

AGREEMENT

Between
**PASADENA AREA
COMMUNITY COLLEGE
DISTRICT**

And

**PASADENA CITY COLLEGE
FACULTY ASSOCIATION**

**July 1st, 2019
through
June 30, 2022**

Ratified by Pasadena City College
Faculty Association
October 24, 2020

Approved by the Board of Trustees
Pasadena Area Community College
District
October 21, 2020

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AGREEMENT

ARTICLE 1 AGREEMENT AND RECOGNITION

- 1.1 The articles and provisions contained herein constitute a binding and bilateral agreement (“Agreement”) entered into this 6th day of , 2020, between the Pasadena Area Community College District (“District”) and the Pasadena City College Faculty Association (“Association”).
- 1.2 The District recognizes the Association as the exclusive representative of those employees of the District delineated as the bargaining unit as set forth in the May 17,1979 Public Relations Board Certification of Representative in Case Number LA-R-745, as amended on July 14, 1981 and June 7, 1982, and as certified in LA-DP-359-E on October 3, 2007. The bargaining unit consists of all full- and part-time credit and non-credit Faculty, Counselors, Librarians, Learning Center Coordinators, Physicians, Nurses, and Psychiatrists.
- 1.3 Excluded from the bargaining unit are Administrators, Management, Supervisory, Confidential and Classified personnel, and all academic employees whose primary assignment is performing administrative or managerial duties.

ARTICLE 2 DISTRICT AND ASSOCIATION RIGHTS

- 2.1 Unless limited by this Agreement, the District retains all of its legal rights to direct, manage, and organize in a manner consistent with California statutes and PERB and other applicable decisions.
- 2.2 Unless limited by this Agreement, the Association retains all of its legal rights, such as rights of reasonable access and reasonable use of mailbox and other District facilities in a manner consistent with California statutes and PERB and other applicable decisions. In addition, the Association shall retain the right to place items on the Board agenda and to speak to those items. The Association may install and maintain a telephone at its cost at a mutually agreed location in the District. At no cost to the District, the Association may utilize District duplication facilities for Association-related business.

2.3 RELEASE TIME

- 2.3.1 Full-Time Faculty Release Time. During each fiscal year of this Agreement, the District will provide a noncumulative 3.0 FTE of release time for the use of official Association representatives in the conduct of negotiations, the processing of grievances and attendance of conferences related to administration of this Agreement. Designated PCCFA officers may secure reduced individual contract loads. Such utilization requires advance notices to appropriate Division Deans before final class schedules are printed. It is agreed that this section meets all legal mandates for release time.
- 2.3.2 The FA shall designate the Faculty Association President or designee each academic year to be on an 11-month salary schedule.

2.4 NONDISCRIMINATION

- 2.4.1 Neither the District nor the Association shall, in violation of the law, discriminate against any member of the bargaining unit on the basis of race, ethnic group identification, religion or religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, pregnancy, marital status, sex, sexual orientation, sexual identity, age (over forty), political affiliation or beliefs, military and veteran status, or membership and / or participation in an employee organization as defined by the Educational Employment Relations Act (EERA).
- 2.4.2 The District shall not, in violation of the law, retaliate against bargaining unit members because of their exercise of rights guaranteed by the EERA.
- 2.4.3 Violations of the Article shall be subject to the Grievance Procedure, when the alleged conducts relates to violations of other specific provisions of this Agreement and where no other statutory or administrative remedy exists.

2.5 SELECTION OF ADMINISTRATORS

The Association shall be entitled to one representative on hiring committees pursuant to AP 7250 committees.

2.6 LIST OF UNIT MEMBERS

- 2.6.1 The District shall provide the Association with contact information for unit members as a list of the following information, with each field in its own column, for all bargaining unit members within five (5) days of the first payroll periods of each academic session:
- a. First Name;
 - b. Middle Initial;
 - c. Last Name;
 - d. Suffix (e.g., Jr., III);
 - e. Preferred Name;
 - f. Job Title;
 - g. Department;
 - h. Primary Worksite Name;
 - i. Hire Date;
 - j. Work Telephone Number;
 - k. Work Extension;
 - l. Home Street Address (incl. apartment #);
 - m. Mailing Address (if different);
 - n. City;
 - o. State;
 - p. ZIP Code (5 or 9 digits);
 - q. Home Telephone Number (10 digits) (if available);
 - r. Personal Cellular Telephone Number (10 digits) (if available);
 - s. Personal Email Address (if available)

In lieu of providing the information above in the form of a list, the District may meet this obligation by providing the Association access to a secure electronic site within which

the above information is available in a database or spreadsheet format. For bargaining unit employees who request that their private information not be disclosed to the Association, only items a. through k. listed above shall be disclosed.

- 2.6.2 A list of the names and information described in 2.6.1 above for all newly hired full-time and part-time employees within the bargaining unit, defined in Article 2.7.1 below, within five (5) days of the last payroll of the month in which they were hired.

In lieu of providing the information above in the form of a list, the District may meet this obligation by providing the Association access to a secure electronic site within which the above information is available.

2.7 NEW EMPLOYEE ORIENTATION

- 2.7.1 A “new employee” is any bargaining unit employee who has not previously been in the bargaining unit, or who had previously been in the bargaining unit and is returning to the bargaining unit while maintaining continuous employment with the District, or who has previously separated from District employment and been rehired into the bargaining unit. An employee’s date of hire is the date when they entered the bargaining unit.
- 2.7.2 The District shall distribute the Association membership and orientation materials, as provided by the Association, in the pre-employment packets for all new full-time and part-time faculty.
- 2.7.3 The District shall provide the Association with access to its full-time and part-time faculty orientations. The District shall provide not less than 10 days’ notice in advance of an orientation. The structure, time, and manner of this access shall be determined through mutual agreement between the District and the Association, subject to the requirements of Government Code Section 3557.

2.8 PAYROLL DEDUCTIONS

- 2.8.1 The District shall deduct from the monthly salary of all PCCFA members 100% of dues and other lawful assessments, deductions, or obligations identified by the Association, in accordance with the membership roster. District payments of all dues, assessments, deductions, and other obligations to the Association shall be paid to Association within ten working days of the District receiving these funds.
- 2.8.2 All changes or updates to an Association member’s status as a member of the Association shall be processed by the Association. The Association shall provide the District updates to the membership roster by the fifteenth of each month, in order for the dues and/or fees to be deducted from the employee’s wages in that month, and paid to the Association. The Association shall retain the right to initiate changes to the deduction rates or amounts, or to the scope of assessments or other obligations, by requesting to meet and confer with the District.
- 2.8.3 The District will not make payroll deductions for an employee who is no longer working for the District.

The Association agrees to provide the District with thirty (30) days advance notice of any change in dues structure following notification of such changes to the Association membership.

- 2.8.4 The Association fully indemnifies the District for dues deducted pursuant to this article and shall hold the District harmless and shall fully and promptly reimburse the District for any fees, costs, charges, or penalties incurred in responding to or defending against any claims, disputes or challenges which are actually brought against the District in connection with the administration or enforcement of any section in this article pertaining to any claims made by any employee, or any individual on the employee's behalf, for payroll deductions made by the District in reliance on the information provided by Association regarding the content of its authorization form and/or the authorization of individual employees for payroll deductions to be made.
- 2.8.5 The District shall provide the Association with timely notice it is going to seek indemnification under this Article.

ARTICLE 3 TERM AND RENEGOTIATION

The term of this Agreement shall be July 1, 2019, through June 30, 2022.

ARTICLE 4 FRINGE BENEFITS

4.1 BENEFIT PLANS

4.1.1 The District fringe benefits package for eligible unit members and, where applicable, their dependents, includes the following items under the District's current plans or such equivalent plans as it may designate:

- a. Medical Insurance - either PPO (Anthem Blue Cross) or HMO (Anthem Blue Cross/California Care, Kaiser).
- b. Dental care insurance – During the 2016-2017 open enrollment, members may select one (1) of the two dental plan options, which includes the following:

Option 1: (current plan) – Delta Denta (PPO – no changes)

Option 2: (Enhanced Plan) – Metlife (HMO – includes orthodontia & dental implants)

Details on the plan benefits are available in the Benefits Enrollment Guide which is available on the District website at <https://pasadena.edu/hr/benefits/benefits-enrollment-forms.php>.

