



Victor Valley College **AGREEMENT**

between

Victor Valley Community College District

and

**AFT Part-Time Faculty United,
Local 6286, AFL-CIO**

March 1, 2010–February 28, 2013

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ARTICLE 1: Agreement

- 1.1 The Articles and provisions herein constitute a bilateral and binding Agreement between the Victor Valley Community College District (the “District”) and the AFT Part-Time Faculty United, Local 6286, CFT/AFT, AFL-CIO (the “AFT Part-Time Faculty United” or “Union”).
- 1.2 This Agreement is entered into pursuant to the Educational Employment Relations Act (the “EERA”), Government Code §3540 et seq. The parties recognize and agree that this Agreement and its implementation fall within the jurisdiction of the Public Employment Relations Board (the “PERB”) as established by the EERA.
- 1.3 This Agreement, when ratified and executed by each party hereto, shall constitute the sole agreement between them. Any modification or amendment of this Agreement shall be made by and between the parties hereto in writing and executed by each party thereto.
- 1.4 This Agreement shall become effective upon the date of ratification and execution by both parties and shall remain in full force and effect up to and including February 28, 2013.

ARTICLE 2: Recognition

- 2.1 The District recognizes AFT Part-Time Faculty United as the exclusive bargaining agent and representative of the Part-Time Faculty Bargaining Unit effective June 2, 2004.
- 2.2 The Part-Time Faculty Bargaining Unit is described in the PERB Certification of Representation in Case No. LA-RR-1101-E, name as amended August 26, 2004 LA-AC-59-E. "Unit Members" shall mean all members of the Bargaining Unit, individually or collectively.
 - 2.2.1 The Part-Time Faculty Bargaining unit shall include only part-time faculty teaching sixty percent (60%) or less of a full-time load either for credit or non-credit. This includes the part-time faculty assignment portion of classified employees who teach.
 - 2.2.2 The Part-Time Faculty Bargaining unit shall exclude all management, supervisory, classified (with the exception of teaching assignments performed by classified employees), and confidential employees and all full-time or pro-rata permanent or tenured faculty, contract or non-tenured faculty, full-time temporary faculty paid on the regular and contract faculty salary schedule, substitutes, and lab supervisors.
- 2.3 Unit Members on an authorized leave of absence remain members of the Bargaining Unit during such leaves of absence. Leaves of absences are not authorized beyond the conclusion of the contracted semester/session in which they were granted.
- 2.4 Any dispute between the District and AFT Part-Time Faculty United as to whether any new or revised position is to be included within or excluded from the Bargaining Unit shall be submitted to the exclusive jurisdiction of the Public Employment Relations Board ("PERB").

ARTICLE 3: District Rights

- 3.1 All matters not specifically enumerated as within the scope of representation in Government Code 3543.2 or not limited by the express terms of other Articles of this Agreement are reserved to the District. It is agreed that such reserved rights include, but are not limited to, the Board's sole right to manage the District and direct the work of its employees; to determine the level, means, and kinds of services provided; to determine the staffing patterns and the number of kinds of personnel required; to determine its organization; to determine assignment and location thereof; to determine performance standards; to decide on the building, location, or modification of a facility; to determine the budget and methods of raising revenue; to determine educational objectives and policies; to determine the time and hours of operation of District facilities; to sub-contract work or operations except where expressly forbidden by law; to maintain order and efficiency; to determine rules applicable to employees; to hire, assign, evaluate, promote, discipline, layoff, and transfer employees. All other rights of management not expressly limited by the clear and explicit language of this Agreement are also expressly reserved to the District even though not enumerated above. The exercise of any right reserved to the District herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right or preclude the District from exercising the right in a different manner. The right to determine or decide any of the foregoing shall also include the right to implement, supplement, change, modify, or discontinue, in whole or in part, temporarily or permanently in any such areas.
- 3.2 It is not the intention of the parties, in setting forth the above-mentioned rights of management, to detract or diminish in any way the consultation rights of the Union as set forth in Government Code Section 3543.2. However, such rights are not part of this Agreement, and it is the parties' intention that the provisions of the other Articles of this Agreement constitute the only contractual limitation upon the District's right.
- 3.3 Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the rights of the District set forth above, or any other rights of the District not expressly limited by the language of this Agreement, is not subject to the Grievance Procedure contained in this Agreement.
- 3.4 The District retains the right to amend, modify, or rescind policies and practices set forth in the Agreement in cases of emergency. An emergency is a sudden, generally unexpected occurrence or occasion requiring immediate action that affects District facilities or equipment or otherwise involves an act of God or specific governmental order requiring the District to make certain action or refrain from taking certain action.

ARTICLE 4: Union Rights

- 4.1 A reasonable number of AFT Part-Time Faculty United representatives shall have the right of access to areas in which employees work so long as the representatives do not interfere with the work performance of any employee. AFT Part-Time Faculty United representatives may not have access to classrooms during class time for Union business or may not disrupt the learning and/or work environment.
- 4.2 Six bulletin boards shall be designated for the exclusive use of AFT Part-Time Faculty United at the following locations/buildings: Vocational Education, Gym, Academic Commons, Allied Health, Liberal Arts, and the Advanced Technology Center (ATC). Items posted on this and other campus bulletin boards shall only contain official business of AFT Part-Time Faculty United.
- 4.3 All items to be posted by the Union on other campus bulletin boards shall bear the date of posting and the designation of AFT Part-Time Faculty United and shall be removed by AFT Part-Time Faculty United no later than ten (10) days from the posting date. A copy of any posted materials shall be provided to the superintendent/president on the same day the item is posted.
- 4.4 A mailbox in the mailroom/staffroom, located in the same building as the AFT office, shall be provided for exclusive use of AFT Part-Time Faculty United.
- 4.5 Communications placed by AFT Part-Time Faculty United in institutional mailboxes shall bear the designation of AFT Part-Time Faculty United.
- 4.6 AFT Part-Time Faculty United will pay for its own supplies.
- 4.7 AFT Part-Time Faculty United shall be permitted free office space on the main campus.
- 4.8 AFT Part-Time Faculty United shall be permitted the use of other facilities and equipment subject to District policies and procedures governing their use. AFT Part-Time Faculty United may schedule the occasional use of classrooms and meeting facilities in the same manner as do other campus organizations and college departments, divisions, and committees. For such uses, the Union shall follow the same procedures for scheduling and use of campus facilities as are required of other campus organizations and college departments, divisions, and committees.
- 4.9 Upon request, AFT Part-Time Faculty United shall be provided existing District information and documents that are available to the public. In addition, the District shall provide to AFT Part-Time Faculty United existing documents and data necessary for the purposes of negotiations, administration of this Agreement, processing of grievances, and representation of the members of the Bargaining Unit. Such materials include, but are not limited to, existing financial reports and audits, rosters of all personnel, budget plans and projections, allocation of state and federal funds, and student enrollment data. Union requests for information not contained in existing documents can be submitted in writing. The District need not provide the requested information when to do so would be overly burdensome. If the District agrees to provide the information, AFT Part-Time Faculty United will bear the cost associated with complying with the request. The District shall provide AFT Part-Time Faculty United with an estimated date of completion.

- 4.10 In satisfaction of the requirements of Chapter 10.7 of Division 4 of Title 1 of the Government Code, during the regular semesters, the District shall provide a cumulative total of 475 hours of compensation for the spring and fall 2008 semesters and 500 hours of compensation for the spring and fall 2009 semesters and subsequent semesters to such Unit Members as may be designated by the Union for purposes of meeting and negotiation and the processing of grievances. Such Unit Members shall be compensated at their appropriate hourly rate on the part-time faculty schedule. Such compensation shall be considered as payment for professional ancillary activities and shall not be used for purposes of calculating eligibility for contract or regular status under the “sixty-seven percent law.” (Education Code Sec. 87482.5(c).) Not later than the first day of each semester, AFT Part-Time Faculty United will provide the Office of Human Resources and the Office of Payroll & Benefits with a list of such designated Unit Members and the number of hours of compensation awarded to each pursuant to this section. AFT Part-Time Faculty United shall promptly notify the District should subsequent changes be necessary. If an AFT Part-Time Faculty United designated representative must miss a class due to union business, the representative shall contact the appropriate dean so that every effort can be made to avoid a class cancellation.
- 4.11 By the end of the fifth week of each term, the District shall provide in electronic form to AFT Part-Time Faculty United the names, addresses, telephone numbers, e-mail address, and discipline(s) of all part-time faculty employed that term. Upon AFT Part-Time Faculty United’s request, within two (2) days the Deans shall provide the assignment information for all individuals requested for specified time periods. In addition, at the close of each pay period, the District shall provide AFT Part-Time Faculty United with a list (in electronic form) of all part-time faculty paid during that pay period.
- 4.12 At least once each month, designated representatives of the District and AFT Part-Time Faculty United shall meet on a mutually agreed upon date, place, and time for the purpose of reviewing the administration of this Agreement and for the purpose of resolving any problems that may arise. Representatives of AFT Part-Time Faculty United may submit agenda items for discussion. The agenda will be prepared by the District and mutually agreed upon by both parties.
- 4.13 For those college-wide committees that have full-time union representation, the part-time faculty union shall also have representation.
- 4.14 The District shall post this Agreement on the District Web site and also make it available in PDF format for download from that Web site. The Office of Human Resources shall provide each newly hired part-time faculty member with instructions on how to find the Agreement on the District Web site. A unit member may obtain a printed copy of this Agreement by submitting a written request to the Office of Human Resources.
- 4.15 The District shall provide AFT Part-Time Faculty United with electronic access to current board policies on the District Web site.

