



AGREEMENT BETWEEN

**THE RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

AND

**THE FACULTY ASSOCIATION
OF RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

Effective July 1, 2019 through June 30, 2022

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
ARTICLE 1	IMPLEMENTATION OF COLLECTIVE BARGAINING	4
1.1	Agreement	4
1.2	Recognition	4
1.3	Duration	4
1.4	Unit Member Orientations and Onboarding	5
ARTICLE 2	EFFECT OF AGREEMENT	6
2.1	Effect of Agreement	6
2.2	Non-Grievability	7
ARTICLE 3	SEPARABILITY AND SAVINGS	8
3.1	Separability and Savings	
ARTICLE 4	LEAVES	9
4.1	Definitions	9
4.2	Bereavement Leave	9
4.3	Judicial Leave	9
4.4	Personal Necessity Leave	10
4.5	Professional Conference Leave/In-Service Training	10
4.6	Industrial Accident or Illness Leave	10
4.7	Sick Leave	11
4.8	Extended Sick Leave	12
4.9	Quarantine Leave	13
4.10	Excused Absence With Pay	13
4.11	Personal Leave Without Pay	13
4.12	Personal Absence Without Pay	13
4.13	General Leave Policies	13
4.14	Sabbatical Leave	14
4.15	Retraining Leave	17
4.16	Banking Leave	18
4.17	Association Leave	20
4.18	Association Released Time	20
4.19	Parental Bonding Leave	21
ARTICLE 5	HEALTH AND WELFARE BENEFITS	22
5.1	Eligibility	22
5.2	Benefits	22
5.3	District Joint Benefits Committee	23
5.4	Retiree Coverage	23
5.5	Social Security Alternative	24
ARTICLE 6	INSTRUCTIONAL HOURS, DUTIES AND WORKLOAD	25
6.1	Workload	25
6.2	Non-Contract Faculty Employment Preference Rights	29
6.3	Other Faculty Duties – Credit and Non-Credit	31
6.4	Multiple Site Assignments	32
6.5	Flexible Calendar	33
6.6	Summer Program	34
6.7	Parking	35

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
ARTICLE 7	SALARIES	36
7.1	Salary Schedules – Contract Year	36
7.2	Salary Schedules – Summer School	42
7.3	Beyond Contract and Part-Time Assignments for College Credit Instructors	43
7.4	Other Placement	43
7.5	Travel Allowance	43
7.6	Repayment of Overpayment	44
ARTICLE 8	EVALUATION	45
8.1	Purpose of Evaluation	45
8.2	Definitions	45
8.3	Evaluation Components	45
8.4	Self-Evaluation – Portfolio	46
8.5	Student Evaluation	46
8.6	Classroom/Worksite Observations	46
8.7	Colleague Surveys	48
8.8.	Summary Evaluation	48
8.9	Institutional Tenure Review	49
8.10	Grievance During the Tenure Process	50
8.11	Purpose of Evaluation – College Credit	50
8.12	Definitions	50
8.13	Evaluation of Non-Contract Faculty	51
8.14	Evaluation of Instructors – Temporary Faculty	51
8.15	Evaluation of Tenured Teaching Faculty (Associate Professors and Professors)	52
8.16	Evaluation of Tenured, Non-Teaching Faculty, Coordinators, Counselors, Librarians, and Health Service Staff	53
8.17	Additional Evaluations	54
8.18	Evaluation Timetable	54
ARTICLE 9	GRIEVANCE PROCEDURES	57
9.1	Definitions	57
9.2	Time Limits	57
9.3	Other Provisions	58
9.4	Procedural Steps	59
ARTICLE 10	FACULTY SERVICE AREAS	62
10.1	Faculty Services Areas	62
10.2	Procedure to Follow for FSA Designation	62
10.3	Disputes	62
10.4	Changes to Faculty Service Areas	63
ARTICLE 11	TRANSFER	64
11.1	Definitions	64
11.2	Requests for Voluntary Transfers	64
11.3	Administrative Transfer	65

TABLE OF CONTENTS

<u>APPENDICES</u>	<u>PAGE</u>
A STIPULATED UNIT RECOGNITION AGREEMENT	66
B LIST OF BOARD POLICIES	67
C 2019-2020 CREDIT INSTRUCTIONAL CALENDAR	68
2020-2021 CREDIT INSTRUCTIONAL CALENDAR	69
2021-2022 CREDIT INSTRUCTIONAL CALENDAR	70
D 2019-2020 NONCREDIT INSTRUCTIONAL CALENDAR	71
E 2019-2020 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 175 DAY	72
2020-2021 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 175 DAY	74
2021-2022 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 175 DAY	76
F 2019-2020 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 192 DAY	78
2020-2021 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 192 DAY	80
2021-2022 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 192 DAY	82
G 2019-2020 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 225 DAY	84
2020-2021 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 225 DAY	86
2021-2022 FARSCCD PERMANENT ANNUAL SALARY SCHEDULE – 225 DAY	88
H 2019-2020 FARSCCD PERMANENT CREDIT SUMMER SALARY SCHEDULE A	90
2020-2021 FARSCCD PERMANENT CREDIT SUMMER SALARY SCHEDULE A	91
2021-2022 FARSCCD PERMANENT CREDIT SUMMER SALARY SCHEDULE A	92
I 2019-2020 FARSCCD PERMANENT BEYOND CONTRACT/OVERLOAD AND PART TIME HOURLY SALARY SCHEDULE B	93
2020-2021 FARSCCD PERMANENT BEYOND CONTRACT/OVERLOAD AND PART TIME HOURLY SALARY SCHEDULE B	94
2021-2022 FARSCCD PERMANENT BEYOND CONTRACT/OVERLOAD AND PART TIME HOURLY SALARY SCHEDULE B	95
J 2019-2020 FARSSCD PERMANENT NON-CREDIT SUMMER SALARY SCHEDULE C	96
2020-2021 FARSSCD PERMANENT NON-CREDIT SUMMER SALARY SCHEDULE C	97
2021-2022 FARSSCD PERMANENT NON-CREDIT SUMMER SALARY SCHEDULE C	98
K-1 RSCCD DUTIES AND RESPONSIBILITIES: DEPARTMENT CHAIRS	99
K-2 DEPARTMENT CHAIR LHE CALCULATIONS	101
K-3 DEPARTMENT CHAIR X-FACTOR AND FORMULA LHE IMPLEMENTATION	103
K-4 NON-INSTRUCTIONAL DEPARTMENT CHAIR ASSIGNMENTS SAC/SCC	104
L FARSCCD STATEMENT OF GRIEVANCE FORM	105
M INSTRUCTIONAL ASSIGNMENTS	111
N CRITERIA EXTENSIVE PREPARATION LABORATORY	112
O EVALUATION PACKETS	113
MEMORANDUM OF UNDERSTANDING (MOU'S) BETWEEN RSCCD AND FARSCCD	138

BOARD POLICIES

7120	Recruitment and Hiring
4030	Academic Freedom
7150	Employee Evaluation
7348	Faculty Pre-Retirement (Workload Reduction)
7141	Organizations Right of Access
7130	Compensation
4020	Program, Curriculum, and Course Development