	15
Chem	12.5	3	2.5	4	4	0	0	4	0	1	0	0	0	0	0	31	15
ID/Arc	6.5	0.5	0.5	1.5	5	3	0	0	1	2	2.25	1	3	3	2.5	31.75	15
History	15	0	0	0.5	5.5	1	0.5	6	0	1	0.75	0	0	2	0	32.25	15
Come	11.5	3.5	2	0	5	2	2	4	0	1	0.5	0	0	1	0	32.5	15
Music	8.5	1	1	4	5.5	3	0.5	3	0.5	1	2	0	0	3	0	33	15
Cul Arts	6	1.5	3.5	4	4	3	0	0	3	2	1	0	3	3	2.5	36.5	18
Hlth Sci	5.5	10	0.5	2	2	2	2	0	3.5	2	1.75	2	0	2	3	38.25	18
Eng. Tech	8.5	0.5	2	2	3.5	3	0	0	1.5	3	1.75	0	3	3	2.5	39.25	18
MEA	8.5	4	2.5	4	5	3	1	3	0.5	1	0.75	0	3	3	2	41.25	21
Physics	6.5	1.5	3.5	4	6.5	3	1	0	0.5	2	4	1.5	2	3	2.5	41.5	21
Theatre	6.5	14	2.5	1.5	4	3	0.5	0	0.5	1	0.5	0	3	3	2	42	21
ESES	15	4	2	2.5	6.5	3	1	4	0	5	0	0	0	3	0	46	24
BioSci	16	7	3	4	4.5	4	0.5	6	0	1	0	0	0	1	0	47	24
Nursing	20	1.75	1.5	4	4.5	2	2	3	3	1	1	1.5	2	0	0	47.25	24
PE	13	16	1.5	1	7	3	0.5	6	0	1	0.5	0	0	3	0	52.5	24
Counsel	14	9.5	3	0.5	2	3	1	6	0	2	2	0	6	5	0	54	24
English	36	0	2	0	7.5	3	0.5	6	0	1	0	0	0	0	0	56	30
Math	39.5	0	0.5	0	7.5	1	0.5	6	0	1	0	0	0	0	0	56	30

POINTS

0-14.75	6 TLUs
15-17.75	9 TLUs
18-29.75	12 TLUs
30-34.75	15 TLUs
35-39.75	18 TLUs
40-44.75	21 TLUs
45-54.75	24 TLUs
55+	30 TLUs

690
690
0

APPENDIX C-2: DEPARTMENT CHAIRS

2018-2019 Department Chair Compensation (Final 8/1/18)

Dept	1. Faculty	2. Staff	3. Budget	4. Equip Inven	5. Section	6. Subj Area/Disc. (max 3)	7. Geog.	8. FTES	9A. Accred./Advis Com/Licensing (max. 3)	9B. Prog. Review (max. 6)	9C. Grant/Perkins	9C. Grant/Perkins Oversight (max. 3)	9D. Amt. Grant Oversight	9E. CTE (3 max.)	9F. Market /Outreach Off Campus (3 max.)	9G. Sm Dept	Total Points	2018-20 TLUs Release
Human	1.5	0	1	0.5	0.5	1	0	0	0	1	0	0	0	0	0	3	8.5	8
Hotel	0.5	0	0.5	0	0.5	1	0	0	0.05	2	0	0	0	0	0	3	10.5	6
Realest	2.5	0.5	0	0.5	0.5	1	0	0	1	1	0	0	0	1	1	3	12	6
Econ	5	0	1	0	1.5	1	0.5	0	0	1	0	0	0	0	0	2.5	12.5	6
ESL	3	0	0.5	0.5	1		2	0	0	2	0	0	0	0	1	2.5	12.5	6
Dance	4	0	1.5	0.5	0.5	1	0.5	0	0	1	0	0	0	0	1	3	13	6
CompSci	3	1.5	1	1	3	1	0.5	0	0	1	0	0	0	0	1	2.5	15.5	6
Fire Tech	3	0	0.5	0.5	1	1	0	0	1	1	0.75	1.5	1	1	1	3	16.25	6
Cinema	4	0	1	4	1	1	0.5	0	0.5	1	0	0	0	1	0	2.5	16.5	6
Man Tech	1.5	0	1.5	4	1.5	1	0.5	0	0.5	1	0	0	0	1	1	3	16.5	6
Const	2.5	0	1	0.5	0.5	3	0.5	0	0.5	0	1.5	1	1	1	3	18	12	
Philo	6.5	0	1	0.5	2	1	2	3	0	1	0	0	0	0	1	2	20	12
PolSci	8.5	0	1.5	0.5	2.5	1	0	4	0	1	0	0	0	0	1	0	20	12
MLT	3	0.5	1.5	1.5	2	1	2	0	1.5	1	0.25	1	1	1	1	3	20.25	12
Parljd	4.5	0.5	1	0	2	1	0.5	0	1	1	0.5	1.5	1	1	3	2.5	21	12
GMD	3.5	1	1	1	3.5	2	0	4	1	1	0.25	1	0	0	2	2.5	23.75	12
AJ	5	0	1	0.5	1	1	1	0	0.5	1		3	1	3	3	3	24	12
CAWT	6	5	1.5	0.5	1.5	3	0	3	0.5	1						2	24	12
ASL	4.5	2	1	1	1	3	0.5	0	0.5	1	1	3	1	1	3	2.5	26	12
Mod Lang	11.5	0.5	1	0.05	1.5	3	0.5	3	0.5	2					3	0	26.55	12
Elec Sys	1.5	0.5	2	4	2.5	3	0.5	0	1	2	0.75	1.5	2	2	2	2.5	27.75	12
Anthro	7	0.5	1	2.5	5	1	0.5	4	0	1	0	0	0	2	1	2.5	28	12
Auto	3	3	2	4	3	1	0	0	2	1	0	0	0	3	3	3	28	12
ECE	9	2.5	0.5	1	3	2	0.5	0	1	1	0.25	1.5	1	2	1.5	2	28.75	12
Art	9	0.5	1.5	2	6.5	2	0.5	4	0	1	0.5	0.25	1	0	1	0	29.75	12
Psych	12	0	1	0.5	4.5	1	2	6	0	1	1	1	1	0	0	0	30	15
Eng Tech	4.5	1	1.5	2	2	2	0.5	0	2	2	1.75	3	1	2	3	3	31.25	15
Welding	3.5	1.5	2.5	4	3.5	2	0	0	3	1	0.5	1.5	1	3	2	2.5	31.5	15
History	16.5	0	0.5	0.5	6	1	0.5	6	0	1	0	0	0	0	0	0	32	15
Photo	6.5	4.5	2.5	4	4	1	0.5	0	0.5	1	0.25			3	3	2.5	33.25	15
Coms	15	0	2.5	0.5	4	1	0.5	5	0	1	0	0	0	0	1	3	33.5	15
Soc	18	1	1	0.5	4.5	2	0.5	5	0	2	0	0	0	0	0	0	34.5	15
Business	17	0	1	0	3.5	3	0.5	5	0.5	1	0.5	0	0	2	2	0	36	18
ID/Arch	9.5	1	1.5	1.5	5	3	0	0	1	2	2.25	0	1	3	3	2.5	36.25	18
Cul Arts	5.5	2	3.5	4	4.5	3	0	0	3	2				1	3	3	36.5	18
Hlth Sci	4.5	10	1	2.5	3	2	2	0	1.5	2	2			1	3	2	39.5	18
Chem	15.5	4.5	3	4	4	2	0.5	6	0	1	0	0	0	0	0	0	40.5	21
Physics	9	1.5	3.5	4	5	2	1	3	1	2	0.5	1.5	1.5	2	2	3	42.5	21
MEA	9.5	4	2.5	3	6.5	3	0	3	1	1	0.25	1.5	3	1	2	2	43.25	21
Music	8.5	11	2.5	4	5	3	0.5	0	1	1	0	0	0	1	3	3	43.5	21
KPE	21	1.5	2	0.5	6	3	0.5	6	0	1	0.25		1	0	3	0	45.75	24
Nursing	15.5	3	1.5	4	4.5	3	2	3	3	1	2		1.5	1	1	0	46	24
ESS	14	5	2	3	8	3	1	5	0	4	0	0	1	0	1	0	47	24
Theatre	6.5	13	2.5	4	4	3	1	0	0.5	1	2	2	2	2	2	2	47.5	24
Counseling	13.5	7.5	2.5	0.5	3.5	3	0.5	8	0	3	2	1	0	0	3	2.5	50.5	24
BioSci (+ES)	24	7.5	2.5	4	6	3	0.5	6		1	0.25				1	0	55.75	30
Eng/ish	39	0	2	0	7.5	3	0.5	6	0	1	0	0	0	0	0	1	60	30
Math	46	0	2.5	0.5	7.5	1	0.5	6	0	1	0	0	0	0	0	0	65	30

Points

0-14.75	6 TLUs
15-17.75	9 TLUs
18-29.75	12 TLUs
30-34.75	15 TLUs
35-39.75	18 TLUs
40-44.75	21 TLUs
45-54.75	24 TLUs
55+	30 TLUs

APPENDIX C-3: DEPARTMENT CHAIRS

2019-20 Department Chair Compensation (Final 3/26/19)

Dept	1. Faculty	2. Staff	3. Budget	4. Equip Inven	5. Section	6. Subj Area/Disc. (max 3)	7. Geog.	8. FTES	9A. Accred./Advis Com/Licensing (max. 3)	9B. Prog. Review (max. 6)	9C. Grant/Perkins	9C. Grant/Perkins Oversight (max. 3)	9D. Amt. Grant Oversight	9E. CTE (3 max.)	9F. Market /Outreach Off Campus (3 max.)	9G. Sm Dept	Total Points	2018-20 TLUs Release
Human	1.5	0	1	0.5	0.5	1	0	0	0	1	0	0	0	0	0	3	8.5	6
CWE	3	0	0.5	0	2.5	1	0.5	0	0	1	0	0	0	0	0	2	10.5	6
Hotel	0.5	0	0.5	0	0.5	1	0	0	0.05	2	0	0	0	0	3	3	10.5	6
Realest	2.5	0.5	0	0.5	0.5	1	0	0	1	1	0	0	0	1	1	3	12	6
Econ	5	0	1	0	1.5	1	0.5	0	0	1	0	0	0	0	0	2.5	12.5	6
ESL	3	0	0.5	0.5	1	2	0	0	0	2	0	0	0	0	1	2.5	12.5	6
Dance	4	0	1.5	0.5	0.5	1	0.5	0	0	1	0	0	0	0	1	3	13	6
CompSci	3	1.5	1	1	3	1	0.5	0	0	1	0	0	0	0	1	2.5	15.5	9
Fire Tech	3	0	0.5	0.5	1	1	0	0	1	1	0.75	1.5	1	1	1	3	16.25	9
Cinema	4	0	1	4	1	1	0.5	0	0.5	1	0	0	0	1	0	2.5	16.5	9
Man Tech	1.5	0	1.5	4	1.5	1	0.5	0	0.5	1	0	0	0	1	1	3	16.5	9
Const	2.5	0	1	0.5	0.5	3	0.5	0	0.5	0	1.5	1	3	1	3	1	18	12
Philo	6.5	0	1	0.5	2	1	2	3	0	1	0	0	0	0	1	2	20	12
PoliSci	8.5	0	1.5	0.5	2.5	1	0	4	0	1	0	0	0	0	1	0	20	12
MLT	3	0.5	1.5	1.5	2	1	2	0	1.5	1	0.25	1	1	1	1	3	20.25	12
Parigl	4.5	0.5	1	0	2	1	0.5	0	1	1	0.5	1.5	1	1	3	2.5	21	12
GMD	3.5	1	1	1	3.5	2	0	4	1	1	0.25	1	0	2	2.5	23.75	12	
AJ	5	0	1	0.5	1	1	1	0	0.5	1	3	1	3	3	3	24	12	
CAWT	6	5	1.5	0.5	1.5	3	0	3	0.5	1	1	1	1	1	2	24	12	
ASL	4.5	2	1	1	1	3	0.5	0	0.5	1	1	3	1	1	3	2.5	26	12
Mod Lang	11.5	0.5	1	0.05	1.5	3	0.5	3	0.5	2	1	1	1	3	0	26.55	12	
Elec Sys	1.5	0.5	2	4	2.5	3	0.5	0	1	2	0.75	1.5	2	2	2	2.5	27.75	12
Anthro	7	0.5	1	2.5	5	1	0.5	4	0	1	0	0	2	1	2.5	28	12	
Auto	3	3	2	4	3	1	0	0	2	1	0	0	0	3	3	28	12	
ECE	9	2.5	0.5	1	3	2	0.5	0	1	1	0.25	1.5	1	2	1.5	2	28.75	12
Psych	12	0	1	0.5	4.5	1	2	6	0	1	1	1	1	0	0	0	30	15
Art	9	0.5	1.5	2	6.5	2	0.5	4	0	1	0.5	1.5	1	0	1	0	31	15
Eng Tech	4.5	1	1.5	2	2	2	0.5	0	2	2	1.75	3	1	2	3	3	31.25	15
Welding	3.5	1.5	2.5	4	3.5	2	0	0	3	1	0.5	1.5	1	3	2	2.5	31.5	15
History	16.5	0	0.5	0.5	6	1	0.5	6	0	1	0	0	0	0	0	0	32	15
Photo	6.5	4.5	2.5	4	4	1	0.5	0	0.5	1	0.25	1	3	3	2.5	33.25	15	
Coms	15	0	2.5	0.5	4	1	0.5	5	0	1	0	0	0	0	1	3	33.5	15
Soc	18	1	1	0.5	4.5	2	0.5	5	0	2	0	0	0	0	0	0	34.5	15
Business	17	0	1	0	3.5	3	0.5	5	0.5	1	0.5	0	0	2	2	0	36	18
ID/Arch	9.5	1	1.5	1.5	5	3	0	0	1	2	2.25	0	1	3	3	2.5	36.25	18
Cul Arts	5.5	2	3.5	4	4.5	3	0	0	3	2	1	3	3	2	36.5	18		
Hlth Sci	4.5	10	1	2.5	3	2	2	0	1.5	2	2	1	3	2	3	39.5	18	
Chem	15.5	4.5	3	4	4	2	0.5	6	0	1	0	0	0	0	0	0	40.5	21
Physics	9	1.5	3.5	4	5	2	1	3	1	2	0.5	1.5	1.5	2	2	3	42.5	21
MEA	9.5	4	2.5	3	6.5	3	0	3	1	1	0.25	1.5	3	1	2	2	43.25	21
Music	8.5	11	2.5	4	5	3	0.5	0	1	1	0	0	0	1	3	3	43.5	21
KPE	21	1.5	2	0.5	6	3	0.5	6	0	1	0.25	1	0	3	0	45.75	24	
Nursing	15.5	3	1.5	4	4.5	3	2	3	3	1	2	1.5	1	1	0	46	24	
ESS	14	5	2	3	8	3	1	5	0	4	0	0	1	0	1	0	47	24
Theatre	6.5	13	2.5	4	4	3	1	0	0.5	1	2	2	2	2	2	2	47.5	24
Counseling	13.5	7.5	2.5	0.5	3.5	3	0.5	8	0	3	2	1	0	0	3	2.5	50.5	24
BioSci (+ES)	24	7.5	2.5	4	6	3	0.5	6	1	0.25	1	0	0	1	0	55.75	30	
English	39	0	2	0	7.5	3	0.5	6	0	1	0	0	0	0	1	60	30	
Math	46	0	2.5	0.5	7.5	1	0.5	6	0	1	0	0	0	0	0	65	30	

Points	
0-14.75	6 TLUs
15-17.75	9 TLUs
18-29.75	12 TLUs
30-34.75	15 TLUs
35-39.75	18 TLUs
40-44.75	21 TLUs
45-54.75	24 TLUs
55+	30 TLUs

732
FTEs

APPENDIX D: TOTAL COMPENSATION

Total Compensation Definition

The Total of Full-Time Faculty (as defined below) Salaries (adjusted for step/column changes for new fiscal year) plus Total Health & Welfare Contribution, updated as of June 1st, the month prior to the start of the new fiscal/contract year, multiplied by a negotiated percentage. The District shall provide a list of all faculty names and salary placement, with dollar amounts, by June 15, prior to the start of the new fiscal/contract year. The Total Compensation Calculations and the Health & Welfare Benefits Pool Calculations sheets shall be completed by June 15.

Total Compensation Formula

Total Full-Time Salaries	\$
+ Total H & W Contribution	\$
= Base	
x Negotiated Percentage	%
= Total Compensation Allocation	\$

Total FT Faculty Salaries for all Funds

All Full-Time Faculty, including members hired and Board approved as of June 1st (regardless of starting date) will be included.

- All full-time faculty – coaches’ compensation will be included.
- Retirees and resignations or other changes where faculty have left the bargaining unit, Board approved by June 1st will be excluded.
- Overload, summer, and winter salaries, based on current year projected actuals, increased for budgeted growth in course sections, if any, will be included for 2018-19. Beginning 2019-20 and thereafter, overload, summer, and winter salaries will be excluded.