ARTICLE 5: Grievance Procedure

5.1 Definitions

- 5.1.1 “Grievant:” a “grievant” is the Union (AFT PTFU), a unit member, or a group of unit members who allege a violation, misinterpretation, or misapplication of one or more specific sections of this Agreement.
- 5.1.2 “Grievance:” a “grievance” is an allegation that there has been a violation, misinterpretation, or misapplication of one or more specific sections of this Agreement.
- 5.1.3 “Working day:” for the purposes of this article, a “working day” is defined as any calendar day that the College’s business offices are open and classes are being held. Working days do not include holidays or weekends.

5.2 General Provisions

- 5.2.1 The District and AFT Part-Time Faculty United agree that a reasonable effort will be made by the District and the unit member(s) to resolve the grievance(s) in an informal manner at the lowest possible level.
- 5.2.2 Each party involved in a grievance shall act in a timely manner so that the grievance may be resolved promptly. However, with the written consent of the Union and the District, the time limits for any level may be extended. The right to grieve the incident is forfeited when AFT PTFU fails to adhere to the time limits. If the District fails to respond within the time limits, the grievance will proceed to the next level in the grievance process.
- 5.2.3 The Grievance and Appeal Form appears in Appendix B. The form requires that the grievant must specify the precise section(s) of this Agreement which have been violated, misinterpreted, or misapplied and requires the grievant to specify a requested remedy.
- 5.2.4 The grievance process may not be used to challenge the termination or non-renewal of an assignment unless a violation, misinterpretation, or misapplication of Article 13 is alleged.
- 5.2.5 The grievant shall have the right to be present at the meeting for each level of the grievance procedure. All parties shall make every effort to schedule grievance meetings at mutually convenient times. A grievance meeting shall not be scheduled during the time the grievant is required to be present in class.
- 5.2.6 Grievances of a similar or like nature may be joined as a single grievance upon the written mutual consent of the grievants involved and the District. Should the grievances be consolidated, the final grievance decision shall be binding upon all parties to the consolidated grievance.
- 5.2.7 In adjusting the grievance, the grievant and the District shall have equal access to any documents and District records not otherwise protected from access by law. Access to the personnel file of the grievant by the Union will be permitted only where the Union has the written authorization of the grievant.
- 5.2.8 All grievance documents and/or files shall be maintained in a section of the Human Resources filing system separate from the personnel files. Access to grievance documents shall be limited to District personnel charged with the

- processing of grievances, the grievant, and AFT Part-Time Faculty United representatives with written authorization by the grievant.
- 5.2.9 No reprisals of any kind shall be taken by the District or AFT Part-Time Faculty United against any grievant or other participant in the grievance procedure by reason of such participation.
- 5.2.10 Other than AFT Part-Time Faculty United no other person or organization may represent the grievant. However, a bargaining unit member may file a grievance on his/her own behalf and incur any costs. With the exception of arbitration, the grievant shall be allowed to process and attend every step of the grievance procedure.
- 5.2.11 The grievant shall be accompanied by AFT Part-Time Faculty United at all grievance meetings unless representing himself/herself. In situations in which the grievant has chosen to represent him/herself, the District shall not agree to a final resolution of the grievance until AFT Part-Time Faculty United has received a copy of the grievance and the proposed settlement and has been given the opportunity to file a response to the matter within ten (10) working days of that receipt. Such settlements shall not be precedents for other disputes, except by written agreement between the District and the Union.
- 5.2.12 The Manager or Dean shall forward all documentation related to the grievance to the Vice Presidents of Instruction and Human Resources.
- 5.3 Procedures
- 5.3.1 Informal
- 5.3.1.1 Within fifteen (15) working days after the alleged acts or omissions giving rise to the complaint or after the grievant should reasonably have known of the alleged act or omission giving rise to the complaint, the grievant shall present the grievance to the grievance officer of AFT PTFU to determine if a grievance against the contract exists. If the complaint is a grievance, the grievant and AFT PTFU have five (5) days to schedule and hold a conference with the manager or dean. The grievance officer will accompany the grievant to the informal conference. If the grievant does not present the alleged grievance within the fifteen (15) working days noted above, the right to grieve the incident is forfeited.
- 5.3.1.2 The Manager or Dean shall have five (5) working days to respond. If not resolved, the matter will be moved to Level One Grievance.
- 5.3.2 Level One
- 5.3.2.1 Formal Level I: within ten (10) working days after Manager or Dean responds, or should have responded, if the grievant is not satisfied, the grievant and the grievance officer will present the grievance in writing to the grievant's immediate Manager or Dean. The grievant shall deliver a copy of the Level One grievance to AFT Part-Time Faculty United. If the grievant does not present the grievance within the ten (10) working days noted above, the right to grieve the incident is forfeited.
- 5.3.2.2 This grievance statement shall be a clear, concise statement of the alleged violation, misinterpretation, or misapplication of a specific article and section of this Agreement, the circumstances involved, the decision

- rendered at the informal conference, if any, and the specific remedy sought. The grievance shall be submitted on the Grievance Form.
- 5.3.2.3 The immediate Manager or Dean shall communicate his/her decision in writing to the grievant and to AFT Part-Time Faculty United within ten (10) working days after receiving the Level One grievance.
- 5.3.3 Level Two
- 5.3.3.1 In the event the grievant is not satisfied with the decision at Formal Level One, the grievant may, with the grievance officer, within ten (10) working days, appeal the decision in writing in a meeting with the Vice President of Instruction or his/her designee. The grievant shall deliver a copy of the Level Two grievance to AFT Part-Time Faculty United. This appeal shall include a copy of the original grievance, the decisions rendered, and the reasons for the appeal.
- 5.3.3.2 The Vice President of Instruction or designee shall communicate his/her decision in writing to the grievant and AFT Part-Time Faculty United within fifteen (15) working days after receiving the Level Two grievance.
- 5.3.4 Level Three: Mediation
- 5.3.4.1 If the grievant is not satisfied with the decision at Level Two, at the grievant's option, he or she may, with the grievance officer, within ten (10) working days of the receipt of the decision on the grievance from Level Two, submit to AFT Part-Time Faculty United, a written request for mediation of the grievance. Upon notification from AFT PTFU, the Vice President of Human Resources shall, within ten (10) working days after the receipt of the written request, submit to the California State Mediation and Conciliation Services a request for the services of a mediator. AFT Part-Time Faculty United and the District shall jointly agree to the mediator selected.
- 5.3.4.2 If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement of the resolution to that effect and thus waive the right to further appeal the grievance.
- 5.3.5 Level Four: Arbitration
- 5.3.5.1 If the grievance was submitted to mediation but the mediation process did not produce a mutually acceptable resolution, within ten (10) working days of the mediation meeting, the grievant may request, in writing, that the Union submit the matter to binding arbitration. Only AFT PTFU may make the decision to move the grievance forward to binding arbitration. The ability to move to binding arbitration is forfeited if the deadline to file is not met.
- 5.3.5.2 If the decision of AFT PTFU is to move the grievance to binding arbitration, then within fifteen (15) working days following receipt of the written request for arbitration, the Union shall notify the District in writing that it is submitting the grievance to binding arbitration.
- 5.3.5.3 AFT Part-Time Faculty United and the District shall attempt to agree upon an arbitrator. If no agreement can be reached, within 15 working days, the Vice President of Human Resources shall request a list of five (5) names

from the California State Mediation and Conciliation Services to provide a roster of five names of persons experienced in hearing grievances in public agencies. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be the arbitrator.

5.3.6 Arbitration Procedure

- 5.3.6.1 The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation, misinterpretation, or misapplication of this Agreement. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him or her by the respective parties in the presence of each other and upon the arguments presented in briefs.
- 5.3.6.2 Either party may, at its own expense, cause the hearing to be recorded by a certified court reporter, and the other party may, at its own expense, receive a certified copy of the record so created, or the parties may bear the expense equally.
- 5.3.6.3 The arbitrator's decision shall be in writing and shall set forth all relevant findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any recommendation that requires the commission of an act prohibited by law or that violates the terms of this agreement. The findings, conclusion, and recommendation of the arbitrator shall be final and binding on both parties.
- 5.3.6.4 The cost of the services of the arbitrator will be borne equally by the District and Union. All other expenses shall be borne by the party incurring them.

