| **ARTICLE NUMBER, SECTION, & TITLE** | **CHANGES FULL-TIME** | **COMMENTS** |
| --- | --- | --- |
| **II.A Recognition** | Removed Director of Athletics from unit |  |
| **V.2 Beginning Negotiations** | This contract shall not be subject to reopening on any item for the duration of the Agreement or unless mutually agreed to in writing by both parties.  This contract will run through June 30, 2021.  Initial proposals for a successor contract shall not be presented earlier than July 1, 2020. |  |
| **IX.3 New Employee Orientation** | Federation shall be entitled 5-10 minutes on agenda and 30 minutes to meet with new hires afterward. They shall be notified at least 10 days in advance and will be given the number of attendees. |  |
| **IX.12 Dues Deductions & Organizational Security** | All eligible unit members shall elect one of the following:   * Federation membership dues * Fair share service fee * Contribution to a non-religious, non-labor charitable fund   + State Center Community College District Foundation   + Community Food Bank   + Marjaree Mason Center | Recent Supreme Court Ruling and SB 866 will necessitate changes. |
| **XI-B.3 Reporting Violations** | Unit members are now required to report safety concerns to their supervisor, the District-wide Facilities and Safety Committee, the campus safety committee, or the Director of Environmental Health & Safety. |  |
| **XII.A1c Work Week** | Faculty limited to 40% of a full-time load (6 LHE) in overload per semester. | Language adopted from MOU. |
| **XII.1.A.2 Office Hours** | Instructional faculty are required to hold five 50-minute office hours per week unless those office hours cause the member to exceed 22 Schedule A contact hours (excludes overload). In such cases, office hours will be reduced to 4 per week.  At least 1 office hour shall be scheduled by unit members on days when they do not have classes scheduled on campus.  Office hours may be scheduled any time 2 hours before or after scheduled classes but not before 7 am or after 9 pm unless approved by supervisor.  One hour per week may be virtual which must be approved by the supervisor. Those teaching online (not hybrid) shall have one virtual office hour using an approved medium. Conference calls are not permitted.  Office hours for instructional faculty with released time will be prorated and vice versa.  Example: An instructor with 60% released or reassigned time leaving 6LHE for instructional assignments will have 2 office hours (6/15 = 40%; 40% x 5 office hours = 2 office hours) | NOTE: contractual salary is based on duty days; not load. |
| **XII.2 Professional Obligation** | Each faculty member acknowledges that their primary employment obligation is to the District/College and that any part-time employment that a faculty member has outside of the District/College will not interfere or take precedence over an assignment made by the District/College. |  |
| **XII.5 Lecture Hour Equivalents for Large Group Instruction** | All sections will be assigned by management, including Large Group Instruction, with the consideration and collaboration with the full-time unit member.  AND  In instances in which a unit member chooses to enroll students that results in a class enrollment that exceeds 50 students at census, the unit member must get prior approval from his/her Dean in order to be compensated. | Old language stated “by mutual agreement…” |
| **XII.7 Calendar** | Spring Break shall be non-duty days for all instructional faculty. Can be duty days for non-instructional faculty. |  |
| **XII.11 Department Chair**  **A. Reassigned Time** | Unit members who are serving as department chairs shall be given reassigned time per academic year according to the following table based on the FTEF of the previous academic year:   |  |  | | --- | --- | | FTEF/year | REASSIGNED TIME (in FTE) | | 0 < FTEF < 50 | 0.2 | | 50 < FTEF < 75 | 0.3 | | 75 < FTEF < 100 | 0.4 | | 100 < FTEF < 125 | 0.5 | | FTEF > 125 | 0.6 | | NOTE: The District reserves the right, in its sole discretion, to remove a unit member as department chair at any time. |
| **XII.11 Department Chair**  **B. Duties** | The agreement now contains a list of Department Chair duties. All should review thoroughly.  The Dean will meet with the department chair at least once each academic year to review the performance of the department chair in his/her duties and responsibilities. This review will not be part of the unit member’s evaluation process nor will it be included in the unit member’s personnel file. | All should read this section carefully. |
| **XII.12 Reassigned Time for Academic Senate** | Time increased from 1.5 FTE to 2.0. |  |
| **XII.13.B Mileage** | Mileage to multiple locations on the same day shall be paid according to the following formula: Total round trip mileage – Round trip mileage from unit member’s home to primary campus.  Primary campus is where the majority of the contract load is scheduled or, in the case of non-majority, the campus where the unit member was hired. |  |
| **XII.14 Dual Enrollment Liaison** | The Dual Enrollment Liaison MOU has been incorporated into the agreement. The language includes the duties and compensation for the Liaisons. |  |