- c. Vision care insurance
- d. Life insurance (\$50,000) group plan. (District paid);
- e. Income protection (long term disability) – employees receive 66.67% of their monthly earnings up to a maximum monthly benefit of \$3,000; the plan includes an

elimination period of 140 calendar days with a maximum benefit period of 12 months. (District paid);

- f. Employee assistance program – up to three free consultations per year with a qualified District-provided psychologist. (District paid);
- g. A plan by which unit members may establish tax-free *Internal Revenue Code* Section 125 accounts for the purpose of funding additional health care, child care, elder care, medical set-aside and other authorized services.

4.1.2 “Eligible” as used in section 4.1 shall mean those unit members who have an average assignment of seventy-five percent (75%) or greater during the annual period of contract service, those who qualify under Section 4.46 (below), or as otherwise required by the Affordable Care Act (ACA).

4.1.3 In lieu of District coverage for an individual’s health insurance plan (for those with dual coverage) the District will provide an annual amount equal to one-half of the District annual payment for the lowest cost medical insurance for each full-time unit member electing this option providing that:

- a. This option may be selected only during the open enrollment period for health insurance or at the time of initial employment;
- b. Requests to change to health insurance coverage from the cash option may be made only during the open enrollment period;
- c. Cash benefits provided under this plan must comply with Internal Revenue Code Section 125.

4.1.3 Fringe Benefits Study Committee

The campus-wide joint study committee shall study and report to the parties its findings relative to fringe benefits programs, including, but not limited to, medical insurance plans and designs for full-time and part-time faculty.

4.2 **RETIREE BENEFITS** (Full-Time Employees)

4.2.1 The District will provide paid health and dental plans, up to the amounts specified in Section 4.1 above, for retirees age fifty-five (55) to sixty-five (65), and their eligible dependents, who have received these plans and in their last full year of employment when:

- a. The current member is eligible to retire under the provisions of the State Teachers Retirement System; and
- b. The unit member has had at least fourteen (14) years of service with the District. In order to continue to be eligible for this benefit the unit member must not be employed in an organization in which the employee is required to contribute a portion of his/her salary to a retirement plan associated with STRS or PERS in the state of California.

- 4.2.2 The coverage provided under 4.2.1 will continue through the month the retiree reaches age sixty-five (65).
- 4.2.3 For retirees who satisfy conditions (a) and (b) of article 4.2.1 and who have attained the age of sixty-five (65), the District will pay \$1440 annually, intended to help cover the cost of Medicare supplementary insurance.
- 4.2.4 Those retirees who meet all the requirements of 4.2.1 except for the fourteen (14) years of service with the District and those retirees who have reached age sixty-five (65) may elect to retain group coverage under the health plans by paying the monthly premiums to the District. This provision is subject to the terms of the contract between the District and the plan carrier.

4.3 PERMANENT DISABILITY

During the term of this Agreement, the District will continue to provide the health and dental benefits of Section 4.1 for those unit members between the ages of fifty-five (55) and sixty-five (65) who have been employed by the District for at least fourteen (14) years and who are granted a permanent disability allowance under STRS or PERS.

4.4 OPTIONAL PRE-RETIREMENT PROGRAM

The District shall offer an optional pre-retirement reduced workload program to unit members in accordance with rules and regulations adopted by the Board of Trustees and the provisions of Education Code Sections 20815, 22713 and 87483.

4.5 COMPUTER LOAN PURCHASES

The District will provide to any regular monthly unit member an interest-free loan of up to four thousand dollars (\$4,000) for the purchase of computer equipment/software. The type of equipment and place of purchase is the choice of the unit member. Upon presentation of an invoice, the District will provide a check, payable to the vendor. Equal installments will be deducted from the unit member's regularly monthly salary check, during a period of up to a maximum of two years, to repay the loan.

ARTICLE 5 WORKING CONDITIONS

5.1 CLASS OR STATION ASSIGNMENTS

- 5.1.1 Unit members shall meet assigned classes or report to established work stations at the times and places scheduled.
- 5.1.2 Unit members shall report absence to the division office at the earliest possible time prior to the start of assigned duties.

5.2 COLLEGE POLICY, REGULATIONS AND PROCEDURES

Unit members shall observe College policy, regulations and procedures. Such policy, regulations and procedures include, but are not limited to, the areas of grading, attendance, class records, textbook selection, conference attendance, instructional trips, guest speakers, political activities,

prohibited instruction, tutoring for pay, release of confidential information and academic freedom.

5.3 INSTRUCTION

Classroom instructors shall:

- 5.3.1 Establish objectives of classes, plan and organize instruction (such as lesson plans, reading lists, assignments schedule, methods of evaluation) to meet these objectives, and administer examinations or assignments in accordance with a set of objectives and with other specifications defined in the course outline of record.
- 5.3.2 Inform classes via a syllabus about course objectives, student learning outcomes, course content, attendance expectations, examinations or assignments, and the basis for assigning grades. The syllabus should be emailed or otherwise provided to the Division Office by the end of the first week of the class.
- 5.3.3 Participate in the assessment of student learning outcomes and to report the results of class assessments according to mutually agreed upon established procedures. All faculty are responsible for assessing and reporting student learning outcomes for all courses, including overload, summer, and intersession. All full-time faculty members are expected to participate in the development and submission of related reports and to integrate results of assessments into comprehensive program review and annual updates.

5.4 GENERAL

Bargaining Unit members are responsible to:

- 5.4.1 Participate in a range of professional activities related to their assigned duties each semester, including: Curriculum development and College governance, if in contract status; hiring committees and other District-sanctioned committees; department meetings; participation in discipline specific organizations (e.g., boards, advisory groups, etc., both internal and external); grant writing or research and writing of an academic nature that benefits teaching, learning, or counseling; serving on accreditation site teams; inter-department collaboration projects; coordination with K-12 and other institutions of higher learning; faculty mentoring; attendance at professional conferences and trainings that benefit the functions of the District or teaching, learning, or counseling; attending board meetings; advising student clubs; community outreach, student recruitment efforts, public relations events for the benefit of the District; and fundraising and soliciting donations for benefit of the foundation or students clubs.

Members shall have the ability to determine the above professional responsibilities in which they meet this obligation. Other activities that benefit the District or college or that improve teaching, learning, or counseling shall constitute professional responsibilities by mutual agreement between the Unit Member and the immediate supervisor.

Overload and extra duty assignments do not relieve a full-time faculty member of meeting professional responsibilities associated with their normal load as set forth in this article.

- 5.4.2 Maintain currency in areas of specialization.
- 5.4.3 Perform those duties normally associated with his/her assignment.

5.5 NON-TEACHING FACULTY

- 5.5.1 The assignment of a full-time, non-teaching member of the unit shall be one hundred seventy-six (176) duty days per fiscal year, thirty-five hours per week, plus five (5) hours per week for professional growth and development, College governance and other professional responsibilities.

The assignment of an eleven-month full-time, non-teaching member of the unit shall be one hundred ninety-eight (198) days per fiscal year, thirty-five hours per week, plus an additional five (5) hours per week for professional growth and development, College governance and other professional responsibilities.

The assignment of a twelve-month full-time, non-teaching member of the unit shall be two-hundred-twenty (220) days per fiscal year, thirty-five hours per week, plus an additional five hours per week for professional growth and development, College governance and other professional responsibilities.

- 5.5.2 The non-teaching assignment of a non-teaching member of the unit who has a classroom assignment shall be reduced by an amount proportional to the percent of full-time teaching assignment of the classroom assignment.

5.6 TEACHING FACULTY – CREDIT COURSES

5.6.1 The assignment for a full-time, classroom instructor of credit classes shall be one hundred seventy-six (176) duty days per fiscal year, thirty-four (34) hours per week consisting of a combination of in-class teaching and preparation for teaching, plus five and one half (5.5) hours of additional time for student conferences, plus five and one half (5.5) hours for professional growth and development, College governance and other professional responsibilities. The first duty day will be the first business day prior to the start of the Fall classes.

