



COLLECTIVE BARGAINING AGREEMENT BETWEEN

SISKIYOU JOINT

COMMUNITY COLLEGE DISTRICT

AND

COLLEGE OF THE SISKIYOU FACULTY ASSOCIATION/

CCA/CTA/NEA

2022-2023

2023-2024

2024-2025

Adopted: August 16, 2022



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ARTICLE 1

PREAMBLE

- 1.1** The Board of Trustees of the Siskiyou Joint Community College District of Weed, California, hereinafter referred to as the “Board,” and the College of the Siskiyous Faculty Association, CCA/CTA/NEA, hereafter referred to as the “Association,” agree as follows:



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ARTICLE 2

GENERAL PROVISIONS

- 2.1** This agreement is made and entered into by and between the Board of Trustees of the Siskiyou Joint Community College District, which together with its administrative staff and representatives shall be referred to in this Agreement as the “District,” and the College of the Siskiyous Faculty Association/CCA/CTA/NEA, the academic employees’ exclusive representative, which together with its officers and representatives shall be referred to in this Agreement as the “Association.”
- 2.2** This Agreement is entered into pursuant to Chapter 10.7, sections 3540-3549 of the Government Code which shall be referred to as the “EERA.”
- 2.3** Unless expressly provided otherwise, the following definitions shall govern the interpretation and construction of this Agreement:
- 2.3.1** “Association” means the College of the Siskiyous Faculty Association/CCA/CTA/NEA.
- 2.3.2** “Board” means the Board of Trustees of College of the Siskiyous, the Superintendent/ President, or any of the Board’s officers or employees who have delegated authority to act for the Board.
- 2.3.3** “Academic Employee” means any employee in the bargaining unit as defined in Appendix A.
- 2.3.4** “Contract Employee” is a probationary academic employee and is a bargaining unit member who is employed on the basis of a contract in accordance with the provisions of Education Code Section 87604 through 87608. A contract employee is a probationary academic employee subsequently referred to “a candidate for tenure.”
- 2.3.5** “Regular Employee” means a bargaining unit member who is employed in accordance with provisions of Education Code Section 87608(c) or 87608.5(c) or Section 87609(a). A regular instructor is commonly referred to as “permanent” or “tenured.”
- 2.3.6** “Temporary Employee” means a bargaining unit member employed in accordance with Education Code Sections 87470, 87478, 87480, 87481 or 87482.
- 2.3.7** “District” means Siskiyou Joint Community College District.
- 2.3.8** “Divisions” consist of multiple departments within the District.
- 2.3.9** “Departments” consist of one or more instructional or student services programs in a Division.

- 2.4** The bargaining unit covered by this Agreement shall be as set forth in Appendix A hereto. (PERB Certification of Representative.)

If any new positions requiring academic qualifications, except those excluded already in the PERB certification document mentioned above, are established during the term of this Agreement, the placement in or out of the bargaining unit shall be made by mutual agreement. Should the issue of unit placement not be resolved within thirty (30) days of the establishment of such new positions, the matter may be submitted by either party to PERB for determination.

- 2.5** Within thirty (30) days of ratification of the Agreement by both parties herein, the District shall post the Agreement on the COS website, provide electronic copies as needed and print an agreed upon number of hard copies to be delivered to the Association for distribution to each unit member in the District. The District shall give a copy of the Agreement to any new bargaining unit members it hires during the term of the Agreement.

ARTICLE 3

EFFECT OF AGREEMENT

- 3.1** This Agreement constitutes the entire Agreement between the parties hereto for the duration thereof as specified in Article 23 (Duration and Reopeners) and in respect to all issues which were or could have been subject to negotiation. This Agreement terminates and supersedes those past practices, procedures, agreements, traditions or regulations inconsistent with any matters covered herein. Except for new contract negotiations, during the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- 3.2** It is understood and agreed that the Board retains all of the rights, powers, and authority vested in it by law to direct, control, and govern the District. The exercise of the Board's rights, powers and authority, and the adoption of policies, rules, regulations and practices in furtherance thereof shall be limited only by applicable provisions of law or by the terms of this Agreement.
- 3.3** This Agreement shall not modify or replace the rights of academic employees except as the specific and express terms of this Agreement require, and then only to the extent permitted by law.
- 3.4** The District acknowledges that, with respect to the bargaining unit covered by this Agreement, the Board shall meet and negotiate on matters within the scope of representation only with the Association, as long as the Association remains the exclusive representative of the bargaining unit.
- 3.5** Any individual contract between the Board and an individual unit member shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- 3.6** There shall be two signed copies of the final Agreement for record-keeping purposes. One shall be retained by the District and one by the Association.



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ARTICLE 4

ORGANIZATIONAL SECURITY

- 4.1** The Association shall notify the District in writing of the amount to be deducted from the wages or salaries of the Association's members by August 15 for the upcoming academic year. The Association shall also notify the District in writing of any minimum salary or wage requirement for the deduction by this same date.

- 4.2** To the greatest extent possible, deductions shall be made in equal installments over the employee's term of employment.



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ARTICLE 5

ASSOCIATION RIGHTS

- 5.1** The Association retains all rights guaranteed to employee organizations under California Government Code Section 3543 and all other applicable provisions of law, and the exercise of the Association's rights shall be limited only by the terms of this Agreement. The rights retained by the Association include, but are not limited to, the right to have access to any record containing information relating to the conduct of the District's business that is open to inspection under the Public Records Act.
- 5.1.1** Board Packets: The District shall furnish the Association with a link to the Board Agenda and Documents; and up to two (2) copies of the Board Agenda packet upon request.
- 5.1.2** Employee Lists: Upon written request of the Association, the District shall provide the name, home address, and salary of each academic employee.
- 5.1.3** Distribution of Materials: The Association may distribute organizational literature on District property, provided there is no interference with District Business.
- 5.2** All written policies, rules, regulations or procedures governing conditions of employment of the members of the bargaining unit that are generally distributed to academic employees shall be provided to the Association.
- 5.3** The Association shall have the right to use the District internal mail service and unit member mailboxes for communications to unit members without interference, censorship, or examination of such communications by the District. The Association shall not be allowed to send Association mail using the District's postage machine.
- 5.4** The Association shall have the right to use the District's e-mail to communicate regarding Association business.
- 5.5** Authorized representatives of the Association shall have the right under California Government Code Section 3543.1 to transact official Association business on school property and utilize District facilities at all reasonable times, provided that such activities or use do not interfere with District activities.
- 5.6** The Association shall have the right to post notices of activities and matters of Association concerns on Association bulletin boards. Such communications must be dated and bear Association identification as the distributor.
- 5.7** The District, upon request by the Association, agrees to furnish the Association with information necessary to perform the Association's duty as the exclusive representative.

- 5.8** Members of the Association shall be released from their regular work duties, with pay, if negotiations or grievance meetings with management are scheduled during their working hours.

The Association shall be given 12 lecture hour equivalent (LHE) release time each academic year to conduct Association business.

- 5.8.1** The Association shall notify the District no later than June 15 the names of individuals to be granted the release time for the upcoming academic year. If there are any changes to release time for Spring semester, the Association shall notify the District by November 1. This is for any release time (either that allowed by 5.8 or any additional time to be purchased by the Association or its parent organizations).

- 5.8.2** Negotiations will be scheduled in an effort to reduce the negative impact upon students. If necessary, Association Representatives' teaching schedules will be adjusted.

- 5.9** The Association will be provided with a secure office location on campus with a telephone. The Association shall pay for any non-local phone calls.

ARTICLE 6

GRIEVANCE PROCEDURE

A conscientious effort shall be made to resolve differences related to working conditions between academic employees and the District at the lowest possible administrative level before a grievance may be filed.

6.1 Definitions

- 6.1.1 "Grievance" means a written statement by an academic employee alleging that he or she has been wronged by a District's violation, misinterpretation, or misapplication of specific provisions of this Agreement. "Grievance" also means a written statement by the Association alleging that the Association itself has been wronged by the District's violation, misinterpretation, or misapplication of specific provisions of this Agreement.
- 6.1.2 "District representative" means an administrative employee designated by the Superintendent to represent the District at all stages of a grievance proceeding.
- 6.1.3 "Working Day" means any day during which the Administrative Offices of the District are open for business.
- 6.1.4 "Academic School Day" means any day when the college is in session during the regular academic year.
- 6.1.5 To "file" means to deliver the necessary documents either personally or by certified mail, return receipt requested. A document is "filed" on the day it is received.
- 6.1.6 The "Grievant" is the individual or Association filing the grievance.
- 6.1.7 "Shall" is mandatory. "May" is permissive.
- 6.1.8 "Finding" shall constitute a statement of whether the District violated, misinterpreted or misapplied a provision of the contract.

6.2 Basic Tenets

- 6.2.1 No single violation, misinterpretation or misapplication can be grieved more than once by the same individual.
- 6.2.2 All proceedings, from the filing of the Notice to the concluding appeal to the Board, should one be forthcoming, shall be bound by confidentiality.
- 6.2.3 The timelines specified in these procedures are maximum limits and every effort shall be made to expedite the process. Notwithstanding this provision, any time limit specified in these procedures may be extended by mutual agreement of the parties.

6.2.4 The District and the Association shall hold harmless from personal damages all employees engaged in the above procedures for handling complaints and resolving grievances.

6.3 Informal Process

A unit member who believes that they have a grievance shall first attempt to resolve the complaint by a meeting or memoranda with their immediate supervisor over the specifics of the complaint. In the event that the immediate supervisor has no jurisdiction over the action grieved, this step may be waived and a formal grievance shall commence.

If the parties are not able to reach agreement on the complaint, the matter may be submitted to a formal grievance.

6.4 Process

6.4.1 A formal grievance shall be initiated by the filing of a written Notice of Grievance, which shall:

6.4.1.1 Contain a concise statement of the violation, misinterpretation, or misapplication alleged, the circumstance or action from which the grievance arises, and the date of discovery of the circumstance or action;

6.4.1.2 State the remedy sought;

6.4.1.3 State the name of the grievant's representative, if known; and

6.4.1.4 Include the grievant's name and signature.

6.4.2 The notice of grievance shall be filed with the Superintendent/President and the Association within twenty-five (25) school days after the grievant discovered or reasonably could have discovered the circumstance or action giving rise to the grievance. Regardless of the date of discovery, however, a notice shall not be timely if it is filed more than one year after the circumstance or action giving rise to the grievance.

6.4.3 Within ten (10) working days of the filing of the Notice the President or their designee shall schedule a meeting with the grievant and their representative to afford them a reasonable opportunity to be heard. The President and their designee may also seek additional information about the grievance from any source.

6.4.4 Within ten (10) working days following the meeting with the grievant, the President shall make a decision regarding the grievance. The decision shall be in writing and shall be sent to the grievant with copies to the Association.

- 6.4.5** In the event that the academic employee or the Association wishes to appeal the decision of the Superintendent/President, the employee or Association shall, within ten (10) working days of the Superintendent/President's written response, file a written request for a mediator to be provided by the California State Mediation and Conciliation Service to hear the dispute.
- 6.4.6** The mediator shall be without power to mandate a settlement of the grievance, but shall use the powers of their office to work with the parties to resolve the grievance. The mediation process shall be completed within thirty (30) working days of the written request to proceed to mediation upon notification of the mediator and the mediator's schedule.

6.5 Non-Binding Arbitration

- 6.5.1** In the event that the parties do not reach agreement through the mediation process and the academic employee or the Association wishes to appeal the decision of the Superintendent/President, the academic employee or the Association shall, within ten (10) working days of completion of the last mediation session, file a written request that the grievance be submitted to non-binding arbitration as provided in Section 3543 of California Government Code.
- 6.5.2** A joint request from the District and the Association will be made to the State Mediation and Conciliation Service to provide a list of arbitrators.
- 6.5.3** Within ten (10) working days after receiving a list of arbitrators, the Superintendent/President and/or their representatives and the Association will meet and reach agreement on a mutually acceptable arbitrator. In the absence of a mutually acceptable arbitrator, the arbitrator will be selected by alternately striking a name from a list of five arbitrators submitted by the above-mentioned arbitration service.
- 6.5.4** The arbitrator selected will be bound by the rules of the American Arbitration Association (AAA).
- 6.5.5** The arbitrator so selected will confer with the Superintendent/President and/or their representatives and the Association and/or the grievant and hold any hearings necessary to ascertain the pertinent facts in the case. The arbitrator will issue a non-binding decision to the Board of Trustees no later than thirty (30) working days following the conclusion of the investigation. The decision will be in writing and will stipulate findings of fact, reasoning, and conclusions on the issues submitted.
- 6.5.6** The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates terms of the agreement. However, it is agreed that the arbitrator is empowered to recommend in any award such financial reimbursement or other remedies as the arbitrator judges to be proper.

- 6.5.7** Any dispute regarding grievability or arbitrability may be submitted to the arbitrator by either party. The arbitrator may make a bench decision on the issue of arbitrability with the mutual consent of the parties.
- 6.5.8** The decision of the arbitrator will be submitted to the Board, the District, the Association, and the grievant but will be non-binding on the parties of this agreement.
- 6.5.9** The costs of the services of the arbitrator, including related expenses, if any, will be borne equally by the District and by the grievant or by the Association if the Association represented the grievant; i.e. 50-50 split of all expenses. All other costs will be borne by the party incurring them.
- 6.5.10** The Board shall consider the arbitrator's recommendation and render a decision in closed session within 60 working days from the receipt of the arbitrator's recommendation, the Board shall submit its decision in writing to the Association, the District and the grievant within ten (10) working days after the Board meeting.
- 6.5.11** The decision of the Board of Trustees is final and binding.

6.6 General Provisions

- Any grievance which arose prior to the effective date of this agreement shall not be processed.
- All parties to the grievance shall make available to other parties involved all pertinent information not privileged under the law in its possession or control which is relevant to the issues raised by the grievance.
- All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of a grievant.
- No reprisals of any kind shall be taken by or against any participant in the grievance procedure of such participation.
- A decision rendered at any level shall be considered final unless an appeal is registered within the time limits specified.
- Should the hearing of any grievance require that an employee be released from his/her regular assignment, he/she shall be released without loss of pay or benefits.

Introduction

The COS evaluation process is intended to provide faculty with relevant feedback, a structured opportunity for reflection, and constructive suggestions for improvement. Instructors are encouraged to analyze the data obtained from the evaluation process to identify and address pertinent plans for professional growth. The evaluation process is designed to support the ongoing efforts of faculty to enhance their effectiveness in the classroom and in the COS community. The process is also designed to comply with legal mandates and to identify unsatisfactory performance.

7.1 Standards of Performance for Contract and Regular Faculty

1. Communicates their academic subject clearly and effectively.
2. Displays a mastery of their academic subject material.
3. Provides clear assignments and directions to students.
4. Provides regular feedback concerning students' mastery of course-related materials or skills.
5. Creates a learning environment which is free from harassment and prejudice.
6. Respects the dignity of the student.
7. Demonstrates an interest in helping students learn.
8. Provides for each student a current and complete course syllabus for each course taught.
9. Provides each student with information regarding academic progress on a regular basis throughout the semester.
10. Maintains scheduled office hours and is reasonably available to students.
11. Provides clear and timely course grading standards, attendance records, and reports.
12. Participates in appropriate department, committee and District meetings.
13. Prepares and submits accurate records and reports to the appropriate offices within established deadlines.
14. Participates in program review.
15. Participates in college governance.
16. Works with District staff, students and colleagues in a manner free from harassment, prejudice and bias.

REGULAR FACULTY (TENURED)**7.2 Components and Frequency**

7.2.1 The comprehensive evaluation process has the following components:

7.2.1.1 Self-evaluation

7.2.1.2 Peer evaluation

7.2.1.3 Student input

7.2.1.4 Administrative evaluation

7.2.1.5 Evaluation Summary Form for Faculty (Instructional OR Non-Instructional)

7.3 Process

7.3.1 Composition of the Evaluation Team will be:

7.3.1.1 Dean, appropriate vice president, or another educational administrator as mutually agreed upon by the Association and the District.

7.3.1.2 Two peers will be selected at random. One of the peers will come from the division of the individual being evaluated, if possible. Random selection of the peer evaluators shall consist of placing all eligible faculty members' names in a receptacle and drawing a name in the presence of a member of the management team and a representative of the Association. Tenured faculty evaluations shall occur in the spring to allow non-tenured faculty to occur in the fall.

For purposes of this article, "eligible" shall be defined to mean any regular faculty member who is not related by blood or affinity within the 3rd degree as determined by the common law or an individual in an adoptive relationship within the 3rd degree.

7.3.2 The individual being evaluated may select an additional peer, who has a particular expertise, from within or outside the institution. This individual must be selected within ten (10) business days of the first evaluation meeting and will be added as a member of the Evaluation Team.

7.3.3 The Evaluation Team will meet at least two times for a preliminary meeting and a final meeting. Additional meetings may be held at the request of the Evaluation Team members or the individual being evaluated.

7.3.4 The Evaluation Team will hold a preliminary meeting, called by the committee chair, with the individual being evaluated, appropriate administrator, and the peer evaluators, to explain the evaluation process and establish an evaluation timeline using a "First-Meeting Checklist." The Evaluation Team will consider best practices for the job function of the individual being evaluated.

7.3.5 Teaching faculty will use a standard student evaluation instrument (Appendix C) to which the individual being evaluated may add up to three questions focusing on their particular goals for improvement. For online courses, the standard evaluation instrument for online classes (Appendix D) shall be used.

Nonteaching faculty will use a student evaluation instrument approved by all members of the Evaluation Team that emphasizes best practices for that particular position, student engagement, student-faculty interactions, fairness and respect.

The Evaluation Team will delegate to at least one of the peer evaluators the responsibility of administering the student evaluation instrument. The Office of Academic Affairs will compile the results, and the peer evaluator will provide a written summary of the results of the student evaluations and the classroom observation and forward the summary to the Evaluation Team.

The evaluation of a class or the evaluation of nonteaching duties for nonteaching faculty shall be conducted for a minimum of fifty (50) minutes, including the time for students to complete the evaluation instrument.

- 7.3.6** The Evaluation Team will establish timelines for all items on the First-Meeting Checklist (Appendix E), including times of classroom visits where appropriate, times for student surveys, subsequent meeting times, and times when other data is due. A self-evaluation approved by all committee members will include a written summary of the findings of the evaluation documents prepared by the Evaluation Team, progress towards goals from previous evaluation, and plans for improvement and goals for the current evaluation. The self-evaluation document must be completed prior to the end of the academic year, as defined in Education Code Section 87661.
- 7.3.7** No later than the third-class meeting or by the end of the first week of the semester, whichever is later, the individual being evaluated shall provide the Office of Academic Affairs and the Evaluation Team with copies of the first day handouts for each class being taught the semester of the evaluation.
- 7.3.8** The Evaluation Team and the individual being evaluated shall meet to review all the completed written reports (the preliminary self, peer, student and administrative) and the past self-evaluation. The Team will make recommendations for the final self-evaluation of the individual being evaluated.
- 7.3.9** The Evaluation Team will meet a final time to approve the self-evaluation. At this time, the Team will collaboratively complete the appropriate Evaluation Summary Form for All Faculty (Appendix F or Appendix G), which must also be signed by the individual being evaluated. The submission of all evaluation documents for placement in the personnel file will complete the evaluation process.

NON-TENURED FACULTY

Non-tenured faculty is referred to as candidate for tenure in the Article below.

Introduction

In addition to the general introduction to this article, the tenure review process for candidates for tenure requires a more comprehensive, rigorous, thorough and thoughtful approach for the

candidate seeking tenure as a full-time member of the COS faculty and community. This process covers only a four-year period of time in which the candidate for tenure, with assistance and support, seeks to meet the identified Standards of Performance (Article 7.1). The primary purpose of this process is to affirm the decision of the hiring process, resulting in the awarding of tenure to the candidate for tenure. Only on rare occasions should this process result in termination or a decision not to re-employ the candidate for tenure.

7.4 Components, Frequency and Due Date

7.4.1 The comprehensive evaluation process has the following components:

7.4.1.1 Self-evaluation

7.4.1.2 Peer evaluation

7.4.1.3 Student input

7.4.1.4 Administrative evaluation

7.4.1.5 Evaluation Summary Form for Faculty (Instructional OR Non-Instructional)

7.4.2 A candidate for tenure shall be evaluated at least once during the first, second, and fourth years of the four-year process.

7.4.2.1 In May of the second year before the week of finals, the second year's Tenure Review Committee will meet to determine the need for an evaluation process in addition to the evaluations required in Article 7.4.2. Upon the recommendation of a majority of the Tenure Review Committee, a formal evaluation may be conducted during the candidate for tenure's third year. The Committee's recommendation shall be communicated to the candidate within ten (10) business days of its receipt in the Human Resources Office.

7.4.3 Each evaluation process shall be concluded prior to February 15 in any year.

7.5 Process

7.5.1 The composition of the Tenure Review Committee will be:

7.5.1.1 Dean, Vice President of Academic Affairs, Vice President of Student Services, or another educational administrator as mutually agreed upon by the Association and the District.

7.5.1.2 Two peer evaluators who are tenured faculty members will serve on each non-tenured faculty evaluation committee. One peer evaluator will come from the department of the individual being evaluated, if possible. For a

non-tenured faculty member who works in a discipline where there is a faculty coordinator, and the faculty coordinator is tenured, the faculty coordinator will automatically be a peer evaluator from the department. If there are no tenured faculty in the department, both peer evaluators will be from outside of the department. Random selection of the peer evaluators shall consist of placing all eligible faculty members' names in a receptacle and drawing a name in the presence of a member of the management team and a representative of the Association. Tenured faculty evaluations shall occur in the spring to allow non-tenured faculty to occur in the fall.

For purposes of this article, "eligible" shall be defined to mean any regular faculty member who is not related by blood or affinity within the 3rd degree as determined by the common law, or an individual in an adoptive relationship within the 3rd degree.