| **XIII Evaluation of Faculty** | Contract/Tenure review committee shall consist of 3 members including 2 tenured department members and the immediate supervisor (or his/her **designee excluded from the bargaining unit**. There will not be a designee for the first semester except in an emergency.) **All tenure review evaluations shall occur in Fall** of each year, except for the abbreviated evaluation when hired in Spring.  Regular/Tenured evaluation committee shall consist of a peer reviewer and the immediate supervisor, or his/her designee excluded from the bargaining unit. **The peer reviewer shall be a tenured faculty member.**  Regular/Tenured faculty evaluations shall take place at least once in every 3 years. More frequent evaluation may occur if performance is less than acceptable. **The evaluation process will normally be completed within 1 semester.**  Committee members shall administer a **standard District evaluation questionnaire** to students in at least 1 of each of the unit member’s preparations.  For Distance Education, the student questionnaire shall be made available to students for a minimum of 5 days. Standard District evaluation questionnaires for students will be used for ALL instructional and non-instructional assignments, except College Nurses.  Tenure-track faculty hired in the Spring will receive an abbreviated evaluation process for that “zero semester” which does not count toward his/her first contract year for the purposes of tenure review.   * Student questionnaires for all classes * One classroom visitation by immediate supervisor and one peer reviewer * Review of the faculty member’s class records * Immediate supervisor will complete a summary evaluation report   Committee compensation has changed from an available 10 hours to 5 hours  Each first year contract faculty will have a faculty advisor for the first semester, including zero semester (Spring) hires, whose function is to serve as a guide and a role model. Each advisor shall receive up to 5 hours at the top of Schedule B2 Lab rate. Please review this section carefully.  The following Duties and Responsibilities have been added to the evaluation criteria:   * Participation in curriculum, program review and annual updates, college and/or district committees and other shared governance activities * Assessing student learning outcomes as a function of the departmental program review process   For Records evaluation, counseling processes and forms have been added  All relevant input outside the evaluation process must have been previously addressed with the unit member  For Coaches, the immediate supervisor will also consider relevant input from the Athletic Director  New evaluation criteria have been added for all faculty on special assignment: Coaches, Coordinators, Counselors, Librarians, and Nurses  All timelines have been adjusted by at least a week. Please review carefully. In addition, the timeline for **third contract evaluations takes place during the Fall semester.**  Reminder: Full-time temporary faculty (which include categorically funded faculty, one-semester, and one-year temporaries) will be evaluated as follows:   * Performance during their first semester of teaching or service * Performance during their second and/or third semesters of teaching or service * Performance over every 6 semesters of teaching or service thereafter | Article XIII is now dedicated to faculty evaluations. |
| **Article XV, Faculty Rights**  **2 Use of Facilities** | All employees who wish to use the designated fitness centers during approved time must sign a District approved waiver of liability form. |  |
| **Article XVI Transfer and Reassignment** | Transfer is from one college to another  Reassignment is within the same college, including its centers, campuses, and satellites  The transfer process remains the same with the following exceptions:   * The department is no longer required to interview all transfer applicants * If the transfer request is rejected, the applicant will be notified by Human Resources * If the recommendation is accepted, the President, Vice President, or designees can interview the candidate * If the President does not accept the recommendation, he/she will meet with the department and discuss the reason(s) for not accepting |  |
| **Article XVIII-A Leaves With Pay**  **Section 1.A Sick Leave** | Unit members assigned overload will accrue sick leave at the rate of 1 hour earned for each 18 hours of teaching, counseling, or librarian duties in fall and spring only.  A sick leave deduction chart has been added to assist in the absence calculations for faculty who miss partial days.  If a substitute is hired to cover a distance education class, the member will be deducted sick leave.  Language has been added notifying faculty they may take up to 12 weeks of sick leave for the purposes of parental leave within the first year of the child’s birth. This includes using half-pay if regular sick leave is exhausted.  NOTE: Managers may now ask for a doctor’s note if 3 or more consecutive days have been missed; previously it was 5 days. |  |