The assignment for an eleven-month full-time, classroom instructor shall be one hundred ninety-eight (198) days per fiscal year, thirty-four (34) hours per week consisting of a combination of in-class teaching and preparation for teaching, plus five and one half (5.5) hours of additional time for student conferences, plus five and one half (5.5) hours for professional growth and development, College governance and other professional responsibilities.

The assignment of a twelve-month full-time, classroom instructor shall be two-hundred-twenty (220) days per fiscal year, thirty-four (34) hours per week consisting of a combination of in-class teaching and preparation for teaching, plus five and one half (5.5) hours of additional time for student conferences, plus five and one half (5.5) hours for professional growth and development, College governance and other professional responsibilities.

First year contract (probationary) and temporary faculty shall have two (2) additional days of assignment for orientation prior to the first duty day.

5.6.2 CONFERENCE HOURS

5.6.2.1 Full-time unit members shall schedule their five and one half (5.5) student conference hours on no fewer than three (3) different days per week. Unit members on reduced load or reassignment shall have their conference hours reduced by a percentage equivalent to their reassignment or reduction in load. Unit members on reduced load shall schedule student conference hours on no fewer days than one less than the number of required conference hours. Conference hours will be held between the hours of 6:00 a.m. and 10:00 p.m. unless otherwise approved by the Division Dean. No single conference period shall be less than thirty (30) minutes in length. Conference hours will not be scheduled between 12:00 p.m. and 1:00 p.m. on Tuesdays or Thursdays and will not be scheduled to conflict with the instructor's class assignments. Conference hours shall be held in the unit member's office, a laboratory facility readily accessible to students, or other location approved by the unit member's immediate supervisor and based on a schedule posted no later than the first Monday following the opening of a semester.

5.6.2.2 During the final examination period, required conference hours may be scheduled in a pattern appropriate to the faculty member's final examination schedule and student needs. A copy of the revised office hours and final examination schedule shall be posted, and a copy shall be submitted to the division dean.

5.6.3 Unless excepted by this Agreement, the classroom assignment for a full-time instructor of credit classes shall be a minimum of thirty (30) lecture hour equivalent (LHE) per year, with the general expectation of there being 15 LHE per semester. An LHE is based on one lecture hour per week for a full semester (18 weeks). For a 16-week compressed academic calendar, the actual hours of instruction or service shall be calculated at the rate of 1 LHE = 1.13 lecture hours.

5.6.3.1 Unless excepted by this Agreement, each hour designated in the College Catalog as lecture shall be given credit as (1) LHE.

5.6.3.2 Unless excepted by this Agreement, each hour designated in the College Catalog as laboratory shall be given credit as 0.75 LHE.

5.6.3.3 Unless excepted by this Agreement, each hour designated in the College Catalog as activity shall be given credit as 0.87 LHE.

5.6.3.4 Each hour designated in the College Catalog as laboratory in a Physical Education Activity course shall be given credit as 0.7143 LHE.

5.6.3.5 Each hour designated as field practice shall be given 0.200 LHE.

5.7 LOAD BALANCING

In the event that a faculty member's schedule is less than 100% of a full-time load in a primary term, that faculty member shall either: 1) be scheduled for an additional class or assignment during the primary term and paid at their hourly/overload rate for hours in excess of 100% of a

full-time load; or 2) be assigned additional classes or assignments to balance teaching loads across both terms (Fall & Spring semester) to equal 100% of an annual full-time load. Hours in excess of 100% of a full-time load shall be paid at the faculty member's hourly/overload rate; or 3) if the faculty member refuses to be assigned overload in either semester, the faculty member shall receive a pro-rata pay reduction for the amount below 100% of an annual full-time load for the academic year.

- 5.7.1 The classroom assignment for a full-time instructor of credit classes in a block program shall be twenty (20) hours per week. A "block program" is an occupational program which generally involves both lecture and laboratory components, and is generally offered in 4-hour blocks.
- 5.7.2 The determination of classroom assignments for a full-time instructor of credit classes in those divisions which have established a practice of leveling assignments based on lecture and laboratory components and also on class size in lecture sections, such as Natural Sciences, shall be continued.
- 5.7.3 The determination of classroom assignments for a full-time instructor of credit classes in an open-lab environment in those divisions which have established such an environment shall be continued. An "open-lab" environment is one in which, though there may be some group instruction, the primary role of the instructor is to provide direction and assistance on an individual basis.

5.8 PART-TIME FACULTY – CREDIT COURSES

- 5.8.1 Part-time faculty should be paid comparable to contract faculty for the same responsibilities. Achieving the goal of comparable pay for comparable work means that the District has reached parity. In years where faculty receive increases, the parties agree in negotiations to work towards parity by ensuring that part-time faculty receive a higher percentage increase than full-time faculty.
- 5.8.2 Comparable work for contract and part-time faculty is defined as classroom teaching, class preparation and grading, advising students, and assessment work.
- 5.8.3 A contract faculty weekly teaching load is defined as 17 hours of classroom teaching, 17 hours of class preparation and grading, 5.5 hours of student advisement, and 5.5 hours of college service. Therefore, contract faculty members spend 39.5 out of a 45-hour workweek, or 87.5% of their load on comparable work to that of part-time faculty.
- 5.8.4 Part-time parity, therefore, is defined as 87.5% of the responsibilities of a contract faculty member. Part-time faculty members are not responsible for college service.
- 5.8.5 The Association and the District will conduct further negotiations to determine how the parity percentage is applied to the various salary schedules on which faculty are paid on an hourly basis, and how any increase in part-time salary is computed in relation to the goal of parity.

Parity Formula – Parity formula shall be calculated on a full-time faculty spending 39.5 hours per week out of 45 hours per week on comparable duties as part-time faculty or 87.8% per week of their time on the same duties as Part-Time Faculty. $(39.5/45=87.8\%)$.

- 5.8.6 Office Hours – Part-time faculty will be paid for eight (8) office hours per semester at the employee’s hourly rate. Scheduling of such office hours will be subject to the approval of the applicable dean and listed on the course syllabus. Office hours will be held on no less than four days, and no shorter than one-half hour per day. Office hours will be considered as professional ancillary activities, and as such, will not be counted for purposes of calculating eligibility for contract or regular status under the Education Code. (See Educ. Code §§ 87482.5, 87884).

The parties agree to reopen Article 5.8.6 annually for term of the Agreement.

5.9 TEACHING FACULTY – NONCREDIT CLASSES

- 5.9.1 The full-time noncredit load shall be one hundred seventy-six (176) days per fiscal year, forty-five (45) hours per week consisting of twenty-five (25) teaching hours, twelve (12) preparation hours, four office hours, and four (4) hours for governance and/or professional development. First-year contract (probationary) and temporary faculty shall have two (2) additional days of assignment for orientation.

The eleven-month full-time non-credit load shall be one hundred ninety-eight (198) days per fiscal year, forty-five (45) hours per week consisting of twenty-five (25) teaching hours, twelve (12) preparation hours, four office hours, and four (4) hours for governance and/or professional development. First-year contract (probationary) and temporary faculty shall have two (2) additional days of assignment for orientation.

The assignment of a twelve-month full-time, non-credit member of the unit shall be two-hundred-twenty days (220) days per fiscal year, forty-five (45) hours per week of twenty-five (25) teaching hours, twelve (12) preparation hours, four office hours, and four (4) hours for governance and/or professional development. First-year contract (probationary) and temporary faculty shall have two (2) additional days of assignment for orientation.

- 5.9.2 A minimum of thirty (30) hours of the weekly assignment shall be scheduled. This requirement shall include travel time between two sites when teaching assignments for a given day are on more than one campus.
- 5.9.3 Those affected employees on less than 100% contract assignment shall serve the pro rata hours to those in sections 5.5.1 and 5.5.2.