- 7.5.1.3** In any year of the four-year probationary period, prior to the second meeting of the Tenure Review Committee for that year, the candidate for tenure may petition the Executive Committee of the Faculty Association to have one faculty member removed from his or her Tenure Review Committee by providing a detailed, written explanation for the request, as well as any evidence that supports the petition. The Executive Committee, upon reviewing the petition and evidence, may remove one faculty member from the candidate for tenure's Tenure Review Committee. A new faculty member for the committee will then be selected using the process described in Article 7.5.1.2. However, the candidate for tenure may only submit one such petition during the probationary period.
- 7.5.1.4** The first faculty member who is randomly selected will function as chair. Whenever possible, this faculty member shall come from the same department as the candidate for tenure. The original chair shall remain the same throughout the four-year process.
- 7.5.1.5** Other – (Optional) The candidate for tenure may select an additional peer, who has a particular expertise related to the tenure candidate's area of instruction, from within or outside the institution.
 - 7.5.1.5.1** The individual will be added as a fifth member of the Tenure Review Committee.
 - 7.5.1.5.2** This individual must be selected within ten (10) business days of the first meeting of the evaluation process and must serve throughout the tenure review process.
- 7.5.1.6** The Tenure Review Committee members shall remain on the candidate for tenure's committee throughout the four-year tenure process. If a member

of the Tenure Review Committee ceases to be employed by the District during the tenure process, the member shall be replaced by the random drawing described in Article 7.5.1.2.

- 7.5.2** All evaluation documentation and evidence will be contained in a Tenure File. The note taker will forward the complete Tenure File to the Human Resources Office for inclusion in the candidate for tenure’s personnel file.

In addition, the candidate for tenure will be encouraged, but not required, to develop and maintain a portfolio of evidence which supports and documents the candidate for tenure’s progress toward meeting the identified standards of performance. This portfolio, if developed by the candidate for tenure, shall be shared with the members of the Tenure Review Committee and become part of the Tenure File.

The Tenure File shall include:

- 7.5.2.1** Agendas of all meetings of the Tenure Review Committee.

- 7.5.2.2** Minutes of all meetings of the Tenure Review Committee.

7.5.2.2.1 Written minutes of each Tenure Review Committee meeting shall be kept and distributed to all members of the Committee for corrections and approval before being included in the candidate for tenure’s Tenure Review File. Minutes should go into some detail regarding the specifics of activities and/or behaviors discussed during the meeting and any directions set. The Educational Administrator shall be responsible for the staffing to record and write the minutes of the meeting. Minutes shall be based on a standard agreed upon agenda format. Approval of minutes will be by majority vote of the Tenure Review Committee. The candidate for tenure shall vote on the approval of the minutes.

7.5.2.2.2 The Tenure Review File will be brought to each evaluation meeting by the individual responsible for taking meeting minutes. When not in use by the Tenure Review Committee, the Tenure File shall be kept in a locked file cabinet and made available to only the following persons upon request:

- (1) Non-Tenured Faculty Member
- (2) Each Member of the Tenure Review Committee
- (3) Appropriate Dean
- (4) Appropriate Vice President
- (5) Director of Human Resources
- (6) Superintendent/President

- 7.5.2.3** All supporting documentation required by the process, including, but not limited to copies of all student, peer, administrative and self-evaluations, shall be included in the Tenure Review File, as well as the candidate for tenure's portfolio.
 - 7.5.2.4** Any non-required documentation referenced in meeting minutes which the candidate for tenure or committee member wishes to include shall also be included in the Tenure Review File.
 - 7.5.2.5** At the completion of each evaluation process, the Tenure Review Committee Chair shall forward a copy of the Committee's recommendation to the appropriate Vice President and the Human Resources Office.
 - 7.5.2.6** Information not required as part of the approved process shall be presented in a timely manner to the Tenure Review Committee and the candidate for tenure. The candidate for tenure has the right to respond to the information in writing. Both the original document and the written response from the candidate for tenure will be included in the Tenure Review File.
- 7.5.3** During each year's evaluation process, the Tenure Review Committee will meet at least three times. The meetings will include a preliminary meeting (Article 7.5.4), a review meeting (Article 7.5.8), and a final meeting (Article 7.5.9). Additional meetings may be held if needed.
- 7.5.4** The Tenure Review Committee will hold a preliminary meeting, called by the committee chair, to explain the evaluation process and establish an evaluation timeline using a "First-Meeting Checklist" (Appendix E).
- 7.5.5** Teaching faculty will use a standard student evaluation instrument (Appendix C) to which the individual being evaluated may add three or more questions focusing on their particular goals for improvement. For online courses, the standard evaluation instrument for online classes (Appendix D) shall be used. Nonteaching faculty will use a student evaluation instrument that emphasizes best practices for that particular position, student engagement, and student-faculty interactions. The same instrument shall be used for the entirety of the probationary period of employment. The Tenure Review Committee will delegate to at least one of the peer evaluators the responsibility of administering the student evaluation instrument. The Office of Academic Affairs will compile the student evaluation results, and the peer evaluator will provide a written analysis of the results and classroom observation, and will forward the analysis to the Tenure Review Committee.

Non-teaching faculty will use a student evaluation instrument approved by all members of the Tenure Review Committee that emphasizes best practices for that particular position, student engagement, student-faculty interactions, fairness and respect. The same instrument shall be used for the entirety of the probationary period of employment.

7.5.5.1 In addition to the mid-semester Fall evaluations, the evaluation process will also include the administration of student evaluations by the Tenure Review Committee at the end of the spring semesters of the first, second and third years. All results of the student evaluations will become part of the Tenure File and will be available to the candidate for tenure and the Tenure Review Committee. The spring student evaluations will be provided to the instructor to be distributed to students in his or her classes. The instructor shall solicit two student volunteers in the class to collect the completed evaluations, place them in an envelope, which shall be sealed, and bring them to the designated drop-off location. The instructor being evaluated shall not be present when students are completing the evaluation and shall not handle the completed evaluations or the envelope which contains them.

7.5.6 The Tenure Review Committee will establish timelines for all items on the First-Meeting Checklist, including times of classroom visits where appropriate, times for student evaluations, subsequent meeting times, and times when other data is due. The appropriate Evaluation Summary Form for All Faculty (Appendix F or Appendix G) is to be considered the evaluation instrument which addresses the Standards of Performance (Article 7.1) A self-evaluation reviewed by all Committee members and the Tenure Review Committee's written recommendation collaboratively completed by members of the Tenure Review Committee on the Evaluation Summary Form for All Faculty will be submitted prior to February 15 of the evaluation year as defined in Education Code Section 87661.

7.5.7 No later than the third-class meeting, or by the end of the first week of the semester, whichever is later, the candidate for tenure shall provide the Vice President of Academic Affairs and the Tenure Review Committee with copies of a syllabus for each class being taught in the semester of the evaluation.

7.5.8 The Tenure Review Committee and the candidate for tenure shall meet to review the Tenure File. The Tenure Review Committee will make recommendations for the self-evaluation.

7.5.9 The Tenure Review Committee will meet a final time to review the self-evaluation and recommend either continued employment or non-renewal by completing the Evaluation Summary Form for All Faculty. The Tenure Review Committee will discuss and vote on a recommendation with the candidate for tenure absent. A majority vote is needed to make a recommendation for renewal. Failure to reach a majority vote constitutes a recommendation for non-renewal. If unanimous agreement is not

reached, any dissenting member of the committee may create and sign a letter of dissent, which shall become a part of the tenure file. A final meeting will be held with the candidate for tenure present to discuss the completed Evaluation Summary Form for All Faculty, at which time the candidate shall sign the form.

The submission of the candidate for tenure's self-evaluation and the other documents generated by the Tenure Review Committee will become part of the Tenure File. Upon completion of the Tenure Review Committee's recommendation, the Tenure File will be forwarded to the Vice President of Academic Affairs. The Vice President of Academic Affairs will review and provide a recommendation regarding continued employment or non-renewal, which will become part of the Tenure File. The Tenure File will then be forwarded to the Superintendent/President, who will prepare a recommendation for action by the Board of Trustees regarding renewal or non-renewal of the candidate for tenure's contract. However, the entire Tenure File, with the Superintendent/President's recommendation, shall be forwarded to the Board of Trustees.

7.5.9.1 The candidate for tenure shall be notified and provided a copy of the Tenure Review Committee's recommendation by the Director of Human Resources not later than ten (10) business days from the receipt of the recommendation in the Human Resources Office.

Academic Rank

7.6 An academic rank system shall consist of the following titles: (1) Assistant Professor, (2) Associate Professor, and (3) Professor. This system of academic rank shall have no effect on compensation provided to faculty; rather, compensation shall be determined by the faculty salary schedules in (Appendices N, O, P, Q, R, S).

7.6.1 Upon hire as a full-time faculty member, the individual shall hold the title of "Assistant Professor".

7.6.2 At the beginning of the academic year following the completion of the individual's fourth year and/or the granting of tenure, the individual shall hold the title of "Associate Professor."

7.6.3 At the beginning of the academic year following the Associate Professor's second evaluation as an Associate Professor (in year ten), the individual shall hold the title of "Professor."

7.6.4 Currently employed full-time faculty shall have the above ranks applied based upon their years of full-time service to the District.

7.7 Required Forms

1. Appendix F – Evaluation Summary Form for All Faculty
2. Appendix E – First Meeting Checklist for Candidate for Tenure

3. Appendix C – Student Survey Form

7.8 Part-Time Faculty

- 7.8.1** Each part-time instructor shall be evaluated at least once in their first semester of employment with the District and then at least once every six (6) semesters they are employed.

Part-time instructors who do not teach in the regular semesters shall be evaluated as appropriate.

Full-time faculty who are not on contract and agree to complete the evaluation shall be compensated at \$250 per completed evaluation.

- 7.8.2** The basic evaluation process shall consist of a peer evaluation, student evaluations, self-evaluation (if appropriate), and completion of the Evaluation Summary Form for All Faculty. The peer evaluator shall observe a class being taught by the part-time faculty member and distribute and collect the student evaluations. The Office of Academic Affairs shall compile the results of the student evaluations and forward these to the peer evaluator, who shall write a summary of the class observation and the student evaluations, and then complete the Evaluation Summary Form for All Faculty. The results of the student evaluations, the peer evaluator's summary, and the completed Evaluation Summary Form for All Faculty shall be sent to the Office of Academic Affairs. If, in the judgement of Administration, any item on the Evaluation Summary Form for All Faculty does not meet the standard, or if the part-time faculty member wishes to address any other issue, he or she shall write a self-evaluation, which shall be sent to the Office of Academic Affairs and shared with the peer evaluator. The part-time faculty member shall then sign the Evaluation Summary Form for All Faculty

Selection of peer evaluators shall be made from the ranks of regular and contract faculty, who have completed at least two (2) years of full-time service for the District.

- 7.8.3** An administrative evaluation may be conducted if Administration determines that either the peer or student evaluations indicate weak performance. The administrative evaluation shall include at least one classroom observation and shall contain suggestions for improvement of instruction as well as proactive assistance that the District will provide to improve performance. The Evaluation Summary Form for All Faculty shall be utilized for an administrative evaluation.
- 7.8.4** At the conclusion of the evaluation procedure, the completed evaluation documents shall be reviewed by the peer evaluator with the part-time faculty member, Dean and, the appropriate Educational Administrator. They will then be submitted for inclusion in the personnel file.

7.8.5 In instances in which faculty are teaching as part of an academy or team-teaching in a program for less than 25 hours over the course of the semester, the Temporary Part-time Limited Evaluation shall be conducted, which is contained in the Evaluation Summary Form for All Faculty.

7.9 Additional Discipline-Specific Evaluations Required for Certain CTE Disciplines

7.9.1 If particular CTE disciplines are required by appropriate agencies to conduct additional student evaluations, these student evaluations shall not be used in the evaluation process of COS faculty, they shall not become part of a faculty member's personnel file, and they shall not be used to make any decisions regarding the re-hire of faculty.



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ARTICLE 8

PERSONNEL FILES

- 8.1** Every academic employee shall have the right, during regular business hours of the District, to inspect any employment record retained in the personnel files of the District that may serve as a basis for affecting the status of the employee's academic employment. For the purposes of this article, an employment record is any record that:
- 8.1.1** Pertains directly to the employment relationship between the academic employee and the District;
 - 8.1.2** Is retained in the personnel files of the District; and
 - 8.1.3** Is accessible by the employee's name or other means of individual identification such as an employee identification number.
- 8.2** Information from the employment records of an academic employee shall not be released without the consent of the academic employee unless the release is compelled by law or by a judicial order or lawfully issued subpoena. Nothing in this section shall be construed as prohibiting inspection of employment records by officials of the District or of the State who have legitimate business interests that justify the inspection. All written material that may serve as a basis for an academic employee's suspension, dismissal or reprimand shall be kept in the employee's personnel file.
- 8.3** Employee personnel files shall be kept in the Human Resources Office of the District.
- 8.4** Notwithstanding anything in Article 8.1 to the contrary, the District may retain all pre-employment material as confidential. For the purposes of this section, pre-employment material means all material obtained or prepared before the employment of the person involved, or while the employee was an applicant or candidate for another position. Such material includes, but is not limited to, confidential letters of recommendation, notes of pre-employment interviews, and the like.
- 8.5** No anonymous material shall become a part of the academic employee's employment records without the written consent of the academic employee.
- 8.6** Whenever new material is added to an academic employee's personnel file, the employee shall be notified in writing and provided a copy. All material placed in an employee's personnel file shall be dated and signed by the person who authored the material.
- 8.7** If an academic employee believes that any employment record or any portion thereof is not accurate, relevant, timely, or complete, the academic employee may request correction of the record or deletion of the offending portion, or both. Such a request shall be in writing and shall include a statement of the corrections and deletions that the employee believes are necessary and the reasons therefore. The request shall become part of the academic employee's employment record unless the request is granted, in which case it shall become

a part of the employee's record at the employee's option.

- 8.8** Within ten (10) working days of receipt of the written request pursuant to Article 8.5, unless mutually agreed otherwise, the Superintendent/President of the District shall either accede to or deny the academic employee's request. If the request is denied, the Superintendent/President shall state the reasons for the denial in writing and that shall become part of the academic employee's employment record.
- 8.9** In addition to the right to request correction or deletion of a record as provided in Article 8.5, each academic employee shall have the right to include a relevant response to any negative material in his or her personnel file.

ARTICLE 9

WORKLOAD AND HOURS

9.1 The workload of contract and regular faculty shall be 175 working days for each academic year, except as specified in Article 9.1.2 below. The 175 days is inclusive of flex days.

9.1.1 The academic year means the period of time from the beginning of the fall semester to the end of the spring semester, excluding any intersession or breaks. After consultation with other employee groups, the District and the Association shall negotiate an academic calendar for the upcoming academic year(s) no later than October 1 of the prior year.

9.1.2 The following non-instructional faculty positions shall have the following contract lengths:

- Head Football Coach 195 days
- Counselors 195 days
- SAS Director/Counselor 195 days
- Librarian 195 days
- ASC Coordinator 195 days
- Nursing Faculty 195 days
- (1) Fire Academy Instructor 195 days

Any other contract length in excess of 175 days shall be agreed upon through an MOU.

9.1.3 Contract and regular faculty working more than 175 days shall schedule the additional days by mutual agreement between the supervisor and the employee prior to the beginning of their contract.

9.2 Five (5) flex development days will be scheduled for the academic year.

9.2.1 Institutional Flex Day: Three (3) of the five (5) flex development days are required institutional flex days. All full-time faculty are required to attend the institutional days. The maximum hours for an institutional flex day shall be eight (8) hours. Dates for institutional flex days will be published prior to the beginning of the academic year.

9.2.2 Individual Flex Days: Two (2) of the five (5) flex development days are individual flex days. The individual flex days may be done either on campus or off campus, pending approval by the Flex Committee. An individual flex day is defined as a minimum of three (3.0) hours completed on any non-contracted day.

9.3 Teaching Load

No instructor shall be assigned a schedule that requires more than four course preparations, except by mutual agreement between the instructor and their immediate supervisor. There shall be a minimum of twelve (12) hours between the end of an instructor's last assignment of the previous day and the start of the same instructor's first

assignment of the subsequent day, except by mutual agreement between instructor and their immediate supervisor.

Instructional full-time faculty load shall be 28-30 Lecture Hour Equivalent (LHE) per year. Instructional full-time faculty who are employed under an annual contract of more than 175 days shall have the following load (LHE) obligation:

- 195 days: 31-33 LHE
- 215 days: 34-36 LHE
- 244 days: 39-41 LHE

LHE shall be assigned to full-time instructional faculty who work annual contracts of more than 175 days in a manner that meets the needs of the program or area. However, no full-time instructional faculty member shall be required to teach more than 17 LHE in any regular (fall or spring) semester, more than 6 LHE in any summer, or more than 6 LHE in any winter intersession, except by mutual agreement between the District and the instructional faculty member. No instructor shall teach more than 30 LHE in any single semester. Overload hours shall occur when the faculty member exceeds the annual load obligations specified above. All overload hours shall be paid at the part-time faculty hourly rate, whether lecture or lab, during the spring semester and will be divided equally over the remaining part-time faculty payrolls in the spring semester.

When calculating load percentages for part-time faculty, 15 LHE per semester or 30 LHE per academic year will be used.

9.3.1 The workload of full-time faculty shall be based on forty (40) hours per week, as specified below:

9.3.1.1 For teaching faculty, thirty (30) hours given to instructional load, preparation, and grading (75%); five office hours (12.5%); and five hours of other professional obligations (12.5%).

9.3.1.2 For non-teaching faculty, thirty-five (35) hours given to non-teaching duties, such as counseling or library services (87.5%), and five hours of other professional obligations (12.5%). The appropriate supervisor shall approve schedules for non-teaching duties.

9.3.2 Load shall be computed according to the following load factors:

9.3.2.1 Lecture: Instruction which consists primarily of discussion by the instructor = 1.0 LHE per teaching hour.

9.3.2.2 Lab/Studio/Activity Courses: An educational activity under the immediate supervision of the instructor in a laboratory, studio, shop or clinic in which students and faculty are scheduled and engaged at the same time and place will equate to 0.7 LHE per teaching hour.

9.3.2.3 Other Lab: An unscheduled educational activity for students in which faculty are assigned, such as an open entry/open exit and non-credit class will equate to 0.5 LHE per teaching hour.

9.3.2.4 Coaching: Coaches shall receive release time based on the following formula: (Total Hours / 18 x 0.5).

9.4 Special Circumstances

9.4.1 Serial Teaching: One instructor assigned to be present. LHE prorated according to time spent instructing.

9.4.2 Guest Lecturers

9.4.2.1 When a regular or contract instructor lectures in another instructor's class, it is as part of the professional obligation to the College and without additional compensation. Guest lecturers who are not paid must complete a Volunteer Form to be approved by the area administrator. Guest lecturers who are to receive a stipend must be approved by the Instruction Office before the start of the semester. If the guest lecturer is a part-time faculty member represented by the Association, the stipend amount must be negotiated between the Association and the District prior to the guest lecture. The instructor of record of the class must be present when any guest lecture is delivered.

9.5 A contract hour (lecture, lecture/lab, or activity) is defined as fifty (50) clock minutes.

9.6 A unit member shall not be assigned duties for more than five (5) days in any one (1) week, unless agreed upon mutually by the unit member and supervisor

9.7 Workload for work experience faculty shall be paid at \$100 per enrolled student, per semester.

9.8 Special Studies classes will be paid a flat rate of \$500.00 per student, per lab unit, and they shall be deemed overload classes if taught by a full-time faculty member and in accordance with Article 9.3.1.

9.9 Office Hours

Full-time instructional faculty shall schedule and maintain at least five (5) office hours (face-to-face or online) per week each semester.

Faculty teaching online classes may schedule and be available to conduct some of their office hours online. If the faculty member holds online office hours, the online office hours will be in proportion to their online load for the semester.

Faculty members teaching online classes are required to have regular and effective contact with their online students. A faculty member shall respond to their online students within 48 hours of receiving a contact (campus email, campus phone number, on-line learning platform) from an online student, excluding weekends and approved holidays as listed on the academic calendar.

- 9.9.1** An office hour will be a minimum of fifty (50) minutes.
- 9.9.2** Office hours will be scheduled such that every student has access to an office hour each week and on at least one of the days the class is scheduled.
- 9.9.3** Office hours shall be scheduled at the discretion of the instructor and with the approval of the appropriate educational administrator to maximize the students' opportunity to utilize office hours.
- 9.9.4** Office hours may not be scheduled during the designated College Hour.
- 9.9.5** Office hours will be maintained during finals week in a manner that is most beneficial to students, subject to approval by appropriate Dean or Vice President. The actual office hours during finals week may be different than those scheduled during the semester. Office hours for finals week shall be included on a faculty member's class/office hour schedule, as required in Article 9.9.6.
- 9.9.6** Faculty members shall post their class and office hour schedule on or adjacent to the faculty office door within the first week of each semester and email a copy to the Instruction Office for approval no later than the first day of the semester. If a faculty member does not have an on-campus office, office hours will be emailed to the Instruction Office for posting on the District website.
- 9.9.7** The District will post faculty schedules to the website.
- 9.9.8** Full-time faculty who are assigned to work on campus shall be provided with an office on campus. The office shall be furnished with a desk, a computer, a telephone, two chairs, and a bookshelf.
- 9.10** Faculty shall participate on college committees and other professional assignments, and these activities will be documented as part of the evaluation process.
- 9.11** Each academic employee shall meet, on time and regularly, all of his or her assigned duties. These duties include but are not limited to teaching, counseling, lab assignments, committee assignments, and submission of grades, progress reports and census sheets.
- 9.12** The District retains the right to assign academic employees in a manner which provides for the efficient operation of the District's educational program. Such assignments shall not be made in an arbitrary, capricious, or discriminatory manner.

9.13 Adjunct Evaluation

Regular or contract faculty members are required to complete one part-time faculty evaluation per semester, if assigned. Regular or contract faculty members who are required to complete more than one adjunct evaluation per semester will be compensated at \$250 per completed evaluation.

Faculty responsibilities when working with classified support staff

- Faculty who work with classified support staff (instructional aides, lab technicians, etc.) shall coordinate the daily work of these support staff in relation to the program or area during work hours. The faculty member shall have no supervisory authority over the classified employee, but rather function as a lead worker. Any issues that arise between a faculty member and classified support staff shall be addressed and resolved by the immediate supervisor of the faculty member and classified employee. If a faculty member believes that an issue between the faculty member and classified support staff has not been resolved, the matter shall be addressed in joint meeting between the faculty member, classified support staff, and appropriate administrator(s).

9.13.1 Upon review and approval of the peer evaluation by the appropriate Dean and the Vice President of Academic Affairs, payment of part-time faculty evaluation stipends will be made.