| **Article XVIII-A Leaves With Pay**  **Section 1.B Catastrophic Leave Bank** | The Catastrophic Leave Bank has replaced the Sick Leave Bank.  To be eligible, member must have exhausted all daily and hourly sick leave and have been incapacitated or absent for at least 30 days.  Catastrophic illness or injury is an illness or injury that is expected to **incapacitate** the unit member or the **unit member’s parents, spouse/domestic partner, children or other member of the immediate household.**  The program does not cover the following:   * Stress-related Illness * Elective Surgery * Normal Pregnancy * Workers’ Compensation Claims * Disabilities resulting from current use of Alcohol or Drugs * Intentionally Self-Inflicted Injuries * Normal Illness such as Colds, Flu, Allergies, Headaches, etc. |  |
| **Article XVIII-A Leaves With Pay**  **Section 5 Personal Necessity Charged to Sick Leave** | Personal Emergency Leave has been changed to Personal Necessity Leave. |  |
| **Article XVIII-A Leaves With Pay**  **Section 6 Sabbatical Leave** | Prior to entering upon a sabbatical leave or grant leave (Section 7), unit member must do one of the following:   * File a suitable bond indemnifying the District for any salary paid to unit member in the event unit member fails to return and/or render 2 full years of service * Enter into a written agreement with the District to fulfill the obligations of the leave (agreement in HR)   The following sabbatical leave option has been removed:   * Two semesters within three academic years at sixty-five percent of full salary.   Unit members on sabbatical leave may not perform any work for the District including, but not limited to teaching, service on committee including search committees, grant work, etc. However, they may teach summer school. |  |
| **Article XIX Insurance Programs**  **Section 4 Long Term Disability Insurance (LTD)** | The following has been removed:  Employees may purchase additional LTD benefits from the District’s provider. |  |
| **Article XIX Insurance Programs**  **Section 7 Retiree Medical Insurance** | Added clarifying language including the addition of registered domestic partner in the areas that speak to surviving spouse and language regarding COBRA. |  |
| **Article XXI Compensation**  **Section 1 Salary** | For 2018-19   * 3.00% if COLA ≥ 2.50% * 2.50% if 2.00% ≤ COLA < 2.50% * 2.00% if 1.50% ≤ COLA < 2.00% * 1.00% if 1.00% ≤ COLA < 1.50% * 0.75% if COLA < 1.00%   For 2019-20   * 3.00% if COLA ≥ 2.50% * 2.50% if 2.00% ≤ COLA < 2.50% * 2.00% if 1.50% ≤ COLA < 2.00% * 1.00% if 1.00% ≤ COLA < 1.50% * 0.75% if COLA < 1.00%   For 2020-21   * 3.00% if COLA ≥ 2.50% * 2.50% if 2.00% ≤ COLA < 2.50% * 2.00% if 1.50% ≤ COLA < 2.00% * 1.00% if 1.00% ≤ COLA < 1.50% * 0.75% if COLA < 1.00%   “COLA” means funded COLA. |  |
| **Article XXI Compensation**  **Section 2 Salary Dispute** | Members may dispute initial salary placement or class advancement within 30 days of the effective date |  |
| **Article XXI Compensation**  **Section 4 Coaching and Other Faculty Stipends** | Stipends   * Head Coaches will receive 10% of annual salary and 177 duty days. * Assistant Coaches will receive $3,200. Stipends may not be split. Number of Assistant Coaches determined by management. * Department Chairs will receive $1,894 per year * $2,082 will be given annually to those with earned doctorates or MFAs * Faculty Mentors to Faculty Interns shall receive $1,861.50 per semester * Music Instructors with full responsibility for student performing and competitive groups requiring travel and competition v. other institutions shall receive $1,894 per year. Authorized assignments only.   NOTE: Current coaches negatively impacted by a reduction in duty days are eligible to receive an additional stipend each year through the 2020-21 academic year. |  |
| **Article XXI Compensation**  **Section 10 Special Pay Rates** | * Training/Orientation on non-duty days will be paid at $25.00 per hour * Special Projects (see contract) will be paid at the unit member’s Schedule B2 lab rate per hour * Program review work when a program does not have a full-time faculty member shall be paid up to 10 hours at the unit member’s Schedule B2 lab rate |  |
| **Article XXI Compensation**  **Section 11 Faculty Mentor to an Intern** | Faculty Interns (New Rules)   * Shall be assigned normally no more than one course/prep during the first semester and 67% of a full-time load thereafter * Interns may only work at one college, except in rare instances   Faculty Mentors   * Unit members will not be required to serve as a Faculty Mentor * Shall have no more than one intern at a time * Will receive mileage if intern is located at a different site   There is now a duties and responsibilities section for Faculty Interns and Faculty Mentors as well as the Faculty Intern application process. **NOTE:**  Full-time faculty cannot be Faculty Interns  Please review section carefully. | Added section and duties and responsibilities |