5.10 CLASS SCHEDULES

- 5.10.1 In establishing class schedules, Division Deans shall attempt to achieve schedules that equitably distribute the number of class preparations that faculty members must do for lecture or laboratory classes. The District will make a reasonable effort to establish assignments requiring no more than three (3) preparations.
- 5.10.2 To the fullest extent practicable, Division Deans shall solicit and consider faculty requests prior to establishing both the proposed and final class schedules. Additional consultation with affected faculty shall be attempted whenever schedule changes must be made after publication of the final class schedule.

- 5.10.3 The District may permit the scheduling of classes or assignments in less than a five-day period when such scheduling is appropriate and in the best interest of the instructional program and is requested by the faculty member.
- 5.10.4 When establishing Intersessions and hourly/daily teaching schedules, Division Deans shall consider the qualifications, training and experience of the persons available to teach a class, and among instructors for whom these factors are substantially equal, contract instructors shall receive preference for such assignments and reasonable attempts shall be made to equitably distribute such assignments.
- a. All overload/hourly assignments are in excess of contractual obligations.
 - b. Except for the welfare of the College, no contract or regular faculty member shall have a total overload or hourly assignment exceeding an average of nine (9) hours per week in any semester, unless a single assignment exceeds this amount. Exceptions to the nine (9) hour assignment must be recommended by the Division Dean and approved by the Vice President for Instruction.
 - c. Intersession teaching assignments may not exceed the semester equivalent to eleven (11) hours per week.
 - d. Intersession Hourly Paid Faculty – Credit and Non-credit. Payment for Board-approved or legal holidays is authorized for each Intersession’s credit classes if these classes would normally be scheduled on those days. In any case the maximum number of hours to be contracted will be equivalent to the hours per week the class would meet in a regular semester. Payment for the July 4 holiday is authorized for non-credit classes if those classes would normally be scheduled on that day.
- 5.10.5 The District will make an effort to avoid faculty schedules that include consecutive late night and early morning class assignments or early morning and late night assignments on the same day.
- 5.10.6 The assignment of independent study students to unit members will be on a completely voluntary basis.

5.11 CLASS SIZE

- 5.11.1 Classes may be cancelled due to insufficient enrollment at the discretion of the Division Dean (in accordance with the Vice President of Instruction) and in accordance with Office of Instruction current practices.

Whenever feasible, classes will be scheduled in rooms with capacities that match section class limits. In specific cases where room capacity is greater than a section’s class size limit, the class size limit will not be raised unless agreed upon as per the LGI process (See section 5.7.2). In specific cases where room capacity is less than the section class size limit, the class size limit will be set at room capacity. In situations in which the room size varies by more than 10% from the class size limits, area Deans will offer sections of the same course to faculty in a fair and equitable manner.

An effort will be made in the hospital clinical setting in the registered nurse program to reduce the student- faculty ratio from 12:1 to 10:1.

5.11.2 LARGE GROUP INSTRUCTION (“LGI”)

5.11.2.1 The District may, at its discretion, offer course sections in a Large Group Instruction (LGI) format with closing numbers that exceed the Normal Closing Number (NCN) for the course as maintained in the college’s curriculum inventory.

5.11.2.2 Assignments to LGI classes will be subject to the following conditions:

- a. Assignment is voluntary. At the time of schedule building, Division Deans solicit and consider faculty requests to teach LGI sections as well as room availability and student demand. Once the schedule has been established, the Division Dean, in consultation with faculty members, may convert sections to LGI format based on student demand and room availability. LGI offerings are subject to approval of the Vice President of Instruction or designee. For a section to be eligible for LGI compensation, the Vice President of Instruction or designee, Division Dean, and faculty member must sign the appropriate form.
- b. Instructors of LGI classes will receive additional compensation in the form of a stipend. The stipend will be based upon the total student enrollment, at the census date, compared to the normal class closing number (NCN), expressed as a percentage, as described below:

110% to 150% of NCN = \$900 stipend
151% to 200% of NCN = \$1800 stipend
201% to 250% of NCN = \$2700 stipend
251% to 300% of NCN = \$3600 stipend
301% to 350% of NCN = \$4500 stipend
351% and above = \$5400 stipend

For example, if the NCN is 50, a full-time instructor would receive a stipend of \$1800 if the class size were 100 students, \$3600 if the class size were 150 students, and \$5400 if the class size were 200 students.

- c. The District will provide for instructional assistants when requested by the instructor, to assist with roll-taking and grading and other related duties, as follows:

133% to 199% of NCN = 3 hours/week
200% to 299% of NCN = 6 hours/week
300% and above = 9 hours/week

5.12 FLEXIBLE CALENDAR PROGRAM

A flexible calendar program consists of the replacement of instruction time (i.e. flex) that can be taken within the academic calendar for professional development. The Calendar Committee will recommend a calendar with the scheduled FLEX days per year not to exceed (2) days in total. These days can be taken as a full workday or incrementally until the total number of hours accumulate to meet the employee’s FLEX obligation.

5.12.1 FLEX ADVISORY COMMITTEE

1. The FLEX Advisory Committee, a sub-committee of the College Council Professional Development Committee, will plan, implement, and assess activities for on-campus professional development (FLEX) days.
2. One Faculty Association Executive Board member will be a member of the FLEX Advisory Committee.

5.12.2 FLEX OBLIGATION

1. Full-time faculty obligation is 12 hours (2 days) of FLEX. Full-time faculty may fulfill their annual FLEX obligation by one of two methods:
 - a. Attending the following scheduled on-campus FLEX Days:
 - i. The Fall FLEX Day will be the first business day prior to the start of the Fall classes.
 - ii. One day will be scheduled during the 4th week of Spring, unless recommended otherwise by the Calendar Committee.

OR

- b. Completing equivalent flexible (in-lieu) FLEX hours equal to the annual obligation as listed in the most recent Guidelines for the Implementation of the Flexible Calendar Program (currently April 2007 [NOTE: pages 15 – 19]) and Title 5 section 55726. A list of such activities will be made available in the college's FLEX guidelines.
2. The obligation for faculty on reduced workloads is twelve (12) hours multiplied by the faculty member's percent teaching load. Completion of activities referenced in 1.2.1a and b above shall fulfill FLEX requirements for faculty on reduced workloads.
3. Hourly Faculty (part-time and full-time overload):
 - a. Hourly faculty who work on a scheduled FLEX Day may fulfill their FLEX obligation by:
 - i. attending FLEX Day for the same number of hours they are scheduled to teach on that day or,
 - ii. completing equivalent flexible (in-lieu) FLEX hours equal to the hours they are scheduled to teach on any scheduled FLEX Day during the academic year.
 - b. Hourly faculty who fulfill 5.12.2.3.a or b will be paid as if they had taught that day.
 - c. Hourly faculty who are not scheduled to teach have no FLEX obligation, but may participate voluntarily without compensation.

- d. FLEX Day activities will be offered for faculty who normally teach in the evening.

5.12.3 FLEX OBLIGATION TRACKING

- a. Employees will be compensated for the FLEX obligation hours stated in as part of their normal pay cycle. Note that this is not extra compensation, but part of a faculty's load.
- b. It is the responsibility of the individual faculty member to track and report FLEX participation. Participation in on-campus FLEX days and in-lieu activities will be tracked by each faculty member in accordance with PCC's FLEX guidelines.
- c. Faculty who facilitate a professional development event that has been approved by the FLEX advisory committee or Professional Development standing committee will receive double FLEX credit (e.g. a 2-hour workshop will count as 4 hours of FLEX credit).
- d. Faculty who develop a professional development event that has been approved by the FLEX advisory committee or Professional Development standing committee will receive triple FLEX credit (e.g. a 2-hour workshop will count as 6 hours of FLEX credit) the first time the event is offered.

5.13 TRANSFER

- 5.13.1 At the same time an authorized faculty position is opened, the office of Human Resources shall notify each regular faculty member by email. Regular faculty members will have ten (10) work days from the date of notice to file a request for transfer to the division.
- 5.13.2 Upon receipt of a request, the Office of Human Resources shall notify the affected division.
- 5.13.3 If the faculty member(s) requesting the transfer meet(s) the minimum qualifications, or the equivalent, for the position, a selection committee with a maximum of five (5) members, composed of the Division Dean /administrator serving as the chair and appropriate faculty, will hold an informal meeting with the faculty member who has requested the transfer. Job expectations, percent of assignment, and qualifications will be discussed at this meeting.
- 5.13.4 The committee chair and faculty who have attended the meeting will vote by secret ballot to either accept or reject the transfer applicant, before outside candidates are interviewed. Once accepted, the candidate shall meet with the District President, who shall make the final decision.
- 5.13.5 The vacancy created by the transfer will be opened and posted in accordance with this section and Title 5 of the California Code of Regulations.

