



AGREEMENT BETWEEN

THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

AND

THE CONTINUING EDUCATION FACULTY ASSOCIATION

FOR

JULY 1, 2008 through JUNE 30, 2011

Amended October 12, 2009

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PREAMBLE

The following Agreement between the District and the Association is recorded in written form to meet the requirements of Government Code 3540, et seq., and, more specifically, wages, hours of employment, and other terms and conditions of employment as defined therein in exchange for services.

ARTICLE 1

AGREEMENT

This Agreement is between the Rancho Santiago Community College District (hereinafter referred to as “District” and the Rancho Santiago Community College District Continuing Education Faculty Association, CCA/CTA/NEA (hereinafter referred to as “CEFA”). The Association is an affiliate of the California Teachers Association and the National Education Association.

Reference to “the parties” shall include both the District and the Association.

ARTICLE 2

RECOGNITION

District recognizes CEFA as the sole and exclusive representation of those employees of the bargaining unit enumerated in the Stipulated Agreement, dated August 17, 1977, (amended July 18, 1994) between District and CEFA as follows:

This agreement is between Rancho Santiago Community College District hereinafter referred to as "District" and, the Continuing Education Faculty Association, in affiliation with the Community College Association (CCA), California Teacher's Association (CTA), and National Education Association (NEA), hereinafter referred to as "CEFA";

It is agreed by and between District and CEFA that the District recognizes CEFA as the sole and exclusive bargaining representative of the following unit:

Including:

All part-time hourly academic employees assigned to the Continuing Education Division.

Excluding:

All

1. Academic employees, full-time and part-time credit and full-time continuing education
2. All Academic employees paid on the Administrative Salary Schedule
3. All day-to-day substitutes

ARTICLE 3

NEGOTIATIONS

During the term of this agreement, the parties agree to negotiate only with designated representatives. Neither shall attempt to negotiate privately or individually with the other party or individuals who are not the designated representatives.

ARTICLE 4

SEPARABILITY AND SAVINGS

If any article, section, subsection, sentence or phrase of the Agreement or any application of this Agreement to any unit member or members is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such article, section, subsection, sentence or phrase shall be inoperative, but all other articles, sections, subsections, sentences or phrases shall not be affected thereby and shall continue in full force and effect.

The parties agree, provided there remains more than sixty (60) calendar days prior to contract expiration, that within ten (10) calendar days any such invalid article, section, subsection, sentence or phrase may be re-opened for negotiation upon request of either party.

ARTICLE 5

MANAGEMENT RIGHTS

- 5.1 CEFA recognizes and agrees that the exercise of the expressed and implied legal powers, rights, duties and responsibilities, e.g., the adoption of policies, rules, regulations, and practices in furtherance of these powers and the use of judgment and discretion in connection therewith, shall be limited by the specific and expressed terms of this Agreement.
- 5.2 CEFA recognizes and agrees that the District powers, rights, authority, duties, and responsibilities include, but without limiting the generality of the foregoing, the exclusive right to manage its operation; direct, select, decrease, and increase the workforce, including but not limited to hiring, demotion, suspension, layoff, or discharge; to maintain discipline and efficiency of employees, to prescribe rules to that effect, to establish and change standards, to determine the qualifications of employees; the right to make all plans and decisions on matters involving its operations; to determine solely the extent to which the facilities of any department thereof shall be operated, the additions thereto, the removal of equipment, the outside purchase of products or services, the scheduling of operations, the means and processes of operations, the materials to be used, and the right to introduce new, or improved, methods and facilities, and to change or alter any existing methods and facilities; to regulate quality and quantity of services, and to otherwise take any actions desired to run the entire operation efficiently.
- 5.3 CEFA recognizes and agrees that the District retains its rights to amend, modify, or rescind policies and practices referred to in this Agreement in case of emergency. An emergency is considered an act of God, a natural disaster, man-made disaster or mandates imposed by other government agencies, or other interruption of the District program beyond its control. Where an emergency is declared, District shall immediately notify and consult with CEFA. CEFA agrees it will abide by such emergency decisions of the Board during the declared emergency.
- 5.4 District agrees that in regard to a declared emergency and decisions made therein within the scope of representation, that CEFA shall have the right to subject such declaration and decisions to the provisions of the Grievance Procedure, Article 8.

ARTICLE 6

EVALUATION PROCEDURES

6.1 Aim of Evaluation

There are two major aims of evaluation. The first is the improvement of performance. Secondly, evaluation provides a process through which the college assesses the potential contribution of a new unit member. Results of official evaluation shall be held in strict confidence by all personnel involved.

6.2 Responsibilities for Evaluation

6.2.1 Unit members shall be evaluated for their performance taking into consideration the physical environment under which they are functioning within a specific assignment.

6.2.2 Upon initial employment, and prior to conducting an evaluation, site directors will be given training in discipline content areas, procedures, and methodologies of evaluation.

6.3 Informing Unit Members of Evaluation

6.3.1 The District shall advise each unit member to be evaluated not later than the fourth (4th) week of instruction in the semester in which the evaluation will take place. A copy of the evaluation procedures and appropriate form shall be provided by the District to each unit member prior to his/her evaluation (Exhibit D). Observations shall not occur during the first four (4) weeks and the last three (3) weeks of each semester. Any evaluation which is not completed will be carried over to the subsequent term.

6.3.2 Formal evaluation shall be done by the unit member's site administrator or designee. Unit members shall not evaluate other unit members. Unit members who are to be evaluated will be notified of the names of persons who will evaluate each term.

6.4 Review of Course Objectives, Content, and Methods to Be Applied to Evaluation

6.4.1 Instructional Unit Members: The appropriate site administrator or designee shall:

(a) Provide the instructor an approved current course outline for each assigned course, within one (1) week of the time the assignment is made unless the instructor has previously received such an outline.

(b) If so requested review these course-related materials with instructor prior to classroom visit.

- (c) Each instructor shall provide for the appropriate administrator a copy of the course overview. The course overview will be distributed to students when appropriate. The course overview will include (1) topical course content, (2) major objectives and assignments, evaluation methods, and bibliography, as appropriate.

6.4.2 Counselors and Coordinators:

- (a) The evaluation will focus on their primary responsibilities.

6.5 Frequency of Evaluation

- 6.5.1 Instructors shall be evaluated by the appropriate administrator or designee the first semester or term of employment. Subsequent evaluations shall be made once during the second year of employment, and every three (3) years thereafter. The evaluation shall be on the negotiated form found in Appendix D. It shall be signed by the appropriate administrator and shall be transmitted to the appropriate Vice President and then to Human Resources for placement in the personnel file.

6.6 Worksite Visits

- 6.6.1 The evaluator shall visit the worksite during the time period established for evaluation. The evaluator may consult with the unit member concerning time periods to avoid scheduling visits during activities, such as testing, field trips, films, or guest lecturers. If the evaluator visits the unit member's worksite during a test, field trip, film or guest lecture, the evaluation shall be rescheduled.
- 6.6.2 Such visits shall be no less than thirty (30) minutes or exceed one (1) hour unless extended by mutual agreement.
- 6.6.3 Evaluation forms shall be completed at or after each visit. Any criterion marked "needs improvement" shall cite examples, and, where possible, make suggestions for improvement.

6.7 Additional Evaluations

- 6.7.1 Additional evaluations may be made at written request of the unit member or appropriate administrator.