H & W Contribution Based on Prior-Year Contract

- Multiply prior year contribution by number of Full-Time Faculty, as defined above.

Total Compensation Percentage

- The percentage negotiated for that fiscal year and applied to the Total Compensation Base to calculate the Total Compensation Allocation.

Total Compensation Allocation

- Negotiated to pay for increases to salary, health and welfare benefits and other negotiated items.

Health & Welfare:

Health and Welfare Contribution Calculation

The new Health & Welfare contribution will be calculated by adding the negotiated increase in the H & W allocation to the existing H & W Contribution and then dividing this sum by the number of Full-Time Faculty as defined above for an average H & W contribution, per person.

Health & Welfare Cost Calculation

Total health and welfare costs will be calculated based on full-time faculty H & W selections, updated as of June 1. Health and welfare rates for the next fiscal year will replace existing rates, based on reports from the insurance broker. New faculty who do not have health and welfare selections on June 1 will be estimated at two-party HMO (choice with the lowest cost), two-party Delta Dental, two-party VSP, and employee life coverage.

Pool Balance Calculation

The H & W pool balance will be calculated by subtracting the estimated H & W cost from the negotiated H & W contribution for the entire pool, added to the pool balance carry-forward from the previous year. If the resulting balance is positive, the amount will carry forward to the next year, or be used for one-time health care related expense. A negative balance will be brought positive by changes in plan design, negotiated increases with the district, and/or payments by members of the Association.

NOTE: Steps and Columns are an additional cost to the District, not included as part of Total Compensation.



COCFA Total Compensation Calculation
Fiscal Year 2017-2018

(Includes all budgeted positions with step/column increases - All Funds)

FT Salaries including all board approvals as of 6/1/17 - Per contract	\$	22,006,491
Coach's Compensation (2017-18 Tentative Budget)	\$	111,145
Subtotal - FT Salaries and Coach's Compensation	\$	22,117,636

Overload Salaries (2017-18 Tentative Budget)	\$	1,847,837
Summer Salaries (2017-18 Tentative Budget)	\$	1,300,000
Winter Salaries (2017-18 Tentative Budget)	\$	410,000
Subtotal - Other Salaries	\$	3,557,837

Sub-Total Salaries \$ 25,675,473

Number of employees - as of June 1, 2017 (Full Year)	222
Number of employees - as of June 1, 2017 (Half Year Spring Hires)	-
Health & Welfare Contribution (per 2016-2017 COCFA Agreement)	\$ 13,415

Total Salaries and Health and Welfare Contribution (Total Compensation) \$ 28,653,603

Total Compensation Allocation (One-Time) As a Percentage of Total Comp 0.00% As a Percentage of ALL Salaries 0.00% \$ - (A)

Total Compensation Allocation (On-Going) As a Percentage of Total Comp 2.71% As a Percentage of ALL Salaries 3.02% \$ 776,513 (B)

<u>Cost Proposals</u>		
<u>One-Time Allocation:</u>		
Total Compensation Allocation (One-Time)	\$ -	0.00%
Less:	\$ -	0.00%
Balance	\$ -	0.00%
<u>On-Going Allocation:</u>		
Total Compensation Allocation (On-Going)	\$ 776,513	2.710%
Adjust: Non-Instr Rate Reduction by 25%: \$70.91 to \$53.18	\$ (167,394)	-0.58%
Less: Health & Welfare Contribution Increase	\$ 350,000	1.22%
Less: KPEA 100 Parity 50% to 100%	\$ -	0.00%
Less: Leadership - COCFA 20% to 120%	\$ 41,588	0.15%
Balance Available for Salary Schedule Increases	\$ 552,319	1.93%
Increase, if Applied to FT Salary Schedule* (Excludes Overload, Summer, Winter)	\$ 552,319	2.50%

*Note: % Increase is Applied to FT Salaries (including steps and columns) and Coach's Compensation

<u>Health & Welfare Contribution Calculation</u>	
2017-2018 Negotiated Total H&W Contribution @ \$13,415 x 222	\$ 2,978,130
2017-2018 Negotiated Total H&W Contribution @ \$6,707.50 x 0	\$ -
Increase to 2017-2018 Total H&W Contribution-On Going Funds	\$ 350,000
2017-2018 Negotiated Total H&W Contribution	\$ 3,328,130
Number of Employees (As of June 1, 2017)	222.0
2017-2018 Negotiated H&W Contribution - Average Per Person	\$ 14,992

<u>H&W Pool Balance Calculation - COCFA</u>	
<u>2017-2018 H & W Estimated Cost</u>	
Estimated Number of Employees	222.0
Estimated Health & Welfare Cost per Employee 2017-18	\$ 15,052
<i>(Benefit Premiums Cost / # of Employees - Based on 06/1/17 Census)</i>	
Total H&W Cost - Estimated as of June 1, 2016 (Net of Employee Contributions)	\$ 3,341,653
Estimated Number of Employees	222.0
2017-2018 Contribution to Health & Welfare: On-Going Funds	\$ 14,992
Total 2017-2018 Contribution to Health & Welfare	\$ 3,328,224
Estimated Pool Balance at 6/30/18 - Net Shortfall	\$ (13,429)
Offset by Estimated Base Deduction	\$ -
Offset by Pool Balance Carryforward at 6/30/17	\$ (8,931)
Total H & W Pool Balance ending 6/30/18**	\$ (22,360)

Footnote: Cost of Step/Column Increases		
As a Percentage of Total Comp	1.53%	\$ 438,311
As a Percentage of FT Salaries for All Funded Positions	1.99%	
As a Percentage of FT Salaries for All Active Employees	2.12%	

Refer to *Appendix D: Total Compensation* in the Collective Bargaining Agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTA/NEA for the agreed upon definitions and parameters of Total Compensation.

** Negative H&W Pool Balance needs to be brought positive by the end of the year, per contract



COLLEGE OF THE CANYONS

COCFA Total Compensation Calculation
Fiscal Year 2018-2019 (Adopted Budget Numbers)

(Includes all budgeted positions with step/column increases - All Funds)

FT Salaries including all board approvals as of 6/1/18 - (2018-19 Adopted Budget)	\$	23,099,043
Coach's Compensation (2018-19 Adopted Budget)	\$	116,597
Subtotal - FT Salaries and Coach's Compensation	\$	23,215,640

Overload Salaries (2018-19 Adopted Budget)	\$	1,955,000
Summer Salaries (2018-19 Adopted Budget)	\$	1,181,000
Winter Salaries (2018-19 Adopted Budget)	\$	603,000
Subtotal - Other Salaries	\$	3,739,000

Sub-Total Salaries **\$ 26,954,640**

Number of employees - as of June 1, 2018 per H&W census	225
Health & Welfare Negotiated Contribution (per 2017-2018 COCFA Agreement)	\$ 14,992
	\$ 3,373,200

Total Salaries and Health and Welfare Contribution (Total Compensation) **\$ 30,327,840**

Total Compensation Allocation (One-Time)	As a Percentage of Total Comp	0.00%	\$	-	(A)
	As a Percentage of ALL Salaries	0.00%			

Total Compensation Allocation (On-Going)	As a Percentage of Total Comp	3.71%	\$	1,125,163	(B)
	As a Percentage of ALL Salaries	4.85%			

Cost Proposals

On-Going Allocation:

Total Compensation Allocation (On-Going)	\$	1,125,163	3.710%	(B)
Increase H & W Contribution from \$14,992 to \$15,482	\$	110,250	0.36%	
			0.00%	
			0.00%	
			0.00%	
Balance Available for Salary Schedule Increases	\$	1,014,913	3.35%	
Increase, if Applied to FT Salary Schedule*	\$	1,014,913	4.37%	
(Excludes Overload, Summer, Winter)				

*Note: % Increase is Applied to FT Salaries (including steps and columns) and Coach's Compensation

Health & Welfare Contribution Calculation

2017-18 Total Negotiated H&W Contribution @ \$14,992 x 225	\$	3,373,200
Increase to 2018-19 Total H&W Contribution-On Going Funds	\$	110,250
2018-19 Negotiated Total H&W Contribution	\$	3,483,450
Number of Employees (As of June 1, 2018)	225.0	
2018-19 Negotiated H&W Contribution - Average Per Person	\$	15,482

H&W Pool Balance Calculation - COCFA

2018-19 H & W Estimated Cost		
Estimated Number of Employees	225.0	
Estimated Health & Welfare Cost per Employee 2018-19	\$	15,716
<i>(Benefit Premiums Cost / # of Employees - Based on 06/1/18 Census)</i>		
Total H&W Cost - Estimated as of June 1, 2018 (Net of Employee Contributions)	\$	3,536,112
Estimated Number of Employees	225.0	
2018-19 Contribution to Health & Welfare: On-Going Funds	\$	15,482
Total 2018-19 Contribution to Health & Welfare	\$	3,483,450
Estimated Pool Balance at 6/30/19 - Net Shortfall	\$	(52,662)
Offset by Employee Deductions in 2018-2019	\$	52,609
Offset by Pool Balance Carryforward at 6/30/18	\$	-
Total H & W Pool Balance ending 6/30/19	\$	(54)

Footnote: Cost of Step/Column Increases

As a Percentage of Total Comp	1.49%	\$	452,681
As a Percentage of FT Salaries for All Funded Positions	2.01%		
As a Percentage of FT Salaries for All Active Employees	2.08%		

Refer to Appendix D: Total Compensation in the Collective Bargaining Agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTA/NEA for the agreed upon definitions and parameters of Total Compensation.



FOR PURPOSE OF ILLUSTRATION

ESTIMATES ONLY

COCFA Total Compensation Calculation

Fiscal Year 2019-2020 (DRAFT - WILL UPDATE AT 2019-2020 TENTATIVE BUDGET)

(Includes all budgeted positions with step/column increases - All Funds)

FT Salaries including all board approvals as of 6/1/18 - Per CBA - ESTIMATED <i>(includes 2018-2019 negotiated salary schedule increase of 4.37% plus 1.5% steps/columns estimate)</i>	\$ 24,470,491
Coach's Compensation - ESTIMATED <i>(includes 2018-2019 negotiated salary schedule increase of 4.37% plus 1.5% steps/columns estimate)</i>	\$ 123,520
Subtotal - FT Salaries and Coach's Compensation	\$ 24,594,011

Number of employees - as of June 1, 2018 per H&W census	225
Health & Welfare Negotiated Contribution (per 2018-2019 COCFA Agreement)	\$ 15,482

Total Salaries and Health and Welfare Contribution (Total Compensation) \$ 28,077,461

Total Compensation Allocation (One-Time)	As a Percentage of Total Comp	0.00%	\$ -
	As a Percentage of ALL Salaries	0.00%	

Total Compensation Allocation (On-Going)	As a Percentage of Total Comp	3.46%	\$ 971,480
	<i>(Estimated at State COLA as of January Governor's Budget)</i>		

Additional On-going District Contribution 0.09% \$ 24,950

Total Compensation Allocation (On-Going) - ESTIMATED 3.55% \$ 996,430
As a Percentage of ALL Salaries 4.05%

Cost Proposals		
<i>On-Going Allocation:</i>		
Total Compensation Allocation (On-Going) - ESTIMATED	\$ 996,430	3.55%
	\$ -	0.00%
	\$ -	0.00%
	\$ -	0.00%
	\$ -	0.00%
Balance Available for Salary Schedule Increases	\$ 996,430	3.55%
Increase, if Applied to FT Salary Schedule* (Excludes Overload, Summer, Winter)	\$ 996,430	4.05%

*Note: % Increase is Applied to FT Salaries
(including steps and columns)

Refer to Appendix D: Total Compensation in the Collective Bargaining Agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTA/NEA for the agreed upon definitions and parameters of Total Compensation.

APPENDIX E: MEMORANDUM OF UNDERSTANDING FOR CONTRACT NEGOTIATIONS

**(As noted below, portions of Appendix F are incorporated into appropriate contract articles on 4/16/14)

A. Introduction:

1. Both the District and the Association leadership have an interest in moving away from discussions regarding financial concerns and toward the academic success of our students. To that end this Memorandum of Understanding is being developed to provide the framework for a multiyear agreement on compensation while allowing for flexibility on “cost neutral” contract issues.
2. The District and the Association have a mutual interest in ensuring some level of stability when making long-range financial plans. However, it is well known that the community college system is not currently financially stable. Despite this, the District and the Association are willing to commit to costs above COLA that have not yet been earned by the District.
3. It is further understood that the District and the Association must do everything possible to serve students and maximize the potential to earn FTES. Both parties understand that winter intersessions, of between four and six weeks, are viable strategies for generating additional FTES. Consequently, if the winter intersession of 2006 is a successful endeavor, it is understood that future academic calendars (either traditional or compressed) will feature a 4 to 6 week winter intersession.

B. Total Compensation:

1. The District and the Association agree to a three-year, total compensation package:

2005-2006	COLA plus 1.25%
2006-2007	COLA plus 1.00%
2007-2008	COLA plus .75%

In addition, the following is agreed to:

2. In 2005-2006 there will be a 4% adjustment to the salary scales (regular scale, winter, summer, and overload). The remaining funds (.23% and 1.25% of the Total Compensation base) will be dedicated to health and welfare costs. This will result in a per person on-going contribution to health and welfare of \$8,619.
3. In 2006-2007 and 2007-2008 the salary scales noted above will be adjusted by the state sponsored COLA%. “Plus” amounts will be dedicated to health and welfare costs.
4. To create local stability, it is understood that this agreement will exclude any re-openers that would create any additional financial liabilities. (i.e., no new “cost” items would be negotiated for the 2006-2007 or the 2007-08 contracts).
5. In the event that health care costs are above the increases made available by this agreement, the H&W pool shortfall may be drawn from the total compensation base.
6. In the event that health care costs are below that which is made available by this agreement, the excess will be placed in a fund for future health and welfare costs.
7. It is in the mutual interest of the District and the Association to continue conversations with the health insurance broker to seek alternatives for health care coverage.

C. New and Replacement Unit Positions:

The following is agreed to:

1. The District will continue to maintain flexibility in hiring decisions. However, when viewing replacement of retired unit members as well as the addition of new full-time unit positions, it is understood that the proceedings of the Academic Staffing Committee will be characterized by a measured response to the educational mission, departmental program plans, community needs, and available funding.

2. As referenced under Article 21, any modifications to the Academic Staffing Committee's procedures will be made with mutual consent of the District and the Academic Senate.

** (C.1 & C.2 above incorporated into Article 21 on 4/16/14)

D. Retirement Incentive Package:

1. The District will offer a retirement incentive package.
2. To support the cost of this program, it is understood that the District and the Association will mutually agree on a minimum number of employees who must participate in this program.
3. Association members who wish to participate in this program must provide the District with a written intent to retire and participate in the program. This written statement must be received by the District no later than April 17, 2006 for retirement in June 2006 and April 16, 2007 for retirement in June 2007.
4. Members who participate in this package must retire no sooner than June 30, 2006, and no later than June 30, 2007. Eligible members who retire in the first window (by June 30, 2006) will receive \$2,200 per year of service. Those who retire in the second window (from July 1, 2006 to June 30, 2007) will receive \$2,000 per year of service. Other aspects of the retirement incentive will be agreed to in a separate MOU.
5. It is understood that the Association will not request an additional District-sponsored retirement incentive program until the 2009-2010 contract. It is further understood that the Association will not request the District to fund a state sponsored incentive until 2009-2010.

E. Workload and Workdays Article 12:

1. Agreement will be reached on the proposed revisions to the articles on Workday and Workloads.
2. It is agreed that, should the District and Association decide to "compress" the academic calendar, this article will be revisited for the purpose of developing language that is consistent with a modified calendar.

** (E.2 above incorporated into Article 12 on 4/16/14)

F. Health and Welfare Benefits Article 13:

1. Agreement will be reached on the proposed revisions to the article on Health and Welfare Benefits.
2. Included is a clearer definition of section 125 fringe benefit plans and maintenance of such plans and minor clean up language.

G. Analysis and Review of Operational Expenses

It is agreed that:

1. It is in the mutual interest of the District and the Association to ensure that limited resources are being used in an efficient manner that enhances the educational mission of the college.
2. The District and the Association agree to the formation of two ad hoc committees to review expenses, and to make recommendations for better and more efficient use of resources. One committee will focus on improving efficiency of the instructional operations, and the other committee will focus on unit member stipends/release time.