5.14 PERSONNEL RECORDS

- 5.14.1 Each employee has on file in the office of Human Resources an individual folder containing the record of employment, the initial application, the signed oath, transcripts, confidential references, minimum qualifications or credential information, evaluation reports, documents supporting step and class changes, a record of assignments and promotions, leave of absence records and correspondence pertinent to the above.
- 5.14.2 When new non-routine material for a personnel folder is received in the Office of Human Resources, a copy is sent to the employee for whose file the material is intended unless the employee has already received a copy and has been informed of the right of reply. If the employee wishes to reply in writing to this communication, the reply is also placed in the personnel folder. Evaluation and the contents of evaluations are not subject to the grievance procedure except as to the actual effect.
- 5.14.3 If the employee and the Vice President of Human Resources agree that new correspondence items are not relevant, such items may be given to the employee and not placed in the file. Where agreement is not reached and the item is included in the file, a covering letter may be placed in the file by the employee.
- 5.14.4 The individual may see all the contents of the folder except the confidential references. The complete contents of the folder may be seen only by those persons with a “need to know,” or those who have a responsibility in reaching a decision on the future status of the individual in the District, including members of grievance panels and personnel selection committees.

ARTICLE 6 SICK LEAVE AND HEALTH EXAMINATIONS

6.1 HEALTH EXAMINATIONS

- Upon initial employment in contracted status, all unit members must have a health examination. The examination form will be provided by the District and, when completed, returned to the Office of Human Resources.
- 6.2 All examinations shall be made by a regularly licensed physician and the report submitted to the Office of Human Resources within two (2) months of initial employment as evidenced by the date of the unit member’s signing the “Offer of Employment.”
- 6.3 Unit members shall provide a medical clearance at their own expense and before returning to work following an illness of more than five (5) days, prior to returning to work from any medical emergency occurring during working hours, or at any time, absent or not, when the need for such medical clearance through examination is requested by the District.
- 6.4 If the question of a unit member’s health is an issue with reference to continued employment, the medical opinion of the District physician shall be the final and determining judgment.
- 6.5 Every four (4) years, unit members must file with the Office of Human Resources acceptable evidence indicating freedom from active tuberculosis.

- 6.5.1 Each new unit member must satisfy this requirement as a condition of employment within five (5) work days of initial assignment. Upon hire, the employee will fill out the TB Risk Assessment paperwork.
- 6.5.2 If necessary, the District will defray the cost of a chest x-ray or Mantoux test in satisfaction of this requirement when obtained at facilities designated by the District.

6.6 SICK LEAVE

- 6.6.1 In any fiscal year, a full-time employee shall earn paid sick leave time at the rate of one (1) day for each month of paid service on an unlimited accumulated basis.
- 6.6.2 Employees who have earned sick leave hours on an hourly/daily assignment with the District and who become regular or contract employees shall have their hourly/daily sick leave converted to days at the rate of one day for each four (4) hours of sick leave already earned if credit employees, or one (1) day for each five (5) hours of sick leave already earned if noncredit employees.
- 6.6.3 When a full-time academic employee is absent from duties because of illness or injury, pay is determined in the following manner:
 - a. Full salary for such absence if the period of absence does not exceed the unused portion of current and accumulated sick leave benefits.
 - b. Upon exhaustion of accumulated sick leave, difference between the employee's salary and the amount paid a temporary employee employed to fill his or her position, or if no temporary employee was employed, the amount that would have been paid to the temporary employee had he or she been employed, for up to five school months less the number of days of current and accumulated sick leave previously used in that school year. (Education Code § 87780.)
- 6.6.4 Sick leave will be charged at the rate of one (1) day for each day of absence.

6.7 CONVERSION OF SICK LEAVE

- 6.7.1 Hourly sick leave to daily sick leave: Contract and regular employees who have earned hourly sick leave with the District may convert this hourly sick leave to daily sick leave under the following conditions:
 - a. The rate of conversion shall be one (1) day for each four (4) hours of sick leave earned by credit employees, or one (1) day for each five (5) hours of sick leave earned by noncredit employees; and
 - b. Such conversion shall occur only when all daily sick leave is exhausted and only for serious illness or injury.
- 6.7.2 Daily sick leave to hourly sick leave: Contract and regular employees who have earned daily sick leave with the District may convert this daily sick leave to hourly sick leave under the following conditions:

- a. The rate of conversion shall be one (1) day for each four (4) hours of sick leave earned by credit employees, or one (1) day for each five (5) hours of sick leave earned by noncredit employees; and
- b. These conversions must be utilized in whole or half-day units and will not require the District to maintain records based on hours or portions of days other than whole or half-day units; and
- c. No salary conversions will be authorized for overload sections that are canceled for low enrollment or other reasons or for overload sections that may be necessary to complete a contract assignment; and
- d. Such conversions shall occur only when all hourly sick leave is exhausted and only for serious illness or injury.

6.8 CATASTROPHIC ILLNESS/INJURY LEAVE DONATION PLAN

- 6.8.1 The Catastrophic Illness/Injury committee will include a member appointed by the PCCFA.
- 6.8.2 The Identity of donors to the Plan will be kept confidential.
- 6.8.3 Part-Time Faculty - Full-time faculty may donate leave to part-time faculty (for the duration of the part-time faculty member's illness/injury, not to exceed the length of the contracted employment period), in accordance with the other provisions of the Catastrophic Leave Donation Plan.

6.9 GENERAL CONDITIONS

- 6.9.1 Employees filing claims under the provisions of this section shall file, or cause to be filed, written evidence satisfactory to and approved by a District physician that illness, injury or incapacity is of such character as to require absence from duty during the period of sick leave claim.
- 6.9.2 A regular employee assigned part-time only, or able to work part-time only, shall earn sick leave time and be paid sick leave benefits in an amount proportional to the percent of full-time employment.
- 6.9.3 The District reserves the right to demand proof of illness on a form provided by the District from the attending physician and may refer any claim for sick leave benefits to a District physician whose decision as to the eligibility of the academic employee for said benefits shall be final. Failure to provide proof of illness when requested automatically waives the right to the sick leave benefits for that claimed absence. Any statement or claim related to sick leave shall be made by the employee under penalty of perjury.

6.10 PERSONAL NECESSITY CHARGED TO SICK LEAVE

- 6.10.1 All academic employees entitled to sick leave benefits have the right to elect personal necessity leave to be charged against their unused sick leave.
- 6.10.2 Personal necessity leave may be used for the following reasons:

- 6.10.2.1 The death of a member of the employee's immediate family when the number of days of absence exceeds the limit provided in Article 6.14, Bereavement Leave. "Member of the employee's immediate family" as used in this policy means the husband, wife, *domestic partner*, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather or grandmother of the employee or of the spouse of the employee, or any relative living in the immediate household of the employee, or any other person for whom the employee is legally responsible.
 - 6.10.2.2 An accident involving the employee's person, not otherwise chargeable to an illness or injury leave. Such accident must (a) be serious in nature, (b) involve circumstances the employee cannot reasonably be expected to disregard, (c) require the attention of the employee during assigned hours of service, and (d) cannot be attended to during non-duty hours.
 - 6.10.2.3 An accident involving the employee's property or the person or property of a "member of the employee's immediate family" as defined in 6.10.2.1. Such accident must (a) be serious in nature, (b) involve circumstance the employee cannot reasonably be expected to disregard, (c) require the attention of the employee during assigned hours of service, and (d) cannot be attended to during non-duty hours.
 - 6.10.2.4 An appearance of the employee in court as a litigant, party, or as a witness under an official order. The employee must return to work in cases where it is not necessary to be absent the entire day.
 - 6.10.2.5 The birth of a child making it necessary for an employee who is the father of the child to be absent from his position during his assigned hours of service.
 - 6.10.2.6 Imminent danger to the home of an employee occasioned by a factor such as flood or fire, serious in nature, which under the circumstance the employee cannot reasonably be expected to disregard, and which requires the attention of the employee during assigned hours of service.
 - 6.10.2.7 Personal necessity of a nature that cannot be transacted outside of assigned work hours and where there is no alternative as to person, time or place for its transaction. The nature of such business must not involve payment for the employee's services.
- 6.10.3 Personal necessity leave shall be subject to the following limits and conditions:
- 6.10.3.1 The total number of days allowed in one fiscal year for such leave or leaves shall not exceed six (6) days.
 - 6.10.3.2 The days allowed shall be deducted from and may not exceed the number of full-pay days of sick leave to which the employee is entitled.
 - 6.10.3.3 The personal necessity leave shall not be granted during a scheduled vacation or a leave of absence.