6.8 Unfavorable Evaluations

- 6.8.1 Within twenty (20) working days of receipt of an unfavorable (predominately "needs improvement") evaluation, the unit member may request, in writing, a conference between the evaluator and the unit member with a CEFA representative present if requested by the unit

member. Such conference shall be held within five (5) working days when time permits, but in no case, more than fifteen (15) working days.

6.8.2 If a unit member received an unfavorable evaluation (“needs improvement”) supportive assistance and specific recommendation will be provided including but not limited to meeting with administrator, textbook recommendations, and staff development.

6.9 Student Evaluation of Instructors and Counselors

6.9.1 (a) The appropriate administrator or a designee will conduct the student evaluations using the negotiated form found in Appendix E.

(b) Student narrative comments on the official form or card are typed to preserve anonymity, and then given to the unit member. Identical responses may be tabulated and not retyped. No additional copies are made.

(c) Student evaluation cards should be retained by the division until the end of the semester in which the evaluation is given.

6.9.2 Student evaluations of instructors of ABE/ESL, Older Adult and Special Education classes shall be administered at the faculty member’s or district’s option. Students enrolled in open-entry/open-exit classes fewer than three (3) weeks will not participate in the student evaluation; the evaluator and instructor shall determine which students are not to complete the evaluation form.

6.10 Self-Evaluation – All unit members are encouraged to use the evaluation forms or other methods of self-evaluation.

6.11 Receipt of Written Evaluation & Conference with Evaluator

6.11.1 Written evaluations for staff shall be signed by the evaluator and transmitted to the unit member in a sealed envelope within two (2) weeks of the observation. Either the evaluator or the unit member may request a conference.

6.12 Assistance in Performance Improvement

6.12.1 The administrator or unit member may request special assistance from designated instructional resource staff.

6.12.2 The administrator, on request, shall make reasonable efforts to provide unit member assistance.

6.12.3 After the performance improvement is completed, the unit member may request a reevaluation.

6.13 Disagreement on Evaluation

6.13.1 The unit member shall have the right:

- (a) Within twenty-five (25) working days of the receipt of the written evaluation to file a written response with the appropriate Vice President, which shall be transmitted to Human Resources for placement in the personnel file.
- (b) To file a grievance if due process of these procedures is allegedly violated.

6.14 Forms

The District shall consult with CEFA concerning content and format of official evaluation forms.

ARTICLE 7

LEAVES

7.1 Bereavement Leave

- 7.1.1 Unit members may be granted, without loss of salary or other benefits, leave of absence not to exceed three (3) regularly assigned working days, five (5) regularly assigned working days if out-of-state travel is required or exceed one (1) way, two hundred (200) land miles, calculated from the Rancho Santiago Community College District, per occurrence on account of death of any member of the member's immediate family.
- 7.1.2 "Immediate family" will be interpreted to mean blood, adopted, step, foster relations limited to the mother, father, grandmother, grandfather, or grandchild of the employee, or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the employee, or any person living in the immediate household of the employee, excluding strictly landlord/tenant relationships.

7.2 Judicial Leave

- 7.2.1 When called for jury duty or subpoenaed as a witness in the manner provided by law, or as a litigant on behalf of the District, members shall be granted a leave of absence without loss of pay for the time the employee is required to perform jury duty or act as a witness during the employee's regularly assigned working hours.
- 7.2.2 Request for jury duty or witness leave shall be made by presenting as soon as possible the official court summons to the member's immediate supervisor and to the district payroll office through regular administrative channels.
- 7.2.3 Reimbursement to the District of any monies earned as a juror, or witness, except mileage, shall be made by the member.
- 7.2.4 A member called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall he/she be discriminated against in any way for not seeking such exemption.
- 7.2.5 Employees are required to return to work during any day in which jury services are not required.
- 7.2.6 The District may require verification of jury duty or witness time prior to, or subsequent to, providing compensation.

7.3 Personal Necessity Leave

- 7.3.1 A unit member may be granted a maximum six (6) days' leave of absence in any school year without loss of pay, in cases of personal necessity. Such leaves shall be deducted from the employee's accumulated sick leave. An Employee Absence Card must be filed.
- 7.3.2 Whenever possible, personal necessity leave should be requested at least five (5) business days in advance and approved by the appropriate administrator
- 7.3.3 Personal necessity leave may not be used for any recreational use or any use related to present or prospective employment. Personal necessity leave must be used for matters which cannot be accomplished other than during the employee's regular working hours, or, deferred to a more convenient date or time to accommodate the regular work schedule.
- 7.3.4 Six (6) days of personal necessity leave may be used for incapacitation, serious illness, or death of a member of the immediate family; an accident involving his/her person or property, or, the person or property of a member of his/her immediate family; or appearance in court as a litigant or a witness under official order except as a witness adverse to the District or as a litigant in an action adverse to the District. Two (2) of the six (6) days of personal necessity leave may be used in cases of compelling personal importance.
- 7.3.5 "Immediate family" will be interpreted to mean blood, adopted, step, foster relations limited to the mother, father, grandmother, grandfather, or grandchild of the employee, or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the employee, or any person living in the immediate household of the employee, excluding strictly landlord/tenant relationships.

7.4 Educational Conference Leave/In-Service Training/Professional Growth

- 7.4.1 Upon application, the Chancellor or designee may grant to unit members leave with pay for educational conferences, in-service training, or professional growth which will improve district operations or the ability of the unit member to more effectively perform his/her duties. In determining which requests for conference leave will be granted, the district will consider the following:
- a. Applicability of the conference to the instructor's assignment.
 - b. Value of the conference to the district
 - c. Time and date of receipt of the request for each conference.

7.5 Association Leave

7.5.1 Association officers or their designee shall be entitled to five (5) days of unpaid leave to utilize for local, state, or national conferences or conducting other business pertinent to association affairs. These representatives shall be excused from assigned duties upon at least two (2) days' advance notification to the District by the association president.

7.6 Industrial Accident or Illness Leave

7.6.1 All unit members shall receive sixty (60) days' leave with pay in any one fiscal year for an industrial accident or illness. An industrial accident or illness is defined as one where the employee becomes ill or is injured while he/she is serving the District, and, the accident or illness is reported to the District's Self-Insurance Program in accordance with District regulations, and, the District Self-Insurance Program accepts responsibility for the treatment of the employee.

7.6.2 Industrial accident or illness leave will commence on the first (1st) day of absence. Allowable leave shall not be accumulative from year to year. When an industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining for the same illness or injury at the end of the fiscal year in which the injury or illness occurred.

7.6.3 Payment for wages lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this state, exceed the normal wage for the day. Industrial accident leave will be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under worker's compensation.

7.6.4 The industrial accident or illness leave of absence shall be used in lieu of entitlement acquired under Section 87786 of the State "Education Code." When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, he/she shall be entitled to use only so much of his/her accumulated or available sick leave, accumulated compensation time, vacation, or other available leave, which, when added to the workers' compensation award, will provide for a full day's wage or salary.

7.6.5 Periods of leave of absence, paid or unpaid, shall not be considered a break in service of the employee.

7.6.6 During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off, or other available leave provided by law, or the action of the Board, the District, upon endorsement to the District of wage loss benefit checks received under workers' compensation laws of this state, shall issue the

employee appropriate warrants for any payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this section.