9.14 Course Size/Caps

9.14.1 Lecture: For definition of Lecture, see Article 9.3.2.1. Lecture courses will be capped at 40 students, unless otherwise limited by the size of the facility. Exceptions to these caps are as follows:

9.14.1.1 Communication 1100 – Public Speaking: capped at 25 students.

9.14.1.2 Communication 1200 – Small Group Communication: capped at 25 students.

9.14.1.3 Communication 1300 – Interpersonal Communication: capped at 25 students.

9.14.1.4 English 1001 – College Composition: capped at 25 students.

9.14.1.5 English 1501 – Advanced Composition – Literature: capped at 25 students.

9.14.1.6 English 1502 – College Composition – Critical Thinking: capped at 25 students.

9.14.1.7 The individual course caps above supersede all other modality course caps.

9.14.1.8 Courses in an Online Modality: capped at 33 students.

9.14.1.9 Courses in a Hybrid Modality: Lecture courses in hybrid modality vary by percentage of the course taught in an online modality versus a face-to-face format. As such, the following caps will be applied to hybrid courses in two formats:

9.14.1.9.1 Hybrid (minimum 51% online / 49% face-to-face): capped at 33 students (unless specified above).

9.14.1.9.2 Hybrid (minimum 51% face-to-face / 49% online): capped at 40 students, (unless specified above).

9.14.1.10 Lecture Course with a Lab Component: If a face-to-face lecture course has a lab component, the class cap shall be determined by the size of the facility used for the lab, but not to exceed 40 students.

9.14.1.10.1 Lecture Course with an Online Lab Component: If the lab component of a lecture course is conducted using an online modality capped at 40 students (unless specified above).

9.14.1.10.2 Lecture Course with a Lab Component (Science): Science Lecture courses with two lab component course section will be capped at the combined enrollments of both lab sections as determined by the size of the facility used for the lab, but not to exceed 40 students.

9.14.2 Lab/Studio/Activity Courses: For definition of Lab/Studio/Activity, see Article 9.3.2.2. Course caps for face-to-face and/or hybrid Lab/Studio/Activity courses will be determined by the size of the facilities utilized for the course. Exceptions to these course caps are as follows:

9.14.2.1 PEMA Courses: PEMA courses for intercollegiate team sports shall not have class caps, as enrollment is contingent upon recruitment.

9.14.2.2 Lab/Studio/Activity courses taught in an online modality shall be capped at 33.

9.14.2.3 Lab/Studio/Activity courses taught in a hybrid modality shall align with hybrid ratios of online versus face-to-face, as outlined in Articles 9.19.1.8.1 and 9.19.1.8.2. but not to exceed 40 students.

9.14.3 Other Lab: For definition of Other Lab, see Article 9.3.2.3 Courses caps for Other Lab courses will be determined by the size of the facilities utilized for the course.

9.14.4 Room Assignment: Room assignments are determined by the following: matching a room's physical size to the corresponding class cap, an identified video conferencing course, technology and equipment needs, availability of remaining space, and consideration of faculty requests. Faculty requests for specific rooms shall be made to the faculty member's immediate supervisor within 15 calendar days from the date when the class schedule has been posted to the college website.

The District may reduce the maximum class size (class cap) for a particular section of a course during a semester if there is insufficient classroom availability for that section of a course to reach its class cap (because the scheduled classroom is too small). Such a reduction in the class cap shall not change the class cap for subsequent semesters, as maximum class sizes are established in the article. The District shall make every effort to insure equitable room assignments, and temporary reductions in class caps due to room availability shall not be made in an arbitrary, capricious or punitive manner.

Faculty shall not add students beyond the pre-established physical seating in compliance with the Fire Code and ADA accommodations.

9.14.5 Class Caps Mandated by External Accrediting Agencies: If an external accrediting agency mandates a maximum class size for a particular course, the negotiated class cap shall be the same as that which is mandated by the external accrediting agency.

9.14.6 Concurrent

If the District assigns faculty to teach multiple classes concurrently, the following shall apply:

- A faculty member shall not be required to teach multiple classes concurrently unless they consent to do so.
- For full-time faculty, the class with the highest LHE shall be used for calculating work load.
- For part-time faculty or full-time faculty teaching overload, the class with the highest hourly rate of pay shall be used for determining compensation.
- The maximum class size for concurrent classes shall not exceed the class cap for the course with the highest LHE or hourly rate of pay.

Offering of any course with less than 10 students is always subject to the approval of the Vice President of Academic Affairs.

SABBATICAL LEAVES

10.1 Sabbatical Leave

10.1.1 Purpose - The District may grant Professional Development/Sabbatical Leaves that will benefit the professional growth of the regular or contract faculty members and contribute to the mission of the District and students of the District. It is the intent of the District to grant these Sabbatical Leaves if eligibility criteria are met. The purposes for which Professional Development/Sabbatical Leave may be granted are:

10.1.1.1 Category I: Scholarly or creative endeavors in the discipline being taught resulting in the improvement of teaching skills. The activity in this category shall expand the knowledge, competence, and instructional effectiveness of the applicant. The purpose is to provide the opportunity for growth and development regarding new information, insights, and ideas occurring in the applicant’s discipline or area of expertise.

10.1.1.2 Category II: Development of programs and curriculum. The activity in this category shall relate to the long-range needs of the District or a particular division or program. Eligible proposals may include, but are not limited to, curriculum development, program planning and implementation, academic and vocational programs, student evaluation, or other specific projects which have a direct, positive impact on the instructional and service programs of the District.

10.1.1.3 Category III: Sabbatical leaves may be invoked for retraining by mutual consent of the District and the Faculty Association. (This purpose shall receive highest priority when a program/ discipline downsizing/ reduction is planned.) The activity in this category constitutes the need for retraining of unit members in new areas of teaching or support services. The purpose of retraining reflects the changing needs of the institution and shifting student enrollment patterns.

A proposal should present activities which meet the goals of one (1) or more of the three (3) categories. These activities may include enrollment in specific credit courses, degree-granting programs, industrially based non-credit programs, government or industrial employment, independent research, study and travel, or other activities which can be justified as beneficial and contributory to professional growth of the applicant and the District.

10.1.2 Criteria:

10.1.2.1 The proposed sabbatical must significantly relate to the District mission, the bargaining unit member’s assignment, and should improve

professional competence, scholarly and/or creative growth of the faculty member.

10.1.2.2 Applications for sabbatical leave will be evaluated on professional growth related to the faculty member's discipline, intellectual renewal of the faculty member, improvement to instructional programs, appropriateness to community college education, educational value, and contribution to the District's educational programs.

10.1.3 Application Procedure

10.1.3.1 A proposed plan for the Professional Development/Sabbatical Leave shall be submitted on the Sabbatical Leave Request Form (Appendix H) to the Vice President of Academic Affairs and the appropriate Dean no later than November 15 of the academic year prior to intended sabbatical leave.

10.1.3.2 At least twenty (20) calendar days prior to the November 15 deadline, the applicant must meet with the appropriate Dean to discuss the proposal. The Dean or appropriate administrator must attach to the proposal his/her recommendations that state how the proposal meets, or fails to meet, the purpose, category or categories, and criteria listed in Articles 10.1.2.1 through 10.1.2.2.

10.1.4 Sabbatical Leave Review Committee

10.1.4.1 Composition

The Sabbatical Leave Review Committee shall consist of the following six (6) individuals: Academic Senate Vice President, Faculty Association Vice President, one (1) Academic Senate Member named by the Academic Senate, two (2) Administrators named by the Vice President of Academic Affairs, and the Vice President of Academic Affairs as a non-voting member. No applicant shall be a member of the committee. By November 1st, the Academic Senate will provide the Vice President of Academic Affairs one (1) member of the Academic Senate who will serve on the Sabbatical Leave Review Committee.

10.1.4.2 Committee Procedures

10.1.4.2.1 If applications for sabbatical leave are received, the Vice President of Academic Affairs, who will chair this Committee, will call the first meeting of the Sabbatical Leave Review Committee no later than December 1.

10.1.4.2.2 The District shall ensure that all applicants for sabbatical leave are eligible for sabbatical leave under the provisions of this article. All sabbatical applications shall be anonymous; the

names of applicants shall be removed before the applications are submitted to the Sabbatical Leave Review Committee.

The purposes of the first meeting shall be to review the Professional Development/Sabbatical Leave policy, and to review the applications as to form, content, and adherence to Purpose (Article 10.1.1.1) and Criteria (Article 10.1.1.2).

10.1.4.2.3 A second committee meeting called by the Vice President of Academic Affairs shall be held within two weeks of the first meeting. The purpose of the second meeting shall be to recommend applications to the Superintendent /President for sabbatical leave. The following process shall be used to determine the recommendations(s):

- (a) Each voting member of the Sabbatical Leave Review Committee shall anonymously complete the rubric (Appendix I) for each sabbatical application.
- (b) For each application, the Office of Academic Affairs shall compile and tabulate the scores and comments from all completed rubrics; written comments shall be typed to preserve anonymity.
- (c) The final scores and comments for each sabbatical application shall be provided to all members of the Sabbatical Leave Review Committee, including the Vice President of Academic Affairs.

10.1.4.2.4 Administrative Review

The Vice President of Academic Affairs shall submit his or her recommendations along with the Committee's recommendations to the Superintendent/President. The Superintendent/President shall review the recommendations and forward the applications to the Governing Board with such recommendations as believed to be in keeping with the educational and financial needs of the District.

If the recommendations of the Superintendent/President differ from those of the Sabbatical Leave Review Committee, the Superintendent/President shall meet with the Sabbatical Leave Review Committee prior to the January Board meeting to explain the reasons for the changes.

10.1.4.2.5 Approval by Governing Board

The Governing Board shall act on the recommendations at the

January Board meeting. Approval of the Professional Development/Sabbatical Leave applications shall be at the sole discretion of the Governing Board.

10.1.4.2.6 Notification

The Superintendent/President shall notify the applicant in writing as soon as the Governing Board has acted on the proposal. If the Governing Board rejects the applicant's request, the applicant shall be informed in writing and shall be informed of the reasons for rejection of the application.

10.1.4.2.7 The eligibility list shall be distributed by Human Resources to the faculty prior to May 15 each year and each Unit Member shall be included on the list with an eligibility status.

10.1.5 Eligibility

10.1.5.1 Preceding the granting of a first sabbatical leave, the applicant must have completed six (6) years of continuous faculty service in the District.

10.1.5.1.1 A year of service is defined as a contract for more than eighty percent (80%) of the academic year.

10.1.5.2 The continuous twelve (12) semester requirement contained in Article 10.1.5.1 may be waived by mutual consent of the District and the Association, where reduction/downsizing is imminent, and the need for immediate retraining exists.

10.1.5.3 Leave of absence for other purposes shall not be deemed a break in the continuity of service; however, such absence does not count toward the years of service requirement.

10.1.5.4 Service under a nationally recognized fellowship or foundation approved by the State Board of Education or a teacher exchange for a period of not more than one year for research, teaching, or lecturing, shall not be deemed a break in the continuity of service, and the period of absence shall be included in computing the years of service required.

10.1.5.5 Revisions of Approved Professional Development Leave

The approval of the Vice President of Academic Affairs is required for any revision of an approved Professional Development/Sabbatical Leave Plan.

10.1.5.6 Pursuant to California Education Code 87770, faculty granted a sabbatical leave must complete the Sabbatical Leave of Absence Agreement (Appendix J).

10.1.6 Compensation

- 10.1.6.1** The method of payment shall follow the regular payroll procedure with compensation based on the salary schedule in effect during the period of the leave. Compensation shall be calculated on the individual bargaining unit member's placement on the Academic Salary Schedule for the year the leave is taken (step and column) and doctoral stipend, if any. All other stipends and/or special salary considerations are specifically excluded.
- 10.1.6.2** If the bargaining unit member has been on less than a full-time contract for the previous academic year, the Professional Development/Sabbatical Leave salary shall be calculated on the basis of the applicant's contract for the majority of the six (6) years prior to sabbatical.
- 10.1.6.3** Bargaining unit members on Professional Development/Sabbatical Leave shall not be compensated for any instruction they may perform at the District during the term of their Professional Development/Sabbatical Leave.
- 10.1.6.4** Bargaining unit members on Professional Development/Sabbatical Leave shall be compensated according to the following percentages of the full year's salary that shall be paid to the applicant during the leave year:

Full Year: 80%
Half Year: 100%

Health and welfare benefits shall be provided during sabbatical leave in accordance with Article 17. The bargaining unit member will be responsible for their employee contribution, if any.

- 10.1.6.5** Bargaining unit members who do not receive a full year of service credit from CalSTRS while on an approved sabbatical leave may purchase permissive service credit to bring them up to a full-year of service credit. Members who choose to purchase the permissive service credit within twelve (12) months after the completion of their sabbatical will be reimbursed by the District for fifty percent (50%) of the cost of purchasing the permissive service credit.

10.1.7 Commitment Following Sabbatical

- 10.1.7.1** As a condition of the award of a sabbatical leave, the employee will agree to continued employment with the District for a period which is equal to twice the length of the leave.
- 10.1.7.2** An employee who terminates employment during this period following a paid sabbatical leave will reimburse the District any salary earned during

the professional development/sabbatical leave.

10.1.8 Withdrawal, Postponement, and 'Passing' Leaves

- 10.1.8.1** In the event that a Board-approved sabbatical leave is postponed for administrative reasons, or for any other reason beyond the practical control of the applicant, that unit member's leave will automatically be granted the next time sabbatical leaves are funded.
- 10.1.8.2** Unit Members who withdraw their leave application prior to or after Board approval will be required to submit a new application for consideration at a later date. No revisions to the plan will be allowed once it has been submitted.
- 10.1.8.3** After a sabbatical has been taken, the unit member shall not be eligible for another sabbatical until he or she has completed another six years of continuous service as described in Article 10.1.5.1

10.1.9 Reports

- 10.1.9.1** Upon completion of a Professional Development/Sabbatical Leave, a bargaining unit member shall submit a written report to the Vice President of Academic Affairs prior to the sixth week of the semester of the year of return from leave. The report shall include the original proposal with any approved changes and shall be signed by the unit member's Dean or appropriate administrator.
 - 10.1.9.1.1** If the purpose of the leave was academic study, official transcripts shall be included.
- 10.1.9.2** On recommendation of the Vice President of Academic Affairs, the Sabbatical Leave Review Committee shall meet, review, and evaluate Professional Development/Sabbatical Leave reports.
- 10.1.9.3** In the event that a report is found to be unsatisfactory, it will be returned for revisions. If the revision does not satisfy the Committee's objections, it may deny or defer eligibility for one future sabbatical leave.
- 10.1.9.4** Following approval of the final submission, the report will be forwarded to the Board of Trustees for review.
 - 10.1.9.4.1** Upon successful sabbatical leave completion and a supported Sabbatical Committee Leave review (if applicable), the bargaining unit member will present a review of their sabbatical activities to the Board of Trustees at the September Board meeting and a campus-wide forum detailing applicable

benefits to the district and its students.

10.1.10 Unpaid Sabbatical Leave

The Board of Trustees may provide unpaid sabbatical leaves for academic employees to encourage intellectual renewal to be attained by study, research, or other creative activity for the purpose of improving instruction. A complete sabbatical leave proposal must be submitted to the Vice President of Academic Affairs and reviewed by the Sabbatical Leave Committee prior to review by the Board of Trustees. Such a proposal may be done outside the regular sabbatical leave timeline.



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ARTICLE 11

SAFETY

- 11.1** The District shall use its best efforts to provide a safe work environment.
- 11.2** All District activities shall be conducted in accordance with established health, safety, fire, and applicable OSHA regulations.
- 11.3** Unit members shall not be required to work in unsafe conditions or to perform tasks that endanger the health, safety, or well-being of unit members or students.
- 11.4** The District will strive to maintain a safe working environment and promptly investigate complaints of harassment, bullying, threats, and violence against unit members.
- 11.5** Any on-the-job conditions, physical or social, perceived to be unsafe or unhealthful by a unit member shall be reported to the District following District procedures.
- 11.6** If, in the reasonable opinion of the unit member, an unsafe or unhealthy situation exists, the unit member shall be empowered to use his/her best judgment to mitigate the unsafe/unhealthful condition.
- 11.7** Unit members shall immediately report any accident which involves person or property following District procedures.
- 11.8** Safety equipment which is required by the District shall be provided at District expense.
- 11.9** Unit members shall follow safe operating procedures in operating or using equipment. Employees using equipment to perform work for the District shall not modify safety features which are a part of the equipment.
- 11.10** No unit member shall be discriminated against as a result of reporting an unsafe condition.
- 11.11** The District shall assign periodic safety training that is required by state or federal law and contract. Regular or categorical instructors shall be required to complete the assigned training without additional compensation.
 - 11.11.1** Any additional required safety training will be negotiated.
 - 11.11.2** If the safety training is recommended but not required, unit members may choose to complete the training. No additional compensation will be paid for recommended training.



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TRAVEL EXPENSES

12.1 Travel Within District

- 12.1.1** If a contract and/or regular faculty member has an assignment, on load, that requires travel to more than one site during the day, the District shall reimburse the faculty member for mileage from one campus or site to another incurred as a result of the assignment, unless the secondary assignment is on the way to the faculty member's residence.
- 12.1.2** Contract, regular and part-time faculty will not be reimbursed for mileage to and from their residence to the site of their first assignment of the day.
- 12.1.3** If a faculty member travels to more than one site during the day and their last assignment of the day is greater than the mileage from the faculty member's primary work site to his or her home, the faculty member shall receive mileage from the secondary assignment to their residence or primary campus, whichever is less.

12.2 Travel Outside the District

- 12.2.1** If a contract and/or regular faculty member is required to travel outside the district for a teaching assignment or to provide services, the District shall reimburse the faculty member for round-trip mileage from the faculty member's primary work site or residence whichever is less.
- 12.2.2** If a part-time faculty member is required to travel outside the district for a teaching assignment or to provide services, the District may, at their discretion, reimburse the faculty member for round-trip mileage from the faculty member's primary work site or home whichever is less.

12.3 Travel Related to Evaluation Site Visits

Regular or contract faculty members performing evaluations at a site other than their assigned primary work site shall receive mileage reimbursement.

12.4 Mileage Reimbursement Rate

The mileage reimbursement rate shall be adjusted during the life of the contract to equal the current rate allowed by IRS for tax purposes.

12.5 Mileage reimbursement not covered in Article 12 may be reimbursed at the discretion of the District.



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LEAVES

13.1 Reporting Absences

Absences will be reported by the full-time faculty/part-time faculty member each day to the appropriate administrator as soon as the need for the absence is known, but not less than one hour prior to the beginning of the first class session or usual reporting time, except in an emergency. District procedures identify the methods of notification. Prior to the absence, if possible, but no later than the first day upon returning to work, faculty shall complete and submit the Faculty Leave Form (Appendix L) to their immediate supervisor.

13.1.1 The faculty member will keep their administrator informed as to when they expect to return.

13.1.2 The District may require faculty members to provide a physician’s release to return to work for any absence due to illness of more than three (3) consecutive academic school days on which the faculty member has been assigned on-campus duties.

13.2 Calculation of Leave – Usage

Deductions will be made proportionate to assignments, in one-quarter-day increments, regardless of how many hours were actually involved. For example, if a full-time faculty member misses an entire day’s assignment, they will be charged one full day. If a full-time faculty member misses one half of an entire day’s assignment, the deduction will be one-half day. Full-Time leave balances shall be updated monthly. Part-Time leave balances shall be updated at the end of each semester and made available in the faculty portal.

13.3 Sick Leave: Each full-time faculty member of the District shall be granted twelve (12) days of accident, injury, or sick leave for each year of full-time employment by the District as outlined below.

13.3.1 Sick leave days will be prorated as necessary based on days worked and awarded as follows:

13.3.1.1 175-Day Contract – 12 Days

13.3.1.2 195-Day Contract – 12 Days

13.3.1.3 215-Day Contract – 13 Days

13.3.1.4 244-Day Contract – 14 Days

All unused excess sick leave balances will be reported to CalSTRS for service credit upon retiring from the District.

13.3.2 Unused sick leave balances will be carried forward.

13.3.3 Any full-time faculty member who has been an employee of a California school district for a period of one school year or more and accepts a full-time faculty position with the Siskiyou Joint Community College District at any time within

the succeeding school year in which the previous employment is terminated shall be credited with unused accumulated sick leave acquired at their previous district of employment, unless the service in the former district was terminated for cause. The amount of accumulated sick leave must be verified by the previous district within one year of initial employment.

13.3.4 Leave for Part-Time Faculty

Part-time faculty members of the District shall be granted sick leave accrual for full semester classes based on the number of hours the class meets per week (i.e., instructor part-time faculty member teaching a 3-hour per week class would earn 3 hours of sick leave for that class). Part-time instructors who teach less than a full semester class will earn their sick leave in a proportionate basis.

13.4 Personal Necessity Leave

13.4.1 Full-Time faculty members may use up to six (6) days of sick leave as personal necessity.

13.4.2 Part-Time faculty members may use up to a maximum of six (6) hours of sick leave as personal necessity leave per semester.

13.4.3 Any leave used for personal necessity is charged to a faculty member's available sick leave.

13.4.4 Personal necessity leave may be used as follows:

13.4.4.1 Death or serious illness of immediate family member as defined in Article 13.7.1. This may also be used to extend bereavement leave up to amount of allowable personal leave.

13.4.4.2 Accident, involving person or property of a member of immediate family as defined in Article 13.7.1.

13.4.4.3 Court appearance as party or non-subpoenaed witness.

13.4.4.4 No-Tell Leave: A faculty member may maintain confidentiality by declining to state the details of personal or business leave. Advance notice is required, except in an emergency situation.

13.4.4.4.1 Full-Time faculty may use four (4) of their six (6) personal necessity days as no-tell leave.

13.4.4.4.2 Part-Time faculty may use three (3) hours of their six (6) hours of personal necessity as no-tell leave.

13.5 Extended Leave

When a full-time faculty member is absent for more than their annual sick leave entitlement because of illness or accident, the faculty member will be eligible for extended leave as follows:

13.5.1 Following the use of the full-time faculty member's annual sick leave entitlement, the following leaves will run consecutively:

13.5.1.1 Accumulated paid leave (sick leave and vacation, if eligible) entitlement carried over from the previous school year. The faculty member shall receive full salary compensation for these days of absence.

13.5.1.2 Extended leave granted by Education Code for a period of five months. Once paid leave is exhausted, the faculty member absent from duty shall be compensated at a rate which is the difference between what the employee would have received during the period of absence and that which would have been paid to a substitute in accordance with the District salary schedule for part-time faculty members and other temporary academic employees. This leave is renewable each fiscal year.

13.5.1.3 Additional leave granted by the District for a period of 175 contract work days. Once paid leave described in Article 13.5.1 is exhausted, the faculty member absent from duty shall be compensated at a rate which is the difference between what the employee would have received during the period of absence and that which would have been paid to a substitute in accordance with the District salary schedule for part-time faculty members and other temporary academic employees. This leave can only be applied once per illness.