H. *Committee One - Instructional Efficiency*

1. Membership

- a. Unit members, appointed by the Academic Senate. It is recommended that the following be members of the committee:
 - 1) Curriculum Committee Chair, or designee
 - 2) At least one Adjunct faculty
 - 3) One member from each division
 - 4) Two at large members, appointed in consultation with the Association President
- b. Up to five administrators, appointed by the CEO, plus
- c. Ex-officio Resource members, for example
 - 1) V.P. Business Services
 - 2) Budget Coordinator

- 3) Instructional Support Technician
- 2. Topics to be addressed in the final report
 - a. Actual cost of instruction
 - b. Methods to increase efficiency
 - c. Rational for class sizes
 - d. Review of departmental efficiency, with recommendations and goals as appropriate
 - e. Procedures for implementation of recommendations
 - f. Room utilization and class size
 - g. Additional topics as mutually agreed upon
 - h. Make annual recommendations on appropriate strategies and methods to achieve an overall 5% improvement in efficiency
- 3. Timeline
 - a. Initial/draft report submitted to the Association by April 15th
 - b. Final report presented to the Board of Trustees at their 2nd meeting in May
- I. *Committee Two – Stipends and Release Time*
 - 1. Membership
 - a. Unit members, appointed by the Academic Senate. It is recommended that the following be members of the committee:
 - 1) One member from each division
 - 2) Two at large members, appointed in consultation with the Association President
 - b. Up to five administrators, appointed by the CEO
 - c. Ex officio members as appropriate
 - 2. Topics to be addressed in final report
 - a. Listing of all release time/stipends
 - b. Actual cost of release time backfills
 - c. For all release time/stipend positions
 - 1) Rationale
 - 2) Method of appointment
 - d. Establish campus-wide procedures for renewing existing release times/stipends or instituting new positions. These procedures will include:
 - 1) Method of appointment
 - 2) Specific term and/or sunset provisions
 - e. Recommendations for changes, consolidations, and or eliminations
 - f. Additional topics as mutually agreed upon
 - 3. Timeline
 - a. Initial/draft report submitted to the Association by May 15
 - b. Final report presented to the Board of Trustees at their 2nd meeting in June

** (Reports from Committees referenced in H & I above are on Reserve in the library and available on the Intranet via the COCFA/District archives as of 4/16/14.)

APPENDIX F-1: MEMORANDUM OF UNDERSTANDING TO CONCLUDE NEGOTIATIONS FOR 2015/2016 AND 2016/2017

Memorandum of Understanding
 To Conclude Negotiations
 2015/16 and 2016/17
 Between
 COCFA (Association) and the Santa Clarita Community College District (District)
 March 28, 2016

Contract Year 2015/16

Contract Article if Applicable	Name	Comment	Percent	Dollars
Appendix A-1	Base Salary	It is agreed that beginning on July 1, 2015 the Academic Salary Schedule (Appendix A-1) will be increased by 5% on all cells.	5%	\$931,724
Article 13 and Appendix D	Health and Welfare Benefits	It is agreed that beginning on July 1, 2015 the District will contribute \$120,000 (on going) to Health and Welfare. Specifically, the current \$12,800 per person allocation will be adjusted to an amount equal to what the \$120,000 will fund on an ongoing basis. This new number will be reflected on the Total Compensation Worksheet.		\$120,000
Article 1	Agreement	It is agreed that the term of this agreement is two years. Article 1.C will now read: <u>This Agreement shall remain in full force and effect from July 1, 2015 to June 30, 2017. There will be no reopeners for the 2016/17 contract year.</u> Previous agreed upon changes to Article 1 (TA on 12/17/15) remain in effect.		

Contract Year 2016/17

Contract Article if Applicable	Name	Comment	Percent	Dollars
Appendix A-1	Base Salary	It is agreed that there will be no changes to the base salary for 2016/17.		\$0
Article 13	Health and Welfare Benefits	It is agreed that there will be no changes to the Districts contribution to the Health and Welfare pool for 2016/17.		\$0
Appendix B-1	Full Time Academic Overload Salary Schedule	It is agreed that beginning the first day of the Fall 2016 semester that the rate in Appendix B-1 will increase by 5%.	The current rate of \$67.53 will change to \$70.91.	Combined, the dollar amount for this provision is \$156,250.
Appendix B-2	Full Time Academic Summer and Winter Salary Schedule	It is agreed that beginning the first day of the Fall 2016 semester that the rate in Appendix B-2 will increase by 5%.	The current rate of \$67.53 will change to \$70.91.	
	Salary Schedule Reform	It is agreed that the District and the Association shall meet to reform Appendix A-1 and Appendix A-2 (if necessary). The goal is to create more equity between cells, rows and columns, as well as create a situation whereby members can reasonably reach the top of the pay scale within a full-length career. The reformed salary scale will go into effect July 1, 2016.		Not to exceed \$300,000
Appendix C and Article 12	Department Chairs	It is agreed to increase the compensation for Department Chairs as found in Appendix C by approximately 300 TLUs and not to exceed \$400,000 in TLU value. \$400,000 is the ceiling amount of this provision. This provision will go into effect for Fall, 2016. A sub-committee will work on the clarification of the Department Chair duties listed in Article 12.		Not to exceed the value of \$400,000

Contract Article if Applicable	Name	Comment	Percent	Dollars
Article 12 and Appendix K – Lab Load	Workload and Workdays	It is agreed to modify Appendix K, as well as the language in Article 12, to ensure that, with the exception of the Fitness Center Class KPEA 100 A and B and non-enhanced – non-credit courses, all labs that are currently compensated at .75 load be changed to 1.0 load. Effective Fall semester, 2016		\$100,000
Article 12.J	Workload and Workdays	It is agreed to increase the Release Time for the Academic Senate, as found in Article 12.J, from 50% to 250% per semester. It is understood that a percentage of this release time sufficient to perform the tasks be assigned to the development of CTE curriculum, and to support a CTE liaison position.		Not to exceed \$83,174
	Public Records Act Requests	The Association agrees to withdraw any pending Public Records Act requests		
	Athletic Director	The Association agrees to release the current faculty Athletic Director position from the unit. Effective upon the permanent hiring of the Dean of KPE and Athletics.		

APPENDIX F-2: MEMORANDUM OF UNDERSTANDING TO CONCLUDE NEGOTIATIONS FOR 2017/2018

Memorandum of Understanding
 To Conclude Negotiations 2017/18
 Between
 COCFA (Association) and the
 Santa Clarita Community College District (District)
 June 29, 2017

Contract Year 2017/18

Contract Article if Applicable	Name	Comment	Percent	Dollars
1	Agreement	It is agreed that the term of this agreement is one year. Article 1.C will now read: <u>This Agreement shall remain in full force and effect from July 1, 2017 to June 30, 2018.</u> <u>There will be no reopeners for the 2017/18 contract year.</u>		
Appendix A-1	Base Salary	It is agreed that beginning on July 1, 2017 the Academic Salary Schedule (Appendix A-1) will be increased by 2.5% on all cells.	2.5%	\$552,319
13 and Appendix D	Health and Welfare Benefits	It is agreed that beginning on July 1, 2017 the District will contribute \$350,000 (on going) to Health and Welfare. Specifically, the current \$13,415 per person allocation will be adjusted to an amount equal to what the \$350,000 will fund on an ongoing basis. This new number will be reflected on the Total Compensation Worksheet.	1.22%	\$350,000
Appendix B-1	Full Time Non-Instructional Salary Schedule	It is agreed that beginning the first day of the Fall 2017 semester that the rate in Appendix B-4 will be adjusted	(.58%)	(167,394)

Contract Article if Applicable	Name	Comment	Percent	Dollars
		from the negotiated regular summer salary rate to \$53.18.		
4	Association Reassigned Time	It is agreed to increase the Association Reassigned Time by 100%, for a total of 120%.	.15%	\$41,588
12	Workload and Workdays	It is agreed to compensate KPEA 100 A and B from .5 load to 1.0 load, effective Fall 2017.		
15	Supplemental Pay	It is agreed to use a new form, and procedures were clarified. Also, note that lump sum payments will no longer be an option.		
12	Large Class Size	It is agreed that enrollment limits may be set higher than minimum threshold caps.		
12	Allocation of Chair Release Times	It is agreed to allow for chair reassign time to be shared, with restriction that at least 15 TLUs be achieved.		
15	TLUs for Coaches	It is agreed to correct an error in the amount of TLU's assigned to coaches' intercollegiate courses in the collective bargaining agreement (CBA).		
12	Department Chair Evaluations	It is agreed to use an evaluation instrument that was developed, based on duties enumerated in the contract, to be piloted in Spring 2018.		
7 and 8	Faculty Evaluation	It is agreed to use an online tool that was modeled on the AFT evaluation tool for online and hybrid classes.		
17	Summer Limit	It is agreed to delete summer limit language from the CBA.		
14	Camera Use	It was agreed that public cameras could be used in discipline. Cameras or audio		

Contract Article if Applicable	Name	Comment	Percent	Dollars
		devices will not be used in private spaces, including faculty offices.		
12	Grants	It was agreed that Faculty will have the opportunity to participate in grants development, including grants budget development and faculty compensation.		
22	Parking	It was agreed that Faculty will not be disciplined if late as a result of parking construction displacement.		
New	Progressive Discipline and Due Process	It was agreed that the District will follow Education Code, BP and AP 7360 when engaging in progressive discipline.		
2	Faculty Director / Coordinator	It was agreed to remove the SSSP Director Position when the position becomes vacant, and an additional faculty position is added.		
8	Faculty Director Evaluation	This item may be addressed by a subcommittee and may be revisited in a future negotiation.		
7 and 8	Student Evaluation	This item may be addressed by a subcommittee and may be revisited in a future negotiation.		
23	Transfer Rights	This item was withdrawn by COCFA.		
8	Faculty Director Evaluation	Removal of the Transfer Center Director Position when vacated may be discussed at a future negotiation.		
12	Definition of 175+1 Requirement	This item may be revisited in a future negotiation.		
12	Counselor Workload	This item may be addressed by a subcommittee and may		

Contract Article if Applicable	Name	Comment	Percent	Dollars
		be revisited in a future negotiation.		
12	Department Chair Clerical Support	This item was addressed through the hiring of additional classified staff already underway.		
6	Binding Arbitration	This item was withdrawn by COCFA.		
12	Noncredit Workload	This item may be revisited in a future negotiation.		
12	Accreditation	This item may be revisited in a future negotiation.		
12	Course Coordinators	This item may be addressed by a subcommittee and may be revisited in a future negotiation.		
12	Coaches Workload under Various Circumstances	This item may be revisited in a future negotiation.		
15	Academic Team Coaches	This item was withdrawn by District.		
22	Reinstate Conference Budgets	This item may be revisited in a future negotiation.		

APPENDIX F-3: MEMORANDUM OF UNDERSTANDING TO CONCLUDE NEGOTIATIONS FOR 2018/2019

Memorandum of Understanding
 To Conclude Negotiations
 2018-19 to 2019-2020
 Between
 COCFA (Association) and the Santa Clarita Community College District (District)
 March 22, 2019

Contract Year 2018-19

Contract Article if Applicable	Name	Comment	Percent	Dollars
D	Total Compensation	Total Compensation increase is 3.71 percent for 2018-19 and COLA plus \$24,950 for 2019-20. For 2018-19, Salary Schedule increase of 4.37 percent and H&W increase from \$14,992 to \$15,482 per employee. For 2019-20, application of Total Compensation increase and final amount TBD.	3.71% for 2018-19 and COLA plus \$24,950 for 2019-20	\$1,125,163 for 2018-19 and estimated \$996,430 in 2019-20.
16	Non-instructional rate/ Supplementary Services	No change for 2018-19. Effective July 1, 2019, outside of Total Compensation, eliminates the Non-instructional Rate and establishes that a pre-authorization process will be established.	Outside of Total Compensation.	Eliminating non-instructional rate expected to increase costs with partially offsetting effect by pre-authorization process.
17	Overload/Summer/Winter Pay Rate	No change for 2018-2019. Effective July 1, 2019, removed from Total Compensation, fixes Overload/Summer/Winter Pay Rate to Adjunct rate for Range 2 Step 3.	Removed from Total Compensation.	Increased rate expected to increase expenses and has offsetting effect from removing Overload/Summer/Winter from Total Comp Calculation.
18	Conference Budgets	No changes.		
19	Retiree Health & Welfare Benefits	No changes.		
A1	Salary	See Total Compensation		
13	Health & Welfare	See Total Compensation		
Article 1	Term	Two-year contract with one non-compensation item each in 2019-20.		

Contract Article if Applicable	Name	Comment	Percent	Dollars
G5, 10, J	Evaluations	Allows two forms to be used that have response alternatives in different order.		
14	Tuberculosis Requirements	Updates reference to TB testing to be per statute.		
15	Outdated Salary Language	Deletes outdated language.		
10	Gender Neutral Terms	Updates language with gender-neutral terms (his/her is replaced with their).		
10	Bereavement Leave	Changes language to mirror CSEA.		
12	Curricular Coordinators	Establishes job description and compensation rubric for 18/19 (which is the same as 17/18).		
G-6	Committee Summary and Signature Line	Added a Committee Summary for Tenure Faculty Evaluation Report, a signature line for evaluatee to the Report of Tenure Review Committee, and language to the Committee Summary for Non-Tenured Faculty Evaluation Report.		
7	Tenure Process for Interim Hires	Interim added to evaluation of probationary and temporary faculty members.		
12	Large Class Enrollment Caps	Establishes an incentive for large classes at 45 students and clarifies enrollments needed for other caps at first day of classes and first census.		
G-12 (New)	Faculty Director Evaluations	Creates a faculty director evaluation instrument. Agreement in principle reached in subcommittee. TA to be developed.		
12, G11	Department Chair Evaluation	Creates a Department Chair Evaluation instrument and process.		
11	Load Banking	Clarifies load banking for non-teaching faculty.		

Contract Article if Applicable	Name	Comment	Percent	Dollars
16	Supplementary Services	Establishes a Supplemental Services Preauthorization process that is mutually agreed to.		
12	Counselor Workload	Establishes a minimum of 800 student contact hours for Counseling Faculty.		
12	Professional Service Week	No changes.		
C7	Department Chair Compensation	Table updated based on updated metrics.		
12	Instructional Substitutes	No changes. Will be discussed in BP/AP process.		
19	Retirement Language	No changes.		
7 and 8	Faculty On Leave/Release	No changes. Creating an Article 7 and 8 workgroup.		
7	CIO/CSSO Input Into the Tenure Process	No changes. Creating an Article 7 and 8 workgroup.		
12	Large Format Class Enrollment Caps	No changes.		
7	Optional Evaluations	No changes. Creating an Article 7 and 8 workgroup.		
7 and 8	Evaluations of Non-Teaching Faculty	No changes. Creating an Article 7 and 8 workgroup.		
7 and 8	Non-credit Faculty Evaluations	No changes. Creating an Article 7 and 8 workgroup.		
7 and 8	Access to Previous Evaluations	No changes. Creating an Article 7 and 8 workgroup.		
12	Noncredit	No changes. Current language will continue to be used.		
7 and 8	Summary Form	Resolved. See G-6 item.		
7	Tenure Report Form	Resolved. See G-6 item.		
7 & 8	Online Student Evaluation	No changes.		
12	Instructional Equipment and Classrooms	No changes.		
6	Grievances	No changes.		
New	Faculty Email Storage	No changes.		
12	Office Space	No changes.		
5	Organizational Security	No changes.		
7	Zero Semester Evaluations	No changes.		

Contract Article if Applicable	Name	Comment	Percent	Dollars
New	Reassigned Time Committee	No changes.		
New	Contract Clean-up	No changes. To be worked on in subcommittee.		

The above is agreed to by both COCFA and the District.

For Santa Clarita Community College District

Date

For College of the Canyons Faculty Association

Date

APPENDIX G: OFFICIAL APPROVED FORMS
APPENDIX G-1: CHECKLIST FOR ONLINE INSTRUCTOR EVALUATION

CHECKLIST FOR ONLINE INSTRUCTOR EVALUATION

Prepared by the Educational Technology Committee
Approved by the Academic Senate, September 28, 2006
College of the Canyons

“[A] means to fostering an excellent faculty is for the college to have an evaluation policy and procedure that assesses the most important characteristics of an individual faculty member and provides encouragement for improvement.”
State Academic Senate publication, *Accreditation: Evaluating the Collective Faculty*

In the interest of promoting innovation, ensuring continued quality of instruction, and enhancing student success, we recommend that the following guidelines be considered for use when evaluating faculty teaching online.

These recommendations are not meant to abrogate the established role of faculty / department chairs in evaluating online instructors, nor should they contravene the evaluation process established through the collective bargaining process. These guidelines are meant to serve as a helpful tool in maintaining high quality instruction and promoting continual professional development.

Procedural Recommendations

1. Select a member from the department who has online teaching experience. If no member of the department has online teaching experience, seek an experienced online educator from the division to help conduct the evaluation. FLEX credit is available for an experienced online instructor who assists in the evaluation process.
2. Establish the type of online course (hybrid, 100% online, etc.). Establish what type of virtual classrooms / course management system the instructor is utilizing.
3. The evaluator should review the distance learning addendum for the course, paying particular attention to the descriptions of student-instructor and student-student contact.
4. Request permission to enter the evaluatee’s website(s) during a specified period of time, preferably a window of between one and three days, or the duration of a learning unit. No one other than the evaluator (and experienced online educator from the division who may be assisting the evaluator) should access the virtual classroom(s) with this user name and password.
5. The evaluatee should be encouraged to provide directions, emphasize features of the website, and otherwise guide the evaluator through the course website.
6. If the evaluatee wishes, he or she should be allowed to personally assist the evaluator in exploring the virtual classroom. This assistance may be provided in person, or via telephone, instant messaging, or other synchronous communication.