- 7.6.7 The District shall require certification by the attending physician that the employee is medically able to return to and perform the duties of his/her position.
- 7.6.8 Any employee receiving benefits provided in this section shall, during periods of injury or illness, remain within the State of California unless the District authorizes travel outside the state.
- 7.6.9 In the case of a unit member who is employed by the District as a contract or regular employee, when all available leaves of absence, paid or unpaid, have been exhausted and the employee is not medically able to assume the duties of his/her position, he/she shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period, he/she shall be employed in a vacant position in the class of his/her previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case he/she shall be listed in accordance with appropriate seniority regulations. An employee who has been medically released for return to duty and who fails to accept an appropriate assignment to duty shall be dismissed. The District shall require certification by the attending physician that the employee is medically able to return to and perform the duties of his/her position.

7.7 Sick Leave

- 7.7.1 Unit members shall accrue one hour of sick leave for every 17 hours of paid service throughout the entire fiscal year.
- 7.7.2 Pay for any day of such absence shall be the same as the pay which would have been received had the employee been on a paid status during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee, and such leave of absence may be taken at any time during the year.
- 7.7.3 If the member does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year.
- 7.7.4 Sick leave may be used for diagnoses and treatment. Upon approval of the employee's immediate administrator, such leave shall be reasonably scheduled so as to interfere as little as possible with the operations of the District and shall be of reasonable duration.

7.7.5 All sick leave absence shall be reported on the Employee Absence Card to the District Chancellor. District reserves the right to require medical verification for illness for any absence extending beyond five (5) days.

7.7.6 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, are, for all job-related purposes temporary disabilities and shall be treated as a condition of illness.

7.7.6.1 A pregnancy leave shall be granted to a unit member during the time she must absent herself from her duties because of disability resulting from pregnancy or convalescence following childbirth. Sick leave (with pay) will be allowed for the period of physical disability provided the dates of disability are certified by the employee's physician.

7.7.7 Members must be in active employment or on paid leave to earn or use sick leave. Members on extended illness leave are eligible to earn sick leave. Sick leave may be used only on those days when the member is required to report for duty but cannot do so because of illness or injury. Members who become ill or are injured but are not required to report, such as those on leave or vacation, may not use sick leave credits.

7.7.8 Where a member is separated prior to rendering a complete fiscal year of service, the sick leave entitlement for the partial year shall be that proportion of twelve (12) days' leave as the number of months in the fiscal year he was employed bears to twelve.

7.7.9 Sick leave entitlement shall be reduced by one (1) day for each month an employee is on personal leave without pay. Entitlement shall be granted for all other leaves.

7.7.10 The District shall issue a statement of the amount of sick leave accumulated during the period the contract/regular faculty member has been employed with the District, annually, on October 1. The District shall issue a statement of the amount of sick leave accumulated during the period the part-time member has been employed with the District, annually, during January.

7.8 State Disability Insurance

7.8.1 Effective fall 2005, CEFA unit employees shall participate in the State Disability Insurance Program. The district shall make required payroll deductions on behalf of all CEFA unit members.

7.9 Quarantine Leave

7.9.1 All unit members shall receive salaries in full for a period not to exceed thirty (30) days when quarantined by city or county health officers because of another's illness. Such quarantine must be verified by a physician or health officer.

7.10 Excused Absence With Pay

7.10.1 Administrators are authorized to excuse a unit member for an occasional absence up to a maximum of four (4) hours annually for a change in assignment, or, for personal business of such a nature that it requires the presence of the member during his/her working day, and, such absence(s) is determined, in the sole discretion of management, in the best interests of the District.

7.11 Excused Absence Without Pay

7.11.1 When an hourly unit member declines a semester instructional assignment due to a maternity, paternity or adoption situation, the name of that instructor and the subject areas taught will be sent to all sites. The following semester, the instructor will be considered prior to recommending the appointment of any new instructors at a given site.

7.12 Family Leave

7.12.1 Employees may be eligible for additional leave benefits as defined in the California Family Rights Act of 1991 and the Federal Family and Medical Leave Act of 1993.

Additional information and request forms are available in the District's Office of Human Resources.

7.13 Personal Absence

7.13.1 A request for personal absence without pay for less than a semester shall be submitted to the appropriate site administrator.

ARTICLE 8

GRIEVANCE PROCEDURE

8.0 Aim – The aim of this procedure is to secure, at the lowest possible administrative level, solutions to violations of the contract which may arise and affect the welfare or working conditions of instructors.

8.1 Definitions

8.1.1 Grievance – A formal written allegation by a unit member of the association of a violation resulting from a misinterpretation or misapplication of a specific article, section, or provision of this Agreement.

8.1.1.1 “Grievance”, as defined in this Agreement, shall be brought only through this procedure.

8.1.1.2 Actions to challenge or change the policies of the District as set forth in law, policies, rules and regulations, or administrative regulations and procedures not contained within this Agreement, must be undertaken under separate processes.

8.1.2 Grievant

- A. Any member of the bargaining unit covered by the terms of this Agreement;
- B. Any former faculty member or members filing within thirty (30) days of when the employee(s) knew or should have known of the occurrence of an alleged grievance.
- C. The Association.
- D. An officer of the Association authorized by an individual or group of faculty member(s) to file the grievance on his/her/their behalf. The grievance must include the names of faculty members on whose behalf the grievance is filed.

8.1.3 Day – A “day” (for the purposes of this “Grievance” article) is any day on which the central administrative office of the District is regularly open for business.

8.1.4 Immediate Supervisor – The immediate supervisor is the first (1st) District designated supervisor or manager not within the same bargaining unit who has immediate jurisdiction over the grievant.

8.2 Time Limits

The grievant, association or district may request that

- 8.2.1 Time or procedural steps may be waived at any step by mutual agreement.
- 8.2.2 Grievant who fails to comply with the established time limits at any step shall forfeit all rights to further application of the Grievance Procedure.
- 8.2.3 District failure to respond within established time limits at any step entitles the grievant to proceed to the next step.
- 8.2.4 Time is of the essence in all processing of grievances.

8.3 Other Provisions

- 8.3.1 CEFA Grievance Rights - CEFA shall have the right to grieve as an organization.
 - 8.3.1.1 Member Legal Rights - Nothing contained herein shall deny to any member his/her legal rights under state or federal constitutions and laws. No member shall use this Grievance Procedure to appeal any Board decision if such decision is a result of a state or federal regulatory commission or agency, or state or federal law decision.
- 8.3.2 The District shall not agree to a resolution of the grievance until CEFA has received a copy of the grievance and the proposed resolution and has been given ten (10) days to file a response. The grievant may be represented by an Association designated advisor(s) at all levels of the grievance procedure
- 8.3.3 Grievance Processing – Limits
 - 8.3.3.1 Any grievance which arose prior to the effective date of this Agreement shall be processed under the Agreement in effect at the time that the grievance was filed.
 - 8.3.3.2 Any grievance which occurred or is alleged to have occurred and which the employee knew or should have known more than thirty (30) days prior to notification at Level One with the immediate supervisors shall not be processed by the District.

8.4 Procedural Steps

Nothing contained herein shall be construed as limiting the right of any unit member having a complaint or alleged grievance to discuss the matter orally with the appropriate member of the administration, and to have the grievance adjusted, provided that the adjustment is not inconsistent with the terms of this Agreement.