13.6 Catastrophic Leave

Catastrophic leave is a paid leave of absence due to a catastrophic illness or injury of the employee or the employee's spouse, parent, or child.

- 13.6.1** Catastrophic illness or injury is defined as a life-threatening, verifiable, long-term illness or injury such as, but not limited to, cancer or heart attack, which clearly disables an individual.
- 13.6.2** Full-time faculty who have successfully completed one (1) year in paid status and have exhausted all accrued sick leave, vacation leave, and compensatory time shall be eligible for Catastrophic Leave.
- 13.6.3** Requests for catastrophic leave must be made by or on behalf of the employee in writing to the Human Resources Office. Human Resources will approve or deny the request within 14 working days.
- 13.6.4** Requests for catastrophic donations shall be made by the Director of Human Resources through a district-wide notice.
- 13.6.5** Full-time faculty may donate accrued vacation, compensatory leave, or sick leave in increments of whole hours, to a specific eligible employee. Donations of leave are irrevocable and will remain confidential.
- 13.6.6** Full-time faculty must have a vacation leave balance of at least 1 week's accumulated vacation leave, prorated for less than full-time employees, after donating vacation leave. Full-time faculty must have a sick leave balance of at least 1 year's accumulated sick leave, prorated for less than full-time employees, after donating sick leave.

- 13.6.7** Catastrophic Leave may initially be approved up to a maximum of one hundred seventy-five (175) donated hours, or equal to one month of a full-time faculty member's current assignment, whichever is less. If the catastrophic illness or injury continues, an additional one hundred seventy-five hours, or equal to one month of the full-time faculty member's current assignment, whichever is less, may be approved.
- 13.6.8** Full-time faculty leave balances for the donation and use of Catastrophic Leave will be adjusted. All time donated shall be credited on an hour-for-hour basis regardless of pay differentials between donating employee and recipient.
- 13.6.9** Catastrophic Leave shall not be used in conjunction with Worker's Compensation Leave.
- 13.6.10** While a full-time faculty member is on Catastrophic Leave using donated hours, the full-time faculty member shall not accrue any vacation or sick leave.
- 13.6.11** In the event that any donated catastrophic leave time remains unused, that time shall be placed into a Catastrophic Leave bank which shall be made available to other qualified employees pursuant to the terms of this Article.

13.7 Bereavement Leave

A full-time faculty member shall be granted necessary leave of absence not to exceed three (3) days, or five (5) days if travel is in excess of a three hundred (300) mile radius from the unit member's primary worksite, on account of the death of any member of their immediate family. No deduction shall be made from the salary of such bargaining unit member nor shall such leave be deducted from leave granted by other Education Code, Articles of the Agreement, or provided by the Governing Board of the District.

- 13.7.1** For purposes of this Article, "immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee, the spouse, or the domestic partner of the employee, and the spouse or domestic partner, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, child, step-parents, step-children, step-brother, step-sister, brother-in-law, sister-in-law, of the employee or of the spouse or the domestic partner of the employee, or any person living in the immediate household of the employee, spouse or domestic partner.

13.7.2 Part-Time Faculty

A part-time faculty member shall be granted necessary leave of absence not to exceed three consecutive class meeting days on the account of death of any member of his/her immediate family as described in Article 13.7.

13.8 Jury Duty

Full- or part-time faculty members called for jury duty or to serve as a witness when subpoenaed shall receive their regular salary during the required period of absence

from duty, less such remuneration (excluding mileage) as they shall receive for their service.

13.9 Family and Medical Leave/Family leave will be provided to faculty members who have one year of continuous full-time service during the previous twelve months, in accordance with established law. The District shall provide family leave in a manner prescribed by state and federal law.

13.10 Military Leave faculty members who enter the military service of the United States in California are entitled to unpaid military leave.

13.10.1 Continuity: Such absence does not affect classification and does not constitute a break in service. However, this absence does not count as part of the probationary period required as a condition precedent to classification as a permanent employee.

13.11 A faculty member may request a paid or unpaid leave that may be approved at the discretion of the Governing Board for reasons not specified under other leave provisions of this Agreement. Leave up to one (1) year may be approved in separate six (6) month periods or in other appropriate periods, rather than for a continuous one (1) year period. An unpaid leave shall have no compensation except employee health and welfare benefits. In order for the employee benefit package to remain in effect during an approved leave, the employee shall continue to pay any required employee benefit contribution.

13.12 All unit members working in a 244—day contract shall earn paid vacation time in accordance with this article and at the rate of 14.66 hours per month.

13.12.1 No full-time unit member shall accrue more than 30 days or 240 hours of vacation. Accrual limits for less than full-time unit members shall be at the same ratio as their work schedule bears to the accrual limit. Vacation accrual will cease once limit is reached.

13.12.2 Unit members and their immediate supervisors will receive notification from Human Resources when accumulation limits are reached.

13.12.3 Vacation requests by a unit member shall be submitted in advance to the employee's immediate supervisor for approval. While the District will make reasonable efforts to approve vacation requests that are convenient for the employee, it reserves the right to disapprove requests based on the District's operational needs. The District will make every effort to approve vacation requests submitted at least three (3) weeks in advance.

13.12.4 Each employee is encouraged by the district to use earned vacation on an annual basis.

13.12.5 Any paid holiday to which a unit member is entitled shall not be charged as a day of vacation.

13.12.6 Vacation leave may be used to extend sick leave when necessary.

13.12.7 When a bargaining unit member is terminated, resigns, or retreats to a contract that is less than 244 days for any reason, the bargaining unit member shall be entitled to all vacation pay earned and accumulated up to and including the effective date of their separation or return to 244 days from the District. Any days not used shall be calculated at the faculty member's current hourly rate using the salary schedule and shall be included in the final paycheck, if terminating employment, or in the next paycheck after return to less than a 244-days contract.

13.13 Industrial Accident or Illness leave

Faculty members will be entitled to industrial accident leave according to the provision in Education Code Section 87787 for personal injury which has qualified for Worker's Compensation under the provisions of the State Compensation Insurance Fund. A faculty member sustaining an industrial accident or illness who is unable to return to work shall be eligible to receive their regular paycheck under the Industrial Accident or Illness Leave for up to 60 working days. The following regulations shall apply:

13.13.1 Allowable leave shall be for 60 days during which the District is in session or when the faculty member would otherwise have been performing work for District in any one fiscal year for the same industrial accident.

13.13.2 Allowable leave shall not be accumulated from year to year.

13.13.3 Industrial accident or illness leave shall commence on the first day of absence.

13.13.4 Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

13.13.5 When an industrial accident or illness leave overlaps into the next fiscal year, the faculty member shall be entitled to only the amount of unused leave due for the same illness or injury.

13.13.6 Upon termination of the industrial accident or injury leave, the faculty member shall be entitled to the benefits provided in Education Code Sections 87780, 87781, and 87786, and for the purpose of each of these sections, their absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the faculty member continues to receive temporary disability indemnity, they may elect to take as much accumulated sick leave which, when added to the temporary disability indemnity, will result in a payment of not more than their full salary.

13.13.7 During any paid leave of absence, the faculty member shall endorse to the District the temporary disability indemnity checks received on account of the industrial accident or illness. The District, in turn, shall issue the faculty member appropriate salary warrants for payment of the faculty member's salary and shall deduct normal retirement and other authorized contributions.

13.13.8 Any faculty member receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Board of Trustees or designee authorizes travel outside the state.

13.14 Abuses

Misuse of any leave shall be considered a serious infraction of Board rules subject of the Board's power to discipline employees up to and including discharge (Ed Code Sections 87764, 87780-82).

13.15 All rights guaranteed bargaining unit members regarding nondiscrimination under all codes and laws, whether local, state, or federal, shall be guaranteed under this Agreement.

ARTICLE 14

NON-DISCRIMINATION

- 14.1** All rights guaranteed bargaining unit members regarding nondiscrimination under all codes and laws, whether local, state, or federal, shall be guaranteed under this Agreement.



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SAVINGS

- 15.1** If any provision of this Agreement, or any application of this Agreement to any unit member or group of unit members, is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall be deemed valid except to the extent prohibited by law, but all other provisions or applications shall continue in full force and effect.
- 15.2** The parties may, upon mutual agreement, re-negotiate the provision found contrary to law.



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ARTICLE 16

NEGOTIATIONS PROCEDURE

- 16.1** The District and the Association shall exchange sunshine articles at the same time before the June Board of Trustees meeting the year prior to contract expiration.
- 16.2** Public comment will be at the July or August Board of Trustees meeting.
- 16.3** The bargaining process shall not begin until the sunshine process is completed.
- 16.4** The District and the Association shall begin negotiations in sufficient time to close the contract prior to its expiration, but no later than the end of September of the year prior to contract expiration.



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HEALTH AND WELFARE BENEFITS

17.1 General

All insurance programs (medical/dental/vision) are subject to carrier requirements for eligibility enrollment and processing of claims. It is agreed that any insurance provided is subject to the following:

17.1.1 Regular, contract, categorical, and full-time temporary employees employed for 60 percent or more of a full-time load shall receive District-assisted health and welfare benefits as follows: medical, dental and vision coverage for the employee and qualified dependents. For employees who are currently enrolled in the District health plans, coverage will continue even though their assignment may be reduced to less than 60 percent of a full workload.

17.1.1.2 Regular, contract, categorical, and full-time temporary employees who are initially employed at less than 60 percent are excluded from coverage.

17.1.1.3 In keeping with ACA, part-time temporary teaching assignments which cause an employee's work assignment to exceed 130 hours per month during the measurement period will be offered the District's current carrier's Bronze Plan. The District shall contribute half the cost of the ACA Bronze Plan for any part-time faculty teaching more than 130 hours per month (currently addressed in Article 17.2.3 of the CBA).

17.1.2 Insurance coverage is effective the first day of the month following employment.

17.1.3 The District will offer unit members an IRS 125 plan as a vehicle for facilitating a pre-tax deduction of the employee's contribution.

17.1.4 The District shall not change the carrier for medical, dental, and vision insurance without negotiating the level of benefits and cost with Faculty Association.

17.2 District Contribution and Employee Premium

17.2.1 Plan Years 2022-2023, 2023-2024, and 2024-2025: After the ratification date of the collective bargaining agreement:

17.2.1.2 Medical, dental and vision insurance plans available to faculty and their qualified dependents and the cost of each plan for faculty post-contract ratification are specified in Appendix M for plan year 2022-2023.

17.2.2 Plan Year 2022-2023, 2023-2024, and 2024-2025: The District's maximum dollar amount (contribution) to medical, dental and vision shall be as follows:

- employee only: \$9,391 per year
- employee plus spouse: \$15,200 per year
- employee plus child(ren): \$13,914 per year
- employee plus family: \$22,220 per year

17.2.2.2 Medical, dental and vision insurance plans available to faculty and their qualified dependents and the cost of each plan for faculty shall be provided to faculty at least 30 days prior to the 2022-2023, 2023-2024, and 2024-2025 open enrollment period.

17.2.3 Any part-time faculty teaching more than 130 hours per month and offered the current carrier's Bronze Plan as detailed in 17.1.1.2. The District shall contribute half the cost of the ACA Bronze Plan for any part-time faculty teaching more than 130 hours per month.

17.3 Continuation of Benefits

17.3.1 Bargaining unit employees on paid leave shall continue to receive insurance coverage as specified by Federal and State Law and the Collective Bargaining Agreement.

17.3.2 Employees in the Bargaining Unit who are assigned a work year of less than twelve (12) months shall receive insurance coverage as specified in Article 17.1 and 17.2 above during the nonworking periods of each year.

17.3.3 Bargaining unit employees on unpaid leave extending beyond thirty (30) calendar days shall receive insurance coverage as specified.

17.3.4 Fringe benefits shall terminate upon resignation or termination of employment of any Bargaining Unit employee. Termination date is the last day of the month in which the resignation was effective.

17.3.4.1 For any faculty member whose employment terminated after May 30 of any given year, their medical, dental and vision benefits shall terminate on July 31st of the given year. If the faculty member's employment terminated before May 30, their medical, dental and vision coverage shall terminate after the employee's prorated contribution has been exhausted.

17.4 Medical Benefits – Retired Employees

For employees hired before July 1, 1992, the district will provide at District expense medical coverage as provided herein for any retiree who meets the following conditions:

- 17.4.1** Retirees with 20 or more years of service to the District shall receive paid medical insurance from the date of retirement for the remainder of their lives.
- 17.4.2** Retirees with at least 10 years of service and less than 20 years of service to the District shall receive paid medical insurance from the date of retirement until the retiree reaches age 65.
- 17.4.3** In order to receive health and welfare benefits, retirees who were unit members eligible for and participating in District paid medical insurance shall, within 90 days of their 65th birthday, enroll in Medicare Part A and B and pay any associated Medicare premiums. Documentation of said enrollment shall be provided to the District.

17.5 Insurance Committee

The Insurance Committee shall continue to study health and welfare benefits cost containment and recommend ways to ensure that the needs of both employees and the District are well served. The Committee membership shall include the two representatives from each bargaining unit and two representatives from the unrepresented employees. The Superintendent/President or designee will designate two District representatives.



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COMPENSATION

18.1 Full-Time Salaries

18.1.1 2022-2023: Effective the first full pay period following August 1, 2022, 4% increase to full-time faculty salary schedules (Appendix N), provided that both parties ratify by August 17, 2022. If either party does not ratify, then the parties will return to bargaining.

18.1.2 2023-2024: Effective July 1, 2023, full-time faculty salary schedules (Appendix P) increase by 2.25%.

18.1.3 2024-2025: Effective July 1, 2024, full-time faculty salary schedules (Appendix R) increase by 2.25%.

18.2 Part-Time Salaries

18.2.1 2022-2023: Effective the first full pay period following August 1, 2022, 4% increase to part-time faculty salary schedules (Appendix O), provided that both parties ratify by August 17, 2022. If either party does not ratify, then the parties will return to bargaining.

18.2.2 2023-2024: Effective July 1, 2023, part-time faculty salary schedules (Appendix Q) increase by 2.25%.

18.2.3 2024-2025: Effective July 1, 2024, part-time faculty salary schedules (Appendix S) increase by 2.25%.

18.3 Part-time faculty who are not contract or regular faculty, and who teach at least 40 percent but less than 60 percent, may apply for one office hour per week during each semester they teach during the academic year. Compensation shall be based on the hourly non-lecture rate of each faculty member’s placement on the salary schedule.

If the eligible part-time faculty member elects to participate in the office hour program, office hours shall be scheduled so that students may reasonably avail themselves of the scheduled office hour.

The office hour will not count in LHE calculation.

18.4 Parity Pay

For the purposes of defining parity between full-time and part-time faculty, “standard assignments” will be used. These standard assignments are not intended to alter full-time faculty obligations as currently defined.

The standard teaching assignment for full-time teaching faculty members is based on forty (40) hours per week with thirty (30) hours given to instructional load, preparation and grading (75%), five office hours (12.5%), and five (5) hours of other professional obligations (12.5%). Therefore, part-time faculty compensation parity will be 75% of the full-time faculty schedule for instructional hours based on the part-time faculty member's placement on the salary schedule.

When the State of California allocates funding for Part-Time Faculty Parity, the District shall pay each part-time faculty member's portion in one lump sum.

18.5 Payroll

18.5.1 Payroll Adjustments 18.2.1 Underpayment: Any payroll error resulting in insufficient payment for an employee in the bargaining unit shall be corrected, and a supplemental check issued as soon as possible after it has been determined that a payroll error has been made.

18.5.2 Overpayment: Any payroll error resulting in an overpayment for an employee in the bargaining unit shall be corrected, and repayment arrangements using the Faculty Repayment of Overpayment Authorization Form in Appendix T.

ARTICLE 19

USE OF COPYRIGHT MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

Use of Copyright Materials: Employees who violate copyright laws shall be subject to progressive discipline and relevant provisions of the Education Code. At a minimum, faculty in violation of copyright laws shall be warned verbally for the first offense, warned in writing for the second offense, and, for subsequent offenses, be subjected to the provisions of Education Code 87732 if the District incurs actual damages. In all instances of alleged Copyright violation, the provisions of Government Code Section 825 shall apply where pertinent and subject to coverage analyses.

19.1 For the purposes of this article, the following definitions apply to the following words or phrases:

- 19.1.1** “Administrative Activity” means the execution of the District’s management or administrative functions, such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogues, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.
- 19.1.2** “Author” or “Creator” means a bargaining unit member who, alone or as part of a group of other creators, invents, authors, discovers, or otherwise creates intellectual property.
- 19.1.3** “District Resources” mean all tangible resources, including buildings, equipment, facilities, computers, software, personnel, and funding.
- 19.1.4** “Course Materials” means materials prepared for use in teaching, fixed or unfixed, in any form, including but not limited to digital, print, audio, visual, or any combination thereof. Course materials include but are not limited to lectures, lecture notes and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.
- 19.1.5** “Course Syllabus” means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.
- 19.1.6** “Digital Encoded Work” means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.
- 19.1.7** “Employee” means a bargaining unit member employed by the District (full-time or part-time faculty) who develops intellectual property.
- 19.1.8** “Intellectual Property” means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know-how,

inventions, and other creations the ownership of which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

19.1.9 “Substantial Use of District Resources” means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project or program. The use of District resources must be important and instrumental to the creation of the intellectual property.

The following do not constitute substantial use of the District’s resources: (1) incidental use of District resources, and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District’s resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator’s teaching activity.

19.1.10 “Work” means an “original work of authorship fixed in a tangible medium” as used in the Copyright Act.

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

19.2 Employee Intellectual Property Rights

A District employee who is the creator of an academic work in their field of expertise owns the copyright in that work. Academic works include textbooks, lecture notes and other course materials, literary works, artistic works, musical works, architectural works, and software produced without substantial use of the District’s resources. Academic works described in this paragraph are owned by the employee even though such works may have been developed within the employee’s scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, that is developed on an individual's own time and without the District’s support or use of District facilities, is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

19.3 District Intellectual Property Rights

19.3.1 The District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following circumstances:

- a) If intellectual property is created through the District’s administrative activities by an employee working within his or her scope of employment;
or

- b) If intellectual property is created by an employee executing a duty or specific assignment designated by the District, excluding course materials; or
- c) If intellectual property is created through the substantial use of District resources; or
- d) If intellectual property is commissioned by the District pursuant to a negotiated agreement between the Association and the District and signed by the faculty member after agreement has been reached between the District and the Association; or
- e) If intellectual property is produced within one of the nine categories of works considered “works for hire” under copyright law pursuant to a written negotiated agreement between the District and Association and signed by the faculty member after written agreement has been reached; or
- f) If intellectual property is produced from research specifically supported by state or federal funds or third-party sponsorship awarded to the District.

19.3.2 Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the Association may enter into a written agreement signed by the creator whereby the creator executes documents assigning intellectual property rights to the District.

19.3.3 The Superintendent/President may waive the District’s interests in its intellectual property by executing a written waiver.

19.4 Modification of Ownership Rights

The general provisions for ownership of intellectual property rights set forth in Articles 19.3 and 19.4 may be modified as follows:

19.4.1 Sabbatical Works

Generally, intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use of District resources), the District and the Association shall enter into a written agreement to define the District and employee’s intellectual property rights in the sabbatical work. The written agreement shall be signed by the faculty member after agreement has been reached between the District and the Association.

19.4.2 Assignment of Rights

When the conditions outlined in the sections on employee intellectual property rights are met, ownership will reside with the employee responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without

involving the District. If such a decision is made, the creator is entitled to all revenues received.

19.4.3 Sponsorship Agreements

A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.

19.4.4 Collaboration/Partnership Agreements

The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.

19.4.5 Special Commissions

Faculty may agree to produce intellectual property commissioned by the District. Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member and identified by the District as a specially commissioned work at the time the work was commissioned shall belong to the District. The District and the Association shall enter into a written agreement signed by the faculty member after agreement has been reached between the District and the Association for creation of the specially commissioned work and compensation for that work.

19.4.6 Use of Substantial District Resources

In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a collaboration/partnership agreement or special commission), the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.

19.4.7 Encoded Works/Software for Administrative Activities

The District may hire an individual or entity to develop software or other encoded works to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in such encoded works.

Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program on his own initiative that will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.

19.4.8 Jointly Created Works

Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law and any negotiated agreement.

19.4.9 Materials Implicating Third Party Rights

District employees must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees with questions or concerns regarding third party rights should direct all inquiries to the Vice President of Academic Affairs.

19.4.10 Commercialization of Intellectual Property

19.4.10.1 Right of Commercialization. The District may commercialize its intellectual property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

19.4.10.2 Distribution of Proceeds Any agreements regarding joint ownership, jointly created works, or collaboration of partnership agreements etc., will address share in royalties, licenses, and any other payments from commercialization of the work.



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FACULTY SERVICE AREA AND COMPETENCY STANDARDS

20.1 Faculty Service Area

The faculty service area shall be community college teaching. That is, there is one faculty service area.

20.2 Competencies

Full-time faculty are competent in a discipline if they meet any of the following criteria:

20.2.1 The minimum qualifications as set forth by the Board of Governors for a discipline.

20.2.2 Possession of a Community College teaching credential in the discipline.

20.2.3 Equivalence in the discipline as determined by the COS Equivalency Committee. The application for equivalency must be received by Human Resources no later than February 15.

20.3 The District shall maintain a prioritized by seniority and discipline, competency list that will be published annually on or before October 1st. For those whose hire date and discipline/competence is the same, seniority shall be determined by a lottery.



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REASSIGNMENT POLICIES AND ADDITIONAL COMPENSATION

21.1 The District has the right to assign faculty to work that is reasonably related to traditional faculty duties (teaching, counseling, library services, and coaching). The LHE or hourly compensation for this other work, also referred to as “load,” “reassigned time,” or “release time,” is delineated in this article. If the District assigns a faculty member to other duties not delineated in this article, to the greatest extent possible the District shall provide the Association with its initial proposals for the job duties and LHE or stipends for these duties by the following deadlines:

- March 1 for any work to be performed during the summer.
- April 15 for any work to be performed during the subsequent fall semester.
- October 1 for any work to be performed during the winter intersession.
- November 1 for any work to be performed during the spring semester.

Regardless of when an initial proposal is received by the Association, in accordance with California law, all stipends or LHE and the corresponding faculty duties shall be negotiated between the District and the Association prior to the performance of any work. Absent a negotiated agreement, the current agreement, no matter the date parameters, will be used to pay the unit member.

All full-time unit members maintain the right to refuse an additional assignment and its corresponding compensation if it is over and above their full-time load.