Helpful Questions for Evaluating Online Instruction

1. Do the course syllabus and calendar of assignments clearly reflect the pedagogy described in the course outline of record and distance learning addendum?
2. Are the assignments appropriate to and in keeping with the pedagogy described in the course outline of record and the distance learning addendum?
3. If the course is not offered via Blackboard, does the instructor provide clear and concise instructions on how to access the course?
4. Does the instructor provide clear and concise instructions about course navigation?

5. Does the instructor maintain effective student-instructor contact and student-student contact? (For example, timely feedback at discussion forums and via email, discussion board threads guided by the instructor's own comments.)
6. Is the website / virtual classroom easy to navigate? Are uploaded documents easy to open and read? Do web pages reflect standard design principles for navigation and readability?
7. Does the instructor employ a variety of assessment techniques?
8. Are the website documents, links, and other features updated and functioning appropriately?
9. Does the instructor provide clear and concise assignment instructions?
10. Is the website 508 compliant? (For example, images have alt tags, video & audio have accompanying text.)
11. Does the technology / virtual classroom being used facilitate student learning: critical thinking/reading, group discussion, and writing?
12. Do the activities and assignments prepare students to meet the course's Student Learning Outcomes?
13. Does the type and amount of work seem appropriate for the level and unit value of the class?

APPENDIX G-2: STUDENT EVALUATION SURVEY

**College of the Canyons
Student Evaluation Survey**

Dear Student: The purpose of this survey is to obtain information on how we can improve our courses. To accomplish this, we are asking that you complete this survey and return it in the envelope provided. Your participation is voluntary and every effort will be made to keep your responses confidential. We greatly appreciate your assistance! If you are completing this survey online, please follow the directions that were emailed to you.

Please fill in marks like this: ●

Semester: _____ Year: _____ Course Title: _____

Section #: _____ Instructor Name: _____

1. Organization of course curriculum:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Goals and objectives are clearly communicated to students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Key points are conveyed successfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Material is presented in a logical order.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Instructor's behavior, performance, and classroom management:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Instructor uses a variety of teaching methods to effectively deliver course material (e.g., videos, PowerPoints, discussion forums, group work, lectures, class activities).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Instructor encourages students to engage in critical thinking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Instructor has structured the class in a manner that establishes a good learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Instructor uses the entire class period efficiently and effectively (for an online class, mark not applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Instructor responds to questions and grades assignments in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Instructor facilitates and encourages online communication between students (for a face to face class, mark not applicable).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Instructor's interpersonal skills:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a. Instructor demonstrates a caring for student's success with feedback provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Instructor demonstrates respect for students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Instructor demonstrates sensitivity to student diversity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.	Class materials (textbooks, syllabi, CD-ROMs, videos, etc.):	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a.	The syllabus is well organized and easy to follow.	<input type="radio"/>	<input type="radio"/>				
b.	Class materials are useful resources in the course.	<input type="radio"/>	<input type="radio"/>				
c.	The course materials in Canvas are clearly organized and easy to navigate (if course does not use Canvas, mark not applicable).	<input type="radio"/>	<input type="radio"/>				
5.	Grading and assignments (exams, homework, quizzes, and other instruments for grading):	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a.	Instructor gives helpful comments on assignments completed by students.	<input type="radio"/>	<input type="radio"/>				
b.	Instructor clearly explains methods of assigning grades.	<input type="radio"/>	<input type="radio"/>				
c.	Assignments and exams relate closely to covered material.	<input type="radio"/>	<input type="radio"/>				
d.	Grading system is applied fairly.	<input type="radio"/>	<input type="radio"/>				
6.	Level of course challenge:	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable
a.	Overall, the amount of work required in this class is fair.	<input type="radio"/>	<input type="radio"/>				
b.	Material is challenging, yet mastery is attainable.	<input type="radio"/>	<input type="radio"/>				
c.	I am learning a lot in this class.	<input type="radio"/>	<input type="radio"/>				
d.	I found this delivery format effective (on campus or online)	<input type="radio"/>	<input type="radio"/>				

Comments

Please provide any additional comments you may have regarding the course or the instructor's teaching style or professionalism.

Thank you for your participation in this important survey!

APPENDIX G-3: STUDENT EVALUATION SURVEY OF COUNSELING FACULTY

College of the Canyons Student Evaluation Survey of Counseling Faculty

Dear Student:

The purpose of this survey is to obtain information on how we can improve the services provided by Counseling Faculty. To accomplish this, we are asking that you complete this survey and return it in the envelope provided. Your participation is voluntary and confidential. We greatly appreciate your assistance!

Semester: _____ Year: _____

Counselor Name: _____

1. Organization of counseling appointment:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Counselor asked questions to try to understand me.	<input type="radio"/>					
b. Counselor helped me develop my academic & career goals.	<input type="radio"/>					
c. Counselor was knowledgeable about Associate Degree, graduation, certificate and transfer requirements.	<input type="radio"/>					
d. Counselor presented information in a way that made sense to me.	<input type="radio"/>					

2. Counseling skills:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Counselor communicated clearly.	<input type="radio"/>					
b. Counselor demonstrated effective listening skills.	<input type="radio"/>					
c. Counselor helped me to clarify my concerns, goals, and objectives.	<input type="radio"/>					
d. Counselor was friendly and made eye contact with me.	<input type="radio"/>					
e. Counselor helped me understand my educational options.	<input type="radio"/>					
f. Counselor encouraged me to make my own decisions.	<input type="radio"/>					

7. Counselor reviewed strategies to help me with:

- | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------------|---|
| <input type="radio"/> | <input type="radio"/> |
| Time Management | Decision Making | Stress Management | Study Skills | Career Exploration | Major / College Exploration | Personal Problem Solving
(college success related) |

Open Ended Questions

Please respond to the following questions in the space provided below each item:

8. What I liked about this counseling appointment

9. What I did not like about this counseling appointment

10. Recommendations for improvement

Thank you for your participation in this important survey!

Santa Clarita Community College District
COLLEGE OF THE CANYONS
Evaluation Report
For Full-time Counseling Faculty

Counseling Faculty _____ Evaluation Date _____

Work Setting/Position _____

Name of Evaluator _____

Directions: Circle the appropriate number for each item evaluated. Comments should detail specific items in support of your numerical assignment and may include suggestions for improvement. Evaluation should include review of materials and assessment instruments if appropriate.

A. Knowledge of Subject Matter 1 2 3 4 5 N/A

- 5 - Demonstrates a command of the material including professional technology, college resources, college policies/procedures, programs/course offerings, and transfer requirements
- 3 - Demonstrates an understanding of the material for the assignment
- 1 - Does not appear to have an adequate background for the position

Comments: _____

B. Clear Objectives 1 2 3 4 5 N/A

- 5 - Demonstrates thorough preparation and provides clearly defined objectives.
- 3 - Demonstrates preparation for the assignment; some objectives apparent.
- 1 - Demonstrates no evidence of preparation for the assignment and/or objectives not apparent.

Comments: _____

C. Clear Written and Oral Communications 1 2 3 4 5 N/A

- 5 –Models clear, enthusiastic, excellent and appropriate vocabulary and mannerisms. Written materials clear, accurate and fitting to the position.
- 3 –Verbal communication and/or written materials of average quality
- 1 – Poor quality in spoken or written communication, lacks enthusiasm; inappropriate or inaccurate vocabulary.

Comments: _____

D. Techniques 1 2 3 4 5 N/A

5 - Uses techniques and/or methods appropriate for meeting the department's goals and to the diversity of student learning styles.

3 - Uses limited, but adequate techniques and/or methods for the position.

1- Uses techniques and/or method(s) that are inadequate to address the variety of students learning styles and to meet department goals.

Comments: _____

E. Organization of Appointment/Presentation 1 2 3 4 5 N/A

5 – Clearly organized and easy-to-follow patterns

3 – Discernible organizational pattern

1 – Apparent lack of organization

Comments: _____

F. Good Time Management 1 2 3 4 5 N/A

5 – Time is managed well

3 – Appointment/presentation goes beyond time allocated or necessary.

1 – No apparent awareness of time or poor use of time

Comments: _____

G. Student Records 1 2 3 4 5 N/A

5 –Accurately and completely maintains student records utilizing department mandated technology.

3 – Adequately maintains student records utilizing department mandated technology.

1 –Insufficiently maintains student records utilizing department mandated technology.

Comments: _____

H. Rapport with Students 1 2 3 4 5 N/A

5 – Understands student concerns by using active listening skills such as clarification, summarization, and paraphrasing

3 - Uses limited, but adequate, techniques to understand student concerns

1 - Does not attempt to understand student concerns

Comments: _____

I. Sensitivity to Student Needs 1 2 3 4 5 N/A

- 5 – Responds to student with empathy and a friendly, helpful, approachable manner
- 3 - Responds to student occasionally with empathy and with adequate approachability
- 1 – Does not respond to the student with empathy, seems distant and not willing to help

Comments: _____

J. Overall Assessment of Performance 1 2 3 4 5 N/A

- 5 - Highest performance.
- 4 - Good performance.
- 3 - Average performance.
- 2 - Below average performance.
- 1 - Unsatisfactory performance.

Comments: _____

Evaluation of Additional Criteria:

Please include comments, if appropriate, concerning respect for students, respect for and communication with colleagues, cooperation/participation in achieving Counseling Department goals professional growth activities, relevant college-wide activities/committees, community involvement and/or student activities, and/or other professional responsibilities. Attach additional pages if needed.

Signature of Evaluator

Signature of Evaluatee

Note: Evaluatee’s signature does not necessarily imply agreement. It is merely an acknowledgment that the complete report has been read. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report. The written statement will be filed with this classroom visitation report.

Administrative acknowledgement of receipt _____

Evaluation of Additional Criteria:

Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.

Signature of Evaluator _____

Signature of Evaluatee _____

Note: Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgment that the complete report has been read. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report. The written statement will be filed with this classroom visitation report.

APPENDIX G-6: DEPARTMENT CHAIR/PROGRAM COORDINATOR EVALUATION

As per Article 12.K.8, the evaluation instrument below was developed for Department Chairs/Program Coordinators in mutual agreement with the Association and the District. New Chairs/Coordinators will first be evaluated annually during the spring semester of each year. After the first two years, if the Chair/Coordinator has overall met or exceeded expectations, then s/he may be evaluated once every three years during the spring semester.

Each Department Chair/Program Coordinator will have the opportunity to complete the evaluation below as part of their Self Evaluation. In addition, department faculty members, staff (where appropriate), and School Dean will also have the opportunity to complete the evaluation of the Chair/Coordinator through an electronic survey, and results will be available to both the Chair/Coordinator as well as School Dean. The School Dean will include all collected survey results (including numerical data as well as narrative) and Self Evaluation in the Summary section at the end of this evaluation instrument, to be discussed during a Review Conference. If a Chair/Coordinator receives an overall assessment of “needs improvement” or “unsatisfactory”, recommendations for improvement may be provided.

The evaluator is requested to please rate the evaluatee as well as complete a narrative for each section of the evaluation in the evaluation instrument below.

Evaluatee:		Department:			
Evaluator:		Date:			
Department Chair/ Program Coordinator Duties	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/ Unable to Assess
Leadership					
Collaborates with Department or Program faculty, staff (where appropriate), and administration to create a unified vision for the Department/Program, including program expansion, modification, and compliance (e.g., external accreditation and program advisory committees)					
Narrative (Leadership):					
Curriculum					
Reviews and approves: <ul style="list-style-type: none"> department curriculum (i.e., modifications, additions, deletions) to be forwarded to the Academic Senate’s Curriculum Committee course pathways and sequencing textbook selection coordination 					
Narrative (Curriculum):					
Department Chair/ Program Coordinator Duties	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/ Unable to Assess
Scheduling					
Drafts and reviews the class schedule in response to District guidelines and					

parameters, distributes class schedules to faculty, makes recommendations regarding staffing of sections and off-site locations (e.g., clinical), and arranges for substitutes when needed					
--	--	--	--	--	--

Narrative (Scheduling):

Staffing

Coordinates staffing to include: <ul style="list-style-type: none"> • full-time faculty recommendations to the Academic Staffing Committee • adjunct staffing to Human Resources • faculty job announcements and recruiting materials • employment screening materials, scheduling of interviews, selection, and possible reference checks • mentoring as related to instructional pedagogy, classroom management, academic integrity, and college environment 					
---	--	--	--	--	--

Narrative (Staffing):

Evaluation

Provides input into the evaluation of classified staff (where appropriate) and coordinates the evaluation of adjunct faculty with support from fellow department faculty members and administration					
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Narrative (Evaluation):

Department Chair/ Program Coordinator Duties	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/ Unable to Assess
---	---------------------------------	-------------------------------	------------------------------	-----------------------	---

Planning

Coordinates program and budget reviews; annual budgets, expenditures, and augmentations; equipment maintenance, repair, and replacement; and other related activities (e.g., recruitment and community outreach), including facility needs					
--	--	--	--	--	--

Narrative (Planning):

Operational

Reviews and approves department-related information and forms (e.g., catalog, tenure committee report, evaluation, prerequisite challenge, course substitution, guest lecturer, field trip, travel authorization, grade dispute, website, minimum qualifications, adjunct leaves, adjunct grievances, time sheets)

--	--	--	--	--	--

Narrative (Operational):

Summary of Collected Data and Comments: (to be completed by the School Dean and must include summary reference to numerical results as well as narrative provided by department faculty, staff, and School Dean, to be discussed in a Review Conference; may also be used by the Department Chair/Program Coordinator to summarize their Self Evaluation)

Overall Assessment: Exceeds Expectations Needs Improvement
 Meets Expectations Unsatisfactory

Signature of School Dean or Designee **Date**

Evaluatee’s signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read, including all evaluations and the summary report. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report to the School Dean. The written statement will be filed with the Department Chair/Program Coordinator Evaluation summary report completed by the School Dean.

Signature of Department Chair/Program Coordinator (Evaluatee) **Date**

APPENDIX G-7: FACULTY DIRECTOR EVALUATION

The following changes are agreed upon to modify the collective bargaining agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTA/NEA regarding the 2018-2019 academic year pilot of the Faculty Director Evaluation instrument.

The evaluation instrument below was developed for Faculty Directors and Assistant Directors in mutual agreement with the Association and the District. Any mention of Faculty Director below will also include Assistant Director.

Each Faculty Director will have the opportunity to complete the evaluation below as part of their Self Evaluation. In addition, department faculty members, staff (where appropriate), and School Dean will also have the opportunity to complete the evaluation of the Faculty Director through an electronic survey, and results will be available to both the Faculty Director as well as School Dean. The School Dean will include all collected survey results (including numerical data as well as narrative) and Self Evaluation in the Summary section at the end of this evaluation instrument, to be discussed during a Review Conference. If a Faculty Director receives an overall assessment of “needs improvement” or “unsatisfactory”, recommendations for improvement may be provided.

The evaluator is requested to please rate the evaluatee as well as complete a narrative for each section of the evaluation instrument below.

Evaluatee:			Program:		
Evaluator:			Date:		
Professional Qualities	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/ Unable to Assess
Professionalism					
Communicates clearly and effectively.					
Accepts constructive feedback well.					
Maintains adequate, appropriate records.					
Submits required information on time to supervisor and external stakeholders where appropriate.					
Participates in required meetings.					
Is available to students in the program, colleagues, and/or external stakeholders (where appropriate) and is responsive to posed concerns in a timely manner.					
Maintains regular work schedule and office hours.					
Participates in professional development activities.					
Narrative (Professionalism):					
Professional Qualities, continued	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/

					Unable to Assess
Professional Contributions					
Makes appropriate contributions to the program and assumes an appropriate share of faculty responsibilities.					
Makes appropriate contributions to the college by serving effectively on committees, projects, special assignments, etc.					
Narrative (Professional Contributions):					
Knowledge	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Knowledge					
Implements and applies an understanding of all standards and requirements, regulations, and laws pertaining to the program in order to meet the needs of the student population and ensure program vitality.					
Demonstrates knowledge of up-to-date services for students based on best practices, current laws, and regulations as related to the program and position.					
Demonstrates effective planning and understanding of how to implement programs, services, and off-site locations where appropriate.					
Narrative (Knowledge):					
Skills and Abilities	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Skills and Abilities					

Provides up-to-date services for students based on best practices and adheres to requirements, current laws, and regulations pertaining to the program in order to meet the needs of the student population and ensure program vitality.					
Effectively plans and implements programs, services, and off-site locations (where applicable).					
Prepares and coordinates program and budget reviews, annual budgets, expenditures, augmentations, and communicates budget concerns in a timely manner.					
Demonstrates sensitivity in working with and meeting the needs of a diverse student population and campus community.					
Effectively participates in hiring, evaluating, and determining work schedules of adjunct faculty, classified staff, short-term employees, and/or student workers (where applicable).					
Involves relevant faculty members, classified staff, administrators, and external stakeholders (where appropriate) in program decisions.					
Effectively promotes the program through marketing and outreach activities.					
Provides leadership and organizational support for faculty, staff, and students in the program.					
Achieves measurable program success, including external stakeholder benchmarks (e.g., accreditation).					
Effectively and appropriately responds to challenges requiring immediate attention.					
Acts decisively and takes responsibility for outcomes.					
Develops and maintains working relationships with all constituencies.					
Consults with administration and others when needed concerning program issues.					
Skills and Abilities	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Skills and Abilities					
Meets all standards for annual audits and/or other regulatory agency requirements (where applicable) associated with the program.					