Level One: Written

No later than thirty (30) days after an employee knew or should have known of the occurrence of an alleged grievance, the grievant shall reduce the allegation to writing, with the remedy sought, on the District's Statement of Grievance Form (Exhibit "H" attached) and the grievant shall file a completed copy of the Statement of Grievance Form with his/her immediate supervisor. Within ten (10) days after such written grievance is filed, the grievant and the immediate supervisor shall meet to resolve the grievance. The supervisor shall provide a written decision to the grievant within ten (10) days of the meeting or within twenty (20) days after receipt of the grievance. When the grievant is informed of the decision, the supervisor shall provide written notice to the President of the Association that a decision has been reached.

Level Two: Vice President

If the grievance has not been resolved at Level One, the grievant may appeal on the Grievance Form to the Vice President within ten (10) days of the written decision at Level One. The appeal shall include an exact copy of the grievance and remedy sought which was submitted at Level One. Within ten (10) days after such appeal is filed, the grievant and the appropriate administrator shall meet to resolve the grievance. The Vice President shall provide a written decision to the grievant within ten (10) days of the meeting or within ten (10) days after receipt of the appeal.

Level Three: Chancellor or Designee

If the grievance has not been resolved at Level Two, the grievant may appeal on the Grievance Form to the chancellor or his/her designee, within ten (10) days of the written decision at Level Two. The appeal shall include an exact copy of the grievance and remedy sought which was submitted at Level One. Within ten (10) days after such appeal is filed, the grievant and the chancellor or designee shall meet to resolve the grievance. The Chancellor shall provide a written decision to the grievant within ten (10) days of the meeting or within ten (10) days after receipt of the appeal.

Level Four: Arbitration

In the event the grievant is not satisfied with the decision at Level Three she/he may, but only with the concurrence and participation of CEFA, within ten (10) days, give written notice to the Chancellor requesting arbitration.

- A. Within ten (10) days of such notification, representatives of the District and the Association shall attempt to agree upon a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator within the specified period, the Association shall file a Demand to Arbitrate to the American Arbitration

Association/California Conciliation Service. The selection of the arbitrator and the arbitration proceedings shall be conducted under the Voluntary Labor Arbitration Rules of the American Arbitration Association.

- B. The arbitrator's decision will be in writing and will set forth the finding of fact, reasoning, and conclusions of the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commissions of an act prohibited by law or which violates the terms of this Agreement.
 - C. The decision of the arbitrator will be submitted to the Association and the Chancellor, and will be final and binding upon the parties.
 - D. All costs for the services of the arbitrator, including, but not limited to, per diem expenses, his/her travel and subsistence expenses and the cost of any procedure to appeal any hearing will be borne equally by the District and the Association. All costs, except for released time for the grievant(s), will be borne by the party incurring them.
- 8.5 No Reprisals: No reprisals will be taken by the Chancellor, member of administration or Board member against any aggrieved party, party in interest, member of the Association or participant in the grievance procedure by reason of such participation.

ARTICLE 9

ASSOCIATION RIGHTS

- 9.1 Equipment Usage – CEFA shall pay for its own supplies whenever using District office equipment. CEFA shall have free usage of typewriters and computer equipment when such are not otherwise in use.
- 9.2 Communications – CEFA is authorized to utilize such bulletin board space as is available at each District-owned site and to provide at its own expense CEFA bulletin boards of a reasonable size, number, and location. Communications placed on District bulletin boards by CEFA shall bear CEFA identification, be dated, and be subject to space and time usage and removal. CEFA shall have, without charge, reasonable use of intra-District mail system, and may place CEFA-authorized communications in mailboxes. CEFA will be provided a designated telephone number which will be listed in current publications and a dedicated space at CEC or OALC. Each unit member shall be provided a mailbox.
- 9.3 Facilities Usage – Upon advance request, and with approval dependent on other District requirements, CEFA shall be granted usage of building facilities. Such usage shall be without cost unless special or additional costs are incurred by the District as a result of such usage.
- 9.4 Association Business – CEFA shall provide the names and official position of CEFA representatives authorized to discuss organizational matters with District employees.

Representatives not employed by the District shall, upon arriving at District locations, notify the administrator in charge and indicate the approximate length of their visit.

Representatives may engage in organizational activities provided they do not interfere with students or other employees during hours of duty assignments.

Employees may be contacted only during off-duty periods unless otherwise approved by the site administrator.

- 9.5 Board Minutes/Public Information – District shall furnish CEFA with one (1) copy of all official Board minutes and one (1) copy of each Board agenda “packet”, excluding all confidential information or materials as defined by law. Such “packets” shall be furnished at the same time as sent to the Board.

District shall furnish CEFA once each fiscal year, a copy of the District staff directory, if such is published. District shall furnish CEFA each October and April an alphabetical roster of unit employees indicating assignments, work locations, and addresses and telephone numbers. District shall furnish CEFA

each October and April a seniority list of unit members indicating seniority hire dates.

9.6 Release Time

9.6.1 Negotiations – A maximum of five (5) authorized employee members of the CEFA Collective Bargaining Committee shall be released from their regularly assigned duties, with pay, only when negotiating meetings are scheduled with Board representatives during regular working hours of the employee members involved.

9.6.2 Grievance Processing

9.6.2.1 CEFA shall furnish annually to the Director of Personnel, and update as required, a list of all officials and representatives authorized to act on CEFA's behalf. The list shall show name, title, campus location, and nearest campus phone contact.

9.6.2.2 An authorized CEFA official or representative appearing on a current furnished list shall be released from his/her regular assigned duties, with pay, only when grievance processing meetings are scheduled with management during the official or representative(s) regular working hours.

9.6.3 District Affairs -- In addition to the current release time for the processing of grievances and for negotiations, the Association shall have thirty additional released hours per contract year paid by the District to the Association President and/or President's designees for participation in official District/CEFA business. These hours will be paid when CEFA/District business (including grievances and negotiations) is conducted outside of the CEFA representatives' regular teaching /working hours.

9.6.4 Association business – in addition to articles 9.6.1, 9.6.2, 9.6.3, the district shall pay the reassign time at the current non-instructional rate for CEFA officers to complete CEFA business on a monthly basis to be reimbursed by CEFA at the end of each semester. The district shall pay all payroll costs. Said reassign time shall not count as part of the individual's teaching load.

9.7 Reprisals – District shall not take or permit any reprisals against employee unit members or representatives while engaged in legal association activities.

9.8 Calendar – District reserves the right to establish the days of instruction in consultation with CEFA for years subsequent to this Agreement.

- 9.9 Consultation – The parties agree that continuing communications involving employer-employee relations, specifically including administration of the contract in force, may be facilitated by consultation meetings.

Either party may request a consultation meeting where it believes a resolution of a problem or problems may be feasible.

The party requesting such a meeting shall, in writing, submit an agenda with sufficient detail to allow an understanding of the problem to be discussed or resolved, and, the date, place, and time requested. The receiving party shall, within five (5) workdays, notify the requesting party of agreement or nonagreement to the meeting.

Neither party shall have more than three (3) representatives at any such meeting unless mutually agreed to prior to the meeting. It is agreed that these meetings are not designed to, not intended to, bypass or substitute in any way for the Grievance Procedure and shall not constitute any invitation to renegotiate any provisions of the Agreement.