Article 6: Evaluation

6.1 To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated.

6.2 Definitions

6.2.1 An “evaluatee” is the Unit Member being evaluated.

6.2.2 An “evaluator” shall be the Dean or Manager for the evaluatee. Per Education Code Section 87663(c), the evaluation shall include a peer review process.

6.2.3 A “peer reviewer” may be either a part-time or a full-time faculty member from the part-time faculty member’s discipline or related discipline.

6.2.4 An “Observation” is a continuous period of not less than thirty (30) minutes during which the observer or peer reviewer observes the Unit Member in the performance of his or her duties. The Peer Observation Form will be used during the observation.

6.2.5 For the purpose of this article, a working day is defined as a day that the central administrative offices of the District are open for business and classes are being held.

6.2.6 The Dean prepares a “final evaluation report” that includes the observation report and a summary of student evaluations.

6.3 Scheduling and Frequency

6.3.1 A Unit Member shall be evaluated by students during the first regular semester of employment and during the third and fifth semesters of employment.

6.3.2 A Unit Member may be observed any semester that the Unit Member is employed, but not less than once in a six-semester period.

6.3.3 Observations for the purpose of evaluation must be held during any scheduled class or non-teaching assignment. An evaluatee shall be notified by the Dean or Manager five (5) working days in advance of an observation. The notification shall include a copy of a blank observation form (see Appendix B). Observations shall be conducted no earlier than the third (3rd) week of classes and no later than the thirteenth (13th) week of the semester.

6.3.4 Within five (5) days after discussing the observation with the reviewer, the evaluatee may also have the option of requesting a second observation by a different observer in the event that he or she has serious concerns with the initial

observation.

- 6.3.5 The District reserves the right to make unannounced visits to the classroom or non-instructional worksite.

6.4 General Evaluation Procedures

- 6.4.1 Unit Members shall be evaluated according to the criteria established by the District and the Union.
- 6.4.2 The Unit Member shall also be notified that the evaluator or designee will conduct student evaluations of the Unit Member's performance.
- 6.4.3 As a peer reviewer, a part-time or full time faculty within the Unit Member's discipline shall perform a classroom library, or counseling observation of student contact activities for at least thirty (30) minutes. If a part-time or full-time faculty member from within the Unit Member's discipline academic field is not available to perform the peer review, the District shall select a peer reviewer from a related discipline.
- 6.4.4 After all of the evaluation components have been completed, the Dean or Manager shall prepare a final evaluation report that includes the observation report and a summary of student evaluations.
- 6.4.5 After the final evaluation report has been completed, the Dean or Manager shall meet to discuss with the Unit Member the results of the evaluation.
- 6.4.6 The final evaluation report shall require the signatures of the evaluatee as well as of the evaluator. The evaluatee's signature shall signify receipt of a copy of the evaluation, not necessarily his or her agreement with its content. The final evaluation report shall be placed in the Unit Member's personnel file.
- 6.4.7 In the event that the evaluatee disagrees with the final evaluation, he or she may submit, within ten (10) working days after signing the report, a statement of exception to the Office of Human Resources. The statement of exception shall be stapled to the original final evaluation report and become part of the Unit Member's personnel file.
- 6.4.8 A Unit Member shall be evaluated for any instructional or non-instructional assignment. However, subsequent to the Unit Member's initial evaluation, he or she shall not be evaluated in more than one assignment during any given semester.

ARTICLE 7: Personnel Files

- 7.1 There shall be only one Personnel File for each Unit Member and it shall be maintained by the District in the Human Resources Office. The cabinets in which Personnel Files are kept shall be locked at all times outside of normal business hours. Except as provided in a settlement agreement between the District and the grievant(s), documents related to grievances shall not be included in the Personnel File.
- 7.2 Each Unit Member shall have the right to review the contents of his or her own Personnel File by making a prior appointment for review. The review shall take place at a time when the Unit Member is not otherwise required to render service to the District and during normal working hours of the Human Resources Office.
- 7.3 The District shall be bound by applicable federal and state statutes concerning the privacy and confidentiality of Personnel Files. Routine access to the Personnel File shall be limited to Human Resources Office staff responsible for maintaining the Personnel Files. If a Unit Member is an applicant for any position in the District, the hiring committee for that position may have access to the Unit Member's Personnel File when required by the District's hiring procedure. A member of the District Governing Board shall have access to a Unit Member's Personnel File only during a duly noticed meeting of the Governing Board, and then only if necessary for a personnel action that is on the agenda for that meeting. The following are the only other administrators permitted to review a Unit Member's Personnel File:
 - 7.3.1 The superintendent/president of the District
 - 7.3.2 The District vice president responsible for the Unit Member's division
 - 7.3.3 The Unit Member's division dean or other administrator responsible for the Unit Member's division or assignment.
- 7.4 If a unit member is an applicant for any position in the District, the unit member may make a written request to have items from his or her personnel file copied and provided to the hiring committee. Only items required for the application process shall be copied and provided to the hiring committee. The hiring committee for that position may have access to the Unit Member's Personnel File when required by the District's hiring procedure.
- 7.5 A Unit Member may authorize a representative to review the file. The authorized representative may be any person selected by the Unit Member, including persons not employed by the District. If reviewed in the absence of the Unit Member, the designated representative shall first present the written authorization and appropriate identification.
- 7.6 No anonymous material shall be placed in any Unit Member's Personnel File.
- 7.7 Information of a derogatory nature shall not be entered or filed unless the Unit Member is first given a copy of the derogatory material and provided a period of ten (10) working days to review the material and prepare a written response. The Unit Member's response shall be attached to the derogatory material when it is placed in the Personnel File.
- 7.8 The District shall keep a log identifying all person(s) (other than Human Resources office staff whose duty it is to maintain the files) who have reviewed the contents of the

Personnel File. The log shall be maintained in the Unit Member's Personnel File and shall include the date and the name of the person who reviewed the file.

ARTICLE 8: Leaves

8.1 Sick Leave

- 8.1.1 Unit Members will be granted sick leave on a prorated basis as required in the Education Code. Prorated sick leave shall mean, for example, if a Unit Member has a 40% load in a particular semester, the Unit Member shall be credited with 40% sick leave of what a full-time faculty member is granted for one semester. Sick leave for part-time faculty shall be accumulated in hours.
- 8.1.2 A Unit Member shall notify the Division Dean or designee as soon as possible when illness or injury causes the Unit Member to be absent from his or her assignment. Unless the cause for absence arises unexpectedly within that time, such notice shall occur no less than three (3) hours prior to the scheduled beginning time of the Unit Member's assignment.
- 8.1.3 If a Unit Member has a faculty assignment for a subsequent term, then sick leave may be carried into that subsequent term.
- 8.1.4 The total unused sick leave accumulated by the Unit Member shall appear on each payroll warrant.
- 8.1.5 Any unused portion of this sick leave will be accumulated indefinitely as long as the unit member is a part-time faculty member of the District.
 - 8.1.5.1 At the request of the employee, accumulated sick leave may be transferred to other districts within California according to pertinent regulations. Once transferred, sick leave cannot be transferred back to the District. The District bears no responsibility for sick leave policies and procedures at other institutions.
- 8.1.6 Deductions from sick leave for any person placed under quarantine shall be made on the same basis as if the Unit Member were ill.
- 8.1.7 A Statement of Absence will be signed by any Unit Member absent because of illness immediately upon his or her return to work. A return to work released from his/her healthcare provider may also be required.

8.2 Personal Necessity Leave

- 8.2.1 Each semester, at the discretion of the Unit Member, a Unit Member may use accumulated sick leave for personal necessity, which shall be deducted from the Unit Member's accumulated sick leave. The maximum amount of personal necessity leave taken in any one semester is limited to sixty percent (60%) the amount of sick leave the Unit Member could earn in that semester.
- 8.2.2 Unit Members shall submit notification for personal necessity leave to their immediate supervisor at least two (2) working days prior to the beginning of the leave, except when extenuating circumstances make this impossible.
- 8.2.3 After returning from Personal Necessity Leave, the Unit Member shall complete and submit a form furnished by the District containing the dates of absence. The Unit Member's signature shall signify that the activity was consistent with the

purpose of this section. Falsification of this document is grounds for disciplinary action.

8.3 Bereavement Leave

8.3.1 Unit Members shall be entitled to use sick leave for up to four (4) consecutive calendar days upon the death of a member of his or her immediate family.