Completes Program Review and other District planning documents within specified timelines as they pertain to the program.					
---	--	--	--	--	--

Narrative (Skills and Abilities):

Summary of Collected Data and Comments: (to be completed by the School Dean and must include summary reference to numerical results as well as narrative provided by department faculty, staff, and School Dean, to be discussed in a Review Conference; may also be used by the Faculty Director to summarize their Self Evaluation)

Overall Assessment: Exceeds Expectations Needs Improvement
 Meets Expectations Unsatisfactory

Signature of Supervisor **Date**

Evaluatee’s signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report to the Supervisor. The written statement will be filed with this evaluation.

Signature of Faculty Director (Evaluatee) **Date**

APPENDIX G-8: INITIAL TENURE CONFERENCE/REPORT OF TENURE REVIEW COMMITTEE /COMMITTEE SUMMARY

Initial Tenure Conference

<p>Preparation for Initial Meeting (To be held within the first 3 weeks of the semester)</p> <ul style="list-style-type: none"><input type="checkbox"/> Schedule initial conference<input type="checkbox"/> Assure all members to bring calendar<input type="checkbox"/> Remind all members to bring calendar<input type="checkbox"/> Bring copies of original job description	<p>Assure probationary faculty member has:</p> <ul style="list-style-type: none"><input type="checkbox"/> Course Outlines<input type="checkbox"/> Calendar<input type="checkbox"/> Prior self-evaluation as applicable
---	--

<p style="text-align: center;">Suggested Agenda</p> <p>I. Overview of Tenure Process</p> <p>II. Review of previous self-evaluation and/or goals for the current semester</p> <p>III. Review course objectives</p> <p>IV. Describe non-classroom related activities</p> <p>V. Schedule class visitations and final conference for current semester</p> <p>VI. Other</p>

**COLLEGE OF THE CANYONS
REPORT OF TENURE REVIEW COMMITTEE**

Name of Evaluatee: _____

Semester # in Tenure Process: _____ (Complete corresponding section below)

Date of Initial Conference: _____

Date of Semester Review Conference: _____

Names of Committee Members:

Chair: _____

Peer Evaluator: _____

Administration Evaluator: _____

The following have been attached:

<input type="checkbox"/> Committee Summary	<input type="checkbox"/> Peer Evaluation
<input type="checkbox"/> Self Evaluation	<input type="checkbox"/> Administrator Evaluation
<input type="checkbox"/> Chair Evaluation	<input type="checkbox"/> Remediation Plan (if applicable)

Zero Semester (Spring Hire Only)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required) <input type="checkbox"/> Terminate employment
1 st Semester (Fall)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required) <input type="checkbox"/> Terminate employment
2 nd Semester (Spring)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required) <input type="checkbox"/> Terminate employment
3 rd Semester (Fall)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Hire for 2 years ○ Optional evaluation in the fourth semester by decision of the evaluation committee. <input type="checkbox"/> Not to rehire ○ Mandatory evaluation required in the fourth semester unless the evaluatee waives the evaluation in writing.
4 th Semester (Spring)	<u>Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required)
5 th Semester (Fall)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue ○ Optional evaluation in the sixth semester by decision of the evaluation committee. <input type="checkbox"/> Continue with reservations (Remediation Plan required) ○ Mandatory evaluation required in the sixth semester.

6 th Semester (Spring)	<u>Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required)
7 th Semester (Fall)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Grant tenure <ul style="list-style-type: none"> ○ Optional evaluation in the eighth semester by decision of the evaluation committee. <input type="checkbox"/> Terminate employment <ul style="list-style-type: none"> ○ Mandatory evaluation required in the eighth semester unless the evaluatee waives the evaluation in writing.
8 th Semester (Spring)	<u>Evaluation</u> Recommendation: <input type="checkbox"/> Confirm granting of tenure <input type="checkbox"/> Confirm termination of employment

Signature of Committee Chair	Date
Signature of CIO/CSSO	Date
Signature of Evaluatee	Date
Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read.	
Recommendation sent to Chancellor	Date
Received by Human Resources Department	Date

**COMMITTEE SUMMARY
For Non-Tenured Faculty Evaluation Report**

Name of Evaluatee:

Initial Conference Date:

Review Conference Date:

Descriptive summary of effectiveness in teaching and non-teaching assignments including suggestions for improvement, reference to student evaluation, self-evaluation, and a descriptive summary of the evaluatee's participation in professional growth activities, relevant community involvement, committee assignments and student activities. Attach additional comments to this summary as necessary.

Committee Summary (Fill in text box)

Remediation Plan (Fill in text box)

This evaluation was conducted according to the procedures of the collective bargaining agreement in effect as of the date of this document

Tenure Committee Chair

Date

Peer Evaluator

Date

Administrator

Date

I have read the above evaluation report. I understand I have the right to submit a written dissenting opinion if I so choose. References to student evaluations, appended documents of all classroom visitation reports, self-evaluations and signed summary forms will become part of my personnel file no later than the end of the second week of the following semester.

Evaluatee

Date

**COMMITTEE SUMMARY
Tenured Faculty Evaluation Report**

Name of Evaluatee:

Initial Conference Date:

Review Conference Date:

Descriptive summary of effectiveness in teaching and non-teaching assignments including suggestions for improvement, reference to student evaluation, self-evaluation, and a descriptive summary of the evaluatee's participation in professional growth activities, relevant community involvement, committee assignments and student activities. Attach additional comments to this summary as necessary.

Committee Summary (Fill in text box)

This evaluation was conducted according to the procedures of the collective bargaining agreement in effect as of the date of this document

Committee Chair _____ Date _____

Peer Evaluator _____ Date _____

Administrator _____ Date _____

I have read the above evaluation report. I understand I have the right to submit a written dissenting opinion if I so choose. **References to student evaluations, appended documents of all classroom visitation reports, self-evaluations and signed summary forms will become part of my personnel file no later than the end of the second week of the following semester.**

Evaluatee _____ Date _____

**COLLEGE OF THE CANYONS
REPORT OF TENURE REVIEW COMMITTEE**

Name of Evaluatee: _____

Semester # in Tenure Process: _____ (Complete corresponding section below)

Temporary or Interim Assignment: _____ Length of Assignment: _____

Date of Initial Conference: _____

Date of Semester Review Conference: _____

Names of Committee Members:

Chair: _____

Peer Evaluator: _____

Administration Evaluator: _____

The following have been attached:

<input type="checkbox"/> Committee Summary	<input type="checkbox"/> Peer Evaluation
<input type="checkbox"/> Self Evaluation	<input type="checkbox"/> Administrator Evaluation
<input type="checkbox"/> Chair Evaluation	<input type="checkbox"/> Remediation Plan (if applicable)

Zero Semester (Spring Hire Only)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required) <input type="checkbox"/> Terminate employment
1 st Semester (Fall)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required) <input type="checkbox"/> Terminate employment
2 nd Semester (Spring)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required) <input type="checkbox"/> Terminate employment
3 rd Semester (Fall)	<u>Full Evaluation</u> Recommendation: <input type="checkbox"/> Hire for 2 years o Optional evaluation in the fourth semester by decision of the evaluation committee. <input type="checkbox"/> Not to rehire o Mandatory evaluation required in the fourth semester unless the evaluatee waives the evaluation in writing.
4 th Semester (Spring)	<u>Evaluation</u> Recommendation: <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required)

5 th Semester (Fall)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> <input type="checkbox"/> Continue <ul style="list-style-type: none"> o Optional evaluation in the sixth semester by decision of the evaluation committee. <input type="checkbox"/> Continue with reservations (Remediation Plan required) <ul style="list-style-type: none"> o Mandatory evaluation required in the sixth semester.
------------------------------------	--

6 th Semester (Spring)	<u>Evaluation</u> Recommendation: <ul style="list-style-type: none"> <input type="checkbox"/> Continue <input type="checkbox"/> Continue with reservations (Remediation Plan required)
7 th Semester (Fall)	<u>Full Evaluation</u> Recommendation: <ul style="list-style-type: none"> <input type="checkbox"/> Grant tenure <ul style="list-style-type: none"> o Optional evaluation in the eighth semester by decision of the evaluation committee. <input type="checkbox"/> Terminate employment <ul style="list-style-type: none"> o Mandatory evaluation required in the eighth semester unless the evaluatee waives the evaluation in writing.
8 th Semester (Spring)	<u>Evaluation</u> Recommendation: <ul style="list-style-type: none"> <input type="checkbox"/> Confirm granting of tenure <input type="checkbox"/> Confirm termination of employment

Signature of Committee Chair	Date
Signature of CIO/CSSO	Date
Signature of Evaluatee	Date
Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgment that the complete report has been read.	
Recommendation sent to Chancellor	Date
Received by Human Resources Department	Date

C. Clear Written and Oral Communications 1 2 3 4 5 N/A

- 5 - Clear, enthusiastic, well-poised and direct; excellent vocabulary
- 3 – Generally clear and understandable, good vocabulary and voice
- 1 – Inaudible or illegible, lacks enthusiasm

Comments:

D. Variety of Teaching Methods 1 2 3 4 5 N/A

- 5 - Uses a variety of teaching methods
- 3 – Uses primarily one method (lecture, etc.)
- 1 – Appears to be reading (rehashing) textbook

Comments:

E. Organization of Presentation and Activities 1 2 3 4 5 N/A

- 5 – Clearly organized and easy-to-follow patterns
- 3 – Discernible organizational pattern
- 1 – Apparent lack of organization

Comments:

F. Good Time Management 1 2 3 4 5 N/A

- 5 – Time is managed well
- 3 – Some parts of lesson go beyond time allocated or necessary
- 1 – No apparent awareness of time and poor use of time

Comments:

G. Use of Appropriate Assessment Methods

1 2 3 4 5 N/A

(Suggestion: Request, if appropriate, a quiz or test before the classroom visitation.)

5 – Methods of assessment are appropriate

3 – Some methods do not seem to correspond with objectives

1 – No correlation between assessment and objectives

Comments:

Evaluation of Additional Criteria:

Please include comments, if appropriate, concerning respect for students, respect for colleagues, professional growth, and department/college responsibilities. Attach additional pages if needed.

Signature of Evaluator

Signature of Evaluatee

Note: Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgment that the complete report has been read. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report. The written statement will be filed with this classroom visitation report.

APPENDIX G-10: SABBATICAL APPLICATION

SABBATICAL APPLICATION

PART ONE: IDENTIFICATION

Please be as complete and thorough as possible so that the committee will have a better understanding of your proposal. Failure to complete this form could delay the committee’s consideration of your proposal.

NAME:	
Hire Date:	Most recent sabbatical? (If you have never taken a sabbatical, mark “NA”)

As a professional courtesy have you discussed this proposal with:							
Department Chair?		Division Dean?		Discipline colleagues?		Colleagues in related disciplines?	

What additional duties (e.g., Department Chair, release time, grant work) would be impacted by your sabbatical?
 What are some possibilities for completing those duties while you are on sabbatical?

Non-classroom duties	Possible ways to cover these

PART TWO: CRITERION:

There are two types of sabbaticals available: formal course work and independent study programs. Please indicate for which form of sabbatical you are applying.

Sabbaticals are approved based on the criterion detailed in the COCFA contract. Be sure that your application addresses those criterions.

PROGRAM OF FORMAL COURSE WORK					
<p>These sabbaticals are intended as formal course work in pursuance of an advanced degree or to increase the unit member’s proficiency as a faculty member.</p> <p>Formal course work must satisfy the following:</p> <p style="padding-left: 40px;"><i>Unit member must enroll in six (6) graduate semester [nine (9) quarter units] or twelve (12) undergraduate semester [eighteen (18) quarter].</i></p> <p style="padding-left: 40px;"><i>The application will indicate the program of courses to be undertaken, as well as the accredited institution that will offer the courses. The applicant must also provide a list of alternate courses if the approved courses are cancelled by the institution prior to the start of the sabbatical.</i></p>					
Proposed Courses	Course Number	Course Title	Graduate Units	Semester Units	Institution
CIO Certification (ONLY if outside of your regular discipline)	<p>For formal coursework work outside of the unit member’s instructional discipline, the CIO must first determine that there is need of such supplemental study and approve the study program proposed by the unit member prior to submitting the application.</p> <p>I have determined that there is need for such supplemental study, and I approve the study program as provided:</p> <p style="text-align: center;"> </p> <p>Signature Date</p>				

PROGRAM OF INDEPENDENT STUDY

A program of independent study **OTHER** than formal course work. These sabbaticals are intended as ~~program of independent study other than formal class work.~~

Independent study programs must satisfy at least one of the following criteria:

- a) *Pursuit of scholarly research or creative project of a scope or nature not permitted through normal workload assignment OR*
- b) *Study or experience designed to improve teaching effectiveness or professional practice.*

Please describe how your project meets this criteria.

PROJECT DESCRIPTION

If the proposed program is in a discipline **outside** of your regular discipline, the CIO must first determine that there is need of such supplemental program in that discipline.

CIO Certification:
(ONLY if outside of Your regular discipline)
I have determined that there is need for this independent study proposal, and I approve the study program as provided.

Chief Instructional Officer

Date

PART THREE: INSTITUTIONAL GOALS:

The proposal must demonstrate relevance to either the current departmental program plan, or it must demonstrate relevance to a divisional or institutional goal as outlined in the District’s Strategic Plan.

Check One			What is the stated goal?	How is your project linked to this goal?
Departmental Goal	Divisional Goal	Institutional Goal		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

PART FOUR: DISSEMINATION:

Describe, in detail, how this proposal will benefit students.

Describe, in detail, how you will disseminate the results of this proposal to your COC colleagues.

What is your “action plan” for disseminating the sabbatical results with your COC colleagues?

PART FIVE: TIMELINES:

What is a general timeline that you expect to follow in your project?

Week	Probable/Typical Activity	Objective	Benchmark
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

APPENDIX G-11: STATEMENT OF ABSENCE

Santa Clarita Community College District

STATEMENT OF ABSENCE

Contract and Regular Faculty

Instructions: Statement of Absence is due within 5 working days from the date of return to work.

Name: _____ Division _____

All areas must be completed before submittal to Payroll:

Date of Absence	Absence Code	Include the following description in this area: Class Section Number, Division Meeting, Office Hours	Hours Absent

***Absences are based on actual hours absent for all sessions including Summer and Winter.**

Note: For Fall and Spring semesters, if some service is rendered on a service day and no assignments are missed, no sick time will be charged. However, actual hours missed performing required faculty assignment duties, as stated in 12.A.2, will be deducted on an hour for hour basis. Office hours not rescheduled within a week of the use of leave hours should be noted on the form.

Absence Codes:

S=Sick; PN=Personal Necessity (charged to Sick; 7 days max/fiscal year; **JD=Jury Duty** (attach summons); **B=Bereavement** (up to 5 days) Relationship _____; **U=Unpaid Absence; O=Other**** (Include explanation)

**Comments: _____

Employee Signature: _____ Date: _____

Name of Substitute (if approved and applicable) _____

Dean Approval: _____ Date: _____

RETURN COMPLETED FORM TO DEAN (Dean will forward to Payroll upon approval)
Distribution: White – Payroll; Yellow – Division; Pink - Employee

(Form effective beginning Fall 2016)

PAYROLL USE ONLY		SICK/PN
Avail: _____	Used: _____	Balance: _____

APPENDIX G-12: ACADEMIC – HOURLY TIME REPORT

Academic – Hourly Time Report
 Santa Clarita Community College District
 College of the Canyons

Instructions: Print legibly in ink. Use full legal name. Shaded areas must be completed prior to processing. DO NOT combine months on one timesheet. Use separate timesheets for each month.
 ** It is **VERY IMPORTANT** that you indicate at which campus your services were provided.

NAME		MONTH		200		HOURLY RATE \$	
		Account #				Hours	
		Account #				Hours	

**** If compensation comes from more than one account, indicate number of hours from each account.**

DATE	TOTAL HOURS WORKED	OTHER ASSIGNMENT Counselor/Librarian/Other	SUBSTITUTE INFORMATION		CLASS CANCELLATION		CAMPUS	
			Section #	Absent Instructor	Class Name	Sect. #	Valencia	Canyon
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Total Hours	I hereby certify that I have worked the total hours indicated above and request payment.							
Employee Signature		Date		Division Dean Signature		Date		
Please make a copy for your records.								

APPENDIX H-1: FACULTY LOAD BANK APPLICATION

Santa Clarita Community College District
Faculty Load Bank Application

A completed and signed form is due to the Office of Instruction by the end of the first week of the semester in which the class begins.