All unit members shall be provided written copies of any changes approved as a result of these meetings.

- 9.10 Faculty Handbooks – District will furnish each unit member (either electronically or in printed form) a faculty handbook. Sufficient copies of the faculty handbook shall be supplied to CEFA for CEFA representatives' usage.
- 9.11 Copies of Agreement – The District shall print or duplicate and provide without charge, a copy of the Agreement to all unit members. Each unit member shall also be provided without charge a copy of any written changes agreed to by the parties during the life of this Agreement. The district shall be responsible for distribution of the contract. The District shall provide each newly hired unit member with a copy of this agreement.
- 9.12 Job Openings/Assignments – When full-time, tenure track position openings occur, notices shall be published and shall be distributed to CEFA, placed in all unit members' mailboxes and to all divisions and departments, and shall be posted on appropriate bulletin boards. Openings shall be announced for a minimum of ten (10) days before the deadline date for contract positions, and whenever possible, shall be announced for a minimum of ten (10) days before the deadline date for other positions.

Any unit member who possesses the necessary minimum qualifications may apply and be given consideration for such position. Unit members who are not selected for a full-time/tenure track opening may request information from the district Human Resources Department regarding the recruitment process and criteria used for the selection of candidates.

Assignments will be given thirty (30) days in advance of the first day of instruction. When an assignment is changed, the unit member shall be informed as soon as possible and reasons for the change may be requested in writing.

- 9.13 Complaints – Unless other investigation procedures are prescribed by applicable code or regulation, the following procedures shall be used to address complaints by and against unit members.

Whenever a unit member has a complaint about another unit member, student, community member or colleague, the unit member shall present the complaint either verbally or in written form to the supervising administrator. If the unit member does not receive a response to the complaint within ten (10) working days, the unit member may forward the complaint to the appropriate vice president.

Whenever complaints about a unit member are made to the district's administration and/or Governing Board by students, community members, colleagues, administration or special funding agencies, the unit member shall be informed in a timely manner.

If any individual or group, as cited above wishes to file a complaint against a unit member, the unit member is entitled to the following due process:

1. The signed written complaint shall be delivered to the unit member(s) about whom the complaint is regarding. In the event that a complaint is oral, a summary of the complaint will be written by the responsible administrator, and shall be delivered to the unit member(s) about whom the complaint is regarding.
2. The unit member shall have the right to meet with and discuss the complaint with the responsible administrator, and may request the meeting include the complaint(s) and/or witnesses.
3. The unit member shall have the right to present evidence in his or her own behalf.
4. The unit member shall have the right to be represented by CEFA.
5. No negative employment decision will be made by the district on the basis of a complaint unless the above process has been followed.

- 9.14 Faculty Meetings – Any faculty meeting for full-time or part-time hourly faculty members shall be scheduled, whenever possible, when minimal number of classes are in session, shall not exceed one-half (1/2) hour if held during one-hour lunch periods, and shall be announced in advance. Management may authorize classes to be dismissed up to one-half (1/2) hour early for the purpose of mandatory faculty meetings.

Part-time hourly faculty attending meetings during their non-scheduled work hours shall be compensated at the non-teaching hourly rate for such attendance.

- 9.15 Professional Conferences – Unit members may be given released time to attend professional conferences when it is deemed by the district that such attendance would be mutually advantageous to the District and the member.
- 9.16 Representation – CEFA upon request of a unit member, shall have the right to represent that member in any meeting with any supervisor or the Board of Trustees if the unit member has reasonable cause to believe that the subject of the meeting may be disciplinary in nature.
- 9.17 Advisement of Assignment Expectations – When a unit member is offered an assignment at an outside agency (such as a community based organization or special funding agency) he/she shall be advised of District expectations and special requirements agreed upon by the District and the agency.

ARTICLE 10

ORGANIZATIONAL SECURITY

- A. CEFA shall have the right to have membership dues, initiation and agency fees deducted for unit members.
- B. The District shall deduct, dues from the wages of all CEFA unit members on the date of execution of this Agreement, and who have submitted voluntary dues deduction authorization forms to the District.
- C. The District shall deduct dues from the wages of all unit members who, after the date of this Agreement become members of the CEFA and submit voluntary dues deduction authorization forms.
- D. Beginning on March 1, 2003, unit members who elect not to initiate a voluntary dues deduction authorization form, shall pay an agency service fee to CEFA. The agency service fee must not support CEFA activities beyond CEFA's representational obligations, and shall not exceed the amount allowed by current law. Any dispute between a unit member and CEFA over the amount of the agency service fee must be expedited by CEFA and must be consistent with current law. Such agency service fee may be paid by submitting a voluntary agency service fee deduction authorization form to the District by direct annual payment to CEFA by October 1st of any school year, or by involuntary deduction from wages pursuant to Education Code section 87834 which is the sole remedy in this Article for failure to voluntarily pay the agency service fee.
- E. CEFA shall comply with the following:
 - 1. Dues Year and Fiscal Year
 - a. CEFA shall notify the District of the dates of its fiscal year and its dues year.
- F. New unit members, within sixty (60) days from the commencement of actual employment must submit a dues or agency service fee voluntary deduction authorization form, or shall pay an amount not to exceed the amount allowed by current law directly to the CEFA. Failure to do either shall mean involuntary deduction from wages pursuant to Education Code section 87834 which is the sole remedy in the Article for failure to voluntarily pay the agency service fees.
- G. Notwithstanding any other provision of this Article, any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such unit member is

required, in lieu of payment of dues or agency service fee to CEFA, to pay an amount no greater than the current CEFA dues to any non-religious, non-labor organization, charitable fund exempt from taxation under Section 501 (c) (3) of Title 26 of the Internal Revenue Code. In this regard, a District Scholarship account will be maintained. Proof of payment to any fund shall be made on an annual basis to the CEFA.

- H. CEFA shall completely indemnify and hold the District harmless from any and all claims, demands or suites, or other action arising from provisions contained in this Article.

ARTICLE 11

WAGES AND HOURS

11.1 Salaries

2009-2010 Schedules

INSTRUCTION

	Less Than Master's	Master's or Greater
Step 1	█	█
Step 2	\$40.97	\$41.97
Step 3	\$41.97	\$43.07
Step 4	\$43.07	\$44.14

COUNSELING

Non-credit counselors salary paid by the district during 2008-2009 shall continue at that same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit counselors leave the unit and return at a later date, their rate of pay will continue at what it was as of 2008-2009, or the schedule below, whichever is greater.

	Less than Master's	Master's or Greater
Step 1	█	█
Step 2	\$34.82	\$35.67
Step 3	\$35.67	\$36.61
Step 4	\$36.61	\$37.52

NON INSTRUCTION

	Less than Master's	Master's or Greater
Step 1	█	█
Step 2	\$20.49	\$20.99
Step 3	\$19.80	\$21.54
Step 4	\$20.31	\$22.07

COORDINATION

	Less than Masters	Master's or Greater
Step 1	\$34.15	\$35.02

Effective July 1, 2007, salary schedule shall be increased by 6% and step one on the Instruction/Non-Instruction tables shall be eliminated.