21.2 Ongoing Reassignments

All assignments must be performed by one person, unless specified otherwise in this negotiated agreement.

21.2.1 ECE Coordinator: 20% of the maximum load obligation (LHE) for the contract year

21.2.1.1 Provide guidance in Early Childhood Education to prepare students for 1) Transfer, 2) fulfillment of the Child Development Training Consortium Permit Matrix requirements for state licensing, and 3) fulfillment of COS Certificate and Associate Degree requirements on the Weed and Yreka campuses and in satellite sites as necessary with variable schedules.

21.2.1.2 Provide leadership and coordinate the ECE program with ROP programs, local high schools, California Chancellor’s Office, local childcare agencies, and ECE Advisory Committee.

21.2.1.3 Integrate ECE program with Discovery Child Development Center.

21.2.1.4 Recruit students and promote the ECE programs.

21.2.1.5 Advise students in career planning.

21.2.1.6 Coordinate with Occupational Education/VTEA Director regarding Core Indicators and SCANS competencies.

21.2.1.7 Attend and participate in staff, Chancellor's Office and CDTC meetings, and contribute through appropriate committee assignments.

21.2.2 Fire Technology Coordinator: 24 LHE per contract year

Duties may be performed by two full-time members, with LHE proportionally divided in accordance with duties performed. Under the direct supervision of an Educational Administrator, the Fire Technology Coordinator shall provide administrative services and advice by assisting in instructional planning to ensure that Fire courses provided by the District meet any applicable state-mandated instructional requirements and assure compliance with the District policies, procedures and applicable laws. Such assistance shall include sharing his/her expertise and experience related to course material included in the Fire Technology degree program and in Academy and State Fire Marshall course planning. The Coordinator shall meet minimum qualifications for instructor's employment with the District and qualifications consistent with those required for teaching Fire Technology (Fire) courses.

21.2.2.1 The Coordinator shall provide special services and advice in Fire curriculum and instructional planning.

- a. Notify District of any curriculum updates made necessary by changes to state-mandated instructional requirements and prepare a listing of resources necessary for any new or revised program/course.
- b. Recommend Fire course schedules, approvals, and evaluations in accordance with timelines set by the Educational Administrator and on an on-going basis, notify the Educational Administrator of any recommended or required instructional cycle, approvals, or schedule changes.
- c. Conduct the District's Career Technical Education Fire Technology Advisory Committee meetings, and meet upon the request of the Educational Administrator to assess compliance with CTE standards.
- d. In an emergency situation and during the regular semester, serve as course instructor and/or day-to-day substitute for Fire instructors when District is unable to otherwise secure a substitute instructor.

21.2.2.2 The Coordinator shall provide advice and planning regarding the training resources necessary for Fire Technology program offerings. The Coordinator shall:

- a. Prepare a report for the Educational Administrator which assesses whether the Fire program maximizes resources available for its operations, effectively manages available resources, and proposes budgetary revisions for the Fire program and/or contract education programs for Cal Fire.
- b. Prepare and submit to the Educational Administrator a proposal for new funding sources for the Fire program (e.g., grants, gifts, fundraising proposals)
- c. Prepare and submit a strategic facility plan for Fire courses as needed.
- d. Contact agencies proximate to District which employ firefighters and which might benefit from Fire instruction and submit a report regarding such potential needs.

21.2.2.3 The Coordinator shall participate in the selection of personnel assigned to teach Fire courses and ensure that all instructors of certified courses meet any applicable requirements and standards for instructors.

21.2.2.4 The Coordinator shall provide expert advice in the control and discipline of the training environment. The Coordinator shall:

- a. On an on-going basis, or more often if indicated, visit the training environment for each Fire course and ensure that facilities and equipment meet any applicable standards for discipline and safety.
- b. On an on-going basis, report immediately to the Educational Administrator any departure from any certifying standards observed by or made known to Coordinator.
- c. On a weekly basis while Fire Courses are occurring, or as otherwise agreed to between the Coordinator and the Educational Administrator, provide updates on any program developments.

21.2.3 Technical Director/Supervisor (Theater) – 20% of the maximum load obligation (LHE) for the contract year.

- 21.2.3.1** Collaborate with other theatre and musical ensemble directors
- 21.2.3.2** Manage and coordinate all technical elements of main stage theatrical productions, studio productions and musical concerts.
- 21.2.3.3** Oversee set construction, rigging, scheduling crews, running crews, and set up/tear down for musical ensemble performances.
- 21.2.3.4** Review and update policies for safety, planning, and training.
- 21.2.3.5** Oversee equipment inventory and provide long-term planning for equipment purchases.

21.2.4 Assistant Director Nursing Duties, LVN to RN Step-Up Program – 15 LHE each contract year

This position may be filled by up to two individuals, with the duties and LHE compensation divided among the two individuals not to exceed the total.

- 21.2.4.1** Under the direction and guidance of the Director, the Assistant Director will function in the absence of the Director for all duties, except supervision of staff.
- 21.2.4.2** Assist the Director of Nursing in updating of policies and procedures, BRN required forms and Self-Study Reports.
- 21.2.4.3** The Assistant Director will liaise with the students and faculty in their assigned facility. The Assistant Director is the liaison for healthcare facilities for the students and faculty to ensure clinical placement is appropriate.
- 21.2.4.4** Intercede if there are issues or concerns identified by the faculty, student or clinical agency.
- 21.2.4.5** Ensure that students and faculty are appropriately oriented to the facility.
- 21.2.4.6** Ensure faculty instructors are aware of nursing program policies, procedures and activities.
- 21.2.4.7** Assist in evaluation of the students and facility.
- 21.2.4.8** Communicate issues and concerns with the Director of Nursing.
- 21.2.4.9** Assist the Director of Nursing in conducting weekly faculty meetings.

21.2.4.10 Attend Advisory Committee meetings and other program meetings as required.

21.2.4.11 Assure that end of semester evaluations are completed by students for each class and clinical facility for feedback, in keeping with negotiated evaluation processes.

21.2.4.12 Participate with the Director of Nursing at meetings pertaining to Associate Degree Nursing.

21.2.4.13 Participate in the evaluation of transfer and challenge applicants.

21.2.5 Assistant Director, Vocational Nursing Program – 7.5 LHE for two regular semesters (for program start up), thereafter 3.75 LHE each regular semester per active LVN cohort.

This position may be fulfilled by up to two individuals, with the duties and LHE compensation divided among the two individuals not to exceed the total.

21.2.5.1 Assist the Director of Nursing in carrying out selected administrative duties with the exception of supervising staff.

21.2.5.2 Assist the Director of Nursing in preparing materials that must be submitted to vocational Nursing accrediting bodies.

21.2.5.3 Assist the Director of Nursing as needed in arranging facilities needed for the graduation ceremony, including scheduling the theatre, seeking volunteers to assist with graduation announcements and programs, and inviting appropriate college and hospital representatives.

21.2.5.4 Work with the class officers to organize and guide periodic student meetings throughout the semester to provide a formal opportunity for student input and a time to give information to students about graduation, topics discussed at faculty meetings, etc.

21.2.5.5 Encourage the class to elect a student representative to act as a liaison at faculty meetings.

21.2.5.6 Participate in the orientation of new faculty.

21.2.5.7 Coordinate clinical rotations each semester by contacting appropriate hospital/agency personnel; educate personnel regarding student expectations, and schedule appropriate orientation/training for each facility.

21.2.5.8 Communicate with other instructors regarding need for “early intervention” or other remediation for students at risk.

21.2.5.9 Assure that end of semester evaluations are completed by students for each class and clinical facility for feedback in accordance with negotiated processes.

21.2.5.10 Participate with Director of Nursing at meetings pertaining to Vocational Nursing.

21.2.5.11 Participate in the evaluation of transfer and challenge applicants.

21.2.6 Orientation of New Faculty

21.2.6.1 New full-time faculty will participate in an orientation and the mentoring process. New full-time faculty shall receive 1 LHE per regular semester during their first two semesters of employment.

- Complete 1st semester and 2nd semester New Faculty Orientation course in Canvas or other platform.
- Engage regularly with faculty mentor throughout first year to discuss topics in orientation course and to ask questions about processes, contacts, best practices, etc.

21.2.6.2 New Faculty Mentor: 0.5 LHE per regular semester for two semesters

- The Academic Senate shall appoint Faculty Mentors not to exceed one mentee per regular semester.
- Complete New Faculty Mentor Training.
- Engage regularly with faculty mentee throughout first year to discuss topics in the New faculty Orientation course (in Canvas or other platform) and to answer questions about processes, contacts, best practices, etc.

21.2.6.3 New part-time faculty or returning part-time faculty who have had a break in service of three (3) years or more will participate in an orientation and mentoring process. New part-time faculty will receive compensation in the amount of stipend rate in Article 21.12.3 for a minimum of one hour and not to exceed three hours.

21.2.7 Phi Theta Kappa/Honors Advisor: 1.5 LHE per regular semester

21.2.7.1 Hold election for Phi Theta Kappa (PTK) student chapter officers once per academic year.

- 21.2.7.2** Attend regular meetings with PTK chapter officers (at least twice per month).
- 21.2.7.3** Communicate as needed with PTK International Headquarters.
- 21.2.7.4** Communicate as needed with PTK regional leadership (CA/NV).
- 21.2.7.5** Obtain a list of all PTK and Honors-eligible students from Admissions and Records at least once per regular academic semester.
- 21.2.7.6** Notify all PTK and Honors-eligible students of their eligibility at least once per regular academic semester.
- 21.2.7.7** Hold at least one “open enrollment” periods for PTK and Honors-eligible students.
- 21.2.7.8** Process PTK membership payments.
- 21.2.7.9** Hold at least one formal PTK and Honors Induction Ceremonies per academic year.
- 21.2.7.10** Coordinate at least one college service project with PTK and Honors students per academic year.
- 21.2.7.11** Help organize events for Honors students for community service requirements.
- 21.2.7.12** Oversee PTK/Honors budget.
- 21.2.7.13** Assist students who may apply for PTK/Honors scholarships.
- 21.2.7.14** If there is sufficient student interest and resources, attend regional and/or national PTK and Honors conferences.
- 21.2.7.15** Organize and coordinate Honors courses with faculty.
- 21.2.7.16** Other duties as needed to maintain the PTK chapter.

21.2.8 Welding/Advanced Manufacturing Coordinator: 25% of the maximum load obligation (LHE) for the contract year.

- 21.6.8.1** The Welding/Advanced Manufacturing Faculty Coordinator reports directly to the Administrator responsible for Welding, and the duties are:

- 12.6.8.2** Ensure that the equipment is properly maintained to meet safety standards and facilitate the repair of any equipment that is inoperable or does not meet safety standards.

Program Coordination Duties:

- 21.6.8.2.1** Release time will be approved to provide input for organization of the Welding and Advanced Manufacturing courses.
- 21.6.8.2.2** Provide continuous quality review and improvement of the program.
- 21.6.8.2.3** Participate in advisory committee meetings.
- 21.6.8.2.4** Inventory equipment, consumable supplies and work with vendors to fulfill program needs on the Yreka and Weed campuses for both Advanced Manufacturing and Welding programs.
- 21.6.8.2.5** Assist in recruitment of students for the programs from high schools, adult education programs, and business & industry.
- 21.6.8.2.6** Represent the College by participating in community and national organizations and educational workshops and internships that enhance the welding industry.
- 21.6.8.2.7** Order supplies and materials for the start of the semester.
- 21.6.8.2.8** Conduct a regular inventory assessment of supplies and materials.
- 21.6.8.2.9** Facilitate the delivery of and recycling of scrap material.
- 21.6.8.2.10** Ensure power tools and hand tools are maintained and repaired.
- 21.6.8.2.11** Develop and maintain processes in which the College's tools and equipment are inventoried and accounted for.
- 21.6.8.2.12** Monitor the welding facility and surrounding building grounds to ensure compliance with safety standards

and regulations.

21.6.9 Work Experience Coordinator – 3 LHE per semester (when performed by a part-time faculty member paid at the lab rate)

21.6.9.1 Work directly with faculty in identifying and placing students in appropriate work experience locations.

21.6.9.2 Develop program planning and oversight of the College Work Experience program.

21.6.9.3 Develop and maintain all records, employer contracts, and student files as required by District Policy and Procedures and state regulations.

21.6.9.4 Monitor assignments of grades and units for Work Experience students.

21.6.9.5 Conduct work experience orientations each semester as necessary to meet student's needs.

21.6.9.6 Assist in establishing policies, procedures, and priorities for all activities of the Work Experience Program.

21.6.9.7 Promote the Work Experience program to the business community.

21.6.9.8 Interpret District policies and procedures, Title 5, and other relevant policies, laws and regulations pertaining to work experience.

21.6.9.9 Prepare end of semester program evaluation using Research Office statistics, such as enrollment figures, completion rates, success rates, and FTES.

21.6.9.10 Advise students regarding work experience.

21.6.9.11 It is understood that these duties may require work off-campus and/or during irregular hours.

21.6.9.12 Coordinate with community services and agencies.

21.7 After consultation with the Association president and the faculty member performing the duties, and after efforts at performance improvement, removal from office may be done by the CIO for non-performance of duties. The CIO shall provide justification for removal from duty in writing to the faculty member and

the Association.

21.8 Academic Senate President: 10 LHE each regular semester

- 21.8.1** If the District and Senate President mutually agree that the Senate President will perform work in the summer, the Senate President shall be paid at the supplemental hourly rate as specified in Article 22.7.2.
- 21.8.2** The expected duties for the Senate President shall be available for meetings, projects or consultations regarding 10+1 issues.
- 21.8.3** The Academic Senate President shall notify the Vice President of Academic Affairs no later than June 15 of the names of the members of the Academic Senate Executive Committee, including its officers who will be granted release time, and the amount of each person's release time, for the upcoming academic year. If there are any changes to release time for the spring semester, the Academic Senate President shall notify the District by November 1.

21.9 Committee Chair Reassignment

The following committee chairs shall be elected by the Academic Senate and shall receive the following LHE compensation:

21.9.1 Curriculum Committee Chair: 4 LHE each regular semester

- 21.9.1.1** Mentor new members of the Curriculum Committee to ensure the new members understand the basics of reviewing course outlines, can complete a technical review of all new course proposals, and understand all committee procedures.
- 21.9.1.2** Ensure the creation of meeting agendas and minutes and is responsible for providing the overall organization for weekly Curriculum Committee meetings (sending announcements, working with staff to reserve rooms, etc.).
- 21.9.1.3** Review all Curriculum Committee submissions before placing them on the weekly agenda.
- 21.9.1.4** Mentor faculty in the methodologies and paradigms to be used for all course, curriculum, and program submissions.
- 21.9.1.5** Assist faculty in the submission of curriculum.
- 21.9.1.6** Liaison between the college and its curriculum software providers.

- 21.9.1.7** Establish and provide periodic training for all faculty in the use of curriculum software.
- 21.9.1.8** Report monthly to the Senate-of-the-Whole on all matters pertaining to curriculum.
- 21.9.1.9** Ensure that the Curriculum Committee website is current and up to date and that all meeting agendas and minutes are posted in a timely fashion.
- 21.9.1.10** Coordinate the technical review of course, curriculum and program curriculum submissions.
- 21.9.1.11** Create a list of Curriculum Committee recommendations for approval by the Academic Senate.
- 21.9.1.12** Documents and forwards decisions to the Curriculum Committee program assistant for final typing and signatures before submission to the Vice President of Academic Affairs.
- 21.9.1.13** Conduct periodic faculty workshops on completing forms and other curriculum processes.
- 21.9.1.14** Maintain the Curriculum Handbook to ensure that it is up to date.
- 21.9.1.15** Coordinate the consultation of all academic policies as it pertains to curriculum between the faculty and administration.
- 21.9.1.16** Generate annual schedules for regularly revising course outlines and programs for each discipline, and submit a status report to the Senate-of-the-Whole.

21.9.2 SLO Coordinator: 2 LHE per regular semester

This duty may be performed by two faculty members, who shall equally divide the duties and LHE compensation.

- 21.9.2.1** Schedule and organize regular meetings of the SLO committee as needed.
- 21.9.2.2** Assist faculty in the maintaining of program maps.
- 21.9.2.3** Assist faculty in updating outcomes and the assessment of those outcomes.

- 21.9.2.4** Assist faculty in identifying appropriate courses for implementation of outcomes assessment.
- 21.9.2.5** Assist faculty in the documentation of outcomes assessment.
- 21.9.2.6** Regularly communicate with the Academic Senate regarding the outcome's assessment process.
- 21.9.2.7** Oversee the evaluation of the SLO assessment process for faculty

21.10 HEAD COACHES

Reassign Time

- Head Football Coach: 15 LHE per year or 540 hours per year
- Head Women's Soccer Coach: 10 LHE per year or 360 hours per year
- Head Men's Soccer Coach: 10 LHE per year or 360 hours per year
- Head Men's Basketball Coach: 10 LHE per year or 360 hours per year
- Head Women's Basketball Coach: 10 LHE per year or 360 hours per year
- Head Baseball Coach: 10 LHE per year or 360 hours per year
- Head Volleyball Coach: 10 LHE per year or 360 hours per year
- Head Softball Coach: 10 LHE per year or 360 hours per year
- Head Track & Field Coach: 10 LHE per year or 360 hours per year
- Head Cross Country Coach/Assistant Track & Field Coach: 10 LHE per year or 360 hours per year

Part-time faculty are paid at the lab rate for head coaching duties. Part-time faculty hours calculation 360 hours/18 weeks x 0.5 multiplier = 10 LHE.

Recruiting and Retention

Head coaches shall receive an annual recruiting and retention stipend: \$3,500 per academic year per program. This stipend will be paid in two equal payments (\$1,750) on the first part-time faculty or overload pay cycle of each regular semester.

Each head coach shall meet with the appropriate educational administrator to set goals for recruiting and retention at the end of each program's season.

Duties of Head Coaches:

- a. Provide direction in all facets of particular intercollegiate athletic program.
- b. Adhere to the rules and regulations of the CCCAA Constitution and Bylaws, Decorum Policy, and recruiting rules.
- c. Attend all athletic contests and coach the assigned team.
- d. Coordinate visitations for prospective students of a particular intercollegiate athletic program.

- e. Assist in the marketing and promoting of the intercollegiate program in local and outside communities.
- f. Plan, organize, and facilitate practice.
- g. Matriculation Coordinator for students participating in athletic program/team.
- h. Retention Coordinator for students on particular athletic program/team.
- i. Field Liaison for particular athletic program/team.
- j. Travel Coordinator for particular athletic program/team.
- k. Assistant Student Health Coordinator for students on particular athletic program/team.
- l. Assistant Strength Coordinator for students on particular athletic program/team.

Program Management

Coaches are responsible for assisting in budget development and monitoring their program budget and expenditures. Travel arrangements and scheduling are the coaches' responsibility. The coach is responsible for monitoring attendance, academic performance, and behavior of students within particular athletic program/team. The coach is also responsible to provide information on college services (financial aid, student housing, categorical programs, etc.) to all student athletes. The coach is responsible for CCCAA paperwork, including eligibility, and to monitor and assist with athletes' behavior according to the CCCAA Decorum Policy.

CCCAA Compliance Meetings

Coaches are responsible to attend Golden Valley Conference, Northern California Football Conference, and CCCAA meetings as directed. Coaches are expected to be active and knowledgeable in the CCCAA organization and rules. Attend in-service training on the current CCCAA Constitution and Bylaws, Decorum Policy, and Recruiting Rules.

21.11 ASC Coordinator: 40% of the maximum load obligation (LHE) for the contract year.

Responsibilities and Duties:

- In conjunction with individuals functioning in a research capacity, evaluate effectiveness of ASC functions on course Student Learning Outcomes (SLOs) outside the ASC "lab" courses.
- Coordinate evaluation of the effectiveness of the ASC (frequency of use, the academic success of users, functionality, etc.).

- Collaborate with teaching and non-teaching faculty to develop, market, and deliver critical skills building/academic workshops; evaluate the effectiveness of these workshops.
- Work with the Tutoring Coordinator and ASC staff to establish and facilitate small group tutoring.
- Work with Student Access Services program to support students with tutoring and learning assistance.
- Work with appropriate educational administrators to support students with learning assistance and resource referrals.
- Assist in the coordination of faculty and staff development opportunities with the Flex/Staff Development Committee and the Human Resources Office.

21.12 POST Coordinator/Director: 75% of the maximum load obligation (LHE) for the contract year.

Responsibilities and Duties

- Creates training schedules.
- Maintains POST-mandated training standards per regulations.
- Attends POST-mandated trainings and meetings.
- Promotes the effective use of instructional methods, technology, testing and remediation.
- Maintains Academy discipline among the cadets.
- Exercises responsibility for the integration and sequencing of instruction so that students are instructed and tested in a logical progression consistent with POST Training and Testing specifications.
- Participates in the hiring, assignment, and evaluation of Academy staff.
- Coordinates Academy training facilities.
- Maintains a safe and appropriate environment in support of instruction.
- Maintains currency with ongoing and new developments in the area of responsibility.
- Maintains current and complete inventories; submits requests as needed for Academy supplies, materials, and equipment.
- Maintains and coordinates maintenance on various equipment used during instruction.
- Ensures student evaluations are completed.
- Completes various reporting procedures as requires; works effectively with college and POST staff.
- Provide direction and guidance for Recruit Training Officers (RTO) and instructional staff.
- Ensure training and testing specifications are current and meet POST guidelines. Maintain high standards of the POST testing process and related materials.
- Assists in marketing and promotion of the Academy.
- Assists with budgeting as requested.
- Performs other necessary duties which assure the smooth functioning of the POST Basic Academy as assigned by the appropriate educational administrator.

21.13 EMS Coordinator/Director: 50% of the maximum load obligation (LHE) for the contract year. If the District adds an additional program, then the EMS Coordinator shall receive an additional 4 LHE per contract year.

Responsibilities and Duties

- Coordinates all aspects of the Paramedic/EMS education programs;
 - Planning, implementation, and evaluation
- Maintains all components of the Paramedic Program to meet the CoAEMSP/CAAHEP accreditation requirements.
- Provides coordination in other EMS education programs as needed.
- Coordinates all aspects of the Paramedic Clinical/Field Education Program.
- Communicates with hospitals and EMS agencies to place students in clinical and/or field rotations.
- Monitors compliance with requirements of students and manages the clinical contract process.
- Develop the course schedule and identify instructors or other support staff.
- Provide continuous quality review and improvement of the program.
- Involve the program Medical Director in course operation and student and program evaluations.
- Coordinate with Local Emergency Medical Services Agencies.
- Plan and hold instructor meetings.
- Meet all other CoAEMSP/CAAHAEP accreditation requirements.