8.3.2 For purposes of bereavement leave, immediate family shall be defined as: the mother, father, grandmother, grandfather, or a grandchild of the Unit Member or of the spouse of the Unit Member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the Unit Member, registered domestic partner, or a person who has resided in the household of the Unit Member for two or more years.

8.4 Jury Service Leave

8.4.1 Leave shall be granted for the time of attendance required in court and certified by the clerk or other authorized officer of such jury or court. The time of attendance required in court is only that time that occurs when the Unit Member is assigned in-class time.

8.4.2 Payment shall be made for such leave upon receipt of documentation from the court. Payment shall be made only during the term of the member's teaching contract.

8.4.3 Notification for jury service leave shall be made to the dean within ten (10) working days of the receipt of the summons, accompanied by a copy of the jury summons.

8.5 Leave to Attend Professional Conferences

8.5.1 With approval of the superintendent/president, or his/her designee, a Unit Member may be authorized to travel to and attend conferences or special meetings in the performance of school duties. Such travel and attendance at conferences will not constitute absence from teaching service.

8.5.2 Upon return from authorized travel, the Unit Member shall submit a written request for travel reimbursement to the administrative supervisor within a period of ten (10) working days, provided that reimbursement for expenses has been authorized.

8.6 Catastrophic Leave

This program allows a part-time faculty member to donate accrued sick leave to support a colleague who has exhausted his or her paid leave due to a catastrophic illness.

8.6.1 Definitions

8.6.1.1 Catastrophic illness: A serious illness or injury that is expected to incapacitate the Unit Member for an extended period of time or that

incapacitates a member of the employee's family and is substantiated by a health care provider.

- 8.6.1.2 Eligible Family Member: An Unit Member's spouse, registered domestic partner, parent, child, sibling, grandparent or grandchild; in-laws and step-relatives in these relationships; registered domestic partner; or any other person in the employee's household for whom there is a personal obligation.

8.6.2 Policy

- 8.6.2.1 Catastrophic Leave Bank – Establishment: A Catastrophic Leave Bank is hereby established and is to be maintained by the District.
- 8.6.2.2 Eligibility – General: Any part-time faculty member who accrues sick leave may act as a donor or a recipient during the regular term (fall or spring), providing no categorical fund sources are utilized.
- 8.6.2.3 Eligibility – Recipients: The recipient must be on an approved leave without pay for the period to be covered by the donations which will not exceed the end of the current contract, i.e., fall or spring term for which employed. The recipient must exhaust all paid sick leave before using donations and must request donations in writing on a form approved by the District and the Union and submitted to Human Resources.
- 8.6.2.4 Approvals: A request for catastrophic leave requires the approval of Human Resources.
- 8.6.2.5 Making Donations: Providing that part-time faculty members have accrued at least 13 hours of sick leave, they may volunteer to donate sick leave. The donation may be for deposit into the Catastrophic Leave Bank. The donation must be four (4) hours or more, in whole hour increments, and 9 hours of sick leave must be retained in the donor's leave account. The donor may not revoke the donation. Leave donated and not used by the requesting member will be banked for future unit members.
- 8.6.2.6 Receiving Donations: Sick leave is transferred hour for hour, regardless of differing pay scales. For each pay period, the recipient uses his or her own accruals from the prior pay period, and then the number of donated hours needed to equal his or her pre-leave percent of time. No one person may use more than one-half of the leave available in the Catastrophic Leave Bank.
- 8.6.2.7 Confidentiality: Information about the nature of the illness may be communicated to potential donors to the extent authorized by the

employee. Information about a donor shall not be disclosed except by the donor.

ARTICLE 9: Workload

- 9.1 The load of an adjunct faculty member will not exceed 67% of a full-time faculty load without approval from the Chief Instructional Officer. There shall be no arbitrary limit set by policy of the District or any division or department of the college to restrict part-time faculty from achieving a sixty-seven percent (67%) workload.
- 9.2 Ancillary activities shall not be part of the calculation of the Unit Member's workload for purposes of this Article and pursuant to Education Code section 87482.5(c). Ancillary activities shall be duties and responsibilities assumed by a Unit Member that are not required of all Unit Members having similar instruction, counseling, or library assignments. Ancillary activities include, but are not limited to, service as a member of the Academic Senate, hiring committees, evaluation committees, department committees, and shared governance committees of the college. Other examples of ancillary activities are grant-writing, curriculum development, advising student organizations (unless that is an essential function of a particular instructional assignment), and administering the Collective Bargaining Agreement and includes mandatory paid orientation for new unit members or unit members absent for four (4) or more consecutive semesters.
- 9.3 The minimum class size shall be twenty (20) students enrolled as of the official census day. The Chief Instruction Officer may approve lower minimum enrollments. No class shall be cancelled if it meets the minimum enrollment as of the census day unless there are exceptional circumstances (e.g., instructor's catastrophic illness).
- 9.4 Maximum Class Size
- 9.4.1 The maximum class size for "face to face," on-campus classes will be limited by the capacity of the room in which the class is scheduled, except the maximum class size for English composition shall be 30 students.
- 9.4.2 The combined enrollment for multiple "face to face," on-campus sections or courses that are taught simultaneously by the same instructor shall not exceed the maximum specified in Section 9.4.1.
- 9.4.3 It is possible to have an over-enrolled online class that is allowed by the Chief Instructional Officer and agreed to by the faculty member. Over-enrollment will be compensated at the prevailing hourly rate and will not be counted as load. Payment will be according to Table 1 below:

TABLE I	
<u>Class Size</u>	<u>Percentage of Hourly Rate</u>
38	25%
45	50%
52	75%
60	100%

ARTICLE 10: Benefits

- 10.1 Commencing February 12, 2007, contingent upon ratification by AFT part-time Faculty United and Board approval in February 2007, the District will issue \$20,000 for the spring semester and \$20,000 for the subsequent semesters to AFT Part-Time Faculty United to be distributed for health benefits among its membership. Each semester, distribution to AFT Part-Time Faculty United shall be within ten (10) days of the start of the spring and fall semesters of subsequent years. AFT will provide the District an annual report on how the funds are distributed.

ARTICLE 11: Working Conditions

- 11.1 Safe Working Conditions. Other than the hazards that are customary and usual for their occupation, Unit Members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety, or well-being.
 - 11.1.1 Compliance. The District and each Unit Member shall endeavor to maintain facilities according to current requirements imposed by the county, state, and federal laws, including, but not limited to, the county ordinances policed by county safety inspectors through the Central Services Department, the Occupational Safety and Health Act of 1973 (29 U.S.C. 651 et seq.) administered by the OSHA Review Commission and the California Occupational Safety and Health Act (California Labor Code Sections 6300 et seq.) administered by the Division of Industrial Safety.
 - 11.1.2 Reporting. It shall be the duty and responsibility of both the District and the Unit Members to report any condition believed to be a violation of Section 11.1.1 of this Agreement. Unit Members shall report in writing to the vice president for Administrative Services as soon as possible after observance. This section of the Agreement shall not be the basis for discipline of a Unit Member. However, nothing contained in this section shall be construed as limiting the right of the District to discipline a Unit Member for failure to report a safety violation if the duty to report arises under the statutes cited in Section 11.1.1 or the common law of the state of California or the United States of America.
 - 11.1.2.1 The District shall investigate alleged violations of the statutes cited in Section 11.1.1 and take appropriate, reasonable action within the time constraints specified in the statute. Within ten (10) working days of the taking of corrective action, the District shall inform the Unit Member of the action taken.
 - 11.1.2.2 No Unit Member shall suffer any recrimination and/or reprisals as a result of reporting any condition believed to be a violation of Section 11.1.1 of this Agreement.
- 11.2 Participation in Governance
 - 11.2.1 In accordance with Education Code Section 87482.8(d), "Part-time faculty should be considered to be an integral part of their departments and given all the rights normally afforded to full-time faculty in the areas of book selection, participation in department activities, and the use of college resources, including, but not necessarily limited to, telephones, copy machines, supplies, office space, mailboxes, clerical staff, library, and professional development."
 - 11.2.2 Unit Members shall have the right to participate in faculty service beyond their regular assignment. Such service shall include, but not be limited to, course development and grant writing.
- 11.3 Mailboxes. The District shall provide to each Unit Member a campus mailbox.
- 11.4 Part-Time Faculty Work Area. The District shall provide Unit Members a common work area to be shared with all Unit Members. The common area shall include an enclosed

space which provides adequate privacy for confidential conversations between Unit Members and their students. The facility shall be equipped with a telephone, computer, Internet access, copier, and District-supplied software.

- 11.5 Travel. If a Unit Member has written District approval to use his or her own vehicle for authorized District business, the District shall:

11.5.1 Provide reimbursement at the District's established mileage rate.

11.5.2 Provide Worker's Compensation insurance for that Unit Member per the District's insurance policy coverage.

- 11.6 Parking. The District shall not charge any Unit Member for parking at any District site or facility.