11.2 Placement on Salary Schedules

New employees shall be placed on Step 1 of the appropriate class. Advancement to the next step shall occur upon completion of three (3) semesters of service. A semester of service means that an instructor teaches at least 75% of the semester length. Continuing employees shall receive a step advancement upon completion of three (3) semesters of service subsequent to their last step advancement.

Time worked as a substitute, summer school employee, site administrator or in the credit program shall not count toward step placement.

11.3 Unit Member Work Load

Effective January 1, 2009, hourly instructors may be scheduled up to sixteen point seventy-five (16.75) hours per week within the District.

Hourly counselors may be scheduled up to twenty-three point forty-five (23.45) hours per week within the District

Hourly coordinators may be scheduled up to twenty-six point eighty (26.8) hours per week within the District.

A unit member with any combination of the above assignments shall have a weekly limit proportional to the type of assignment held, and in no case shall a weekly assignment exceed sixty-seven percent of a full time assignment.

To calculate a combined limit, the calculation must begin with the assignment with the lowest weekly hourly limit (first teaching assignment, then counseling, then coordination.) For example: (12 hours teaching=48% of a full time assignment) + (7.6 hours coordination = 19% of a fulltime assignment) = 67% of a full time assignment.

11.4 Ancillary Activities:

Per Education Code 87482.5 c (1) unit members may be assigned ancillary activities, such as but not limited to governance, staff development, grant writing, staff meetings, and advising student organizations and that all hours worked in ancillary activities shall not be used for purposes of calculating eligibility for contract or regular status. Ancillary activities are not counted in the calculation of hourly assignment limits. These hours are paid at the non-instructional rate.

Additional Assignments: The District shall determine in advance the number of hours a voluntary assignment is worth. Unit members shall be paid their own hourly non-instructional rate for the number of hours the district has pre-determined the assignment is worth upon completion of the assignment. Assignments include, but are not limited to, supplemental grading outside of regular teaching assignment, club advisors, curriculum development, etc.

11.5 Flex for Teaching Unit Members:

All flex days shall be fixed and noted on the non-credit instructional calendar and compensation for those flex days shall be paid in the next following pay period after those days occur.

Unit members will be eligible for compensation for flex activities each semester. The amount of eligible flex activity will be expressed in “hours” based upon the unit member’s teaching assignment on the designated flex days. Maximum flex hour obligation each semester will be calculated by the unit member’s teaching load on the designated flex days multiplied by 1.5. Therefore, a 12 hour load on the designated flex days would equal a maximum of 18 hours (12 hours x 1.5) of flex time obligation for the semester.

Unit members who are unable to complete their semester flex obligation during the designated flex week may complete additional flex activities during the semester and receive compensation for those activities. Any additional flex activities must be completed and reported to the member’s immediate supervisor by the first day of the last month of the semester. Compensation for those additional flex activities will be paid in the next pay period.

Separate accounting for flex activities will be made each semester, based upon the unit member’s assignment in that semester. Each semester will be treated as a discrete period for flex activities. Flex hours cannot be shifted from one semester to the other.

Instructors assigned to certain programs (such as Inmate Education) may not be required to complete flex activities. These instructors shall be notified by their administrator if they are exempt from flex activities. If these instructors are authorized to attend flex activities by the District outside of their regularly scheduled assignment, they will be compensated at their non-instructional rate.

Counselors and Coordinators who are authorized to attend flex activities by the District outside of their regularly scheduled assignment will be compensated at their hourly rate.

11.6 Canceled Classes

When a class is held in a non-District facility, the Dean will notify the instructor in writing that the facility is subject to closure and could result in the class being canceled on occasion. When an instructor has not been notified of a class cancellation and shows up, the District will pay the instructor for one hour or will attempt to reschedule the class.

11.7 Effective July 1, 2000, unit members shall be eligible to enroll in the District’s IRS Section 125 Flexible Benefit Plan for Health Care Expense Reimbursement and Dependent Day Care Expenses.

ARTICLE 12

ASSIGNMENTS

12.1 Definitions

Assignment – the course title, time, days.

Reassignment – change in either course, time, days, site or a combination thereof.

Site – the instructional facility of the unit member's assignment.

Vacancy – a section that has no assigned instructor and that specific section is covered by a substitute instructor.

12.2 Requests for Reassignment – Prior to June 1, (for Fall Term), November 1, (for Spring Term) and May 1, (for Summer Term), a unit member may request a change in work site. Unit members who wish to apply for a change in work site shall submit a written request to the appropriate Vice President specifying the worksite and assignment desired. The Vice President shall acknowledge the request in writing. Requests will be retained and considered by the receiving administrator for the current academic year. Unit members who have requested reassignment shall be notified of open assignments after the Additional Assignment List has been exhausted for that position.

12.3 Part-Time Vacancies – Part-Time vacancies which occur will be filled using the Additional Assignment List. Part-Time vacancies may be filled by posting vacancies to a broader target group (outside of the Additional Assignment List including unit members who have requested reassignment) whenever any of the following occur:

- 1) The Additional Assignment List is exhausted.
- 2) There are no members of the Additional Assignment List who meet the minimum qualifications for the vacant position.
- 3) The announcement of the vacancy is distributed to unit members on the Additional Assignment List but no interest is expressed by unit members by the posted deadline. The posted deadline shall be no less than two business days after the release of the announcement.

12.4 Additional Assignment List – Unit Members with a current assignment, whose assignment has decreased from the assignment level in effect in Fall 2008 shall be eligible to be placed on the Additional Assignment List. Placement on the Additional Assignment List shall be as follows:

- 1) The unit member must submit a request on the district provided form to Human Resources in order to be placed on the list. The request must specify the unit member's subject area qualifications and contact information.

- 2) Each unit member will be placed on the list in the order that the request is received.
 - 3) Unit members with a current assignment shall remain on the list. Unit members who no longer have a current assignment shall remain on the list for one semester (Fall or Spring) following the end of the assignment.
 - 4) Once a unit member's assignment reaches 12 hours or more, that unit member shall be moved to the bottom of the list.
 - 5) Unit members whose assignments have been canceled due to unsatisfactory performance shall not be eligible for placement on the list.
 - 6) A unit member may at any time request that his/her name be removed from the list.
- 12.5 Use of Additional Assignment List – Whenever additional assignments become available, the site (CEC or OEC) shall notify all unit members on the Additional Assignment List of the assignment. The notification shall specify the class/assignment, location, days and hours. The notification shall specify a deadline for the receipt of responses, which shall be no less than two business days after the release of the notification. The assignment will be offered to one of the three unit members with the highest rank on the Additional Assignment List who respond by the deadline. Preference will be given to unit members who have previously taught at the site where the assignment is located.
- 12.6 Effect of Requests – Requests for reassignment or placement on the Additional Assignment List are without prejudice to the unit members and shall not jeopardize their present assignments. Reassignment requests may be withdrawn by unit members at any time prior to receipt of approval of the request.
- 12.7 Full-Time Vacancies – Full-time vacancies which occur shall be posted for ten (10) working days at all Continuing Education administrative areas to afford all faculty the opportunity to apply for them.
- 12.8 Notice of Assignment - Unit members will receive notice of their assignment prior to the beginning of the semester in which they are to be employed.