| **Article XXII Retirement and Retirees**  **Section 4 Reduction to Part-Time Employment Status Prior to Retirement** | New language has been added for those who are members of CalPERS. These members have a limit of 70 years in age.  All requests require Board approval in the fiscal year prior to starting the program.  The term of the reduced load is for the entire contract year.  The same office hour proration provision located in the Office Hour section apply to those on the reduced workload program. |  |
| **Salary Schedule B** | A new Salary Schedule B has been added to the agreement:   * Overload and Intersession Lecture * Overload and Intersession Lab * Overload and Intersession Non-instructional |  |
| **Exhibit C Salary Classifications** | The language has been modified to add clarity. Class placement qualifications remain the same. |  |

| **ARTICLE NUMBER, SECTION, & TITLE** | **CHANGES PART-TIME** | **COMMENTS** |
| --- | --- | --- |
| **V.2 Beginning Negotiations** | This contract shall not be subject to reopening on any item for the duration of the Agreement or unless mutually agreed to in writing by both parties  This contract will run through June 30, 2021  Initial proposals for a successor contract shall not be presented earlier than July 1, 2020 |  |
| **IX.2 New Employee Orientation** | The Federation shall be notified at least 10 days in advance of any District or College new employee orientations meetings  The Federation shall be entitled to a 5 minute period schedule on the orientation agenda  The Federation shall be entitled to one 30 minute period immediately before or after the orientation meeting to meet with new hires |  |
| **IX.11 Dues Deductions & Organizational Security** | All unit members shall execute a choice to designate for payroll deduction one of the following: Federation membership dues; fair share service fee, or a contribution to a non-religious, non-labor charitable fund, if he/she qualifies for a religious accommodation | Recent ruling in Janus will necessitate changes |
| **XI – B.3 Reporting Violations** | Unit members are required to report safety concerns to their supervisor, Districtwide Facilities and Safety Committee, the campus committee, or the Director of Environmental Health & Safety |  |
| **XI – C.5 Office Hours** | Part-time instructors may be eligible for paid office hours. Part-time unit members approved for office hours will be paid $30.00/hr.  Distribution and allocation of office hours among the 3 colleges will be based on FTES from the prior academic year  Office hours may be face to face or online (cannot exceed 20%) and must be a minimum of 50 minutes in length or two 25 minute sessions  Office hours must be scheduled during a time that students are reasonably expected to be available and may not be scheduled consecutively  Part-time unit member must teach at least 5 LHE to be eligible. Part-time unit member office hours are potentially available to those part-time unit members who choose to apply for office-hour funding  Part-time unit members who are interested must complete and submit the appropriate request form by the first week of each semester to the Office of the Vice President of Instruction  From a pool of applicants, office hour approval will be determined by the Deans of the Office of Instruction in conjunction with the Vice President of Instruction based on the following criteria:   * A demonstrated student need in a course, which requires a significant amount of help outside of the class * A significant chance that contact with a part-time unit member during office hours will contribute to individual student success * Availability of funding   Part-time unit members who meet these criteria may be selected to conduct and be compensated per semester for up to 10 office hours for the first year, 12 office hours for the second year and 14 office hours for the third year. Office hours must be held in weeks 6 to 17 of each semester  Office hours will be communicated to students by the unit member providing an updated syllabus and notice on the college’s learning management system  Unit member must identify an office hour location in collaboration with administration  A timesheet must be submitted by the end of week 18 to receive payment for approved office hours. Office hours will be paid the next pay date after the end of the semester  The District will provide the Federation with a list indicating the number of applicants, the unit members who receive office hours, and the total number of office hours each received at the end of each fiscal year |  |
| **XI – C.7B Part-Time Employment – Assignment** | “Comparable Assignment” shall be defined to be as close as possible to a unit member’s average load over the previous three like semesters (fall to fall or spring to spring) in which the unit member had load, not including summer  Beginning Fall 2017, all part-time unit members hired after this date will establish re-hire preference in a department/discipline on a given campus based on first date of hire, the unit member’s hiring for the fifth semester, service teaching at least six sections, or working 864 hours in non-instructional positions, and breaks in service, performance during prior service, availability and program needs. | Removed and added minimum sections taught and minimum hours for non-instructional.  “Seniority” changed to “Rehire preference” |