Employee Name _____ **Employee ID#** _____

I request that my overload hours for the class(es) listed below be banked in lieu of receiving payment:

Check one semester Fall Spring 20 ____ Year

Subject	Section #	Course Number and Title	Total Number of Hours/TLUs	Banked TLUs/Hours **

**Non-instructional faculty will attach a detailed record of semester hours to be worked.

I understand that I cannot bank more than 6 TLUs (instructional) or 20% of total hours (non-instructional) during one (1) semester without prior approval of the CIO. In the event that any of the above classes are cancelled or that I cannot complete the class, the agreement for that class will be cancelled and I will be paid for any hours I taught. I understand that I may accumulate no more than the equivalent of one semester of load hours. Should a full-time unit member resign, retire, die, or otherwise separate from employment with the District, the total value of his/her accumulated banked hours shall be paid at the overload rate at which time was banked to the unit member or his/her beneficiary(ies) in a timely manner.

Non-Binding Load Withdrawal Plan:

_____	_____
Employee Signature	Date
_____	_____
CIO Signature	Date

Distribution: Original: Payroll
Copies: Human Resources
Instruction Office
Employee

For Payroll Services Use Only:
Date Received: _____

Pay Rate in Effect _____

Revised 04/2016

Santa Clarita Community College District
Request to Use Banked Leave

Complete and sign Section A of this form. This request is due to the Office of Instruction at least 90 days prior to the beginning of the semester.

Section A: Leave Request

Employee Name _____ Employee ID# _____

Check here if requested leave is for semester and is equal to 15 TLUs (instructional) or approximately 616 hours (non-instructional).

Load Reduction: I request that _____ TLUs/hours from my banked TLUs/hours be used during the following semester:

Check one semester Fall Spring 20__ Year

If applying for load reduction,

- (a) The unit member is not excused from responsibilities enumerated in Article 12.
- (b) Load reductions in excess of 40% must be approved by the CIO or designee.
- (c) Unit members on a load reduction may not work or be paid for an overload assignment.

If applying for banked load leave for one semester,

- (a) A banked load of 15 TLUs or 616 hours is required for one(1) semester leave.
- (b) Sabbatical leaves have priority over banked leaves.
- (c) The District reserves the right to postpone approval of a request for utilization of banked load if such utilization would jeopardize the educational program in the unit member's discipline.
- (d) The District also reserves the right to postpone approval of a request for utilization of banked load credit if a suitable replacement is not available, or if the replacement represents an added cost to the District.
- (e) If a leave is denied, the unit member shall be guaranteed the leave within four (4) semesters following the initial request.

Non-Binding Load Withdrawal Plan:

Employee Signature Date

Section B: Leave Approval

Approved Denied Reason if denied: _____

CIO Signature Date

Distribution: Original: Payroll
Copies: Human Resources
Instruction Office
Employee

For Payroll Services Use Only:
Date Received: _____ Pay Rate in Effect _____

APPENDIX I: GUIDE FOR SELF EVALUATION TENURED AND TENURE TRACK FACULTY

As part of the evaluation process for full-time non-tenured and tenured faculty, the COCFA contract [Article 7.C.1.a and Article 8.A.4.a] states:

Each contract faculty member will prepare a written self-evaluation report and present copies to all committee members one week before the review conference. Reflection on the SLOs results/data in the self-evaluation will not be used or viewed in a negative manner. The report shall include, but may not be limited to:

1. Objectives for the continued improvement of instruction based on the relationship of instruction to the course objectives, Student Learning Outcomes, the tabulated scores of the student evaluations, student achievement, assessment data from SLOs or other means, and additional criteria the contract faculty member deems relevant to his/her current assignment.

For example:

- Reflect and respond to feedback from the students.
 - What teaching techniques have you used? What has been effective?
 - What can you change and improve?
 - Are there external barriers that affect the quality of your teaching?
 - What training, materials, resources, etc., would assist you?
2. Participation in non-classroom related activities, which may include professional growth and FLEX activities, committee assignments, relevant community involvement, and/or student activities plus objectives for continued involvement in these areas.

For example:

- What professional growth activities are you involved in or have you completed?
 - Have you attended or presented at conferences or workshops, such as FLEX activities, taken course work or been involved in relevant community activities?
 - Do you participate on committees?
 - How have these activities impacted your teaching?
3. A professional development plan including but not limited to FLEX activities that aligns with department goals. (Optional for Tenured Faculty)

For example:

- What activities are you involved in or have you completed that relate to department goals?
 - How have these activities impacted your role in your department and its goals?
4. To what extent the objectives for the improvement, participation in professional development activities, relevant community involvement and committee assignments stated in the contract faculty member's last report (if applicable) have been met.

For example:

- What have you accomplished since the last report (if applicable)?

- What are your future objectives for teaching improvement and/or meeting department goals?
- How will you approach meeting these new objectives?
- What is the time line for accomplishing these new objectives?

APPENDIX J: EMPLOYEE CONTRIBUTION

Michelle L. Faudree 10/11/16
Deane Fero 10/11/16

Employee Contributions

Employee contributions for each plan are listed below. Any additional amount that may be deducted to cover a shortfall of the health and welfare pool is not included, pending negotiations. These can be paid on a pre-tax basis by enrolling in the Section 125 Plan. Please refer to the Section 125 Plan open enrollment announcement for more information.

Should you change medical plans during open enrollment which results in an employee contribution changing from zero to a positive amount effective January 1, 2017, you will be eligible to enroll in the Section 125 plan in order for it to be pre-tax. Please contact Michelle Thun no later than October 31, 2016 to enroll. All other Section 125 enrollment elections must be made during the Section 125 open enrollment period. No exceptions. -

Plan/Coverage Type	Employee Contribution (Oct – Dec 2016)	Employee Contribution (January – July 2017)	Employee Contribution (Oct – Dec 2017)
Kaiser/Single	\$0.00	\$0.00	\$0.00
Kaiser/Two-Party	\$0.00	\$0.00	\$0.00
Kaiser/Family	\$0.00	\$0.00	\$0.00
Anthem Select HMO/Single	\$0.00	\$0.00	\$0.00
Anthem Select HMO/Two-Party	\$0.00	\$0.00	\$0.00
Anthem Select HMO/Family	\$0.00	\$0.00	\$0.00
Anthem Traditional HMO/Single	\$55.46	\$114.11	\$88.76
Anthem Traditional HMO/Two-Party	\$110.92	\$228.23	\$177.51
Anthem Traditional HMO/Family	\$144.19	\$296.70	\$230.76
Blue Shield Access+ HMO/Single	\$11.35	\$65.63	\$51.05
Blue Shield Access+ HMO/Two-Party	\$22.70	\$131.26	\$102.09
Blue Shield Access+ HMO/Family	\$29.51	\$170.64	\$132.72
Blue Shield NetValue HMO/Single	\$21.28	plan discontinued	plan discontinued
Blue Shield NetValue HMO/Two-Party	\$42.56	plan discontinued	plan discontinued
Blue Shield NetValue HMO/Family	\$55.33	plan discontinued	plan discontinued
Health Net Salud y Mas HMO/Single	\$0.00	\$0.00	\$0.00
Health Net Salud y Mas HMO/Two-Party	\$0.00	\$0.00	\$0.00
Health Net Salud y Mas HMO/Family	\$0.00	\$0.00	\$0.00
Health Net Smartcare HMO/Single	\$0.00	\$0.00	\$0.00
Health Net Smartcare HMO/Two-Party	\$0.00	\$0.00	\$0.00
Health Net Smartcare HMO/Family	\$0.00	\$0.00	\$0.00
United Health Care HMO/Single	\$0.00	\$0.00	\$0.00
United Health Care HMO/Two-Party	\$0.00	\$0.00	\$0.00
United Health Care/Family	\$0.00	\$0.00	\$0.00
PERS Select PPO/Single	\$0.00	\$0.00	\$0.00
PERS Select PPO/Two-Party	\$0.00	\$0.00	\$0.00
PERS Select PPO/Family	\$0.00	\$0.00	\$0.00
PERS Choice PPO/Single	\$43.57	\$16.19	\$12.60
PERS Choice PPO/Two-Party	\$87.14	\$32.39	\$25.19
PERS Choice PPO/Family	\$113.28	\$42.10	\$32.75
PERSCare PPO/Single	\$111.73	\$116.93	\$90.95
PERSCare PPO/Two-Party	\$223.46	\$233.86	\$181.89
PERSCare PPO/Family	\$290.50	\$304.02	\$236.46
Cash-in-Lieu (not eligible for pre-tax)	\$0.00	\$0.00	\$0.00



Santa Clarita Community College District
College of the Canyons Faculty Association

Memorandum of Understanding

This memorandum of understanding establishes the agreement between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA) to utilize the attached total compensation worksheet for the 2016-17 fiscal year.

The District will allow COCFA to have a small shortfall balance that will carry over to next fiscal year. This allowance is for the 2016-17 year only and does not set a future precedent. The District and COCFA agree to negotiate language, during the next negotiation cycle about how small shortfalls will be handled in the future.

The District and COCFA agree to negotiate language, during the next negotiation cycle, that addresses how Board approved, but yet to be hired spring faculty hires will be calculated as part of the total compensation worksheet as well as the health and welfare pool.

The above is agreed to by both COCFA and the District.

Deane Fero
For Santa Clarita Community College District

11/21/16
Date

Michelle Faudree
For College of the Canyons Faculty Association

11/21/16
Date



Santa Clarita Community College District
College of the Canyons Faculty Association

Memorandum of Understanding

This memorandum of understanding establishes the agreement between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA) to utilize the attached leave slip starting spring 2017.

The above is agreed to by both COCFA and the District.

[Handwritten signature]

For Santa Clarita Community College District

1/25/17

Date

Micole L. Faudree

For College of the Canyons Faculty Association

1/25/17

Date

Santa Clarita Community College District

STATEMENT OF ABSENCE

Contract and Regular Faculty

Instructions: Statement of Absence is due within 5 working days from the date of return to work.

Name: _____ Division _____

All areas must be completed before submittal to Payroll:

Date of Absence	Absence Code	Include the following description in this area: Class Section Number, Division Meeting, Office Hours	Hours Absent

***Absences are based on actual hours absent for all sessions including Summer and Winter.**

Note: For Fall and Spring semesters, if some service is rendered on a service day and no assignments are missed, no sick time will be charged. However, actual hours missed performing required faculty assignment duties, as stated in 12.A.2, will be deducted on an hour for hour basis. Office hours not rescheduled within a week of the use of leave hours should be noted on the form.

Absence Codes:

S=Sick; PN=Personal Necessity (charged to Sick; 7 days max/fiscal year; **JD=Jury Duty** (attach summons); **B=Bereavement** (up to 5 days) Relationship _____; **U=Unpaid Absence; O=Other**** (Include explanation)

**Comments: _____

Employee Signature: _____ Date: _____

Name of Substitute (if approved and applicable) _____

Dean Approval: _____ Date: _____

RETURN COMPLETED FORM TO DEAN (Dean will forward to Payroll upon approval)

Distribution: White – Payroll; Yellow – Division; Pink - Employee

(Form effective beginning Fall 2016)

PAYROLL USE ONLY		SICK/PN
Avail: _____	Used: _____	Balance: _____

MEMORANDUM OF UNDERSTANDING: ARTICLE 12.K.5 DEPARTMENT CHAIRS



Santa Clarita Community College District
College of the Canyons Faculty Association

Memorandum of Understanding

The following memorandum of understanding between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA).

The following changes are agreed to modify the collective bargaining agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTA/NEA regarding Department Chair and Program Coordinator Compensation Article 12, section K, subsection 5.

5. Compensation:

- a. Department Chairs and Program Coordinators will be compensated for each academic year. **The amount of release time per department/program will be listed in per Appendix C:**

~~Chair compensation for one academic year will be based on the averaged FTEF data from two semesters in the preceding calendar year. (For example, compensation for the academic year 2009-2010 will be based on the averaged FTEF data from Spring 2008 and Fall 2008; compensation for the academic year 2010-2011 will be based on the averaged FTEF data from Spring 2009 and Fall 2009.~~

Department chairs may choose to split their reassigned time unevenly between Fall and Spring semesters within an academic year. If chosen, the uneven split should not exceed a 70:30 split with the majority of the hours in the Spring. Exceptions may be granted by the CIO.

- a. Department Chair and Program Coordinator Compensation calculation is based upon the points determined by the factors contained in Appendix K.

Appendix K Department Chair and Program Coordinator Compensation

Duties of a department chair typically occur at the program level (e.g. scheduling, hiring, program review, budgeting, etc.). Thus, the compensation model below can be used for Academic Senate recognized departments as well as programs. Instead of department chairs, programs without departments will have program coordinators. A faculty chairing several programs can "stack" program coordinator compensation. When "stacking" program coordinator compensation, duplicate points should not be considered in the funding formula for the identical faculty members teaching in the stacked programs. For example, a department chair and program coordinator cannot be counted twice if they teach in multiple departments or programs. Thus if a faculty taught and was the chair in Land Survey, Construction Management Technology, and Water Systems Technology, then that faculty would only be counted once in the points for faculty and small departments.

Department chair and program coordinator annual release time shall be based upon the criteria below. Per collective bargaining agreement, the TLUs may be unevenly split each semester in the same academic year. Because faculty TLUs are typically factors of 3 or 5, then release time shall correspond to those factors to have the greatest impact.

For existing departments and programs, this compensation model will remain the same as in Appendix C through 2017-2018 as a pilot. By spring 2018, the compensation model will be revisited and points recalculated with the intent that a more permanent model can be instituted on a three year cycle. However, every year Complexity, section 9., can be revisited based upon the department's request. For example, a department or program that has an accreditation or licensure reports and/or site visit might have additional TLUs for one year's time to reflect the increased workload.

As departments or programs grow, or new ones are added to the list, then the District will increase the TLU release time pool accordingly. Likewise, when the District increases the duties of chairs, the District will also increase the TLU release time pool accordingly based upon the compensation model. As departments or programs decline, or removed from the list, then the District will decrease the TLU release time pool accordingly.

NOTE: Department Chairs /Program Coordinators should not be confused with Curricular and Assessment Coordinators whose focus is on coordinating SLOs data, assessment, and curriculum.

Instructional Departments/Programs

1. Number of Faculty

0.5 per each full time and/or adjunct faculty*

2. Number of Classified Staff, College Assistant, Short Term Employee, and/or Volunteer

0.5 per each Classified Staff, College Assistant, Short Term Employee, and/or Volunteer

3. Operating Budget - General Fund 11 and Fund 12 Lottery Funds (*without Full-Time, Part-Time, Classified Salary*). Grants and Perkins funding see section 9 . C. & D.

0.5	\$1-2,000
1.0	\$2,000-10,000
1.5	\$10,001-25,000
2.0	\$25,001-50,000
2.5	\$50,001-150,000
3.0	\$150,001-300,000
3.5	\$300,001- +

4. Equipment Inventory

Value of the equipment inventory that the department/program and the Department Chair/Program Coordinator work to keep usable, current, and in good repair that is managed and maintained by the Department Chair/Program coordinator. Do not include furniture, or classroom instructor stations.

0.5	\$1-50,000
1.0	\$50,001-100,000
1.5	\$100,001-150,000
2.0	\$150,001-200,000
2.5	\$200,001-300,000
3.0	\$300,001-400,000
3.5	\$400,001-500,000
4.0	\$500,000-+

5. Number of Class Sections per academic year (Fall, Spring, Summer, & Winter) in the Department/Program*

<u>Lecture ONLY sections</u>	<u>Lecture/Lab (Clinical) sections</u>	<u>Non-Credit</u>
0.5 1-20	<u>Add on to lecture total:</u>	Not included at this time
1.0 21-50	1.0 1-10 sections	
1.5 51-80	2.0 11-20 sections	
2.0 81-100	3.0 21-30 sections	
2.5 101-120	4.0 31-+ sections	
3.0 121-140		
3.5 141-160		
4.0 161-180		
4.5 181-200		
5.0 201-220		
5.5 221-240		
6.0 241-260		
6.5 261-280		
7.0 281-300		
7.5 301-320		

6. Subject Areas/Disciplines

1.0 per subject area where the Department Chair/Program Coordinator assists in the coordination of the instructional offerings with a maximum of 3. For example, Business has accounting and general business classes; Biology has organismal and botanical biology; and Engineering Technologies has construction, water, and surveying.

7. Geographic Relationships

Separate sites (not hybrid or online classes) of class offerings which the Department Chair/Program Coordinator has responsibility for staffing and evaluation and/or contact by site visitation. (For example: Nursing may offer clinicals at three different hospitals in addition to classes the Valencia Campus.)

0.0	1 geographic location
0.5	2 geographic locations
1.0	3 geographic locations
2.0	4+ geographic locations

8. Departmental FTES

0	0-199 Total FTES
3	200-299 Total FTES

4	300-399 Total FTES
5	400-499 Total FTES
6	500-599 Total FTES

9. Complexity

The complexity of tasks differs among departments/programs, and it is the intention of this section to provide a way to recognize and give value to this carrying complexity. Thus, the assignment of point values below is based upon the variable presence of the following areas.

Task-Areas: 0.25 to 16.0 points total, with no more than six (6) points possible in each task area list as A-G below.