ARTICLE 13

PERSONNEL FILES

13.1 Personnel Files

- 13.1.1 The official personnel file of each unit member shall be maintained at the District's central administration office. No adverse action shall be taken against a unit member based upon written material which is not contained within the official personnel file, unless otherwise required by law.
- 13.1.2 Unit members shall be provided a copy of any written material at the time such material is placed within the official personnel file. The unit member may, within twenty-five (25) working days of filing, attach a written response to any material for inclusion within the official file. The unit member may, within the twenty-five (25) day period, during working hours, review, initial, date, and return such copy through administrative channels to the central administration office.
- 13.1.3 A unit member shall have the right during the member's nonworking hours, but during the regular hours of the Office of Human Resources, to examine all materials (except for those obtained prior to employment or which were prepared by identifiable examination committee members or were obtained in connection with a promotional examination) contained within the official personnel file. Advance appointments for examinations may be required, and scheduled, with District representatives.
- 13.1.4 Official personnel files are considered confidential and are available for review only to those persons having a legal right or authorization to inspect.
- 13.1.5 District shall have a representative present when any official personnel file is examined.
- 13.1.6 A unit member shall have the right to file an answer to any material submitted for inclusion in his/her file and such answer shall be attached to the file copy.
- 13.1.7 A unit member shall have the right to place in his/her personnel file such material as he/she determines may have a bearing on his/her employment relation with the District.

ARTICLE 14

MILEAGE AND CONFERENCE REIMBURSEMENT

- 14.1 District shall reimburse faculty members for mileage for personal automobile when used on authorized District business at the rate currently established by the IRS.
- 14.2 Expenses incurred through attendance at approved conferences shall be reimbursed subject to budget restraints.

ARTICLE 15

HEALTH AND SAFETY

- 15.1 To ensure exposure to unsafe conditions is minimized, employees are required to be safety conscious in their own actions and to report, in writing, any alleged unsafe conditions to the district site administrator (see Appendix A. The site administrator shall forward written reports regarding unsafe conditions to the District Safety Coordinator with copies to CEFA. The District Safety Coordinator shall respond to CEFA as to the action to be taken on the reported conditions. Where no action is to be taken, the reasons, in writing, shall be furnished for the inaction to CEFA.
- 15.2 No employee shall be discriminated against as a result of reporting any condition believed to be a safety violation. Faculty members shall not be required to work under unsafe conditions or to perform tasks, which endanger their health, safety, or well being.
- 15.3 Any threat against a faculty member shall be reported as soon as possible to the faculty member by the site supervisor receiving the threat. Any faculty member who receives a threat against another faculty member, employee, or student, shall immediately communicate that threat to the appropriate site supervisor.
- 15.4 CEFA shall have two designated seats on any campus, site, or district-wide safety committee. Agendas and minutes of all safety committee meetings shall be distributed to the CEFA President.
- 15.5 In order to provide for a safer environment, safety report forms shall be available to faculty members at a central location at Centennial Education Center, Marketplace Education Center, and the Orange Continuing Education Center.
- 15.6 Class size maximums shall be established in accordance with all applicable safety regulations for room capacity.

ARTICLE 16

EFFECT OF AGREEMENT

- 16.1 The parties agree that the specific provisions contained in this Agreement shall prevail over Board policy, Administrative Rules and Regulations, and District practices and procedures and over State laws to the extent permitted by State law.
- 16.2 If any provisions of this Agreement are held contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law; but all other provisions will continue in full force and effect.
- 16.3 During the term of this Agreement, the District and CEFA expressly waive and relinquish the right to bargain collectively on any matter:
- A. Whether or not specifically referred to or covered in this Agreement.
 - B. Even though not within the knowledge of contemplation of either party at the time of negotiations;
 - C. Even though during negotiations the matters were proposed and later withdrawn.
- 16.4 All terms and conditions of employment not covered by this Agreement shall continue to be subject to the District's direction and control. There are no provisions in this Agreement that shall be deemed to limit or curtail the District in any way in the exercise of its rights, power, and authority which the District had prior to the date this Agreement was entered into unless and only to the extent that the provisions of this Agreement specifically curtail or limit such rights, powers, and authority.

ARTICLE 17

DURATION

This Agreement between the Board and CEFA shall become effective July 1, 2008, and remain in effect until June 30, 2011.

This agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous agreements, both written and oral. For the duration of this agreement, the District and CEFA shall meet and negotiate annually on Article 11 and two additional articles chosen by each party.

IN WITNESS WHEREOF, EACH OF THE PARTIES AFFIX THEIR SIGNATURES
HERE TO

This ___ Day of _____ 2009.

DISTRICT

By _____

CEFA

By _____

HAZARD NOTIFICATION REPORT

This form is to be used by employees to provide a safety suggestion or report an unsafe practice or condition. Forms should be routed to the District Safety Office either directly or through the employee's supervisor. Reports will be investigated by the District Safety Office. The reporting party will be informed of any action taken. Employees are protected from reprisal or discrimination related to submitting a safety report or suggestion.

Description of Unsafe Condition or Practice:

Causes or Contributing Factors:

Employee Suggestion For Improving Safety:

Name of Supervisor _____ Supervisor Notified ___ Yes ___ No

Work Area or Station _____ Date _____

Employee Name _____
(Optional)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION FACULTY ASSOCIATION
STATEMENT OF GRIEVANCE FORM

Grievance: _____

EMPLOYEE NAME:	DEPARTMENT:
SPECIFIC ARTICLES AND SECTIONS ALLEGED TO HAVE BEEN VIOLATED:	
Employee's statement of alleged violation and grievance. What is the factual contention; what has occurred? Provide full facts necessary to support your position:	
STATE FULL RELIEF, REMEDY, ACTION YOU BELIEVE REQUIRED TO RESOLVE THIS ALLEGED GRIEVANCE:	
Date of Alleged Grievance:	Date of Filing of this Statement:
Date of Informal Discussion: Level 1	Date of Oral/E-mail Response:

LEVEL ONE/Written Statement of Grievance Form must be attached and filed with immediate supervisor.	LEVEL ONE
IMMEDIATE SUPERVISOR DECISION ON ALLEGED GRIEVANCE: * (Decision due within 10 days of meeting or within 20 days after receipt of the grievance.)	DATE OF RECEIPT:
	DATE OF RESPONSE:
	GRIEVANCE RESOLVED:
	GRIEVANCE DENIED:
LEVEL TWO (Appeal must be submitted within 10 days of written decision at Level One)	LEVEL TWO
APPROPRIATE VICE PRESIDENT DECISION ON ALLEGED GRIEVANCE: (Written decision due within 10 days of meeting or within 10 days after receipt of the appeal.)	DATE OF RECEIPT:
	DATE OF RESPONSE:
	GRIEVANCE RESOLVED:
	GRIEVANCE DENIED:
LEVEL THREE (Appeal must be submitted within 10 days of written decision at Level Two)	LEVEL THREE
CHANCELLOR OR DESIGNEE, DECISION ON ALLEGED GRIEVANCE: (Written decision due within 10 days of meeting or within 10 days after receipt of the appeal.)	DATE OF RECEIPT:
	DATE OF RESPONSE:
	GRIEVANCE RESOLVED:
	GRIEVANCE DENIED:
LEVEL FOUR/ARBITRATION (Must be filed within 10 days with the concurrence and participation of CEFA)	LEVEL FOUR
DATE OF CEFA REQUEST FOR BINDING ARBITRATION:	DATE OF RECEIPT BY DISTRICT:
SIGNATURE OF AUTHORIZED CEFA REPRESENTATIVE:	DATE OF ARBITRATOR'S DECISION:
ATTACH ARBITRATOR'S DECISION.	<ol style="list-style-type: none"> 1. Attach all responses to this form at all levels. 2. Maintain two (2) copies (one for Employee, one for District). 3. Time is of the essence at every step.