| **XI – C8 Full-Time Employment Vacancy** | The top two highest ranked of all current unit members, based on the recommendations of the screening committee, shall be invited to interview for a full-time faculty vacancy that is not filled through the transfer process  NOTE: Current means the unit member has an active assignment with the District during the academic year  The unit member shall be **guaranteed** an interview provided:   1. The unit member submits a completed District application and submits all required supporting application documents for the vacancy by the closing date/time listed in the job announcement and meets the minimum qualifications for the position or is approved through the equivalency process. 2. Must have an active assignment with the District during the academic year in which the application is submitted |  |
| **XII.1E – Evaluation of Faculty** | Additional evaluation criteria added (there are now 6 criteria instead of 5)  Specific criteria have been added for instructors, counselors, librarians, nurses, coaches, and coordinators  Evaluation Committee will consist of immediate supervisor, or his/her designee, and/or a peer reviewer identified by the department chair  Evaluation   * Performance during first year * Performance during second and/or third * Performance at least once every 6 semesters * More frequent evaluations may occur in the event job performance is less than acceptable as determined by the immediate supervisor   Specific evaluation process has been added for instructional faculty, counselors, librarians, nurses, coaches, and coordinators | ALL should read this section carefully. |
| **XII.1F – Evaluation of Faculty** | Visitation dates and time shall take place between weeks six and thirteen  Student evaluation will be provided through a standardized District student questionnaire  Only when the unit member’s evaluation team for the semester includes the supervisor, or his/her designee not in the bargaining unit, will the duties and responsibilities evaluations be completed  The unit member has the right to request a meeting with all evaluators to discuss the results of their evaluation(s)  The unit member shall receive a copy of the evaluation as follows:   * Fall – within seven weeks after the end of the semester in which the evaluation was conducted * Spring – within six weeks after the end of the semester in which the evaluation was conducted |  |
| **XIV.1.A – Sick Leave Provisions** | Part-time unit members shall accrue sick leave at the rate of 1 hour earned for each 18 hours of teaching, counseling, or librarian duties in fall and spring semesters and summer.  Each fall and spring semester, every unit member shall receive a sick leave allotment credit equal to his/her entitlement for the semester. A unit member may use this credited sick leave anytime during the academic year or during summer session.  A unit member may use his or her sick leave for purposes of parental leave for a period of up to 12 workweeks. The amount of leave when combined with other leaves under the California Family Rights Act (CFRA), will not exceed 12 workweeks.  Unit members are not required to use sick leave while on parental leave, and may opt to stay in unpaid status. There is no limit on the number of days of sick leave that a unit member may take during parental leave, but the parental leave will not exceed 12 workweeks.  Any unit member utilizing sick leave benefits under provisions of this Article shall provide the administration with a signed absence form on his or her first day back to work. After a unit member is absent 3 or more consecutive duty days, he or she shall provide the administration, upon request, a statement from a healthcare provider verifying his/her fitness to return to duty. | Changes  Sick leave will have to be projected and then adjusted to the actual at the end of the semester. |
| **XIV.1.B4 – Catastrophic Leave Bank** | All unit members may voluntarily participate in the Catastrophic Leave Bank program. Participating unit members must contribute 2 hours of sick leave during the 1st full month following the signing of this Agreement; or contribute 2 hours of sick leave during the 1st month of a unit member’s employment; or new participants may join the program annually during the month of September. | New |
| **XIV.1.B7 – Catastrophic Leave Bank** | To be eligible to use the Catastrophic Leave Bank, the participating unit member must be qualified for re-hire preferences, exhausted his/her personal sick leave hours; and been incapacitated or absent for more than 30 consecutive calendar days. | New |
| **XIV.3.A – Bereavement Leave** | Unit members may be granted, without loss of salary, or other benefits, a leave of absence not to exceed 3 working days (5 working days if out-of-state travel is required) per occurrence due to death of his/her immediate family. Bereavement Leave may be extended through the use of “Personal Necessity Leave” | Changes |