- 6.10.3.4 Academic employees on an assignment of forty (40) hours a week on duty at the college may choose to take a minimum of a half day of personal necessity leave. For those on assignments other than the above, the one-half day absence shall be at the discretion of the supervisor.
- 6.10.3.5 Personal necessity leave may not be used for participation in work stoppage, nor any activity contrary to law.
- 6.10.3.6 Payment for personal necessity absence shall be made only upon certification by the faculty member that the absence was due to a situation designated as a personal necessity within the limits described above. If the District reasonably suspects abuse, it may require verification.

6.11 INDUSTRIAL ACCIDENT LEAVE (WORKERS' COMPENSATION)

- 6.11.1 A contract or regular employee who suffers an industrial accident, illness or injury incurred within the course and scope of employment shall be entitled to a leave of absence with pay, as specified in this Article. A "Report of Employee Injury" must be prepared at once, the form for which is available in the Office of Business Services.
- 6.11.2 An employee who has sustained a job-related injury shall immediately report the injury to his/her immediate, or an appropriate, administrator within one (1) work day of knowledge that the illness is the result of an alleged industrial accident.

6.11.3 Provisions

- 6.11.3.1 Allowable leave in any one fiscal year for the same illness or accident may be for up to sixty (60) days during which the College is required to be in session or when the employee would otherwise have been performing work for the District.
- 6.11.3.2 Allowable leave shall not be accumulated from year to year.
- 6.11.3.3 Industrial accident or illness leave shall commence on the first day of verified industrial illness or accident absence.
- 6.11.3.4 Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity award.
- 6.11.3.5 When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due for the same illness or injury.
- 6.11.3.6 Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the state of California unless the Board of Trustees authorizes travel outside the state.
- 6.11.3.7 During any industrial paid leave of absence, workers' compensation checks are mailed directly to the District and must be endorsed by the employee over to the District. The District, in turn shall issue the employee appropriate salary warrants for the payment of the employee's salary and shall deduct normal

retirement and other authorized contributions. Upon conclusion of this industrial paid leave, an employee may elect to utilize any available sick leave benefits, providing that any sick leave utilization when combined with any temporary disability indemnity shall not exceed 100% of the employee's normal compensation.

6.11.3.8 Requests for additional leave, if provided by Board regulation, shall be submitted through the Office of Human Resources. District approval or denial of additional leave of absence for industrial accident or illness shall not be subject to the Dispute or Grievance Procedures Articles of this Agreement (Articles 10 and 11).

6.11.4 An employee shall be permitted to return to service after an industrial accident or illness leave involving a temporary disability award only upon presentation of a release from a District-authorized physician certifying the employee's ability to return to his/her position classification with or without a reasonable accommodation, or without detriment to the employee's physical or emotional-well being.

6.12 ABSENCE WITHOUT LOSS OF SALARY

6.12.1 The Superintendent-President or his/her designee may permit an employee to leave assigned duties for a fraction of a day up to one (1) day without loss of salary provided no paid substitute is required and provided that the absence does not come under one of the other leave policies.

6.12.2 Paid leaves of absence beyond one day must have approval of the Board of Trustees prior to the absence. Requests for such absence must be filed in the office designated by the Superintendent-President no later than (10) working days prior to the next scheduled regular Board of Trustees meeting that is before the absence.

6.12.3 Where the applicant can demonstrate to the manager responsible for this function that the timeline could not be met due to the late notice or similar condition beyond the applicant's control, the manager may, at his/her sole discretion, waive the timeline.

6.13 ABSENCES FOR RELIGIOUS HOLIDAYS

An employee may arrange in advance to take personal leave without pay for religious holidays that are not Board-declared holidays. Employees who have accrued vacation may use vacation time with the approval of their supervisor. Requests for absence must be submitted to the employee's immediate supervisor at least five (5) work days in advance of the absence.

6.14 BEREAVEMENT LEAVE

6.14.1 All unit members shall be allowed up to three (3) days of paid leave of absence for death of an immediate family member, or five (5) days if out-of-state travel of the employee is required. "Immediate family" shall be defined as husband, wife, domestic partner, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather or grandmother of the employee or of the spouse/domestic partner of the employee, or any relative living in the immediate household of the employee, or any other person for whom the employee is legally responsible.

Bereavement leave is not applicable when an employee is on unpaid leave of absence or during unscheduled work days for employees on less than 12-month assignments.

- 6.14.2 Up to one (1) day's leave with pay may be granted if it is necessary for an employee to make funeral arrangements or to attend the funeral of close relatives not living in the immediate household. Up to one-half day with pay may be granted to attend the funeral of a distant relative or a close friend provided no substitution is needed.

6.15 SUBPOENA LEAVE OR JURY DUTY

- 6.15.1 When a regular or contract employee is absent because of a mandatory court appearance except as a litigant, the employee shall suffer no monetary loss by reason of this service.
- 6.15.1.1 Fees, exclusive of mileage paid by the court of party requiring an employee's appearance, shall be paid to the District unless the fees are greater than the employee's salary in which case the employee may retain the fees and be listed as absent due to personal business.
- 6.15.1.2 A copy of the subpoena or a certificate of the clerk of the court must be filed with the absence report.
- 6.15.1.3 Absence of an employee for a legal action in which the employee is a litigant may be charged to sick leave under the provisions for personal necessity leave if the individual so elects.
- 6.15.2 While on paid jury duty leave, an employee shall return to the District service on any days or portions thereof on which his/her service as a juror is not required and he/she would otherwise be in service to the District.
- 6.15.3 Subpoena and Jury Duty Leave will be granted to a part-time faculty member when he/she is absent because of a mandatory court appearance, except when he/she is a litigant. A part-time faculty member who is entitled to this paid leave will suffer no monetary loss by reason of this service.
- 6.15.3.1 Fees, exclusive of mileage paid by the court or party requiring a part-time faculty member's appearance, shall be paid to the District unless the fees are greater than the part-time faculty member's salary in which case he or she may retain the fees and be listed as absent due to personal business.
- 6.15.3.2 A copy of the subpoena or certificate of the clerk of the court must be filed with the part-time faculty member's absence report.
- 6.15.3.3 An absence due to appearance for a legal action in which the part-time faculty member is a litigant may be charged to sick leave under the CBA's provisions for personal necessity leave if the part-time faculty member so elects.
- 6.15.3.4 While on paid jury duty leave, a part-time faculty member shall return to the District service on any days or portions thereof on which his/her service as a juror is not required and he/she would otherwise be in service to the District.