* Definition: Per Article: 8.1.3: A "day"...is any day on which the central administrative office of the District is regularly open for business.

RSCCD NON-CREDIT INSTRUCTIONAL CALENDAR 2008 - 2009

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AUGUST	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
SEPTEMBER	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
OCTOBER	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
NOVEMBER	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
DECEMBER	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
JANUARY	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
FEBRUARY	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	1	2	3	4	5	6	7
MARCH	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
APRIL	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
MAY	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28C	29C	30
	31	1	2	3	4	5	6
JUNE	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
JULY	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	30	31	1	2

Faculty Project Days Aug. 25, 26, 29
Common Days Aug. 27, 28
 Labor Day - September 1
 Instruction begins September 2

Veterans Day - November 10

Thanksgiving - November 27-29

Fall Semester Ends December 20
 Winter Recess - December 22 - January 9

Faculty Project Day - Jan. 7
Common Days- Jan. 8 and 9
 Spring Sem. Instruction begins January 12
 Martin Luther King Day - January 19

Lincoln's Birthday - February 13 - 14
 President's Day - February 16

*SCC/OEC Spring Recess - April 6 - 11
 *SAC/SCE Spring Recess - April 6 - 11
 *(may change to correspond with unified school district)

Memorial Day - May 25; Spring Semester Ends May 29
 SCC/OEC Commencement - May 28
 SAC/CEC Commencement - May 29

Summer session begins June 8
 (beginning day may be adjusted)

Independence Day: July 3 - 4 (observed)

Summer session ends August 1

RSCCD noncredit programs operate on an open-entry/open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site and student needs.



Part-time Faculty Classroom/Worksite Observation Report

Name: _____
(Faculty member's name)

Date: _____
(Date of observation)

Class: _____

<p>I. Currency and Depth of Knowledge:</p> 	<p><i>Check one:</i></p> <p><input type="checkbox"/> Does not meet expectations*</p> <p><input type="checkbox"/> Meets expectations</p>
--	---

<p>II. Methods and Techniques of Instruction/Responsiveness to Students:</p> 	<p><i>Check one:</i></p> <p><input type="checkbox"/> Does not meet expectations*</p> <p><input type="checkbox"/> Meets expectations</p>
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<p>III. Organizational Skills:</p> 	<p><i>Check one:</i></p> <p><input type="checkbox"/> Does not meet expectations*</p> <p><input type="checkbox"/> Meets expectations</p>
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<p>IV. Relevance of Laboratory to Class Objectives: Safety of Students and Aides:</p> 	<p><i>Check one:</i></p> <p><input type="checkbox"/> Does not meet expectations*</p> <p><input type="checkbox"/> Meets expectations</p>
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*Comments regarding performance that does not meet expectations should include specific citations of weakness and specific recommendations for improvement.

Observer: _____ Observer Signature: _____

Administrator: _____ Administrator Signature: _____

Original: Return to Supervising Administrator (submit to Human Resources Department)

Classroom/Worksite Observation Criteria

The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to the following:

Currency and Depth of Knowledge

- Material presented relates to course and class outlines
- Material presented requires students to generalize, compare, contrast, analyze or synthesize
- Material is presented at a level promoting student understanding
- Identifies questions appropriate to the course or current discussion

Methods and Techniques of Instruction/Responsiveness to Students

- Engaged students so they remain for entire class/laboratory session
- Employs visual aides/handouts
- Instructor talks to the class
- Talks to the class using understandable vocabulary and patterns of speech
- Nonverbal communication supports instruction and sustains attention
- Humor, voice levels and eye contact are used appropriately
- Divergent points of view are noted where appropriate for understanding
- Students are addressed by name
- Questions are used to engage students
- Key student contributions are summarized
- Promotes positive attitudes of students toward fellow students
- Responds positively to student nonverbal clues indicating boredom, curiosity, confusion or frustration

Organizational Skills

- Handled students coming late/leaving early appropriately
- Instructor arrives on time and holds class for the assigned time
- Sufficient time is given for responses to and from students
- Visual aides/handouts are visible, clear and organized
- Instructor responds to individual/group needs

Relevance of Laboratory to Class Objectives: Safety of Student and Aides


- Maintains a safe/comfortable learning environment
- Group/individual activities contribute to course learning
- Student laboratory experience promotes general course goals
- Reviews of the class/laboratory are conducted as appropriate

CONFIDENTIAL

**RSCCD – CONTINUING EDUCATION DIVISION
SURVEY OF STUDENT OPINION OF TEACHING**


OFFICE USE ONLY


TICKET NUMBER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
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4	4	4	4	4	4	4	4	4	4
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7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9



- DARKEN THE CIRCLE COMPLETELY
- ERASE CLEANLY ANY MARKS YOU WISH TO CHANGE
- DO NOT MAKE ANY STRAY MARKS ON THIS FORM

MARKING EXAMPLES

INCORRECT 

CORRECT 

FOR EACH STATEMENT BELOW, BLACKEN ONE CIRCLE WITH THE PENCIL PROVIDED. HOWEVER, SCORE ONLY THOSE STATEMENTS WHICH YOU REGARD AS APPLICABLE. IF THE ALLOWED RESPONSES TO A STATEMENT SEEM INSUFFICIENT, PLEASE PROVIDE A WRITTEN RESPONSE ON THE REVERSE SIDE.

Mark Reflex® forms by Pearson NCS MM91628-2 6 ED06 Printed in U.S.A.

	NEVER	SOMETIMES	ALWAYS
1. THE INSTRUCTOR PRESENTS MATERIAL IN A WELL ORGANIZED WAY.	①	②	③ ④ ⑤
2. THE INSTRUCTOR EXPLAINS MATERIAL CLEARLY.	①	②	③ ④ ⑤
3. THE INSTRUCTOR MAKES THE LESSON INTERESTING.	①	②	③ ④ ⑤
4. THE INSTRUCTOR GIVES YOU ENOUGH HELP ON HOW TO USE THE ASSIGNED BOOKS AND MATERIALS.	①	②	③ ④ ⑤
5. THE INSTRUCTOR KNOWS THE SUBJECT.	①	②	③ ④ ⑤
6. THE INSTRUCTOR ACTIVELY HELPS YOU.	①	②	③ ④ ⑤
7. THE INSTRUCTOR ENCOURAGES YOU TO LEARN.	①	②	③ ④ ⑤
8. THE INSTRUCTOR MAKES GOOD USE OF CLASS TIME.	①	②	③ ④ ⑤
9. YOUR INSTRUCTOR TREATS YOU COURTEOUSLY.	①	②	③ ④ ⑤
10. CONSIDERING EVERYTHING, THE INSTRUCTOR IS A GOOD TEACHER.	①	②	③ ④ ⑤

WRITTEN REMARKS
(Include Areas of Excellence and Suggestions for Improvement)

Also use the reverse side for your written remarks.

**FOR INFORMATIONAL
PURPOSES ONLY**