| **XIV.3.C. – Bereavement Leave** | An extension of Bereavement Leave may be requested by the unit member, but such extension without salary for the time covered by the extension, except for any time extended under Personal Necessity Leave. |  |
| **XIV.5.G – Personal Necessity Charged to Sick Leave** | Limited to no more than 6 days in one fiscal year. Two of the six days may be granted any reason deemed appropriate by the unit member and with prior approval of the supervisor, and in no case will there be no more than two unit members off at any one time in any work unit |  |
| **XVI.1 – Salary** | For Instructional Lecture & Lab Salary Schedule for 2018-19, 2019-20, 2020-21   * 3.00% + 1.00% if COLA ≥ 2.50% * 2.50% + 1.00% if 2.00% ≤ COLA < 2.50% * 2.00% + 1.00% if 1.50% ≤ COLA < 2.00% * 1.00% + 1.00% if 1.00% ≤ COLA < 1.50% * 0.75% + 1.00% if COLA < 1.00%   For Non-Instructional Salary Schedule for 2018-19, 2019-20, 2020-21   * 3.00% if COLA ≥ 2.50% * 2.50% if 2.00% ≤ COLA < 2.50% * 2.00% if 1.50% ≤ COLA < 2.00% * 1.00% if 1.00% ≤ COLA < 1.50% * 0.75% if COLA < 1.00%   “COLA” means funded COLA.  New Class: Class VI for confirmed Doctorate or MFA  New Salary Table for Non-instructional   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Part-time Faculty Salary Schedule C3 - Noninstructional** | | | | | | | |  | Class I | Class II | Class III | Class IV | Class V | Class VI\* | | Step 1N | 37.18 | 41.51 | 43.74 | 45.84 | 48.17 | 50.53 | | Step 2N | 37.51 | 41.90 | 44.16 | 46.31 | 48.62 | 50.98 | | Step 3N | 37.88 | 42.28 | 44.58 | 46.72 | 49.07 | 51.43 | | Step 4N | 38.27 | 42.72 | 45.04 | 47.20 | 49.55 | 51.91 | | Step 5N | 38.65 | 43.15 | 45.50 | 47.67 | 50.05 | 52.41 | | Step 6N | 39.04 | 43.58 | 45.96 | 48.15 | 50.55 | 52.91 | | Step 7N | 39.43 | 44.02 | 46.41 | 48.63 | 51.06 | 53.42 | | \*Column VI reserved for individuals possessing a doctorate or an MFA | | | | | | | |  |
| **XVI – Salary Dispute** | Members may dispute initial salary placement or class advancement within 30 days of the effective date of the initial salary placement or class advancement. |  |
| **XVI.4 – Travel Off Campus/Mileage** | Computation of the amount of travel compensation will be based upon the following formula:   * Total round trip is defined as the total mileage from the unit member’s home to the first campus, from first campus to the second campus and from second campus to the unit member’s home. * Primary campus is defined as the campus where the majority of the load is scheduled, or in the case of non-majority, the campus where the unit member was hired. |  |
| **XVI.9 – Coaching Stipends** | Effective July 1, 2018, part-time unit members that are Head Coaches will receive a stipend of 10% of the column I, step 1 annual salary on the full-time faculty salary schedule which equates to $5,565 for the 2018-19 academic year  Part-time unit members with an assistant coaching assignment will receive a stipend of $3,200 only and stipend may not be split among coaches. No class assignment is guaranteed, however, classes may be assigned by the Dean. The number of assistant coaches for each sport will be set by management. |  |
| **XVI.10 – Special Pay Rates** | Orientation/Training $25.00/hour  Special Projects – Faculty performing extra duties during unassigned times or completing a special project (mutually agreed upon by the unit member and management) will be paid at the unit member’s Schedule C2 lab rate per hour worked and submitted on the appropriate timesheet  Part-time unit members who are asked to complete a program review report, after completion and submission of the report to the Dean, the unit member will be paid up to 10 hours at the unit members’ Schedule C2 lab rate. |  |
| **XVI.11 – Patient Protection and Affordable Care Act** | The District will offer unit members who qualify for coverage under the provisions of the ACA with medical coverage benefits. |  |
| **XVI.11.A – Look Back Measurement Method** | The District shall implement ACA’s Look Back Method to identify employees’ Hours of Service.  Employees who are identified as “full-time” according to the “rate-of-pay” safe harbor and defined as 130 hours or more per month over the 12-month measurement period under the Look Back Method will be eligible for medical coverage through the District. |  |
| **XVI.11.B – Hours of Service Calculation** | For unit members, the District shall calculate the hours of service by crediting 1 hour of service for each hour teaching (lecture and laboratory classes), plus an additional 1.25 hours of service, for each hour teaching (lecture and laboratory classes), to account for preparation and grading.  The District shall include the actual hours worked for the assignment added to the other hours of service calculation for employees receiving stipends. |  |
| **XVI.12 – Faculty Intern Program** | As temporary (part-time) faculty, interns shall be assigned normally no more than one course/prep during the first semester and 67% of a full-time faculty assignment for subsequent semesters. Exceptions may be made by the Vice President of Instruction. |  |