21.14 Additional Compensation

21.14.1 The District may offer faculty the opportunity to perform other work that is reasonably related to traditional faculty duties and that is above and beyond their load and duties. Faculty shall not be obligated to perform these additional duties but may agree to do so.

21.14.2 Unless there is another negotiated agreement (MOU or stipend), full-time and part-time faculty will be compensated for work authorized by the District at the following rate: \$50 per hour. This includes any work that faculty perform during periods when they are not under contract during the academic year. Full-time faculty shall not receive additional compensation for any activity for which they are receiving flex credit. If total additional compensation for any individual faculty member exceeds \$2,000 per regular semester or summer or winter intersession, the District and Association shall negotiate a separate stipend agreement.

21.14.3 Any full-time or part-time faculty who are authorized by the District to perform additional non-teaching duties shall complete timesheets and submit these to their appropriate supervisor by the deadlines established by the District.

ARTICLE 22

TEMPORARY PART-TIME FACULTY ASSIGNMENT PREFERENCE

This section shall apply to temporary part-time faculty, pursuant to Education Code Section 87482.3

In all cases, temporary part-time faculty instructional and non-instructional assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes. No temporary part-time faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of services, or reemployment preference of that part-time temporary faculty member.

For the purposes of this article, courses include class assignments and all other instructional activities performed by faculty including, but not limited to, clinical assignments and other lab assignments.

- 22.1** This article does not apply to a temporary part-time faculty member receiving a retirement allowance from either the State Teachers' Retirement System (CalSTRS) or California Public Retirement System (CalPERS) and employed to perform retired member activities.
- 22.2** The intent of this section is to establish standards for reemployment preference for temporary part-time, temporary faculty assignments.
 - 22.2.1** The District and its designees have the sole responsibility to make faculty assignments.
 - 22.2.2** Temporary part-time faculty members remain temporary employees, subject to release under provisions of the Education Code and this Agreement.
 - 22.2.3** The District maintains the right to establish the instructional and non-instructional schedule as it, in its sole discretion, determines to meet student need.
- 22.3** A temporary part-time faculty member shall gain re-employment preference and be placed on a re-hire preference list after service to the District in a single discipline for eight semesters that include at least two positive evaluations which recommended their reemployment. Assignments during the summer or winter intersession do not count toward the gaining of re-employment preference. Service prior to January 1, 2014 shall not be used to determine placement on the re-hire preference list.
- 22.4** Placement on the re-hire preference list shall be by discipline and hire date following January 1, 2014, in descending order, beginning with the earliest hire date including day, month, and year. In case of a tie, seniority will be determined by a total of

primary semesters taught prior to January 1, 2014. The list shall be updated annually and posted. If a tie still exists, a lottery will be used.

- 22.5** A temporary part-time faculty member who has a break-in-service of two or more semesters shall lose his/her reemployment preference and will be returned to the status of a newly hired temporary part-time faculty member. A break in service of one semester shall not penalize the part-time faculty member but will not count towards the number of semesters taught.
- 22.6** Before the District assigns courses to a temporary part-time faculty member who does not have reemployment preference, courses to a person less senior on the preferred re-hire list, or courses to a full-time faculty as an overload, the District shall offer temporary part-time faculty members on temporary part-time, preferred-hire list at least one course with no partials in the discipline matching the preferred re-hire list.

22.6.1 The order of assignment shall be as follows:

- a. Part-time faculty on the preferred hiring list
- b. Part-time faculty not on the hiring list
- c. Full-time faculty on overload

Once the preferred order has been exhausted, the District may assign other temporary part-time faculty members.

22.6.2 The District has right of assignment; therefore, a temporary part-time faculty member's place on the temporary part-time, preferred-hire list does not assure assignment to a particular course, or an assignment on a particular day or at a particular time.

22.6.3 Temporary part-time faculty will be offered the course(s) in writing and will have 48 hours, excluding weekends and holidays, to accept or reject the offer before the District moves to the next person on the list. Failure to respond within 48 hours shall be deemed a refusal of assignment. Every reasonable effort will be made to offer course assignments at least two weeks before a semester begins. The District's e-mail system shall be used for the purpose of assigning/rejecting course assignments under Article 23.

- 22.7** If an assignment is cancelled during the first week of instruction due to low enrollment, the temporary part-time faculty member with re-employment preference shall have no right to take an assignment from any other temporary part-time faculty member. A cancellation due to low enrollment will not be construed as a break in service or a refusal to accept an assignment for purposes of retaining re-

employment preference.

22.7.1 In addition to any other provisions of this contract, temporary part-time faculty members will lose re-employment preference and, if rehired, will return to the status of a temporary part-time faculty member with no assignment preference, where one or more of the following occur:

22.7.1.1 The temporary part-time faculty member receives an unsatisfactory evaluation as set out in Article 7;

22.7.1.2 The temporary part-time faculty member resigns from the District;

22.7.1.3 The temporary part-time faculty member on the preferred re-hire list refuses to teach two assignments of two different CRNs (not cross-listed) over the course of two consecutive regular semesters.

22.7.1.3.1 If the District still has available assignments, a third assignment may be offered to part-time faculty member. However, acceptance of the third assignment does not allow that faculty member to regain their preferred re-hire status (either on the list or toward gaining a position on the list).

22.7.1.4 Failure to maintain credentials or qualification from specific accrediting body.

22.7.2 Unprofessional conduct or a violation of District rules, policies or regulations, as determine by the appropriate Vice President or the Superintendent/President (Ed Code Section 44932).

22.7.3 The appropriate Vice President shall provide written notice to the temporary part-time faculty member of the District's decision to remove the faculty member from the temporary part-time, preferred-hire list. A temporary part-time faculty member removed from temporary part-time, preferred-hire list for any of the reasons set forth may ask for a meeting with the District's Superintendent/President. The meeting shall not be an evidentiary hearing and is limited to the opportunity for the temporary part-time faculty member to provide his or her reasons why he/she should not be removed from the temporary part-time, preferred-hire list. The President shall, within 10 days of the meeting, notify the part-time faculty member in writing of the final decision regarding their removal from the preferred-hire list. The notification to remove the part-time faculty member from the re-hire list shall be placed in the member's official personnel file. The Superintendent/President's final decision shall also be placed in the member's official personnel file.

22.8 No semesters of service earned prior to January 1, 2014 will be considered. In other words, all temporary part-time faculty members serving during spring 2014 will earn their first semester of credit toward the gaining of re-employment preference as of the spring 2014 semester.



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ARTICLE 23

DURATION AND REOPENERS

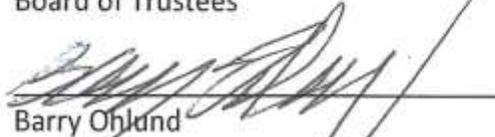
- 23.1 This Agreement shall be effective when executed and shall continue in full force and effect until June 30, 2025.
- 23.2 Negotiations are closed for 2022-2023, 2023-2024, 2024-2025.
- 23.3 In Witness Whereof, the Association has caused the Agreement to be signed by its President and officers, and the Board has caused this Agreement to be signed by its President and its members, attested to by its Secretary.

College of the Siskiyous
Faculty Association CCA/CTA/NEA

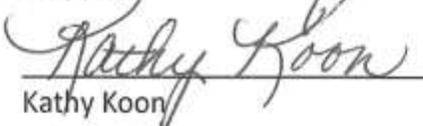


Dr. Michael Tischler
Association President

Siskiyou Joint Community College District
Board of Trustees



Barry Ohlund
President



Kathy Koon
Vice-President

Attest: 

Dr. Char Perlas
Superintendent/President



Continues on next page...

PERB CERTIFICATION OF REPRESENTATIVE



STATE OF CALIFORNIA
PUBLIC EMPLOYMENT RELATIONS BOARD



SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT,)	Type of Election:
Employer,)	<input checked="" type="checkbox"/> Consent Agreement
and)	<input type="checkbox"/> Directed Order
COLLEGE OF THE SISKIYOU FACULTY ASSOCIATION/CTA/NEA,)	Case Number: S-R-970
Employee Organization.)	

CERTIFICATION OF REPRESENTATIVE

An election having been conducted in the above matter under the supervision of the Regional Director of the Public Employment Relations Board in accordance with the Rules and Regulations of the Board; and it appearing from the Tally of Ballots that a majority of the valid ballots were cast for the College of the Siskiyou Faculty Association/CTA/NEA, therefore,

Pursuant to the authority vested in the undersigned by the Public Employment Relations Board, IT IS HEREBY CERTIFIED as of December 26, 1996 that the College of the Siskiyou Faculty Association/CTA/NEA is the exclusive representative of all employees in the unit set forth below:

Title of Unit: Certificated

Shall INCLUDE: All full-time academic employees, including all academic area directors, and all part-time academic employees who have worked in at least three of the most recent regular semesters.

Shall EXCLUDE: All management, supervisory and confidential employees, including Director of Library and Media Services, Director of Development, Deans, Vice Presidents and the President/Superintendent.

Signed at Sacramento, California

On the 26th day of December, 1996

On behalf of the
PUBLIC EMPLOYMENT RELATIONS BOARD

Les Chisholm
Regional Director

APPENDIX B

PLACEMENT FOR FULL-TIME FACULTY

Initial placement for faculty is determined by years of job-related experience (steps on the schedule) and education (columns on the schedule). New academic employees may receive credit for no more than 5 years of job-related experience which is credited on the basis of 1 year of full-time equivalent experience for 1 step on the salary schedule. (Example: Crediting a faculty member with 5 years of job-related experience would place them on Step 6 of the Faculty Salary Schedule.) All prior teaching and/or counseling experience at an accredited institution shall be credited on a pro rata basis. The number of units taught must equivalent to a full-time load to receive a full year's credit for service.

Initial column placement will be determined by educational background as follows:

Column I **A.** Minimum qualifications or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)

B. Master's Degree in an assigned academic discipline.

Column II Master's Degree plus 20 semester units* completed subsequent to the BA.

Column III Master's Degree plus 40 semester units.* Twenty (20) of these units must have been completed subsequent to completion of the MA.

Column IV Master's Degree plus 60 semester units.* Forty (40) of these units must have been completed subsequent to completion of the MA or Doctorate in assigned academic discipline (with or without a Master's degree)

Column Movement criteria are contained in Appendix U. Units used for column movement credit must be pre-approved.

APPENDIX C:

STUDENT EVALUATION INSTRUMENT

Course:	
Instructor:	Date:

Please give honest and thoughtful answers to the following questions. Your individual responses will be anonymous. Responsible student ratings can help instructors improve and evaluate their teaching effectiveness.

Use the Scantron answer sheet to rate your **INSTRUCTOR** on:

1. Your instructor communicates the subject clearly and effectively.
 - a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

2. Your instructor displays a mastery of the subject material.
 - a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

3. Your instructor provides clear assignments and directions.
 - a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

4. Your Instructor provides regular feedback concerning your mastery of course-related materials or skills.
 - a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

5. Your instructor creates a classroom which is free from harassment and prejudice.
 - a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

6. Your instructor respects the dignity of the student.
- a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High
7. Your instructor is available for help outside of the class.
- a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High
8. Your instructor demonstrates an interest in helping students learn.
- a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High
9. Your instructor's overall effectiveness as a teacher.
- a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

Rate YOURSELF on:

12. Your effort to learn in this course (for example, studying, doing the assignments and thinking about concepts).
- a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High
13. The amount you have learned in this course.
- a. Very Low
 - b. Low
 - c. Average
 - d. High
 - e. Very High

Use this space to write any additional comments you wish to make.

ONLINE INSTRUCTOR EVALUATION

Course:	
Instructor:	Date:

Please give honest and thoughtful answers to the following questions. Your individual responses will be anonymous. Responsible student ratings can help instructors improve and evaluate their teaching effectiveness. Circle your answers to rate your **INSTRUCTOR** on:

1. Your instructor communicates the subject clearly and effectively.
 - a. Very low
 - b. Low
 - c. Average
 - d. High
 - e. Very high

2. Your instructor displays a mastery of the subject material.
 - a. Very low
 - b. Low
 - c. Average
 - d. High
 - e. Very high

3. Your instructor provides clear assignments and directions.
 - a. Very low
 - b. Low
 - c. Average
 - d. High
 - e. Very high

4. Your instructor provides regular feedback concerning your mastery of course-related materials or skills.
 - a. Very low
 - b. Low
 - c. Average
 - d. High
 - e. Very high

5. Your instructor creates a classroom which is free from harassment and prejudice.
 - a. Very low
 - b. Low
 - c. Average
 - d. High
 - e. Very high

6. Your instructor respects the dignity of the student.

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

7. Your instructor has a clear and specific availability statement both in the syllabus and in the orientation module(s) and adheres to this statement.

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

8. Your instructor demonstrates an interest in helping students learn.

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

9. Your instructor's overall effectiveness as a teacher.

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

10. The course was organized in a way that required my participation and was engaging.

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

Rate **YOURSELF** on:

11. Your effort to learn in this course (for example, studying, doing the assignments, and thinking about concepts).

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

12. The amount you have learned in this course.

- a. Very low
- b. Low
- c. Average
- d. High
- e. Very high

Use this space to write any additional comments you wish to make.

Adapted from the Kansas State University evaluation instrument.

FIRST MEETING CHECKLIST

EVALUATION PROCESS

STEP	DESCRIPTION
1	Candidate for tenure provides copies of first day handouts for current semester courses to the Office of Instruction by the end of the first week of the semester.
2	<p>At the first meeting:</p> <ul style="list-style-type: none"> • Review evaluation process and requirements • Establish timelines for the evaluation process • Review Article 7 of the Collective Bargaining Agreement • Candidate for tenure may choose three additional questions for the student survey instrument
3	<p>Between the 1st and 2nd meeting, peer, student and administrative evaluations take place. Comments from the evaluators should include observations from class, student concerns and how well the instructor addresses items from the Standards of Performance list.</p> <ul style="list-style-type: none"> • All results from evaluations should be submitted to the Office of Instruction. Evaluation results will be distributed to committee members and the candidate.
4	<p>At the second meeting:</p> <ul style="list-style-type: none"> • Peers, administrator, and candidate for tenure discuss peer and student evaluations. Candidate for tenure is given the opportunity to ask questions and seek clarification about issues raised in the evaluations. • After the second meeting the candidate for tenure writes their self-evaluation using the guidelines for self-evaluation located in the Faculty Handbook. The self-evaluation is submitted to the Office of Instruction, which distributes it to the committee members.

5	<p>At the third meeting:</p> <ul style="list-style-type: none">• Peers, administrator, and candidate for tenure discuss the self-evaluation. It is the responsibility of the peers to check that required elements of the self-evaluation are present. If the evaluation is complete, the peers and administrator complete the Evaluation Summary Form for Faculty (Instructional OR Non-Instructional). If required elements are missing, a revision to the self-evaluation is required and a fourth meeting must be scheduled before peers and administrator completes the Evaluation Summary Form for All Faculty.
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APPENDIX F**EVALUATION SUMMARY FORM FOR ALL FACULTY**

Faculty member being evaluated: _____

Members of evaluation committee – identify chair with (C) after name:

Discipline(s) in which faculty member being evaluated teaches: _____

Status of faculty member being evaluated (circle one only):

- Regular (tenured) – complete items 1-14
- Contract (probationary/tenure track) – complete all items
- Temporary full time – complete all items (Annual evaluations are required for all temporary full-time faculty.)
- Temporary part time – complete items 1-7 and 13-15
- Temporary part time limited – complete 1-6 and 13-15 (Limited part-time faculty are only those who teach as part of an academy or who team teach for less than 25 hours in a semester.)

Identify all method(s) of delivery (face-to-face, interactive video, online, hybrid):

* Use N/A below if item does not apply or cannot be verified. In narrative, explain rationale.

Instructional Duties	Exceeds expectations	Meets expectations	Needs to improve
1. Displays mastery of academic subject			
2. Communicates academic subject clearly and effectively			
3. Provides clear assignments and directions to students			
4. Provides each student with regular feedback regarding student's acquisition of course content or skills			
5. Demonstrates an interest in helping students learn			
6. Creates a learning environment which does not promote or tolerate harassment, prejudice, and bias, and respects the dignity of students			
7. Submits syllabi, course grades, and/or other required materials in a timely fashion			

Other Professional Contributions	Exceeds expectations	Meets expectations	Needs to improve
8. Maintains scheduled office hours and is reasonably available to students			
9. Regularly attends Senate meetings.			
10. Serves on committees and/or advises student clubs or organizations.			
11. Participates in discipline/department activities, including Program Review.			
12. Engages in professional development.			

13. Discuss overall evaluation.

14. In the space below, provide a narrative to explain why any items above were checked with “Needs to improve,” and provide a description of how the faculty member should seek to improve.

15. Check one of the boxes below for any position other than regular (tenured) faculty:

- Recommend: Continue exceeds/meets expectations
- Recommend: Continue with needs improvement
- Does not recommend: Do not continue

Full-time Faculty Evaluation Committee Signatures:

Name of chair: _____

Signature: _____ Date: _____

Name of peer: _____

Signature: _____ Date: _____

Name of peer: _____

Signature: _____ Date: _____

Administrator: _____

Signature: _____ Date: _____

Part time Faculty Evaluator Signature:

Name of evaluator: _____

Signature: _____ Date: _____

Signature of Faculty Member Evaluated:

My signature below confirms that I have received a copy of this evaluation but it does not necessarily indicate my agreement. I understand that I may respond to this evaluation with a written statement that will become part of my tenure file.

Name of faculty member evaluated: _____

Signature: _____ Date: _____

APPENDIX G

EVALUATION SUMMARY FORM FOR NON-INSTRUCTIONAL FACULTY

Faculty member being evaluated: _____

Members of evaluation committee – identify chair with (C) after name:

Non-Instructional Area in which faculty member being evaluated: _____

Status of faculty member being evaluated (circle one only):

- Regular (tenured) – complete items 1-13
- Contract (probationary/tenure track) – complete all items
- Temporary full time – complete all items (Annual evaluations are required for all temporary full-time faculty.)
- Temporary part time – complete items 1-7 and 13- 14

Identify all method(s) of delivery (face-to-face, interactive video, online, hybrid, other):

* Use N/A below if item does not apply or cannot be verified. In narrative, explain rationale.

	Non-Instructional Duties	Exceeds expectations	Meets expectations	Needs to improve
1	Demonstrated expertise in non-instructional area appropriate to assigned responsibilities.			
2	Communicated clearly and effectively			
3	Attentive to questions from students, employees and others with clear and precise responses.			
4	Creates an environment which does not promote or tolerate harassment, prejudice, and bias, and respects the dignity of students			
5	Provided students and/or employees with accurate, available information regarding non-instructional area.			
6	Demonstrates an interest in helping students, employees and others.			
7	Provides each student with feedback.			

	Other Professional Contributions	Exceeds expectations	Meets expectations	Needs to improve
8	Is reasonably available to students.			
9	Regularly attends Senate meetings.			
10	Serves on committees and/or advises student clubs or organizations.			
11	Participates in discipline/department activities, including Program Review.			
12	Engages in professional development.			
13	Discuss the overall evaluation as a committee. The committee chair will provide a narrative with careful attention to explain why any items above were checked with "Needs to improve," and provide a description of how the faculty member should seek to improve.			
14	Check one of the boxes below for any position other than regular (tenured) faculty: <ul style="list-style-type: none"> <input type="checkbox"/> Recommend: Continue exceeds/meets expectations <input type="checkbox"/> Recommend: Continue with needs improvement <input type="checkbox"/> Does not recommend: Do not continue 			

Full-time Faculty Evaluation Committee Signatures:

Name of chair: _____

Signature: _____ Date: _____

Name of peer: _____

Signature: _____ Date: _____

Name of peer: _____

Signature: _____ Date: _____

Administrator: _____

Signature: _____ Date: _____

Part time Faculty Evaluator Signature:

Name of evaluator: _____

Signature: _____ Date: _____

Signature of Faculty Member Evaluated:

My signature below confirms that I have received a copy of this evaluation but it does not necessarily indicate my agreement. I understand that I may respond to this evaluation with a written statement that will become part of my tenure file.

Name of faculty member evaluated: _____

Signature: _____ Date: _____

APPENDIX H

SABBATICAL LEAVE REQUEST FORM

Name: _____

Date of Application: _____

Have you previously had a sabbatical at COS: ____ Yes / ____ No

If yes, how many sabbaticals have you had at COS: _____

Pursuant to California Education Code 87770 faculty granted a sabbatical leave must either complete the Sabbatical Leave of Absence Agreement (Appendix J) or furnish a suitable bond indemnifying the Siskiyou Joint Community College District Governing Board against the loss in the event that the faculty member fails to render the agreed upon period of service in the employ of the Governing Board following the return of the faculty member from the leave of absence.

Purpose of Sabbatical (10.1.1) (Select all that apply)

- Category I:** Scholarly or creative endeavor in the discipline being taught resulting in the improvement of teaching skills.
- Category II:** Development of programs and curriculum.
- Category III:** Sabbatical leaves may be invoked for retraining by mutual consent of the District and the Association.

Narrative Section

Provide a complete description of your planned sabbatical. Pay special attention to the criteria listed below.

10.1.2 Criteria:

10.1.2.1: The proposed sabbatical must significantly relate to the college mission, the bargaining Unit Member’s assignment and should improve professional, competence, scholarly, and/or creative growth of the faculty member.

10.1.1.2: Applications for sabbatical leave will be evaluated on professional growth related to the faculty member’s discipline, intellectual renewal of the faculty member, improvement to instructional programs, appropriateness to community college education, educational value, and contribution to the District's educational programs.

10.1.1.3: Sabbatical leaves may be invoked for retraining by mutual consent of the District and the Association. (This purpose shall receive highest priority when a program/discipline downsizing/reduction is planned.) The activity in this category constitutes the need for retraining of unit members in new areas of teaching or support services. The purpose of retraining reflects the changing needs of the institution and shifting student enrollment patterns.

APPENDIX I

SABBATICAL LEAVE COMMITTEE RUBRIC

(Do not put your name on this form; it is to remain anonymous)

Sabbatical Application number:

Complete the questions below:

1. Is this Sabbatical Leave being invoked by mutual consent of the District and the Association in response to planned program/discipline downsizing/reduction (Category III)?

If YES, stop here. This Sabbatical Leave Request must receive the highest priority in accordance with Article 10.1.1.3 of the Collective Bargaining Agreement.

If NO, proceed to question 2.