- 11.7 Commencement. Participation at commencement shall be voluntary.

ARTICLE 12: Compensation

12.1 Part-time instructors shall be paid for credit courses as shown in Table A.

Table A
Credit Pay
Sample 3-Unit Lecture Class

Implementation Date	Unit of Pay Credit Courses	Hourly Pay	Doctorate
Spring 2010	\$990	\$55	\$100/unit for the academic year*

* Not to exceed \$3,000

12.2.1 All adjunct faculty are to be paid for credit courses with a stipend for accredited doctorates.

12.2.2 Part-time parity funding will be utilized according to regulatory provisions.

12.2.3 In the event of an unanticipated fiscal crisis, both parties agree to renegotiate in order to maintain the fiscal solvency of the district.

12.2 Part-time instructors shall be paid for non-credit courses as shown in Table B.

Table B
Non-Credit Pay

Implementation Date	Hourly Rate
Spring 2009	\$40

12.3 Parity funding for part-time faculty shall be applied according to law.

12.4 It is the responsibility of the faculty member to supply official transcripts prior to the beginning of the semester. Foreign transcripts are to be officially translated by an authorized agency and submitted to Human Resources.

ARTICLE 13: Faculty Assignments

- 13.1 Section 87482.9 of the Education Code states that reemployment rights shall be a subject of negotiations between the District and the Bargaining Agent.
- 13.2 The District and AFT Part-Time Faculty United recognize that students benefit when well-qualified, effective faculty members continue to serve as instructors, librarians, and counselors at Victor Valley College. Toward that end, the following procedure is established to encourage and facilitate the retention of successful faculty members. The procedures in Sections 13.3 through 13.5 shall not apply for vacant positions that occur within twenty (20) calendar days preceding the first duty day for that assignment. All rights to assignments under this Article 13 shall be subject to and contingent upon the District's obligations with respect to full-time faculty load.

13.3 Eligibility for Priority Assignment

For each discipline, the Chief Instructional Officer or designee shall establish a Priority List of continuing part-time faculty members. To qualify for reemployment under the provisions of this Article, Unit Members shall meet all of the following requirements:

- 13.3.1 The Unit Member shall be qualified for the specific assignment in question.
- 13.3.2 The Unit Member shall have actively taught for Victor Valley Community College District for three (3) years and shall have taught for at least three (3) of the six (6) semesters within the three (3) academic years preceding the semester assignment in question. One of those semesters shall have been at least one of the two (2) semesters immediately preceding the semester assignment in question.
- 13.3.3 The Unit Member shall have received two (2) consecutive overall evaluations completed either by the manager or a 75% rating by students (with peer evaluations to be steadily instituted in compliance with Article 6) of "Satisfactory" or higher conducted by the Chief Instructional Officer or designee during the preceding three (3) academic years.
- 13.3.4 To remain on the Priority List, the unit member must comply with the following:
- a. The Unit Member shall NOT have received any overall evaluation less than "Satisfactory" subsequent to the otherwise qualifying consecutive evaluations of "Satisfactory."
 - b. Within the preceding four (4) years, the Unit Member shall NOT, without good and sufficient cause, have failed to complete her or his acceptance agreement as per Section 13.5.
- 13.3.5 The Chief Human Resource Officer or designee shall send an updated adjunct priority hire list to the Chief Instructional Officer or designee by the end of the winter semester to be implemented the following academic year and at the same time the list shall be forwarded to AFT PTFU.

13.4 Discipline Priority Lists

13.4.1 The Chief Instructional Officer or designee shall establish for each discipline a Priority List of part-time faculty members who meet the requirements in 13.3.1 through 13.3.4 above and have satisfactory or higher consecutive evaluations for the previous three (3) academic years. Each discipline will have a Priority List and individuals may be listed on several Priority Lists. Each year, that Priority List shall be updated no later than thirty (30) days following the close of the spring semester and shall be forwarded to the AFT PTFU.

13.4.2 An individual adjunct faculty member's priority for assignment shall be determined by her/his total accumulated FTEF (full-time equivalency) within a specific discipline. In cases where ties in priority of assignment need to be broken, the second criterion to be applied will be the adjunct faculty member's start date as a continuous adjunct faculty, an adjunct who had no assignment due to circumstances beyond his/her control for 18 months (see section 13.5.2), or an adjunct who received approval by the Chief Instructional Officer to decline all offered assignments for a period of twelve (12) months (see section 13.5.3) at the District. In case a tie for priority of assignment still exists among adjunct faculty after the above two (2) criteria have been applied, the tie shall be broken by lot.

13.4.2.1 When used in this Article, FTEF means Full Time Equivalent Faculty. One FTEF equals 1.00 or 100% per semester and may consist of lecture only, laboratory only, individualized instruction, or combination thereof. The following represents FTEF calculations rounded to the nearest thousandth:

- a. The FTEF for lecture is calculated by dividing the maximum total number of hours of the class for the semester, as defined in the approved course outline, by 270. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or $54/270 = 0.20$.
- b. The FTEF for individualized instruction is calculated by dividing the total number of hours of the class for the semester, as defined in the approved course outline, by 324. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.20 or $54/324 = 0.167$.
- c. The FTEF for laboratory is calculated by dividing the total number of hours of the class for the semester, as defined in the approved course outline, by 378. For example, a course approved for 3 hours per week will have a maximum of 54 hours. The workload is 0.143 or $54/378 = 0.143$.
- d. The following is an example of calculation of workload for combined lecture and laboratory:

CHEM 202 (54 hours lecture, 108 hours lab). The workload is
 $\text{CHEM 202} = 0.486$ or $(\text{lec } 54/270 = 0.020) + (\text{lab } 108/378 = 0.286) = 0.486$.

- e. Non-credit FTEF is calculated by dividing the total number of hours of the class for the semester as defined in the approved course outline by 378.
- f. Non-instructional adjuncts (counselors, librarians, etc.): one FTEF equals 35 hours/week for a primary term semester (16 weeks).

FTEF credit will accumulate for any assignment the adjunct faculty member held at census.

13.4.2.2 Where an adjunct has been or is currently employed by the District in a capacity other than part-time teaching, only the time during which the adjunct was actively teaching part-time shall be counted in determining accumulated FTEF. Full-time teaching units shall not count toward accumulated FTEF for purposes of this article, except an adjunct on a temporary full-time teaching assignment of no more than one year shall have 67% of such full-time teaching load counted in his/her accumulated FTEF.

13.4.3 Once the Priority Lists have been established as provided in 13.4.2 above, those part-time faculty members making such lists shall remain on the lists without having to re-qualify; except that a part-time faculty member may be removed as provided in 13.5.4, 13.5.5, and 13.5.6 below.

13.4.4 Within one week after contract faculty assignments have been made, the Chief Instructional Officer or designee shall provide via email a list of all available assignments to the adjuncts on the priority hire list. The adjuncts shall respond via email or written documentation within six (6) working days, indicating their preference for assignments (up to the legal percentage limit of a full-time load). The CIO or designee shall respond within five (5) working days, confirming the adjuncts' assignments.

13.4.5 Adjuncts course assignments shall proceed in the following order: (a) those on the Priority List, and (b) those on the Priority List in order of their accumulated FTEFs.

13.5 Offers of Assignments

13.5.1 In the event the percentage of FTEF assignment of an adjunct faculty member who has qualified for priority of assignment rights must be reduced due to circumstances beyond his/her control (cancellation of a class(es), hiring of contract faculty, etc.), the affected faculty member shall have the right to maintain her/his current percentage of FTEF assignment. If the cancellation is made prior to the start of classes, adjunct faculty who had a reduction in assignment will be contacted by the appropriate manager and advised of the assignments from their approved list which are either available or being held by an adjunct faculty member with less or no priority of assignment status. The affected adjunct faculty member may then select an assignment within her/his approved list of

assignments. The intended result of this selection shall be to displace the faculty member with the least priority of assignment or no priority of assignment. In the event the above reduction must be made after the first day of instruction, the affected adjunct member shall not displace other adjunct faculty members until the subsequent semester. The amount of FTEF the faculty is assigned shall be within the guidelines of the District and the California Education Code.