6.16 SABBATICAL LEAVE

- 6.16.1 Subject to the availability of funds, the number of full-term sabbatical leave equivalents available for each year shall be up to four percent (4%) of the full-time regular or contract positions in the unit. Sabbatical leaves shall be funded and provided for at least two percent (2%) of the full-time equivalent faculty in the unit if that percentage of faculty members have sabbatical leaves approved.
- 6.16.2 Sabbatical leaves of absence for one or two semesters may be granted as provided for herein, for professional study, research and/or approved travel, to any regular or contract unit member who has been employed full-time by the Pasadena Area Community College District for not less than six (6) total years under regular credential since initial employment or the last sabbatical leave granted, and whose latest evaluation is satisfactory. Sabbatical leave for one academic year is for the period of the Fall and Spring semesters. Sabbatical leaves for one (1) semester shall be for the full period of the designated semester. An additional year may be requested as personal leave. Leave time (one year or half year) shall be deducted from the number of consecutive years accumulated toward sabbatical leave.
- 6.16.2.1 **Sabbatical Leave Advisory Committee.** The Committee shall be composed of five (5) members, two (2) to be elected by the Academic Senate Board, one (1) selected by the Faculty Association and two (2) designated by the District from the Administration with the Vice President of Human Resources, or designee, as chair. The primary purpose of this Committee shall be to rank and recommend to the Superintendent/President of the College the names of the staff members submitting acceptable plans for such leave and therefore eligible for consideration by the District.
- 6.16.2.2 The Sabbatical Leave Advisory Committee shall act as an advisory board to the Superintendent-President of the District to help adjust emergency sabbatical leave considerations identified by the Superintendent-President and which are not provided for or covered by established sabbatical leave policies.
- 6.16.2.3 **Professional Study.** Applicants who apply for professional leave under this section shall agree to undertake a full load of upper division undergraduate study, graduate work or independent research per semester as defined by the institution being attended. The applicant shall submit evidence that the proposed professional study shall be designed to enlarge the applicant's understanding of educational psychology, to improve facility in teaching techniques, and/or to broaden experience in special fields directly related to the current assignment. Evidence of the successful completion of this work shall be certified by the approved institution.
- 6.16.2.4 **Research.** Applicants for sabbatical leave under this provision wishing to undertake such research without enrolling in an accredited institution of higher education must provide documentation acceptable to the Sabbatical Leave Advisory Committee. Such documentation must include substantial independent written evidence from such an institution that the research will be done under supervision at said institution, or is equivalent to research done in an approved course of study.

- 6.16.2.5 **Approved Travel.** Applicants for sabbatical leave under this provision shall submit a detailed statement of the proposed itinerary. Said itinerary must be so planned as to evidence specific ways in which the trip will contribute to the improvement of the applicant's services with respect to the particular educational field in which the employee is engaged. A report shall be submitted on completion of the trip attesting to the satisfactory fulfillment of this requirement.
- 6.16.2.6 Professional Study, Research and Approved Travel proposals will be given equal weight in determining priority. Approved proposals shall be ranked in the following order:
- a. Total years employed since last sabbatical or date of employment, whichever is less.
 - b. Seniority in the District.
- 6.16.2.7 Finally, in cases where the above guidelines prove insufficient to determine priority, the Sabbatical Leave Advisory Committee will have the authority to make recommendations for the selection.
- 6.16.3 Applicants for sabbatical leave must file the sabbatical leave form, in the Office of Human Resources prior to November 1, for consideration for the following college year. All requests will be considered without regard to date of application provided the deadline has been met, and provided the Division Dean or the appropriate supervisor has been notified of the application.
- 6.16.4 Successful applicants shall enter into a contract for the leave within ten (10) work days following approval of the leave by the Board of Trustees. Once a leave is contracted, it may be rescinded only by mutual agreement of the unit member and the District.
- 6.16.5 If a leave has been refused or rescinded by March 1st, the applicant next on the waiting list will be offered the leave.
- 6.16.6 Any changes in travel or study plans occurring after the sabbatical leave has been granted must be approved by the Superintendent-President of the College. If the proposed changes are not approved, the unit member shall (a) return to the contracted sabbatical plan; (b) return to services at the College if proposed changes were requested prior to March 1st of the year preceding the planned sabbatical; or (c) take unpaid leave.
- 6.16.7 Prior to entering upon a sabbatical leave the employee may choose one or two methods of compensation. Under Option I the employee must file a suitable bond indemnifying the District for any salary paid the employee during the period of sabbatical leave in the event said employee fails to return and to render two (2) full years of service in the District following the completion of the sabbatical leave.
- 6.18.8 Under Option II the employee may enter into a written agreement with the District to fulfill the obligations of the leave in lieu of filing a bond for this purpose, as set for in Option I. Such an agreement form is available in the Office of Human Resources.

- 6.16.9 Compensation for all academic employees while on sabbatical leave shall be determined by the following formula: (Base ten-month salary) x .75
- 6.16.10 Faculty members on sabbatical leave may teach during either or both of the Intersessions that occur during the period of their leave.
- 6.16.11 Faculty members on sabbatical leave shall not be given additional employment by the District during the sabbatical period. Cases in which exceptions may be made shall be in the interest of the instructional needs of the District as determined by the Superintendent-President. Neither paid sick leave nor vacation time is earned during this period. Health and welfare benefits will be continued on the same terms as provided to full-time unit members.
- 6.16.12 A comprehensive report of sabbatical activity should be filed in the Office of Human Resources within the semester following the individual's return to service. For leaves granted under "Professional Study," a transcript showing successful completion of all units attempted, with a passing grade, shall be sufficient for this purpose.

6.17 PARENTAL LEAVE

- 6.17.1 Disabilities associated with pregnancy, childbirth or related medical conditions shall be treated as any other temporary disability. In addition, unit members shall be entitled to use accrued vacation for such disabilities.
- 6.17.2 The District shall provide eligible unit members with paid Parental Leave pursuant to Education Code section 87780.1.

6.18 PERSONAL LEAVE WITHOUT PAY

- 6.18.1 Only a regular, permanent employee may be granted a leave of absence for reasons of health, home responsibilities, personal business, study or travel. Such leaves shall be approved only when it is considered to be in the best interest of the District.
- 6.18.2 Any arrangement for leaving early in any semester is subject to the procedure for personal leave without pay. Except in an emergency, the teaching faculty will not take personal leave during the first three (3) weeks or the last three (3) weeks of a semester.
- 6.18.3 A leave of absence will not be granted for more than one (1) school year at a time. Such leave may be granted for a second year in accordance with the provisions of Article 6.18.1.
- 6.18.4 Time under personal leave without pay is not credited for retirement service no matter how short the length of leave.
- 6.18.5 Leaves may be granted for the following purposes:
- 6.18.5.1 **Health.** An application for leave of absence for reasons of personal health in excess of time for which sick leave benefits are due must be supported by the written recommendations of a licensed physician or health practitioner.

6.18.5.2 **Home Responsibilities.** A leave for this purpose may be granted to care for an employee's preschool child or immediate family member whose health requires temporary, full-time attention.

6.18.5.3 **Personal Business.** A leave of absence limited to a maximum of one (1) school year may be granted to conclude essential legal actions, or may be granted for broadening professional experiences, such as research, writing, teaching, government services, professional organization services and foundation grants. Any arrangement for leaving early in any semester is subject to the procedure for special personal leave without pay.

6.18.6 Special Personal Leave without Pay

6.18.6.1 A faculty member otherwise eligible to apply for personal leave without pay for personal business may apply for such a leave, to explore alternate employment opportunities, under the following conditions:

6.18.6.2 The faculty member must be at Step 10 or higher on the salary schedule.

6.18.6.3 The duration of any such leave shall be one (1) year. Such leave may be extended for an additional year in accordance with the provisions of Article 6.18.6.6.

6.18.6.4 The granting of any such leave shall not imply any requirement to provide a temporary replacement for the faculty member.

6.18.6.5 The faculty member on such a leave shall notify the District by March 1st of the academic year in which the leave occurred to advise whether he/she intends to return to the employ of the District the following academic year. Failure to meet said deadline shall constitute abandonment of position.

6.18.6.6 The Board of Trustees shall have final discretion as to the granting or denial of any such leave.

6.18.7 **Study.** An applicant for leave of absence for professional study shall be supported by a written statement indicating what and where study is to be undertaken.

6.18.8 Health Coverage While on Unpaid Leave

6.18.8.1 An otherwise eligible unit member on approved unpaid sick leave may continue health and insurance coverage at the unit member's cost. Payment by the unit member for this coverage must be made in a timely manner to the Human Resources Benefits Office. Failure to tender payment will terminate coverage until the next open enrollment period or return to employment.