2. Complete the rubric below:

Criteria	Score 1-5 (1 = little to no extent; 5 = to a great extent)	Not Applicable
To what extent with this sabbatical leave promote scholarly or creative endeavors in the discipline being taught resulting in the improvement of teaching skills; expand the knowledge, competence, or instructional effectiveness of the applicant; and/or provide the opportunity for growth and development of new information, insights, and ideas occurring in the applicant's discipline or area of expertise? (Category I)		
To what extent with the leave relate to the long-range needs of the District or a particular Division or program? This may include, but is not limited to, curriculum development, program planning and implementation, academic and vocational programs, student evaluation, or other specific projects which have a direct, positive impact on the instructional and service programs of the District? (Category II)		
TOTAL		

3. In the space below, provide some explanation of your scores.

APPENDIX J

SABBATICAL LEAVE OF ABSENCE AGREEMENT

This is an Agreement between the Siskiyou Joint Community College District (hereinafter referred to as District) and **(name)** (hereinafter referred to as Employee).

The District and Employee agree to the following:

1. Employee occupies a position requiring certification qualifications.
2. Employee has rendered not less than twelve (12) semesters of continuous faculty service to the District immediately preceding the granting of the Sabbatical Leave of Absence.
3. Employee has made application for a Sabbatical Leave of Absence.
4. Such leave to take place from _____ to _____.
5. The provisions of Education Code Sections 87767 through 87775 govern the Sabbatical Leave of Absence.
6. The District shall pay Employee (**salary**) for the period of the Sabbatical Leave of Absence to be paid in _____ equal monthly payments in the same manner as regular instructors are paid.
7. Employee shall render at least ___ **year(s)** of service therein equal to twice the length of the Sabbatical Leave of Absence, following Employee’s return from leave.
8. Employee shall perform service of professional nature as delineated in the document which is attached hereto and incorporated herein by reference as though fully set forth.
9. Employee, upon return from the Sabbatical Leave of Absence, shall submit evidence in the form of a written report which shall satisfy the Sabbatical Leave Review Committee that such service was performed as agreed and said evidence shall be submitted to the Vice President of Academic Affairs for approval.
10. Employee shall make no change in the approved Sabbatical Leave of Absence plan without advance approval of the Vice President, Instruction.
11. Employee agrees that failure to return and render services twice the length of the Sabbatical Leave of Absence shall cause Employee to, by the following spring semester reimburse the District the cost of the leave.
12. The Employee will reimburse the District any and all costs of the leave pursuant to Paragraph 11 of this Agreement. In the event that the District is unable to collect the reimbursement of the costs of the leave stipend, the Employee agrees to pay any and all District legal fees and costs incurred in order to recover the cost of the leave. If the Employee is unable to repay the reimbursement costs due to unforeseen circumstances, the Employee will meet with the District’s VP, Human Resources, the Association’s President and the Superintendent/President to determine next steps.
13. Pursuant to Education Code 87775, Employee agrees to indemnify and hold harmless the District from any and all liability, claims and losses accruing or resulting to the Employee in connection with this Sabbatical Leave Agreement.

Employee Signature

Siskiyou Joint Community College District

Date

Date

APPENDIX K

SABBATICAL INVOCATION AGREEMENT

In keeping with Article 10.1.1.3 of the Collective Bargaining Agreement between the Siskiyou Joint Community College District and the College of the Siskiyous Faculty Association (CCA/CTA/NEA), sabbatical leaves may be invoked by mutual consent of the District and the Association when program/discipline downsizing or reduction is planned. Sabbatical leaves for this purpose shall receive the highest priority.

Name(s) of affected faculty member(s) who shall be recommended to the COS Board of Trustees for sabbatical leave(s) for retraining	The area or discipline in which each faculty member shall obtain minimum qualifications or seek equivalency

**Attach to this document a detailed plan of the courses each faculty member (s) will complete, and the institution(s) at which they will be completed, during the sabbatical leave for the purpose of retraining.

Faculty member(s) granted sabbatical leave under this provision must sign the Sabbatical Leave of Absence Agreement.

By affixing their signatures below, the Association and the District acknowledge that both parties mutually consent to invoke sabbatical leave(s) for the faculty member(s) identified above in response to planned discipline/program downsizing or reduction.

COS Faculty Association President: _____ Date: _____

District Superintendent/President: _____ Date: _____

FACULTY LEAVE OF ABSENCE REQUEST

COLLEGE OF THE SISKIYOU
FACULTY LEAVE OF ABSENCE REQUEST

Please complete a leave request anytime you do not complete your scheduled work hours. If at all possible, leave requests need to be approved prior to taking time off work.

Name: _____ S# 00 _____ Date: _____

- Sick Leave*
- Vacation
- Personal Necessity*
 - Choose One of the following Personal Necessity Qualified Leaves
 - Death of Immediate Family Member* (Please indicate relationship) _____
 - Accident or Illness* (Please indicate relationship and/or property) _____
 - Court Appearance*
 - No Tell*
 - Paternity*
- Jury Duty* (Attach copy of jury summons)
- Industrial Leave (Worker's Comp)*
- Bereavement* (Please indicate relationship) _____
- Without Pay (Please indicate reason) _____

Permission is requested to be off-campus on the following date(s). The time is to be deducted from the accumulated leave indicated above.

Date/Time of class	Course Missed	Class Canceled?	Class Covered/if yes by Whom?
_____	_____	___ Yes ___ No	_____
_____	_____	___ Yes ___ No	_____
_____	_____	___ Yes ___ No	_____

If you are full-time faculty, were you absent the entire day? ___ Yes ___ No

Faculty Signature _____

Date _____

Approve

Disapprove

Signatures

Dean: _____

VP, AA: _____

*Definitions on Back

Revised 5/4/22

DEFINITIONS

Sick Leave – Hours deducted from Sick Leave. Sick leave shall be used if an employee is sick or injured or for personal medical appointments.

Personal Necessity – Hours deducted from Sick Leave. Full-time faculty members may use up to six (6) days of personal necessity. Part-time faculty members may use up to a maximum of six (6) hours of personal necessity leave per semester.

Death of Immediate Family Member – If leave is needed in excess of Bereavement Leave, Personal Necessity Leave may be taken up to the limit.

Accident or Illness – Accident or illness involving the employee's person or property, or the person or property of a member of his/her immediate family

Court Appearance – Appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or any order made with jurisdiction

Paternity – A male employee shall be eligible for paid or unpaid leave of up to sixteen (16) days at the time of birth of his child. Leave shall initially be charged against Personal Necessity leave. If Personal Necessity leave balances have been exhausted, and additional time is desired, the employee may take the remainder of time up to the sixteen-day limit as unpaid leave.

No Tell – Four of the six days available for personal necessity may be used due to reasons of a personal nature. The employee may maintain confidentiality by declining to state the nature of the personal necessity leave request. Advance notice to the supervisor is required, except in emergencies.

Jury Duty – Employees shall be entitled to as many days of paid leave as necessary for appearances in response to service as a juror before any duly convened court of law or Grand Jury. **Not** deducted from any leave.

Industrial Leave (Worker's Compensation) – Industrial accident or illness leave means any injury or illness whose causes can be traced to the performance of services for the District. An employee shall be entitled, upon attainment of permanent employment status in the District, to sixty (60) days noncumulative industrial accident or illness leave per year. Until such time as an employee receives notification that their injury qualifies for industrial leave, leave hours must be charged to sick leave.

Bereavement – On account of the death of any member of his/her immediate family, an employee shall be granted paid leave not to exceed three (3) total days or five (5) days if out-of-state travel is required or if travel in excess of a three hundred (300) mile radius from the College of the Siskiyous, Weed campus is required.

Immediate Family – For purposes of this Article, "immediate family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother or sister of the employee, child, step-parents, step-children, brother-in-law, sister-in-law, of the employee or of the spouse of the employee, or any person living in the immediate household of the employee or spouse.

APPENDIX M

2022-23 EMPLOYEE BENEFITS PLAN OPTIONS

2022-23 Employee Benefits Plan Options										
Plan Name	Medical Plan Information	Prescription Plan	Dental	Vision	Medical	Total Plan Premium	Total District Contribution	Total Employee Cost Share	Monthly Employee Cost Share for 12-Month Employee	Monthly Employee Cost Share for 10-Month Employee
PPO 4 RX-A Individual Calendar Year OCPM \$1,250	Co-insurance: 90% Co-Pay: \$20 Deductible: \$100 Calendar Year OCPM- Individual \$1,250	Retail: (30-day Supply): \$5 Generic; \$22 Brand Mail Order (90-Day Supply): \$10 Generic; \$44 Brand								
Employee Only			\$ 1,304	\$ 241	\$ 10,308	\$ 11,853	\$ 9,391	\$ 2,462	\$ 205.17	\$ 246.20
Employee + Spouse			\$ 1,304	\$ 241	\$ 21,648	\$ 23,193	\$ 15,200	\$ 7,993	\$ 666.08	\$ 799.30
Employee + Children			\$ 1,304	\$ 241	\$ 19,584	\$ 21,129	\$ 13,914	\$ 7,215	\$ 601.25	\$ 721.50
Employee + Family			\$ 1,304	\$ 241	\$ 32,976	\$ 34,521	\$ 22,220	\$ 12,301	\$ 1,025.08	\$ 1,230.10
Wellness RX-C Individual Calendar Year OCPM \$1,758	Co-insurance: 90% Co-Pay: \$20 / \$40 Deductible: \$500	Retail: (30-day Supply): \$7 Generic; \$25 Preferred; \$40 Non-Preferred Mail Order (90-Day Supply): \$15 Generic; \$60 Preferred; \$90 Non-Preferred								
Employee Only			\$ 1,304	\$ 241	\$ 9,576	\$ 11,121	\$ 9,391	\$ 1,730	\$ 144.17	\$ 173.00
Employee + Spouse			\$ 1,304	\$ 241	\$ 20,112	\$ 21,657	\$ 15,200	\$ 6,457	\$ 538.08	\$ 645.70
Employee + Children			\$ 1,304	\$ 241	\$ 18,192	\$ 19,737	\$ 13,914	\$ 5,823	\$ 485.25	\$ 582.30
Employee + Family			\$ 1,304	\$ 241	\$ 30,648	\$ 32,193	\$ 22,220	\$ 9,973	\$ 831.08	\$ 997.30
PPO 6 RX-A Individual Calendar Year OCPM \$2,000	Co-insurance: 80% Co-Pay: \$20 Deductible: \$250	Retail: (30-day Supply): \$5 Generic; \$22 Brand Mail Order (90-Day Supply): \$10 Generic; \$44 Brand								
Employee Only			\$ 1,304	\$ 241	\$ 9,492	\$ 11,037	\$ 9,391	\$ 1,646	\$ 137.17	\$ 164.60
Employee + Spouse			\$ 1,304	\$ 241	\$ 19,932	\$ 21,477	\$ 15,200	\$ 6,277	\$ 523.08	\$ 627.70
Employee + Children			\$ 1,304	\$ 241	\$ 18,036	\$ 19,581	\$ 13,914	\$ 5,667	\$ 472.25	\$ 566.70
Employee + Family			\$ 1,304	\$ 241	\$ 30,372	\$ 31,917	\$ 22,220	\$ 9,697	\$ 808.08	\$ 969.70
PPO 8 RX-A Individual Calendar Year OCPM \$3,250	Co-insurance: 80% Co-Pay: \$30 Deductible: \$500	Retail: (30-day Supply): \$5 Generic; \$22 Brand Mail Order (90-Day Supply): \$10 Generic; \$44 Brand								
Employee Only			\$ 1,304	\$ 241	\$ 8,592	\$ 10,137	\$ 9,391	\$ 746.00	\$ 62.17	\$ 74.60
Employee + Spouse			\$ 1,304	\$ 241	\$ 18,036	\$ 19,581	\$ 15,200	\$ 4,381	\$ 365.08	\$ 438.10
Employee + Children			\$ 1,304	\$ 241	\$ 16,332	\$ 17,877	\$ 13,914	\$ 3,963	\$ 330.25	\$ 396.30
Employee + Family			\$ 1,304	\$ 241	\$ 27,492	\$ 29,037	\$ 22,220	\$ 6,817	\$ 568.08	\$ 681.70
PPO 9 RX-A Individual Calendar Year OCPM \$5,000	Co-insurance: 80% Co-Pay: \$35 Deductible: \$1,000	Retail: (30-day Supply): \$5 Generic; \$22 Brand Mail Order (90-Day Supply): \$10 Generic; \$44 Brand								
Employee Only			\$ 1,304	\$ 241	\$ 7,668	\$ 9,213	\$ 9,391	\$ -	\$ -	\$ -
Employee + Spouse			\$ 1,304	\$ 241	\$ 16,104	\$ 17,649	\$ 15,200	\$ 2,449	\$ 204.08	\$ 244.90
Employee + Children			\$ 1,304	\$ 241	\$ 14,568	\$ 16,113	\$ 13,914	\$ 2,199	\$ 183.25	\$ 219.90
Employee + Family			\$ 1,304	\$ 241	\$ 24,528	\$ 26,073	\$ 22,220	\$ 3,853	\$ 321.08	\$ 385.30
HDHP 1 Individual Calendar Year OCPM \$4,250	Co-insurance/Co-Pay: 80% after deductible is met (See Plan Summary Document) Deductible: \$1,300	Paid at 80% after deductible is met (See Summary Plan Document)								
Employee Only			\$ 1,304	\$ 241	\$ 6,420	\$ 7,965	\$ 9,391	\$ -	\$ -	\$ -
Employee + Spouse			\$ 1,304	\$ 241	\$ 13,476	\$ 15,021	\$ 15,200	\$ (179)	\$ -	\$ -
Employee + Children			\$ 1,304	\$ 241	\$ 12,204	\$ 13,749	\$ 13,914	\$ (165)	\$ -	\$ -
Employee + Family			\$ 1,304	\$ 241	\$ 20,544	\$ 22,089	\$ 22,220	\$ (131)	\$ -	\$ -
PPO BRONZE Individual Calendar Year OCPM \$6,350	Co-insurance: Paid at 70% after deductible is met (See Summary Plan Document) Co-Pay: \$60 for first 3 visits; Remaining visits paid at 70% after deductible is met. Deductible: \$5,000	Subject to Deductible, then: Retail: (30-day Supply): \$25 Generic; \$50 Brand Mail Order (90-Day Supply): \$50 Generic; \$100 Brand								
Employee Only			\$ 1,304	\$ 241	\$ 5,316	\$ 6,861	\$ 9,391	\$ -	\$ -	\$ -
Employee + Spouse			\$ 1,304	\$ 241	\$ 11,160	\$ 12,705	\$ 15,200	\$ (2,495)	\$ -	\$ -
Employee + Children			\$ 1,304	\$ 241	\$ 10,104	\$ 11,649	\$ 13,914	\$ (2,265)	\$ -	\$ -
Employee + Family			\$ 1,304	\$ 241	\$ 17,016	\$ 18,561	\$ 22,220	\$ (3,659)	\$ -	\$ -

2022-2023 FULL-TIME FACULTY SALARY SCHEDULES

College of the Siskiyous
Full-Time Faculty Salary Schedule

2022-2023

Effective: Aug, 01, 2022

Adopted: Aug, 16, 2022

Doctoral Stipend: \$ 2,000

Based on 175 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 57,478.88	\$ 60,352.82	\$ 63,370.46	\$ 66,538.98
2	\$ 59,260.72	\$ 62,223.76	\$ 65,334.95	\$ 68,601.69
3	\$ 61,097.80	\$ 64,152.69	\$ 67,360.33	\$ 70,728.35
4	\$ 62,991.84	\$ 66,141.43	\$ 69,448.50	\$ 72,920.92
5	\$ 64,944.58	\$ 68,191.81	\$ 71,601.40	\$ 75,181.47
6	\$ 66,957.87	\$ 70,305.76	\$ 73,821.05	\$ 77,512.10
7	\$ 69,033.56	\$ 72,485.24	\$ 76,109.50	\$ 79,914.97
8	\$ 71,173.60	\$ 74,732.28	\$ 78,468.89	\$ 82,392.34
9	\$ 73,379.98	\$ 77,048.98	\$ 80,901.43	\$ 84,946.50
10	\$ 75,654.76	\$ 79,437.50	\$ 83,409.37	\$ 87,579.84
11	\$ 78,000.06	\$ 81,900.06	\$ 85,995.06	\$ 90,294.82
12	\$ 80,418.06	\$ 84,438.96	\$ 88,660.91	\$ 93,093.96
13	\$ 82,911.02	\$ 87,056.57	\$ 91,409.40	\$ 95,979.87
14			\$ 94,243.09	\$ 98,955.24
15			\$ 97,164.63	\$ 102,022.86
16			\$ 100,176.73	\$ 105,185.57

College of the Siskiyous

2022-2023

Full-Time Faculty Salary Schedule

Effective: Aug, 01, 2022

Adopted: Aug, 16, 2022

Doctoral Stipend: \$ 2,000

Based on 195 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 64,047.89	\$ 67,250.29	\$ 70,612.80	\$ 74,143.44
2	\$ 66,033.38	\$ 69,335.04	\$ 72,801.80	\$ 76,441.89
3	\$ 68,080.41	\$ 71,484.43	\$ 75,058.65	\$ 78,811.59
4	\$ 70,190.90	\$ 73,700.45	\$ 77,385.47	\$ 81,254.74
5	\$ 72,366.82	\$ 75,985.16	\$ 79,784.42	\$ 83,773.64
6	\$ 74,610.19	\$ 78,340.70	\$ 82,257.74	\$ 86,370.62
7	\$ 76,923.11	\$ 80,769.26	\$ 84,807.73	\$ 89,048.11
8	\$ 79,307.73	\$ 83,273.11	\$ 87,436.77	\$ 91,808.61
9	\$ 81,766.26	\$ 85,854.58	\$ 90,147.31	\$ 94,654.67
10	\$ 84,301.02	\$ 88,516.07	\$ 92,941.87	\$ 97,588.97
11	\$ 86,914.35	\$ 91,260.07	\$ 95,823.07	\$ 100,614.22
12	\$ 89,608.70	\$ 94,089.13	\$ 98,793.59	\$ 103,733.27
13	\$ 92,386.56	\$ 97,005.89	\$ 101,856.19	\$ 106,949.00
14			\$ 105,013.73	\$ 110,264.42
15			\$ 108,269.15	\$ 113,682.61
16			\$ 111,625.50	\$ 117,206.77

College of the Siskiyous

2022-2023

Full-Time Faculty Salary Schedule

Effective: Aug, 01, 2022

Adopted: Aug, 16, 2022

Doctoral Stipend: \$ 2,000

Based on 215 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 70,616.91	\$ 74,147.75	\$ 77,855.14	\$ 81,747.90
2	\$ 72,806.03	\$ 76,446.33	\$ 80,268.65	\$ 84,282.08
3	\$ 75,063.02	\$ 78,816.17	\$ 82,756.98	\$ 86,894.82
4	\$ 77,389.97	\$ 81,259.47	\$ 85,322.44	\$ 89,588.56
5	\$ 79,789.06	\$ 83,778.51	\$ 87,967.44	\$ 92,365.81
6	\$ 82,262.52	\$ 86,375.65	\$ 90,694.43	\$ 95,229.15
7	\$ 84,812.66	\$ 89,053.29	\$ 93,505.96	\$ 98,181.25
8	\$ 87,441.85	\$ 91,813.94	\$ 96,404.64	\$ 101,224.87
9	\$ 90,152.55	\$ 94,660.18	\$ 99,393.18	\$ 104,362.84
10	\$ 92,947.28	\$ 97,594.64	\$ 102,474.37	\$ 107,598.09
11	\$ 95,828.64	\$ 100,620.07	\$ 105,651.08	\$ 110,933.63
12	\$ 98,799.33	\$ 103,739.30	\$ 108,926.26	\$ 114,372.57
13	\$ 101,862.11	\$ 106,955.22	\$ 112,302.98	\$ 117,918.12
14			\$ 115,784.37	\$ 121,573.59
15			\$ 119,373.68	\$ 125,342.37
16			\$ 123,074.27	\$ 129,227.98

College of the Siskiyous

2022-2023

Full-Time Faculty Salary Schedule

Effective: Aug, 01, 2022

Adopted: Aug, 16, 2022

Doctoral Stipend: \$ 2,000

Based on 244 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 80,798.88	\$ 84,838.82	\$ 89,080.76	\$ 93,534.80
2	\$ 83,303.64	\$ 87,468.83	\$ 91,842.27	\$ 96,434.38
3	\$ 85,886.06	\$ 90,180.36	\$ 94,689.38	\$ 99,423.85
4	\$ 88,548.52	\$ 92,975.95	\$ 97,624.75	\$ 102,505.99
5	\$ 91,293.53	\$ 95,858.20	\$ 100,651.11	\$ 105,683.67
6	\$ 94,123.63	\$ 98,829.81	\$ 103,771.30	\$ 108,959.86
7	\$ 97,041.46	\$ 101,893.53	\$ 106,988.21	\$ 112,337.62
8	\$ 100,049.75	\$ 105,052.23	\$ 110,304.84	\$ 115,820.09
9	\$ 103,151.29	\$ 108,308.85	\$ 113,724.29	\$ 119,410.51
10	\$ 106,348.98	\$ 111,666.43	\$ 117,249.75	\$ 123,112.23
11	\$ 109,645.80	\$ 115,128.09	\$ 120,884.49	\$ 126,928.71
12	\$ 113,044.82	\$ 118,697.06	\$ 124,631.91	\$ 130,863.50
13	\$ 116,549.20	\$ 122,376.66	\$ 128,495.50	\$ 134,920.27
14			\$ 132,478.86	\$ 139,102.80
15			\$ 136,585.70	\$ 143,414.99
16			\$ 140,819.86	\$ 147,860.85

APPENDIX O

2022-2023 PART-TIME FACULTY SALARY SCHEDULES

College of the Siskiyous

2022-2023

2022-2023 Part-Time Faculty Salary Schedule

Effective: Aug, 01, 2022

Adopted: Aug, 16, 2022

Line	Credit Courses		Summer Session Credit Courses	
	Lecture	**Other	Lecture	**Other
A	\$ 57.47	\$ 54.02	\$ 62.99	\$ 59.53
B	\$ 60.37	\$ 56.91	\$ 66.15	\$ 62.69
C	\$ 63.38	\$ 59.92	\$ 69.44	\$ 65.99
D	\$ 66.55	\$ 63.08	\$ 72.92	\$ 69.47

** When there is a percentage increase to the Full-Time Faculty Salary Schedule (Appendix E), then the part-time salary schedule (Appendix G) shall change at the same percentage rate.