A. For the coming academic year, accreditation, licensure coordination, and/or advisory committee coordination:

0.5	Each (maximum 3.0)
3.0	Year of site visit or approval/accreditation report

B. For the coming academic year, number of program review(s):

1.0	Per program review
-----	--------------------

C. For the coming academic year, number of grant and/or new program development oversight or involvement:

0.25 Per grant or new program under development which the Department Chair/Program Coordinator is involved (maximum 2.0 points) (For example: Perkins)

1.5 Per grant or new program under development which the Department Chair/Program Coordinator has oversight (maximum 3.0 points)

D. For the coming academic year, monetary oversight of grant and/or new program development:

1.0	\$1-50,000
1.5	\$50,001-150,000
2.0	\$150,001-300,000
3.0	\$300,001- +

E. For the coming academic year, career and technology activities as they relate to required activities of outside agencies (i.e. licensing) and program accreditation/certification such as routine semester/annual record keeping and reporting, etc.; and activities regarding industry partners, graduate job placement, lab material ordering, facility maintenance, solicitation of industry donations, Perkins updates, etc. (may vary per year based on outside agency accreditation cycle)

1.0 Per program (maximum 3.0 points)

F. For the coming academic year, marketing and outreach activities not on campus. Possible examples include marketing campaign targeting a specific audience, coordination of a campus visit, developing partnerships, working with current pathway with Hart district, etc.

1.0 Per program or initiative (maximum of 3.0 points)

G. For the coming academic year, number of full-time faculty

3.0 One full-time faculty departments/programs
2.5 Two full-time faculty departments/programs
2.0 Three full-time faculty departments/programs

Non-Instructional Departments/Programs

1. Number of Faculty

0.5 per each full time and/or adjunct faculty*

2. Number of Classified Staff, College Assistant, Short Term Employee, and/or Volunteer

0.5 per each Classified Staff, College Assistant, Short Term Employee, and/or Volunteer

3. Operating Budget - General Fund 11 and Fund 12 Lottery Funds (without Full-Time, Part-Time, Classified Salary). Grants and Perkins funding see section 9. C. & D.

2.5 \$50,001-150,000
3.0 \$150,001-300,000
3.5 \$300,001- +

4. Equipment Inventory

Value of the equipment inventory that the department/program and the Department chair/Program Coordinator work to keep usable, current, and in good repair that is managed and maintained by the Department Chair/Program Coordinator. Do not include furniture, computers, or classroom instructor stations.

0.5	\$1-50,000
1.0	\$50,001-100,000
1.5	\$100,001-150,000
2.0	\$150,001-200,000
2.5	\$200,001-300,000
3.0	\$300,001-400,000
3.5	\$400,001-500,000
4.0	\$500,000-+

5. Number of Class Sections per academic year (Fall, Spring, Summer, & Winter) in the department/program*

<u>Lecture ONLY sections</u>	<u>Lecture/Lab (Clinical) sections</u>	<u>Non-Credit</u>
0.5 1-20	<u>Add on to lecture total:</u>	Not included at this time
1.0 21-50	1.0 1-10 sections	
1.5 51-80	2.0 11-20 sections	
2.0 81-100	3.0 21-30 sections	
2.5 101-120	4.0 31-+ sections	
3.0 121-140		
3.5 141-160		
4.0 161-180		
4.5 181-200		
5.0 201-220		
5.5 221-240		
6.0 241-260		
6.5 261-280		
7.0 281-300		
7.5 301-320		

6. Subject Areas/Disciplines

1.0 per subject area where the Department Chair/Program Coordinator assists in the coordination of the instructional offerings with a maximum of 3. For example, Counseling coordinates career, student success, educational planning, and non-credit classes.

7. Geographic Relationships

Separate sites (not hybrid or online classes) of class offerings which the Department Chair/Program Coordinator has responsibility for staffing and evaluation and/or contact by site visitation.

0.0	1 geographic location
0.5	2 geographic locations
1.0	3 geographic locations
2.0	4+ geographic locations

8. Campus wide Full-time Equivalent Students (FTES) based upon the Annual Attendance Report

8.0	15,000-20,000 FTES
9.0	20,001-25,000 FTES
10.0	25,001-30,000 FTES

9. Complexity

The complexity of tasks differs among departments/programs, and it is the intention of this section to provide a way to recognize and give value to this carrying complexity. Thus, the assignment of point values below is based upon the variable presence of the following areas.

Task-Areas: 0.25 to 16.0 points total, with no more than six (6) points possible in each task area list as A-G below.

A. For the coming academic year, accreditation, licensure coordination, and/or advisory committee coordination:

0.5	Each (maximum 3.0)
3.0	Year of site visit or approval/accreditation report

B. For the coming academic year, number of program review(s):

1.0	Per program review
-----	--------------------

C. For the coming academic year, number of grant and/or new program development oversight or involvement:

1.0 Per grant or new program under development which the Department Chair/Program Coordinator is involved (maximum 2.0 points) (For example: 3SP, Equity, BSI, Title V, FYE)

2.5 Per grant or new program under development which the Department Chair/Program Coordinator has oversight (maximum 3.0 points)

D. For the coming academic year, monetary oversight of grant and/or new program development:

- 1.0 \$1-50,000
- 1.5 \$50,001-150,000
- 2.0 \$150,001-300,000
- 3.0 \$300,001- +

E. For the coming academic year, career and technology activities as they relate to required activities of outside agencies (i.e. licensing) and program accreditation/certification such as routine semester/annual record keeping and reporting, etc.; and activities regarding industry partners, graduate job placement, lab material ordering, facility maintenance, solicitation of industry donations, Perkins updates, etc. (may vary per year based on outside agency accreditation cycle)

- 2.0 Per program (maximum 6.0 points)

F. For the coming academic year, marketing and outreach activities. Possible examples include marketing campaign targeting a specific audience, coordination of a campus visit, developing partnerships, working with current pathway with Hart district, etc.

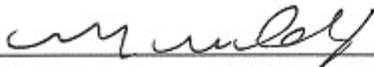
- 1.0 Per program or initiative (maximum of 5.0 points)

G. For the coming academic year, number of full-time faculty

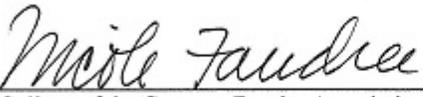
- 3.0 One full-time faculty departments/programs
- 2.5 Two full-time faculty departments/programs
- 2.0 Three full-time faculty departments/programs

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The above is agreed to by both COCFA and the District.


For Santa Clarita Community College District

6-1-16
Date


For College of the Canyons Faculty Association

5/31/16
Date

MEMORANDUM OF UNDERSTANDING: ARTICLE 12.H – NURSING FACULTY DIRECTOR POSITION



Santa Clarita Community College District
College of the Canyons Faculty Association

Memorandum of Understanding

The following memorandum of understanding between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA) regarding Nursing Faculty Director.

The following changes are agreed to so as to create a Nursing Faculty Director position.

1. Article 12 H. – *Director, Faculty* to be added to the list of positions in the chart regarding full-time non-instructional unit members. The Contract Length shall be 11 months.
2. Supplementary services pay of \$5,000 per fiscal year. This supplemental payment is in recognition of the additional Sundays that the incumbent of this position is expected to be on-call, as well as the workload and overlapping schedules of the Nursing program, which may preclude this unit member from participating in overload, summer, and/or winter assignments.

The above is agreed to by both COCFA and the District.

Deane Frow
For Santa Clarita Community College District

5/11/15
Date

Michelle L. Freedree
For College of the Canyons Faculty Association

5/11/15
Date

MEMORANDUM OF UNDERSTANDING: CLASSROOM VISITATION REPORTS



Santa Clarita Community College District
College of the Canyons Faculty Association

Memorandum of Understanding

This memorandum of understanding establishes the agreement between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA) to memorialize an agreement regarding Classroom Visitation Reports.

1. SCCCD and COCFA agree that there are two nearly identical Classroom Visitation Reports, but for the numerical alignment of the observation of the classroom observation. The two different forms are attached to this MOU as Attachment One and Attachment Two.
2. In an effort to lessen confusion for the faculty regarding these two forms and varying numerical spread, both forms will be allowed to be used until the 2018/2019 collectively bargained contract is voted upon and ratified.
3. The use of either form shall not impair the faculty's right to grieve the process of tenure or tenure track. However, faculty will not be able to grieve which form was used.
4. The faculty shall have the right to grieve any violations of this MOU.

Signed:  Date: 4/27/18
For Santa Clarita Community College District, Barry Gribbons, Deputy Chancellor

Signed:  Date: 4/27/18
For COCFA, Garrett Hooper, COCFA Grievance Chair



Santa Clarita Community College District
College of the Canyons Faculty Association

Memorandum of Understanding

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA) regarding the use of the revised Curricular and Assessment Coordinator Position job description and the current Compensation Model. The documents are attached separately.

The new job description will be effective during the fall 2018 semester and thereafter.

The compensation schedule will be effective for the 2018/19 academic year only. A new schedule will be negotiated for 2019/20.

This modified job description describes the characteristics and processes associated with Curricular and Assessment Coordinators, Article 12, Section L.

The above is agreed to by both COCFA and the District.

Handwritten signature in blue ink.

For Santa Clarita Community College District

Handwritten date "6/21/18" in blue ink.

Date

Handwritten signature in blue ink.

For College of the Canyons Faculty Association

Handwritten date "6/21/18" in blue ink.

Date

**Curricular and Assessment Coordinator Position
Job Description
Effective Fall 2018**

A Curricular and Assessment (C&A) Coordinator is expected to provide specific coordination for a curricular area/program for "a particular course or a set of courses where there is a need to ensure uniformity of structure and evaluation of student learning." Article 12, L.1.

Full-time faculty (Unit Members) will have priority for these assignments. The length of service is one academic year. Unit Members receiving Department Chair reassigned time are not eligible for additional compensation as C&A Coordinators.

Qualifications:

- Unit Members with at least one year teaching experience in the curricular area; or
- Unit Members having particular expertise in the specific curricular area

Method of Selection is based on qualifications and recommendation by Department Chair and School Dean in coordination with the Office of Academic Affairs.

Job Responsibilities May Include:

- Curricular
 - Update and revise course outline of record
 - Orient and train new faculty with regard to course philosophies, policies, and approach
 - Provide instructors with course material (such as schedules for lecture material, schedules for lab experiments, desk copies of textbooks, sample syllabi, sample assessments, rubrics, and other supporting course material)
 - Coordinate selection of textbooks and other supporting course material
 - Order textbooks and supporting course material and ensure copies are available as resources across campus (for example in the library or TLC)
 - Collect and review course syllabi and supply feedback as needed or requested
 - Collect and review exams, sample assignments and other assessments then provide feedback as needed or requested
 - Identify issues that arise and work with faculty, Department Chair, and staff, as needed, to resolve
 - Order supplies
- Evaluation and Improvement of Student Learning
 - Ensure the regular, effective, and timely assessment of learning outcomes per Academic Senate recommendations
 - Participate in training of trainers/professional development activities related to the use of software program tool(s) to collect and analyze assessment data
 - Coordinate, create, and perform assessments and assessment plans, track deadlines, and complete corresponding reports
 - Establish grading benchmarks/rubrics
 - Analyze and summarize student learning outcomes assessment results/data
 - Collaborate with the District to recommend success strategies for students based on the assessment data, per ACCJC Standard I.B.6. [June 2014]: *"The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies."*

- Other (Discipline Specific)
 - Evaluate the selection and revision of lab experiments for currency, safety, efficiency and other considerations
 - Coordinate lab exercises, experiments, equipment, supplies with faculty and technical support staff
 - Provide instructors with lab manuals and other supporting course material related to labs

Application Process:

Interested unit members shall submit, via email, a letter of intent to the Office of Academic Affairs, appropriate school dean, and department chair by April 15th each year for the upcoming academic year. By April 30th, the school dean shall email (cc'ing the department chair) the names of the C&A coordinators and courses being coordinated to Academic Affairs. By May 15th, Academic Affairs shall notify each unit member selected and the corresponding stipend amount for the upcoming academic year.

Selected C&A Coordinators will be required to attend an orientation at the end of the spring term 2019, to be hosted by the Office of Academic Affairs. Thereafter, only new C&A Coordinators will be required to attend an orientation.

Reporting Process:

To receive the stipend for the C&A Coordinator work completed, each semester the Coordinator must complete and submit, via email to Academic Affairs, the Curricular and Assessment Coordinator Report by the end of week 14 of each semester.

TENTATIVE AGREEMENT FACULTY DIRECTOR EVALUATION



**Santa Clarita Community College District
College of the Canyons Faculty Association
Tentative Agreement**

June 21, 2018

This is a tentative agreement between the Santa Clarita Community College District and the College of the Canyons Faculty Association (COCFA).

The following changes are agreed upon to modify the collective bargaining agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTA/NEA regarding the 2018-19 academic year pilot of the Faculty Director evaluation instrument.

The evaluation instrument below was developed for Faculty Directors and Assistant Directors in mutual agreement with the Association and the District. Any mention of Faculty Director below will also include Assistant Director.

Each Faculty Director will have the opportunity to complete the evaluation below as part of their Self Evaluation. In addition, department faculty members, staff (where appropriate), and School Dean will also have the opportunity to complete the evaluation of the Faculty Director through an electronic survey, and results will be available to both the Faculty Director as well as School Dean. The School Dean will include all collected survey results (including numerical data as well as narrative) and Self Evaluation in the Summary section at the end of this evaluation instrument, to be discussed during a Review Conference. If a Faculty Director receives an overall assessment of "needs improvement" or "unsatisfactory", recommendations for improvement may be provided.

The evaluator is requested to please rate the evaluatee as well as complete a narrative for each section of the evaluation instrument below.

Evaluatee:	Program:
Evaluator:	Date:

Professional Qualities	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Professionalism					
Communicates clearly and effectively.					
Accepts constructive feedback well.					
Maintains adequate, appropriate records.					
Submits required information on time to supervisor and external stakeholders where appropriate.					
Participates in required meetings.					
Is available to students in the program, colleagues, and/or external stakeholders (where appropriate) and is responsive to posed concerns in a timely manner.					
Maintains regular work schedule and office hours.					
Participates in professional development activities.					
Narrative (Professionalism):					
Professional Qualities, continued					
Professional Qualities, continued	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Professional Contributions					
Makes appropriate contributions to the program and assumes an appropriate share of faculty responsibilities.					
Makes appropriate contributions to the college by serving effectively on committees, projects, special assignments, etc.					
Narrative (Professional Contributions):					

Knowledge	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Knowledge					
Implements and applies an understanding of all standards and requirements, regulations, and laws pertaining to the program in order to meet the needs of the student population and ensure program vitality.					
Demonstrates knowledge of up-to-date services for students based on best practices, current laws, and regulations as related to the program and position.					
Demonstrates effective planning and understanding of how to implement programs, services, and off-site locations where appropriate.					
Narrative (Knowledge):					
Skills and Abilities	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Skills and Abilities					
Provides up-to-date services for students based on best practices and adheres to requirements, current laws, and regulations pertaining to the program in order to meet the needs of the student population and ensure program vitality.					
Effectively plans and implements programs, services, and off-site locations (where applicable).					
Prepares and coordinates program and budget reviews, annual budgets, expenditures, augmentations, and communicates budget concerns in a timely manner.					
Demonstrates sensitivity in working with and meeting the needs of a					

diverse student population and campus community.					
Effectively participates in hiring, evaluating, and determining work schedules of adjunct faculty, classified staff, short-term employees, and/or student workers (where applicable).					
Involves relevant faculty members, classified staff, administrators, and external stakeholders (where appropriate) in program decisions.					
Effectively promotes the program through marketing and outreach activities.					
Provides leadership and organizational support for faculty, staff, and students in the program.					
Achieves measurable program success, including external stakeholder benchmarks (e.g., accreditation).					
Effectively and appropriately responds to challenges requiring immediate attention.					
Acts decisively and takes responsibility for outcomes.					
Develops and maintains working relationships with all constituencies.					
Consults with administration and others when needed concerning program issues.					

Skills and Abilities	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable/Unable to Assess
Skills and Abilities					
Meets all standards for annual audits and/or other regulatory agency requirements (where applicable) associated with the program.					
Completes Program Review and other District planning documents within specified timelines as they pertain to the program.					
Narrative (Skills and Abilities):					

Summary of Collected Data and Comments: (to be completed by the School Dean and must include summary reference to numerical results as well as narrative provided by department faculty, staff, and School Dean, to be discussed in a Review Conference; may also be used by the Faculty Director to summarize their Self Evaluation)

Overall Assessment:

- Exceeds Expectations Needs Improvement
 Meets Expectations Unsatisfactory

Signature of Supervisor

Date

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read. Evaluatee may submit a written reaction within ten working days of receipt of this evaluation report to the Supervisor. The written statement will be filed with this evaluation.

Signature of Faculty Director (Evaluatee)

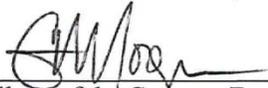
Date

The above is agreed to by both COCFA and the District.