- 13.5.2 Adjunct faculty who are not given any assignment for circumstances beyond their control (course cancellations, hiring of contract faculty, etc.) will retain their accumulated FTEF for a period of eighteen (18) months. Adjunct faculty shall remain in contact with the appropriate manager during this time period so that they may be called back if conditions warrant.
- 13.5.3 Adjunct faculty who decline all offered assignments will retain their accumulated FTEF for a period of twelve (12) months, provided the reason for the declination of assignments was approved by the Chief Instructional Officer.
- 13.5.4 Adjunct faculty who voluntarily decline all offered assignments within a discipline, without approval of the Chief Instructional Officer, shall lose all priority of assignment rights.
- 13.5.5 Adjunct faculty members who have qualified for priority of assignment rights within a specific discipline may have their assignment terminated at any time as a result of reasons which are delineated in the California Statutes, and District Policies and Procedures. The reason(s) shall be provided in writing. Termination per this Section of the Article shall comply with the provisions of Article 18.
- 13.5.6 Adjunct faculty members who have qualified for priority of assignment rights within a specific discipline and who, after such qualification receive an overall unsatisfactory evaluation, will be removed from the priority hire list and shall be encouraged to improve in the area(s) of unsatisfactory rating. Should a unit member be removed from the list because of overall unsatisfactory evaluations, she/he may be reinstated after she/he has received two consecutive overall evaluations of satisfactory or above.
- 13.5.7 The vice president of Instruction or designee shall retain the right to assign Unit Members not on the Priority List or prospective Unit Members to meet new and/or emerging instructional or programmatic needs for the assignments(s). For the purposes of this section, "new and/or emerging instructional or programmatic needs" shall mean:
 - 13.5.7.1 An assignment or course which has not previously been offered at Victor Valley College and for which no Priority List exists or for which no individuals possess the Chancellor's Office minimum qualifications;
 - 13.5.7.2 An assignment or course for which there are emerging trends or required specialized knowledge in subject matter or methodology, and

no Unit Member on the Priority List possesses the Chancellor's Office minimum qualifications.

13.5.8 Adjunct faculty members who have not qualified for priority of assignment rights within a specific discipline shall have no re-employment rights within that discipline.

13.6 Equal Access to Assignments

Unit Members who are qualified for an assignment shall not be denied that assignment based upon their status as a part-time faculty member, subject to the District's obligations with respect to full-time faculty load.

13.7 Schedule of Classes

When feasible, the Unit Member's name shall be published in the Schedule of Classes for all of the Unit Member's teaching assignments. If an assignment is made after the Schedule of Classes is published, the Unit Member's name will be added to the Schedule of Classes on the college Website as each periodic update is made.

13.8 Eligibility for Full-time Faculty Positions

Unit Members may apply and shall be considered for any new or vacant full-time faculty position in accordance with established District hiring policies and procedures.

13.8.1 A bargaining unit member's application packet for an advertised full-time Academic position will be forwarded to the screening committee provided he or she meets the following requirements:

13.8.1.1 The advertised minimum qualifications for the position.

13.8.1.2 Completion of all the required application procedures.

13.8.2 For each advertised full-time Academic position, the District will provide Part-time Faculty United, upon completion of the hiring process, with the number of applicants meeting the minimum qualifications, the number of bargaining unit members who applied and the number of bargaining unit members interviewed by the Screening Committee, providing members of the part-time faculty identify themselves.

13.8.3 Vacant full-time positions will be posted on the District website. Part-Time Faculty United, will be notified in writing, or by email, of all full-time vacancies within fifteen (15) days of the decision to open a position for hire.

13.8.4 When a position is being filled on an interim basis to allow for full and open recruitment, a Unit Member may be appointed to fill the position on a temporary basis [Title 5, Sec. 53021(b)(1)]. "Where in-house or promotional only recruitment is permitted, the district shall comply with its established hiring procedures and all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified." [Title 5, Sec. 53021(b)(3)].

13.9 A parallel process for Article 13 will exist within Student Services for employing part-time faculty.

ARTICLE 14: Intellectual Property

- 14.1 In the absence of a separate and express written agreement to the contrary between a Unit Member and the District, a Unit Member shall possess and retain exclusive property rights to all things created or developed by the Unit Member that are eligible for protection under copyright law in Title 17 of the United States Code or patent law in Title 35 of the United States Code, providing such things to be copyrighted are created or developed by the Unit Member on the Unit Member's time and using the Unit Member's resources.
- 14.2 All things created or developed by the Unit Member and not falling within the purview of 14.1 above, shall be governed by Board Policy 3710.
- 14.3 Unit members shall receive \$200 per unit for curriculum that is developed and has been approved through the appropriate process, including the curriculum committee. All payments shall be approved by the appropriate area dean.
- 14.4 The maximum amount allotted for AFT Part-Time Faculty United shall not exceed \$10,000 per academic year for curriculum development.

ARTICLE 15: Academic Freedom

- 15.1 Academic Freedom shall be granted in accordance with the provisions of Board Policy 4030, Academic Freedom:

Victor Valley College believes academic freedom in relation to teaching duties is fundamental and essential to the teaching profession:

1. Teachers must be free to teach and students free to learn. Both must have access to and be free to explore and discuss issues and divergent points of view. Both must be free to form, hold, and express judgments and opinions, responsibly identifying them as such. The profession must defend itself and its members from any abridgment of academic freedom.
2. Teachers must have the responsibility for developing curriculum and selecting instructional materials and methods to meet the goals of that curriculum. Teachers and governing boards must develop procedures to be followed when there are criticisms/objections to methods or materials. The content of instruction must be judged and controlled by skilled professionals without undue interference by any individual or group. Individuals or groups, which seek to inhibit academic freedom, must not have influence over the hiring, firing, promotion or due process rights of teachers.
3. The same policies and protections applied to full-time teachers apply also to part-time and temporary teachers.
4. Teachers must be free to evaluate, criticize, and/or advocate personal points of view concerning educational matters in the classroom. Teachers must not be restricted when assisting their colleagues in the event their academic and/or professional freedoms are violated.
5. Teachers must be employed, promoted, or retained in relation to their teaching abilities and performance without discrimination or harassment regarding their personal opinions or their scholarly, literary, or artistic endeavors. The presence during class of any individual or organization whose intent is to decide or determine what is accurate or inaccurate inhibits academic freedom.

Reference: Title 5, Section 51023; Accreditation Standard 2.2

Board adopted 9/11/01

Board revised 2/11/03

ARTICLE 16: Non-Discrimination

- 16.1 The District shall not discriminate in any of its policies, procedures, or practices on the basis of race, color, religion, political belief or activity, national origin, ancestry, sex, age, sexual orientation, veteran status, marital status, medical condition, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics. The District shall not condone such discrimination against Unit Members by employees or students.
- 16.2 The District shall not condone Unit Members being subjected to verbal, visual, physical, or sexual harassment.
- 16.3 The District shall not discriminate in any of its policies, procedures or practices on the basis of, or in retaliation for, a Unit Member's participation or non-participation in activities protected by the Educational Employment Relations Act.

ARTICLE 17: Discipline

- 17.1 Discipline shall not be imposed upon a Unit Member without just cause.
- 17.2 Discipline shall be imposed within a reasonable period after the District learns, or should have known, of the alleged grounds for the discipline.
- 17.3 Discipline shall be progressive and shall generally follow the steps listed in Article 17.4. In cases where the act or omission which is cause for discipline is of a serious nature, steps in the progressive process may be omitted.
- 17.4 Progress Discipline Steps:
 - (a) Oral warning
 - (b) Written warning
 - (c) Written reprimand placed in personnel file
 - (d) Suspension placed in personnel file
- 17.5 If a Unit Member is suspended for the alleged misconduct of the Unit Member and that suspension is later found to have been without just cause, the Unit Member shall receive back pay for the period of suspension. In the event of a termination that is found to have been without just cause, the Unit Member shall receive as liquidated damages compensation equivalent to teaching one three (3) unit course for one (1) semester, in addition to any compensation actually received by that Unit Member prior to termination.
- 17.6 Causes for disciplinary action shall include, but not necessarily be limited to, those listed in Education Code Section 87732:
 - (a) Immoral or unprofessional conduct
 - (b) Dishonesty
 - (c) Unsatisfactory performance
 - (d) Evident unfitness for service
 - (e) Physical or mental condition that makes him or her unfit to instruct or associate with students
 - (f) Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors or by the governing board of the community college district employing him or her.
 - (g) Conviction of a felony or of any crime involving moral turpitude
 - (h) Conduct specified in Section 1028 of the Government Code

ARTICLE 18: Complaints Against a Unit Member

- 18.1 Discipline shall not be imposed upon a Unit Member as a result of oral or anonymous complaint(s). Complaints shall be in writing, signed and dated by the complainant. However, the District may receive an anonymous complaint and, if the complaint is investigated and verified, may take appropriate action.
- 18.2 Unit Members shall have a reasonable opportunity to respond to complaints lodged against them.
- 18.3 Disciplinary action taken as a result of a complaint shall be in accordance with the provisions of Article 17.
- 18.4 Prior to imposing disciplinary action based upon a complaint, the District shall conduct a reasonable investigation of the complaint.