Adult education (Non-Credit): \$ 33.28 per hour

Column placement will be determined by educational background as follows:

- Line A: Minimum qualifications, Master's Degree in an assigned academic discipline, or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)
- Line B: Master's Degree plus 20 semester units* completed subsequent to the BA.
- Line C: Master's Degree plus 40 semester units*. Twenty (20) of these units must have been completed (20) of these units must have been completed subsequent to completion of the MA.
- Line D: Master's Degree plus 60 semester units*. Forty (40) of these units must have been completed subsequent to completion of the MA.

2023-2024 FULL-TIME FACULTY SALARY SCHEDULES

College of the Siskiyous

2023-24

Full-Time Faculty Salary Schedule

Effective: Jul, 01, 2023

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 175 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 58,772.15	\$ 61,710.76	\$ 64,796.30	\$ 68,036.11
2	\$ 60,594.09	\$ 63,623.79	\$ 66,804.98	\$ 70,145.23
3	\$ 62,472.50	\$ 65,596.13	\$ 68,875.94	\$ 72,319.73
4	\$ 64,409.15	\$ 67,629.61	\$ 71,011.09	\$ 74,561.65
5	\$ 66,405.84	\$ 69,726.13	\$ 73,212.43	\$ 76,873.06
6	\$ 68,464.42	\$ 71,887.64	\$ 75,482.02	\$ 79,256.12
7	\$ 70,586.81	\$ 74,116.15	\$ 77,821.96	\$ 81,713.06
8	\$ 72,775.01	\$ 76,413.76	\$ 80,234.44	\$ 84,246.17
9	\$ 75,031.03	\$ 78,782.58	\$ 82,721.71	\$ 86,857.80
10	\$ 77,356.99	\$ 81,224.84	\$ 85,286.08	\$ 89,550.39
11	\$ 79,755.06	\$ 83,742.81	\$ 87,929.95	\$ 92,326.45
12	\$ 82,227.47	\$ 86,338.84	\$ 90,655.78	\$ 95,188.57
13	\$ 84,776.52	\$ 89,015.34	\$ 93,466.11	\$ 98,139.42
14			\$ 96,363.56	\$ 101,181.74
15			\$ 99,350.83	\$ 104,318.37
16			\$ 102,430.71	\$ 107,552.24

College of the Siskiyous
Full-Time Faculty Salary Schedule

2023-24

Effective: Jul, 01, 2023

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 195 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 65,488.97	\$ 68,763.42	\$ 72,201.59	\$ 75,811.67
2	\$ 67,519.13	\$ 70,895.08	\$ 74,439.84	\$ 78,161.83
3	\$ 69,612.22	\$ 73,092.83	\$ 76,747.47	\$ 80,584.85
4	\$ 71,770.20	\$ 75,358.71	\$ 79,126.64	\$ 83,082.98
5	\$ 73,995.07	\$ 77,694.83	\$ 81,579.57	\$ 85,658.55
6	\$ 76,288.92	\$ 80,103.37	\$ 84,108.54	\$ 88,313.96
7	\$ 78,653.88	\$ 82,586.57	\$ 86,715.90	\$ 91,051.70
8	\$ 81,092.15	\$ 85,146.76	\$ 89,404.09	\$ 93,874.30
9	\$ 83,606.01	\$ 87,786.31	\$ 92,175.62	\$ 96,784.40
10	\$ 86,197.79	\$ 90,507.68	\$ 95,033.07	\$ 99,784.72
11	\$ 88,869.92	\$ 93,313.42	\$ 97,979.09	\$ 102,878.04
12	\$ 91,624.89	\$ 96,206.14	\$ 101,016.44	\$ 106,067.26
13	\$ 94,465.26	\$ 99,188.53	\$ 104,147.95	\$ 109,355.35
14			\$ 107,376.54	\$ 112,745.37
15			\$ 110,705.21	\$ 116,240.47
16			\$ 114,137.07	\$ 119,843.93

College of the Siskiyous
Full-Time Faculty Salary Schedule

2023-24

Effective: Jul, 01, 2023

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 215 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 72,205.79	\$ 75,816.08	\$ 79,606.88	\$ 83,587.22
2	\$ 74,444.17	\$ 78,166.37	\$ 82,074.69	\$ 86,178.43
3	\$ 76,751.93	\$ 80,589.53	\$ 84,619.01	\$ 88,849.96
4	\$ 79,131.24	\$ 83,087.81	\$ 87,242.20	\$ 91,604.31
5	\$ 81,584.31	\$ 85,663.53	\$ 89,946.71	\$ 94,444.04
6	\$ 84,113.43	\$ 88,319.10	\$ 92,735.05	\$ 97,371.81
7	\$ 86,720.94	\$ 91,056.99	\$ 95,609.84	\$ 100,390.33
8	\$ 89,409.29	\$ 93,879.76	\$ 98,573.74	\$ 103,502.43
9	\$ 92,180.98	\$ 96,790.03	\$ 101,629.53	\$ 106,711.01
10	\$ 95,038.59	\$ 99,790.52	\$ 104,780.05	\$ 110,019.05
11	\$ 97,984.79	\$ 102,884.03	\$ 108,028.23	\$ 113,429.64
12	\$ 101,022.32	\$ 106,073.43	\$ 111,377.10	\$ 116,945.96
13	\$ 104,154.01	\$ 109,361.71	\$ 114,829.79	\$ 120,571.28
14			\$ 118,389.52	\$ 124,308.99
15			\$ 122,059.59	\$ 128,162.57
16			\$ 125,843.44	\$ 132,135.61

College of the Siskiyous
Full-Time Faculty Salary Schedule

2023-24

Effective: Jul, 01, 2023

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 244 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 82,616.85	\$ 86,747.70	\$ 91,085.08	\$ 95,639.33
2	\$ 85,177.98	\$ 89,436.87	\$ 93,908.72	\$ 98,604.15
3	\$ 87,818.49	\$ 92,209.42	\$ 96,819.89	\$ 101,660.88
4	\$ 90,540.87	\$ 95,067.91	\$ 99,821.30	\$ 104,812.37
5	\$ 93,347.63	\$ 98,015.01	\$ 102,915.77	\$ 108,061.55
6	\$ 96,241.41	\$ 101,053.48	\$ 106,106.15	\$ 111,411.46
7	\$ 99,224.89	\$ 104,186.14	\$ 109,395.44	\$ 114,865.22
8	\$ 102,300.86	\$ 107,415.91	\$ 112,786.70	\$ 118,426.04
9	\$ 105,472.19	\$ 110,745.80	\$ 116,283.09	\$ 122,097.25
10	\$ 108,741.83	\$ 114,178.92	\$ 119,887.87	\$ 125,882.26
11	\$ 112,112.83	\$ 117,718.47	\$ 123,604.39	\$ 129,784.61
12	\$ 115,588.32	\$ 121,367.74	\$ 127,436.13	\$ 133,807.93
13	\$ 119,171.56	\$ 125,130.14	\$ 131,386.65	\$ 137,955.98
14			\$ 135,459.63	\$ 142,232.61
15			\$ 139,658.88	\$ 146,641.83
16			\$ 143,988.31	\$ 151,187.72

APPENDIX Q

2023-2024 PART-TIME FACULTY SALARY SCHEDULES

College of the Siskiyous

2023-24

2023-2024 Part-Time Faculty Salary Schedule

Effective: Jul, 01, 2023

Adopted: Aug. 16, 2022

Line	Credit Courses		Summer Session Credit Courses	
	Lecture	**Other	Lecture	**Other
A	\$ 58.77	\$ 55.23	\$ 64.40	\$ 60.87
B	\$ 61.72	\$ 58.19	\$ 67.64	\$ 64.10
C	\$ 64.80	\$ 61.27	\$ 71.01	\$ 67.47
D	\$ 68.05	\$ 64.50	\$ 74.56	\$ 71.03

** When there is a percentage increase to the Full-Time Faculty Salary Schedule (Appendix E), then the part-time salary schedule (Appendix G) shall change at the same percentage rate.

Adult education (Non-Credit): \$ 34.03 per hour

Column placement will be determined by educational background as follows:

- Line A: Minimum qualifications, Master’s Degree in an assigned academic discipline, or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)
- Line B: Master’s Degree plus 20 semester units* completed subsequent to the BA.
- Line C: Master’s Degree plus 40 semester units*. Twenty (20) of these units must have been completed (20) of these units must have been completed subsequent to completion of the MA.
- Line D: Master’s Degree plus 60 semester units*. Forty (40) of these units must have been completed subsequent to completion of the MA.

2024-2025 FULL-TIME FACULTY SALARY SCHEDULES

College of the Siskiyous

2024-2025

Full-Time Faculty Salary Schedule

Effective: Jul. 01, 2024

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 175 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 60,094.52	\$ 63,099.25	\$ 66,254.21	\$ 69,566.92
2	\$ 61,957.46	\$ 65,055.33	\$ 68,308.09	\$ 71,723.50
3	\$ 63,878.14	\$ 67,072.04	\$ 70,425.65	\$ 73,946.93
4	\$ 65,858.36	\$ 69,151.28	\$ 72,608.84	\$ 76,239.28
5	\$ 67,899.97	\$ 71,294.97	\$ 74,859.71	\$ 78,602.70
6	\$ 70,004.87	\$ 73,505.11	\$ 77,180.37	\$ 81,039.38
7	\$ 72,175.02	\$ 75,783.77	\$ 79,572.96	\$ 83,551.60
8	\$ 74,412.44	\$ 78,133.07	\$ 82,039.72	\$ 86,141.70
9	\$ 76,719.23	\$ 80,555.19	\$ 84,582.95	\$ 88,812.10
10	\$ 79,097.52	\$ 83,052.40	\$ 87,205.02	\$ 91,565.27
11	\$ 81,549.55	\$ 85,627.03	\$ 89,908.38	\$ 94,403.80
12	\$ 84,077.58	\$ 88,281.46	\$ 92,695.54	\$ 97,330.31
13	\$ 86,683.99	\$ 91,018.19	\$ 95,569.10	\$ 100,347.55
14			\$ 98,531.74	\$ 103,458.33
15			\$ 101,586.22	\$ 106,665.54
16			\$ 104,735.40	\$ 109,972.17

College of the Siskiyous
Full-Time Faculty Salary Schedule

2024-2025

Effective: Jul. 01, 2024

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 195 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 66,962.47	\$ 70,310.59	\$ 73,826.12	\$ 77,517.43
2	\$ 69,038.31	\$ 72,490.22	\$ 76,114.73	\$ 79,920.47
3	\$ 71,178.49	\$ 74,737.42	\$ 78,474.29	\$ 82,398.00
4	\$ 73,385.03	\$ 77,054.28	\$ 80,906.99	\$ 84,952.34
5	\$ 75,659.96	\$ 79,442.96	\$ 83,415.11	\$ 87,585.87
6	\$ 78,005.42	\$ 81,905.69	\$ 86,000.98	\$ 90,301.03
7	\$ 80,423.59	\$ 84,444.77	\$ 88,667.01	\$ 93,100.36
8	\$ 82,916.72	\$ 87,062.56	\$ 91,415.69	\$ 95,986.47
9	\$ 85,487.14	\$ 89,761.50	\$ 94,249.57	\$ 98,962.05
10	\$ 88,137.24	\$ 92,544.10	\$ 97,171.31	\$ 102,029.87
11	\$ 90,869.50	\$ 95,412.97	\$ 100,183.62	\$ 105,192.80
12	\$ 93,686.45	\$ 98,370.77	\$ 103,289.31	\$ 108,453.78
13	\$ 96,590.73	\$ 101,420.27	\$ 106,491.28	\$ 111,815.84
14			\$ 109,792.51	\$ 115,282.14
15			\$ 113,196.08	\$ 118,855.88
16			\$ 116,705.16	\$ 122,540.41

College of the Siskiyous

2024-2025

Full-Time Faculty Salary Schedule

Effective: Jul. 01, 2024

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 215 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 73,830.42	\$ 77,521.94	\$ 81,398.03	\$ 85,467.94
2	\$ 76,119.16	\$ 79,925.12	\$ 83,921.37	\$ 88,117.44
3	\$ 78,478.85	\$ 82,402.80	\$ 86,522.94	\$ 90,849.08
4	\$ 80,911.70	\$ 84,957.28	\$ 89,205.15	\$ 93,665.40
5	\$ 83,419.96	\$ 87,590.96	\$ 91,970.51	\$ 96,569.03
6	\$ 86,005.98	\$ 90,306.28	\$ 94,821.59	\$ 99,562.67
7	\$ 88,672.16	\$ 93,105.77	\$ 97,761.06	\$ 102,649.11
8	\$ 91,421.00	\$ 95,992.05	\$ 100,791.65	\$ 105,831.24
9	\$ 94,255.05	\$ 98,967.81	\$ 103,916.20	\$ 109,112.01
10	\$ 97,176.96	\$ 102,035.81	\$ 107,137.60	\$ 112,494.48
11	\$ 100,189.44	\$ 105,198.92	\$ 110,458.86	\$ 115,981.81
12	\$ 103,295.32	\$ 108,460.08	\$ 113,883.09	\$ 119,577.24
13	\$ 106,497.47	\$ 111,822.35	\$ 117,413.46	\$ 123,284.14
14			\$ 121,053.28	\$ 127,105.94
15			\$ 124,805.93	\$ 131,046.23
16			\$ 128,674.92	\$ 135,108.66

College of the Siskiyous

2024-2025

Full-Time Faculty Salary Schedule

Effective: Jul. 01, 2024

Adopted: Aug. 16, 2022

Doctoral Stipend: \$ 2,000

Based on 244 Days				
Step	Column I	Column II	Column III	Column IV
1	\$ 84,475.73	\$ 88,699.52	\$ 93,134.49	\$ 97,791.22
2	\$ 87,094.48	\$ 91,449.20	\$ 96,021.66	\$ 100,822.75
3	\$ 89,794.41	\$ 94,284.13	\$ 98,998.34	\$ 103,948.25
4	\$ 92,578.04	\$ 97,206.94	\$ 102,067.28	\$ 107,170.65
5	\$ 95,447.95	\$ 100,220.35	\$ 105,231.37	\$ 110,492.94
6	\$ 98,406.84	\$ 103,327.18	\$ 108,493.54	\$ 113,918.22
7	\$ 101,457.45	\$ 106,530.33	\$ 111,856.84	\$ 117,449.68
8	\$ 104,602.63	\$ 109,832.77	\$ 115,324.40	\$ 121,090.62
9	\$ 107,845.32	\$ 113,237.58	\$ 118,899.46	\$ 124,844.43
10	\$ 111,188.52	\$ 116,747.95	\$ 122,585.34	\$ 128,714.61
11	\$ 114,635.36	\$ 120,367.13	\$ 126,385.49	\$ 132,704.76
12	\$ 118,189.06	\$ 124,098.51	\$ 130,303.44	\$ 136,818.61
13	\$ 121,852.92	\$ 127,945.57	\$ 134,342.85	\$ 141,059.99
14			\$ 138,507.47	\$ 145,432.85
15			\$ 142,801.21	\$ 149,941.27
16			\$ 147,228.04	\$ 154,589.45

APPENDIX S
2024-2025 PART-TIME FACULTY SALARY SCHEDULES

College of the Siskiyous

2024-2025

2024-2025 Part-Time Faculty Salary Schedule

Effective: Jul. 01, 2024

Adopted: Aug. 16, 2022

Line	Credit Courses		Summer Session Credit Courses	
	Lecture	**Other	Lecture	**Other
A	\$ 60.09	\$ 56.47	\$ 65.85	\$ 62.24
B	\$ 63.11	\$ 59.50	\$ 69.16	\$ 65.54
C	\$ 66.26	\$ 62.65	\$ 72.60	\$ 68.99
D	\$ 69.58	\$ 65.95	\$ 76.24	\$ 72.63

** When there is a percentage increase to the Full-Time Faculty Salary Schedule (Appendix E), then the part-time salary schedule (Appendix G) shall change at the same percentage rate.

Adult education (Non-Credit): \$ 34.80 per hour

Column placement will be determined by educational background as follows:

Line A: Minimum qualifications, Master's Degree in an assigned academic discipline, or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)

Line B: Master's Degree plus 20 semester units* completed subsequent to the BA.

Line C: Master's Degree plus 40 semester units*. Twenty (20) of these units must have been completed (20) of these units must have been completed subsequent to completion of the MA.

Line D: Master's Degree plus 60 semester units*. Forty (40) of these units must have been completed subsequent to completion of the MA.

FACULTY REPAYMENT OF OVERPAYMENT AUTHORIZATION FORM



Faculty - Repayment of Overpayment Authorization Form

I, _____, agree to repay College of the Siskiyou the amount of \$ _____ identified as excess pay I received in error.

I will repay the amount owed by agreeing to one of the following options: (please check (✓) appropriate option)

OPTION 1: I will write a check for the total amount of \$ _____

Please make check payable to College of the Siskiyou and indicate "overpayment" on the check. The check should be delivered to College of the Siskiyou, Human Resources, 800 College Ave, Weed, CA 96094.

OPTION 2: Total amount to be deducted \$ _____ to be divided by the number of repayments indicated below. (For active employees only)

I hereby authorize College of the Siskiyou Human Resources to begin payroll deductions on my next monthly payroll check(s). Deductions will be made in accordance with the following schedule.

One (1) Repayment of \$ _____

Six (6) Repayments of \$ _____

Twelve (12) Repayments of \$ _____

Eighteen (18) Repayments of \$ _____

I understand and agree that if my employment with College of the Siskiyou ends for any reason, any remaining balance will be due and payable immediately.

Printed Name of Employee

Signature of Employee

Date

COLUMN MOVEMENT

Initial Salary Placement

Initial placement on the Full- or Part-time Faculty Salary Schedules is based on units earned at any accredited institution. Units earned at a foreign institution will be considered on the same basis to the extent that equivalencies can be determined. Transcript evaluation for degrees granted at an institution outside of the United States is required. Please refer to the [Faculty Association Collective Bargaining Agreement](#) for information on placement and salary schedules.

After review of transcripts, faculty will be placed as follows:

Column I

- A. Minimum qualifications or the equivalent. (Equivalencies are established by the Equivalency Committee. Minimum qualifications include a valid California Community College teaching credential in the subject area.)
- B. Master's Degree in an assigned academic discipline.

Column II

Master's Degree plus 20 semester units completed subsequent to the bachelor's degree.

Column III

Master's Degree plus 40 semester units completed subsequent to the bachelor's degree.

Column IV

Master's Degree plus 60 semester units. Forty (40) of these units must have been completed subsequent to the completion of the MA.

Column Movement

It is the instructor's responsibility to initiate the following procedures prior to enrolling in course work to be used for column movement.

1. Pre-approval of coursework to be used towards column movement is required by the Vice President, Academic Affairs. **Column Movement forms will NOT BE accepted after the coursework has been started or completed.**
2. Instructor will complete "[Credit Toward Column Movement](#)" form. Forms are available on the College website under [Human Resources Forms](#). Completed forms shall be submitted to the Vice President, Academic Affairs for pre-approval.
3. Vice President, Academic Affairs will review and approve or deny request and send a copy to the Instructor and forward the original to the Human Resources Office.
4. Acceptable Coursework for Column Movement
 - a. Approved coursework must be upper division or graduate college credit earned beyond the master's degree. Coursework must directly benefit students in a faculty member's teaching or counseling discipline.
 - b. Graduate units earned subsequent to receipt of BA which were not required for the MA may be used for column movement beyond Column II.
 - c. Exceptions:

- i. In some cases, lower division coursework may be counted towards column movement. Exceptions to "4.a." must be pre-approved, and no more than 6 lower division semester units may be used for column movement.
 - ii. Exceptions that may receive approval toward column movement include:
 - 1. Industrial or professional licensing or certification
 - 2. Lower division computer classes
 - 3. CPR or EMT (first time only)
 - 4. Courses which prepare faculty to interact more successfully with students of diverse cultural backgrounds.
 - d. Lower division units earned prior to employment with the District will not count towards column movement.
 - e. Other:
 - i. A classified employee who is also part-time faculty may receive Professional Growth Award points as well as credit toward column movement with the same units.
 - ii. An instructor on sabbatical leave may use coursework taken during the leave for column movement.
5. Submission of Official Transcripts:
- a. Instructor must request official transcripts be sent to the attention of the Human Resources Office to provide evidence of completion of pre-approved coursework.
 - b. Official transcripts must be on file in the Human Resources Office on or before:
 - i. **May 1** – Final date for submitting notice of intention to complete requirements for a higher salary class on the salary schedule by next September 1 or end of scheduled summer session
 - ii. **September 1 or closing date of scheduled university or college summer session** – Final date for completing requirements for column movement.
 - iii. **September 10** – Final date for filing evidence (official transcript) of completion of courses for column movement. In the case of degrees, October 1 is the final date for receipt of official notice from a college or university that requirements for the degree have been completed and the awarding of the degree approved. Part-time faculty must submit units for column movement by September 10 for credit toward column movement for the fall semester and by February 1 for credit toward column movement for the spring semester.
6. Application of Units for Column Movement:
- a. Upon receipt of official transcript, Human Resources will apply pre-approved and successfully completed units and inform the faculty member, Instruction Office programs analyst and payroll of any changes in columns.
 - b. When an instructor earns enough units to move columns and the documentation was received by the timelines noted in 5 above, a revised contract will be generated noting the new column placement and any change in pay will be made retroactive to the beginning of the academic year for full-time faculty and the beginning of the appropriate semester for part-time faculty.

CREDIT TOWARD COLUMN MOVEMENT

COLLEGE OF THE SISKIYOU

Credit Toward Column Movement

(This form is to be completed and approved prior to attempting coursework or original scholarship.)

You will receive a copy of the approved form once all signatures have been acquired. After the completion of your coursework or original scholarship, submit an official transcript or project log to the Vice President, Instruction.

Name: _____ Date: _____
 Department: _____

COURSE OR PROJECT
 (Fill out a form for each course/project)

Course/Project Title				
Course No.				
Level (check one)	Lower Division*	Upper Division	Graduate	In-service
Units (check one)	Quarter	Semester	Other or specify hours for project	
Institution				
Course/Project Dates				
Course or Project Description				

If this course or project substantially duplicates coursework or activities you already have completed, please explain why you are undertaking the course or project.

*Explain the limitations.

Column Movement Pre-Approval

Vice President, Academic Affairs Date

Coursework grade or log of project hours verified and accepted.

Status after application of units:

Column Step Additional Units

Human Resources Date

11/2019
vmd