For Santa Clarita Community College District

6/22/18
Date



For College of the Canyons Faculty Association

6/22/18
Date

TENTATIVE AGREEMENT 2018 2019 AND 2019 2020 TOTAL COMPENSATION AND SUPPLEMENTAL SERVICES
PREAUTHORIZATION



Santa Clarita Community College District
College of the Canyons Faculty Association
Tentative Agreement

March 8, 2019

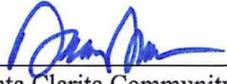
This is a tentative agreement between the Santa Clarita Community College District (District) and the College of the Canyons Faculty Association (COCFA).

The following changes are agreed upon to modify the collective bargaining agreement between the Santa Clarita Community College District and the College of the Canyons Faculty Association, CTA/NEA regarding the 2018-19 and 2019-20 Total Compensation and Supplemental Services Preauthorization:

1. The term of the CBA shall be from July 1, 2018 to June 30, 2020.
2. Total compensation shall be increased as follows:
 - a. 2018-19 : 3.71%
 - b. 2019-20: COLA + \$24,950
3. Effective 7/1/19, supplementary services payments for duties performed outside the scope of the contract or completed off-contract shall be compensated based on the regular overload, summer, and winter salary rate. The non-instructional rate will be deleted.
4. A pre-authorization process for supplemental service payments will be implemented. Details of this process will be discussed with COCFA and mutually agreed upon prior to implementation. On or before March 29, 2019, District and COCFA will begin meeting to discuss the preauthorization process and will continue to work expeditiously until mutual agreement is reached.
5. Effective July 1, 2019, the summer, winter, and overload rate shall be Range 2, Step 3 of the adjunct salary schedule (Schedule 9) in the 2017-2020 AFT contract. If AFT negotiates an increase in Range 2, Step 3, that new negotiated rate will apply to the summer, winter, and overload rate for COCFA when the rate becomes effective for AFT. If AFT negotiates structural changes to the adjunct salary schedule in future AFT contracts, COCFA and the District agree to meet, discuss, and make changes as needed to align the summer, winter, and overload rate consistent with the new adjunct salary schedule.
 - a. The total compensation calculation will include summer, winter, and overload compensation for the 2018-19 Total Compensation Schedule.

- b. The total compensation calculation will exclude summer, winter, and overload compensation for the 2019-20 Total Compensation Schedule and future Total Compensation Schedules.
6. The 2018-19 increase in total compensation (3.71 percent) will be applied as follows (also see attached Total Compensation Calculation Fiscal Year 2018-19):
 - a. Salary Schedule C, Salary Schedule 1, and Salary Schedule 2 will be increased by 4.37% percent.
 - b. The negotiated H&W contribution per employee will increase from \$14,992 to \$15,482.
7. The process for applying the 2019-20 Total Compensation increase of COLA plus \$24,950 will be as follows:
 - a. A draft Total Compensation Calculation Fiscal Year 2019-20 is attached for illustrative purposes only.
 - b. The Final Total Compensation Calculation Fiscal Year 2019-20 will be provided within 30 days after the State's budget is approved when the statutory COLA provided to the District is determined.
 - c. Within 30 days after receiving the Final Total Compensation Calculation Fiscal Year 2019-20, COCFA will meet with the District to indicate how the additional money will be applied to Salary, H&W contributions, etc.
8. The following sections of the Agreement will be modified with ratification of the Agreement by Parties:
 - Article 1.C. (see attached)
 - Article 1.D. (see attached)
 - Article 16 (see attached)
 - Appendix A (to be revised)
 - Appendix B-1 (see attached)
 - Appendix B-2 (see attached)
 - Appendix B-5 (see attached)
 - Appendix D (see attached)

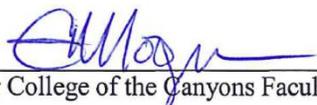
The above is agreed to by both COCFA and the District.



 For Santa Clarita Community College District

3/8/19

 Date



 For College of the Canyons Faculty Association

3/8/19

 Date

Total Compensation Calculation Fiscal Year 2018 2019



COCFA Total Compensation Calculation			
Fiscal Year 2018-2019 (Adopted Budget Numbers)			
<i>(Includes all budgeted positions with step/column increases - All Funds)</i>			
FT Salaries including all board approvals as of 6/1/18 - (2018-19 Adopted Budget)		\$	23,099,043
Coach's Compensation (2018-19 Adopted Budget)		\$	116,597
Subtotal - FT Salaries and Coach's Compensation		\$	23,215,640
Overload Salaries (2018-19 Adopted Budget)		\$	1,955,000
Summer Salaries (2018-19 Adopted Budget)		\$	1,181,000
Winter Salaries (2018-19 Adopted Budget)		\$	603,000
Subtotal - Other Salaries		\$	3,739,000
Sub-Total Salaries		\$	26,954,640
Number of employees - as of June 1, 2018 per H&W census	225		
Health & Welfare Negotiated Contribution (per 2017-2018 COCFA Agreement)	\$ 14,992		
Total Salaries and Health and Welfare Contribution (Total Compensation)		\$	30,327,840
Total Compensation Allocation (One-Time)	As a Percentage of Total Comp	0.00%	\$ - (A)
	As a Percentage of ALL Salaries	0.00%	
Total Compensation Allocation (On-Going)	As a Percentage of Total Comp	3.71%	\$ 1,125,163 (B)
	As a Percentage of ALL Salaries	4.85%	
Cost Proposals			
On-Going Allocation:			
Total Compensation Allocation (On-Going)	\$ 1,125,163	3.710%	(B)
Increase H & W Contribution from \$14,992 to \$15,482	\$ 110,250	0.36%	
		0.00%	
		0.00%	
		0.00%	
Balance Available for Salary Schedule Increases	\$ 1,014,913	3.35%	
Increase, if Applied to FT Salary Schedule* (Excludes Overload, Summer, Winter)	\$ 1,014,913	4.37%	
			*Note: % Increase is Applied to FT Salaries (including steps and columns) and Coach's Compensation
Health & Welfare Contribution Calculation			
2017-18 Total Negotiated H&W Contribution @ \$14,992 x 225	\$ 3,373,200		
Increase to 2018-19 Total H&W Contribution-On Going Funds	\$ 110,250		
2018-19 Negotiated Total H&W Contribution	\$ 3,483,450		
Number of Employees (As of June 1, 2018)	225.0		
2018-19 Negotiated H&W Contribution - Average Per Person	\$ 15,482		
H&W Pool Balance Calculation - COCFA			
2018-19 H & W Estimated Cost			
Estimated Number of Employees	225.0		
Estimated Health & Welfare Cost per Employee 2018-19 <i>(Benefit Premiums Cost / # of Employees - Based on 06/1/18 Census)</i>	\$ 15,716		
Total H&W Cost - Estimated as of June 1, 2018 (Net of Employee Contributions)	\$ 3,536,112		
Estimated Number of Employees	225.0		
2018-19 Contribution to Health & Welfare: On-Going Funds	\$ 15,482		
Total 2018-19 Contribution to Health & Welfare	\$ 3,483,450		
Estimated Pool Balance at 6/30/19 - Net Shortfall	\$ (52,662)		
Offset by Employee Deductions in 2018-2019	\$ 52,609		
Offset by Pool Balance Carryforward at 6/30/18	\$ -		
Total H & W Pool Balance ending 6/30/19	\$ (54)		
Footnote: Cost of Step/Column Increases			
As a Percentage of Total Comp	1.49%	\$ 452,681	
As a Percentage of FT Salaries for All Funded Positions	2.01%		
As a Percentage of FT Salaries for All Active Employees	2.08%		

Refer to Appendix D: Total Compensation in the Collective Bargaining Agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTANEA for the agreed upon definitions and parameters of Total Compensation.

DRAFT Total Compensation Calculation Fiscal Year 2019-20

		FOR PURPOSE OF ILLUSTRATION	
ESTIMATES ONLY			
COCFA Total Compensation Calculation			
<i>Fiscal Year 2019-2020 (DRAFT - WILL UPDATE AT 2019-2020 TENTATIVE BUDGET)</i>			
<i>(Includes all budgeted positions with step/column increases - All Funds)</i>			
FT Salaries including all board approvals as of 6/1/18 - Per CBA - ESTIMATED <i>(includes 2018-2019 negotiated salary schedule increase of 4.37% plus 1.5% steps/columns estimate)</i>	\$	24,470,491	
Coach's Compensation - ESTIMATED <i>(includes 2018-2019 negotiated salary schedule increase of 4.37% plus 1.5% steps/columns estimate)</i>	\$	123,520	
Subtotal - FT Salaries and Coach's Compensation	\$	24,594,011	
Number of employees - as of June 1, 2018 per H&W census		225	
Health & Welfare Negotiated Contribution (per 2018-2019 COCFA Agreement)	\$	15,482	
Total Salaries and Health and Welfare Contribution (Total Compensation)	\$	28,077,461	
Total Compensation Allocation (One-Time)	As a Percentage of Total Comp	0.00%	\$ -
	As a Percentage of ALL Salaries	0.00%	
Total Compensation Allocation (On-Going)	As a Percentage of Total Comp	3.46%	\$ 971,480
	(Estimated at State COLA as of January Governor's Budget)		
	Additional On-going District Contribution	0.09%	\$ 24,950
	Total Compensation Allocation (On-Going) - ESTIMATED	3.55%	\$ 996,430
	As a Percentage of ALL Salaries	4.05%	

Cost Proposals		
On-Going Allocation:		
Total Compensation Allocation (On-Going) - ESTIMATED	\$ 996,430	3.55%
	\$ -	0.00%
	\$ -	0.00%
	\$ -	0.00%
	\$ -	0.00%
Balance Available for Salary Schedule Increases	\$ 996,430	3.55%
Increase, if Applied to FT Salary Schedule* (Excludes Overload, Summer, Winter)	\$ 996,430	4.05%

*Note: % Increase is Applied to FT Salaries (including steps and columns)

Refer to Appendix D: Total Compensation in the Collective Bargaining Agreement between Santa Clarita Community College District and College of the Canyons Faculty Association, CTANEA for the agreed upon definitions and parameters of Total Compensation.

ARTICLE 1: AGREEMENT

C. This Agreement shall remain in full force and effect from July 1, 2017~~8~~ to June 30, 2018~~9~~20, and shall supersede any prior collective bargaining agreement.

ARTICLE 1: AGREEMENT

D. Effective July 1, 2018~~9~~20, the entire contract will be reopened for negotiation. For 2019-2020, the District and COCFA will each be allowed to bring forward 1 non-compensation re-opener for negotiation. Issues requiring immediate attention and resolution may be solved through the MOU process.

ARTICLE 16: NON-INSTRUCTIONAL NON-SERVICE DAYS ASSIGNMENTS

- A. Unit members who are requested to complete or participate in projects or assignments scheduled by an educational administrator during non-service days shall be compensated at the rate of \$53.18 per hour for 2018-19. Effective 7/1/19 and thereafter, the rate of compensation shall be their regular overload, summer, and winter salary rate effective 7/1/19 and thereafter, the rate of \$53.18 per hour.
- B. In the event such an assignment requires travel (for example, between the Valencia Campus and the Canyon Country Campus, or other off-campus site(s) or satellite(s) of the District), the District shall reimburse for mileage accrued in the course of that day and assignment.
- C. Supplementary Services payments are for duties performed outside the scope of the contract or completed off-contract. Supplementary services must be requested by and approved by the administration in accordance with the preauthorization procedure.

The following duties will be paid at the non instructional supplementary services rate (75% of negotiated instructional supplementary services rate):

1. Meetings
2. Department Chair Duties (approval not needed for time sensitive duties such as last minute schedule changes, course substitutions, prerequisite challenges, staffing)
3. Hiring committees and interviews
4. Outreach
5. Document/Report Writing and Review
6. Negotiations
7. Trainings
8. Committee Duties
9. Consultation
10. Grant research and development
11. Curriculum Development outside the scope of contract*

*For the 2017-2018 Academic Year, the District and Association agree to pilot use of the non-instructional rate for compensation of curriculum development outside the scope of the contract. For the purposes of this agreement, "outside the scope of contract" is defined as grant and categorical curriculum development, development of curriculum outside the program assignment, and development of curriculum off-contract. The District and Association will use a mutually agreed upon compensation model during the pilot program. The pilot program and corresponding compensation model will sunset at the conclusion of the 2017-2018 academic year. Both parties agree to work during the 2017-2018 academic year toward agreement on a permanent compensation model, with the goal of implementing this permanent model in the 2018-2019 academic year.

APPENDIX B-1: F/T ACADEMIC OVERLOAD SALARY SCHEDULE
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS
FULL-TIME ACADEMIC OVERLOAD
SALARY SCHEDULE (O)

~~2016-2017~~18-19

Hourly Rate: \$70.91

2019-20

Hourly Rate: See AFT Salary Schedule Range 2, Step 3.

The approval of the CIO or that person's designee, must be obtained to exceed an OVERLOAD of ~~six-ten (610)~~ TLUs for lecture faculty or ten (10) TLUs for lab faculty (per Article 12.A.1b).

~~Salary schedule effective 08/22/16~~

~~Salary schedule reflects 5.00% increase~~

APPENDIX B-2: F/T ACADEMIC SUMMER & WINTER SALARY SCHEDULE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

COLLEGE OF THE CANYONS

ACADEMIC SUMMER and WINTER SALARY SCHEDULE (V)

FOR FULL-TIME FACULTY

2018-19

Hourly Rate: \$70.91

Per Hour

2019-20

Hourly Rate: See AFT Salary Schedule Range 2, Step 3.

Unit members teaching in the Summer and Winter Sessions are compensated at the above rate.

Salary schedule effective 08/22/16

Salary schedule reflects 5.00% increase

APPENDIX D: TOTAL COMPENSATION

Total Compensation Definition

The Total of Full-Time Faculty (as defined below) Salaries (adjusted for step/column changes for new fiscal year) plus Total Health & Welfare Contribution, updated as of June 1st, the month prior to the start of the new fiscal/contract year, multiplied by a negotiated percentage. The District shall provide a list of all faculty names and salary placement, with dollar amounts, by June 15, prior to the start of the new fiscal/contract year. The Total Compensation Calculations and the Health & Welfare Benefits Pool Calculations sheets shall be completed by June 15.

Total Compensation Formula

Total Full-Time Salaries	\$
+ Total H & W Contribution	\$
<hr/>	
= Base	
x Negotiated Percentage	%
= Total Compensation Allocation	\$

Total FT Faculty Salaries for all Funds

All Full-Time Faculty, including members hired and Board approved as of June 1st (regardless of starting date) will be included.

- All full-time faculty – coaches’ compensation will be included.
- Retirees and resignations or other changes where faculty have left the bargaining unit, Board approved by June 1st will be excluded.
- Overload, summer, and winter salaries, based on current year projected actuals, increased for budgeted growth in course sections, if any, will be included [for 2018-19. Beginning 2019-20 and thereafter, overload, summer, and winter salaries will be excluded.](#)

H & W Contribution Based on Prior-Year Contract

- Multiply prior year contribution by number of Full-Time Faculty, as defined above.

Total Compensation Percentage

- The percentage negotiated for that fiscal year and applied to the Total Compensation Base to calculate the Total Compensation Allocation.

Total Compensation Allocation

- Negotiated to pay for increases to salary, health and welfare benefits and other negotiated items.

Health & Welfare:

Health and Welfare Contribution Calculation

The new Health & Welfare contribution will be calculated by adding the negotiated increase in the H & W allocation to the existing H & W Contribution and then dividing this sum by the number of Full-Time Faculty as defined above for an average H & W contribution, per person.

Health & Welfare Cost Calculation

Total health and welfare costs will be calculated based on full-time faculty H & W selections, updated as of June 1. Health and welfare rates for the next fiscal year will replace existing rates, based on reports from the insurance broker. New faculty who do not have health and welfare selections on June 1 will be estimated at two-party HMO (choice with the lowest cost), two-party Delta Dental, two-party VSP, and employee life coverage.

Pool Balance Calculation

The H & W pool balance will be calculated by subtracting the estimated H & W cost from the negotiated H & W contribution for the entire pool, added to the pool balance carry-forward from the previous year. If the resulting balance is positive, the amount will carry forward to the next year, or be used for one-time health care related expense. A negative balance will be brought positive by changes in plan design, negotiated increases with the district, and/or payments by members of the Association.

NOTE: Steps and Columns are an additional cost to the District, not included as part of Total Compensation.

SIGNATURE PAGE

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

2018-2020 COCFA AGREEMENT

This Agreement made and entered into on **May 8, 2019** by and between the Santa Clarita Community College District (“District”) and the College of the Canyons Faculty Association (“Association”) is as printed.

RATIFIED

COLLEGE OF THE CANYONS
FACULTY ASSOCIATION

SANTA CLARITA COMMUNITY
COLLEGE DISTRICT

Garrett Hooper
COCFA Lead Negotiator

Barry Gibbons
Deputy Chancellor

Members of the COCFA Negotiating Team:

Kelly Burke
Garrett Hooper
Anne Marenco
Deanna Riveira