ARTICLE 19: Reopening Negotiations

- 19.1 Each academic year during the period of this Agreement, the parties shall meet and negotiate Article 10 (Benefits) and Article 12 (Compensation). In addition, each party may reopen one (1) articles of its choice during each academic year. By mutual agreement, additional articles may be reopened. During the month of November, AFT Part-Time Faculty United shall present its initial reopener proposals to the District for the following academic year.
 - 19.1.1 In the year preceding the expiration of this agreement, the parties shall sunshine their proposals on or before the first board meeting of July. Negotiations for the master agreement shall open in August.
- 19.2 From time to time during the period of this Agreement, circumstances might arise that were not anticipated by the parties when this Agreement was negotiated. Also, ambiguities in language or unintended consequences of this Agreement might be recognized or discovered.
 - 19.2.1 By mutual consent, the parties may resolve such issues in separate Memoranda of Understanding executed by both parties.
 - 19.2.2 Such Memoranda of Understanding shall be binding upon the parties even if inconsistent with terms of this Agreement that were negotiated and ratified prior to the date of the Memoranda of Understanding.

ARTICLE 20: Severability and Savings

- 20.1 If any provision of this Agreement is or shall be at any time contrary to law, such provision shall be inoperative. All other provisions shall remain in effect.
- 20.2 If any provision is held by a court of competent jurisdiction to be contrary to law, the parties will meet to negotiate a replacement provision. If state or federal law is changed so that a provision of this Agreement thereby becomes contrary to law, the parties will meet to negotiate a replacement provision. In either event, negotiations shall begin no later than sixty (60) calendar days after either party presents to the other an initial proposal.

APPENDIX A

Definition of Parity

PARITY

Parity Definition

The full-time salary schedule shall be the basis of calculating parity for the adjunct faculty. The agreed percentage for parity is 75% and includes class meeting hours, class preparation hours, and assessment hours.

Calculating parity:

Parity is calculated by taking the annual rate of the average of the first four columns of Step Five of the fulltime faculty schedule, and dividing it by 525 and multiplying by 75% to find the hourly rate of the adjunct faculty member.

Parity Goal

The parties agree that our goal is to achieve parity from the date of ratification of this article so that 75% will be calculated according to the average of the first four columns of Step Five of the full-time salary schedule.

Should the state parity monies increase and the District budget is fiscally sound, the additional funds will be used to increase part-time faculty salaries beyond what is already stipulated in the current adjunct faculty contract.

Should the District receive additional funding through initiatives such as Proposition 92, a significant portion of those funds shall be applied to achieve parity for part-time faculty members.

APPENDIX B

Grievance and Evaluation Forms
(See Articles 5 & 6)

**AFT PART-TIME FACULTY UNITED
LEVEL ONE GRIEVANCE AND APPEAL FORM**

Grievant's name :

Date grievance occurred:

Division:

Dept.:

Date of filing at this level:

Items 1 – 6 are to be completed by the Grievance Officer.

Date of grievance meeting _____

1. Contract provision(s) alleged to have been violated:

2. Circumstances giving rise to grievance:

3. Specific District action(s) or omission(s) that is/are alleged to violate the contract:

4. Remedy/remedies sought by grievant:

5. List all witnesses and list and attach copies of all documents that are considered relevant to the grievance.

6. Date of informal conference with manager/dean _____
Outcome of informal conference with department chair/dean:

Signature of grievant _____ Date:

Signature of AFT PTFU grievance officer _____ Date:

Print name of Grievance officer _____ VVC Extension: (760) 245-4271; ext. 2621

7. Response by administrator. (Respond in writing within 10 working days of the Level I meeting date.)

Signature of administrator _____ Date _____

A copy of this completed form in its entirety is to be given to the grievant, AFT PTFU grievance officer, and relevant administrators. Should the grievance go to Level Two, this document in its entirety shall be attached to the Level Two grievance form.

**AFT PART-TIME FACULTY UNITED
LEVEL TWO GRIEVANCE AND APPEAL FORM**

Name of grievant _____ Date grievance arose _____

Division _____ Department _____ Date of filing at this level _____

Items 1 – 3 are to be completed by the Grievance Officer. Date of grievance meeting _____

1. Date of Level One conference with manager/dean: _____

☐ Check box to indicate that Level One documentation is attached.

2. List any additional information or documentation since Level One.

3. List all witnesses and list and attach copies of any new documents considered relevant to the grievance.

Signature of grievant _____ Date _____

Signature of AFT PTFU grievance officer _____ Date _____

Print name of Grievance officer _____ VVC Extension: _____

4. Response by administrator. (Respond in writing within 10 working days of receiving this grievance.)

Signature of administrator _____ Date _____

LEVEL THREE GRIEVANCE MEDIATION FORM

1. Date of Level Two conference with manager/dean: _____ Date of grievance meeting _____

☐ Check box to indicate that Level Two documentation is attached.

2. List any additional information or documentation since Level Two. Mediation date _____

Signature of grievant _____ Date _____

Signature of AFT PTFU grievance officer _____ Date _____

Print name of Grievance officer _____ VVC Extension: _____

4. Outcome of mediation:

A copy of this completed form in its entirety is to be given to the grievant, AFT PTFU grievance officer, and relevant administrators. Should the grievance go to Level Four, this document in its entirety shall be attached to the Level Four grievance form.

Priority for Administering Evaluations

The parties agree that adjunct faculty will be evaluated in the following priority:

1. Those eligible for priority list who have been employed for three academic years.
 - a. Those unit members who have received only one prior evaluation.
 - b. Those unit members who teach only in one semester of the academic year or who taught 8 week courses at the end of semester.
 - c. Those unit members who have not received any evaluation, but are qualified.
 - d. Those unit members newly qualified for the priority list
2. Newly hired unit members
3. With the exception of spring 2008, all others in the order of FTEF's

**Victor Valley College
Part-Time Faculty
FINAL EVALUATION REPORT**

Date: _____

Name of Evaluatee: _____

Name of Evaluator: _____

Discipline: _____

Summary:

Areas of Strength:

Areas for Improvement:

OVERALL RATING

Excellent

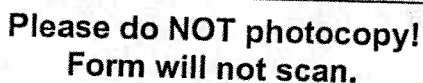
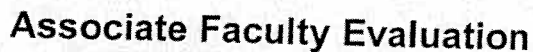
Satisfactory

Unsatisfactory

Signature of Evaluator _____ Date _____

*I acknowledge that I have read this final evaluation report and it has been discussed with me.
My signature does not imply that I necessarily agree with the results represented herein.*

Signature of Evaluatee _____ Date _____



In this class, my instructor:

1. Informs students of course objectives
2. Follows announced learning objectives
3. Presents subject in a well-organized manner
4. Presents ideas clearly
5. Makes effective use of class time
6. Makes class interesting
7. Encourages critical analysis of subject
8. Considers various viewpoints in subject area
9. Shows enthusiasm for subject
10. Maintains classroom conditions conducive to learning
11. Distributes and follows a course syllabus and outline
12. Explains system of grading and evaluation
13. Follows through on evaluation system described
14. Relates tests to material presented and course objectives
15. Uses tests and other evaluation means to assist the student to be successful in the class
16. Returns tests and assignments promptly
17. Provides adequate opportunities to demonstrate what is learned
18. Meets each class for the full time
19. Exhibits concern for students' progress
20. Provides positive feedback to questions
21. Communicates and relates well with students

[illegible]

1. This instructor's overall performance is

Excellent

Satisfactory

Needs Improvement

Unsatisfactory

23. Compared with other college courses I have taken, the demands of this course are

Greater

About the Same

Somewhat
Less

Much Less

*** Add comments on reverse ***

Student Evaluation Process:

1. Student evaluations are placed in faculty mailbox with instructions on the envelope.
2. Faculty member asks for a student volunteer (who is able to deliver the evaluations to the drop box immediately after collecting the evaluations from the students in the class) to administer the evaluation.
3. Faculty member leaves the classroom.
4. Student volunteer administers the evaluation, collects the evaluations, seals them in an envelope, and delivers the envelope to a designated drop box immediately after collecting the evaluations.
5. Faculty receives notice that the evaluation has been received.

Victor Valley College
Part-Time Faculty
CLASS OBSERVATION FORM/PEER REVIEW REPORT

Date of Observation: _____

Name of Evaluatee: _____

Name of Evaluator: _____

Course Title and Class Number: _____

Topic Discussed: _____

A. Prior to the class observation.

1. The evaluatee should send the evaluator the course syllabus and any accompanying materials that the evaluatee would like the evaluator to see.
2. The evaluatee will list below additional items of interest to the evaluator for the evaluator to specifically observe (e.g. Do I appear to give equal attention to both sides of the classroom? Do I encourage all students to be actively involved in classroom discussions and activities? How does the class perceive the graphing calculator presentation? How does the class respond to the slide presentation on earthquakes?).

B. Answer the following questions regarding the class observation.

Please rate each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The instructor clearly communicates the objectives of the class session.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. The instructor's presentation of information is organized.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. The instructor motivates students and maintains their interest.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. The instructor encourages class participation.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

5. The instructor demonstrates knowledge of the subject matter.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

6. The instructor uses classroom time effectively.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

7. The instructor encourages critical thinking where appropriate.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

8. The instructor's course syllabus is informative and comprehensive.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

9. The instructor's materials are appropriate, useful, and meaningful.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

10. Comments regarding the specific observations requested by evaluate (see section A, number 2).

11. Peer review summary.

C. Class observation follow-up.

The evaluator will meet with the evaluatee after the observation to discuss the results of this observation.

Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Evaluatee

**Victor Valley College
Part-Time Faculty
OBSERVATION FORM FOR ONLINE CLASSES PEER REVIEW REPORT**

Date of Observation: _____

Name of Evaluatee: _____

Name of Evaluator: _____

Course Title and Class Number: _____

Topic Discussed: _____

A. Prior to the class observation.

1. The evaluatee provides the evaluator access to the virtual classroom and also to any accompanying materials that the evaluatee would like the evaluator to see.
2. OPTIONAL: The evaluatee will list below additional items of interest to the evaluatee for the evaluator to specifically observe (e.g., Do I encourage expression of a variety of perspectives? Do I encourage all students to be actively involved in virtual classroom discussions and activities? How effective is my integration of streaming audio or video in my online class? What does student participation in the Group pages that I have designed demonstrate about their effectiveness as learning activities? How do the design elements used in this class, including graphics and pictures enhance and illustrate the presentation of course content?)

B. Answer the following questions regarding the class observation.

Please rate each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The instructor publishes a comprehensive course syllabus that includes learning objectives consistent with the approved course outline.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. Course materials published by the instructor in the virtual classroom are accessible and organized.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. Course materials published by the instructor in the virtual classroom are current for the term of the evaluation.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. Communication tools are available and used frequently for two-way communication between the instructor and students.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
------------------	----------------------	---------------------	--------------------------	-----------------------

5 4 3 2 1

5. The instructor encourages students to ask questions and participate in online learning activities.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

6. The instructor's assignments call for critical thinking.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

7. Online activities and assignments lead to the achievement of the identified student learning outcomes for the course.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

8. Course content published in the virtual classroom demonstrates that the instructor is knowledgeable in the subject matter of the class.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

9. The instructor makes effective use of an appropriate range of online learning tools.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

10. OPTIONAL: List items of interest and comments regarding the specific observations requested by instructor being evaluated (See section A, #2).

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

11. Peer review summary

C. Class observation follow-up.

The evaluator will meet with the evaluatee in person, if possible, after the observation to discuss the results of this observation.

Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Evaluatee



Counselor Evaluation

PLEASE USE NO. 2 PENCIL	
RIGHT ☐ ☐ ☐	WRONG ☐ ☐ ☐ ☐

Please do NOT replicate!

WE VALUE YOUR COMMENTS.

We want to find out how Counselors can better assist you. Your opinions will help us improve our services and better meet your needs. Please complete each item and then return this form in a sealed envelope as directed. Thank you.

- ☐ 1. Counselor was helpful and professional.
- ☐ 2. Counselor knew what he/she was talking about or suggested how to obtain the appropriate information.
- ☐ 3. I received the information or services I came for (e.g., information on majors, certificates, transfer programs, career guidance, personal assistance.)
- ☐ 4. We discussed what I needed or wanted to know.
- ☐ 5. Counselor listened carefully to me.
- ☐ 6. Would you seek services from this counselor again?

Strongly Agree	Agree	Disagree	Strongly Disagree

7. If not, why not? (Please explain.) _____

Victor Valley College
Part-Time Faculty
COUNSELING OBSERVATION FORM/PEER REVIEW REPORT

Counselor _____ Date _____

Topic of counseling session _____

Name of evaluator _____ Signature _____

A. After observing a counseling session, describe the counselor in each of the following areas.

Please rate each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The counselor demonstrates in-depth knowledge and experience when providing academic, career, and personal counseling.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

2. The counselor presents information in a clear, organized, and informative manner.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

3. The counselor demonstrates interest, enthusiasm, and patience when communicating with students.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

4. The counselor maintains a mutually respectful relationship with students.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

5. The counselor provides an environment to promote the active role of the student as a learner.

Excellent Above Average Satisfactory Needs Improvement Unsatisfactory
5 4 3 2 1

6. The counselor summarizes the session as well as provides appropriate referrals and/or recommended follow-up.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

7. Comments regarding the specific observations.

B. Counseling observation follow-up.

The evaluator will meet with the evaluatee after the observation to discuss the results of this observation.

Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Evaluatee



Librarian Evaluation

PLEASE USE NO. 2 PENCIL	
RIGHT ☐ ☐ ☐	WRONG ☐ ☐ ☐ ☐

Please do NOT replicate!

WE VALUE YOUR COMMENTS.

We want to find out how Librarians can better assist you. Your opinions will help us improve our services and better meet your needs. Please complete each item and then return this form in a sealed envelope as directed. Thank you.

- 1. Librarian was helpful and professional.
- 2. Librarian knew what he/she was talking about or suggested how to obtain the appropriate information.
- 3. I received the information or services I came for.
- 4. We discussed what I needed or wanted to know.
- 5. Librarian listened carefully to me.
- 6. Would you seek services from this librarian again?

Strongly Agree	Agree	Disagree	Strongly Disagree
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

7. If not, why not? (Please explain.)

**Victor Valley College
Part-Time Faculty
LIBRARIAN OBSERVATION FORM/PEER REVIEW REPORT**

Librarian _____ Date _____

Nature of activity being observed _____

Name of observer _____

B. After observing the librarian in a work setting for at least 30 minutes, describe the librarian in each of the following areas:

How does the librarian maintain a mutually respectful relationship with students? With faculty and staff?

How does the librarian demonstrate interest and enthusiasm when communicating with students? With faculty and staff?

Please rate the librarian on each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The librarian demonstrates familiarity with library operations and services.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. The librarian presents and communicates information in a clear, well-organized manner.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. The librarian uses appropriate methods and materials.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. The librarian presents or communicates information fairly and objectively.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

5. The librarian provides an environment where persons of diverse cultural and ethnic backgrounds become partners in learning.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

Additional comments/suggestions:

B. Librarian observation follow-up.

The evaluator will meet with the evaluatee after the observation to discuss the results of this observation.

Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Date

Evaluatee

APPENDIX C

CATASTROPHIC LEAVE

(See Article 8)

VICTOR VALLEY COLLEGE
ADJUNCT FACULTY
CATASTROPHIC LEAVE REQUEST

Human Resources
Victor Valley College
18422 Bear Valley Rd.
Victorville, CA 92395

I am requesting catastrophic leave in accordance with provisions of education code section 87045 and the agreement with the AFT Part-Time Faculty United Local 6286.

I understand that I may request catastrophic leave donations during the regular terms (fall or spring), providing no categorical fund sources are utilized, and I may not use more than one-half of the leave available in the Catastrophic Leave Bank.

I have supplied or attached the required doctor statement(s) that a serious illness or injury is expected to incapacitate me or an eligible member of my family for an extended period of time. (Eligible family members include spouse, registered domestic partner, parent, child, sibling, grandparent or grandchild, in-laws and step-relatives in these relationships, or any other person in the employee's household for whom there is a personal obligation.)

I am aware that additional doctor statements may be necessary if my absence continues beyond the time period indicated in the initial doctor's statement.

I acknowledge that all paid leave must be depleted/used prior to application of donated leave days.

Print employee name

Signature

Date

MAY BE SIGNED BY ANOTHER PARTY IF EMPLOYEE IS UNAVAILABLE FOR SIGNATURE

INSTRUCTIONS: This form shall be used for adjunct instructors who wish to donate eligible sick leave credits. Any part-time faculty member who accrues sick leave may act as a donor during the regular term (fall or spring), providing no categorical fund sources are utilized. The minimum donation is four (4) hours of sick leave; leave may not be donated upon termination from employment with the district. Information about donors shall not be disclosed by the district.

- 1) Maintain a leave balance of 9 hours
- 2) Designate the number of leave credits to be donated
- 3) Acknowledge that this transfer of sick leave credits is irrevocable
- 4) Sign and date the form
- 5) Submit the completed form to Human Resources for processing
- 6) Donation minimum is 4 hours

(Last four of SSN)

By signing below, I acknowledge my desire to donate my accrued eligible leave credits as designated above. I understand that my donation is irrevocable and may not be later withdrawn.

(Date) _____

Date received by Human Resources Department: _____