6.18.8.2 An otherwise eligible unit member on any other approved unpaid leave of absence may continue health and insurance coverage for a period not to exceed twelve (12) continuous calendar months at the unit member's cost. The payment conditions and restrictions contained in 6.18.8.1 apply to this section.

6.19 VACATIONS

- 6.19.1 Unit members who are on twelve-month assignments are eligible for twenty-two (22) work days of vacation per year without loss of salary, such vacation time to be earned at the rate of one and five-sixths days per month of service. If a legal holiday occurs during the period of such vacation, the legal holiday is not charged against the vacation accrued.
- 6.19.2 Each eligible employee will take the earned vacation not later than the fiscal year following the time such vacation is earned. It is expected that the employee will use the vacation annually so that not more than ten (10) days will be carried over.
- 6.19.3 Employees who have accrued vacation due at time of reassignment, retirement or resignation shall receive payment for such time not to exceed thirty-two (32) work days for any one (1) fiscal year.
- 6.19.4 Employees accruing vacation time in excess of thirty-two (32) days as of June 30th in any year will be paid at the appropriate daily rate for the excess. The Superintendent-President may waive this rule under limited circumstances.
- 6.19.5 The Superintendent-President has the right to require the use of up to twenty-two (22) days of vacation in any fiscal year.

6.20 BANKED LEAVE

- 6.20.1 When a full-time unit member works beyond his/her regular contract, he/she can choose either to bank the extra FTE or to be paid at the current overload salary rate. Depending on the number of hours banked, the time off could be one class or an entire academic year. The ratio of banked time to leave time is 6:5. For example eighteen (18) lecture hours must be banked to take leave from a regular semester load of fifteen (15) lecture hours.
- 6.20.2 There are no restrictions on the use of leave time; it may be used for professional or personal reasons. A faculty member on banked leave shall be paid and earn fringe benefits as though he/she were working his/her regular contract assignment. The time on leave shall count toward retirement and as service to the District for purposes of advancement on the salary schedule. The time on leave shall not represent a break in service.
- 6.20.3 Each semester, an instructor wishing to bank an overload class must submit a request for approval no later than the end of the second week of classes to the Division Dean and then to the Vice President for Instruction.
- 6.20.4 A written request to use banked FTE must be approved by the Division Dean and the Vice President for Instruction or appropriate Dean. The request must indicate at least one (1) semester's advance notification of plans to use banked time. An exception is that when banked time is to be used to fill out a sabbatical salary, notice must be given at the time the sabbatical application is approved.
- 6.20.5 No more than the equivalent of two semesters of banked time can be accumulated - for example, an instructor with an annual load of thirty (30) lecture hours cannot bank more

than thirty-six (36) lecture hours. If the limit of the annual load is exceeded, the instructor will be paid for the excess FTE at the regular overload salary rate.

- 6.20.6 Banked FTE may not be accumulated for more than six (6) years. After those years, the instructor must submit a revised plan to the District indicating either that he/she wishes to be paid for the time or when the time will be taken.
- 6.20.7 If the instructor decides not to take the leave, he/she will be paid for banked time at the overload rate in effect at the time the FTE were worked.
- 6.20.8 In order for an instructor to take time off, the Division Dean and the Vice President for Instruction or appropriate Dean must certify that:
 - a. The program will not be jeopardized by the absence of the instructor; and
 - b. Competent part-time staff are available to teach the classes vacated by the regular instructor.
- 6.20.9 In the event the banked leave plan is not completed, the money earned by the instructor will be paid to the instructor or his/her estate at the overload rate in effect at the time the FTE were worked.

6.21 FAMILY AND MEDICAL LEAVE

As required by State and Federal law, the District will provide family and medical leave for eligible employees. The following provisions set forth unit members' rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 ("FMLA"), and the regulations of the California Fair Employment and Housing Commission implementing the California Family Rights Act ("CFRA"), Government Code Section 12945.2.

- 6.21.1 **Members Eligible for Leave.** A member is eligible for leave if the member:
 - a. Has been employed for at least twelve (12) months; and
 - b. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
- 6.21.2 **Reasons for Leave.** Leave is only permitted for the following reasons:
 - a. The birth of a child or to care for a newborn of a member;
 - b. The placement of a child with a member in connection with the adoption or foster care of a child;
 - c. Leave to care for a child, parent or a spouse who has a serious health condition;
 - d. Leave because of a serious health condition that makes the member unable to perform the functions of his/her position;

- e. Leave for a qualifying exigency arising out of the fact that the member's spouse, son, daughter or parent is a covered military member on active duty; or
- f. Leave to care for a covered service member with a serious injury or illness if the member is the spouse, son, daughter, parent, or next of kin of the service member.

6.21.3 Definitions

- 6.21.3.1 A "serious health condition" includes an illness, injury impairment, or physical or mental condition that involves:
 - a. Inpatient care in a hospital, hospice or residential medical care facility;
 - b. Continuing treatment or continuing supervision by a health care provider;
 - c. Any period of incapacity due to pregnancy or for prenatal care.
- 6.21.3.2 Leave due to a "qualifying exigency" includes; (1) short-notice deployment; (2) military leave events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) other events which arise out of the covered military member's active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency, and to both the timing and duration of the leave.

6.21.4 Amount of Leave

- 6.21.4.1 Eligible members are entitled to a total of twelve (12) workweeks (or twenty-six (26) weeks to care for a covered service member) of leave during any 12-month period. A member's entitlement to leave for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months after the birth or placement.
- 6.21.4.2 The 12-month period for calculating leave entitlement will be a "rolling period" measured backwards from the date leave is taken and continues with each additional leave taken. Thus, whenever a member requests leave, the District will look back over the previous 12-month period to determine how much leave has been used in determining how much leave a member is entitled to.

6.21.5 Member Benefits While on Leave

- 6.21.5.1 Leave under this article is unpaid. In addition, while on leave, members will continue to be covered by the District's medical insurance. However, members will not continue to be covered under the District's non-health benefit plans unless members make the appropriate contributions for continued coverage.
- 6.21.5.2 If a member fails to return to work after his/her leave entitlement has been exhausted or expires, the District shall have the right to recover its share of health plan premiums for the entire leave period, unless the member does not return because of the continuation, recurrence, or onset of a serious health

condition of the member or his/her family member which would entitle the member to leave, or because of circumstances beyond the member's control. The District shall have the right to recover premiums through deduction from any sums due the District (e.g., unpaid wages, vacation pay, etc.)

6.21.6 Use of Other Accrued Leaves While on Leave

- 6.21.6.1 A member must exhaust his/her accrued paid leaves (e.g., vacation, sick, compensatory time) concurrently with FMLA/CFRA leave to the same extent members have the right to use their accrued paid leaves concurrently with FMLA/CFRA leave.
- 6.21.6.2 If a member takes a leave of absence for any reason which is FMLA/CFRA-qualifying, the District will designate that non-FMLA/CFRA leave as running concurrently with the member's 12 (or 26) week FMLA/CFRA leave entitlement.

6.21.7 Medical Certification

- 6.21.7.1 Members who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care. If the leave is requested because of the member's own serious health condition, the certification must include a statement that the member is unable to perform the essential functions of his/her position.
- 6.21.7.2 A member who requests leave to care for a covered service member who is a child, spouse, parent, or next of kin of the member must provide written certification of a health care provider regarding the injured service member's injury or illness.
- 6.21.7.3 The first time a member requests leave because of a qualifying exigency, the member must provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on covered active duty or called to active duty status in a foreign country, and the dates of the covered military member's active duty service. A copy of new active duty orders or similar documentation shall be provided to the employer if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or different covered military member.
- 6.21.7.4 If a member provides an incomplete medical certification, the member will be given a reasonable opportunity to cure any such deficiency. However, if a member fails to provide a medical certification within the time frame set forth in this Agreement, the District may delay the taking of leave until the required certification is provided.
- 6.21.7.5 If the District has reason to doubt the validity of a certification, the District may require a medical opinion of a second health care provider chosen by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the

member, but paid for by the District. The opinion of the third provider will be binding.

6.21.7.6 If a member requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the member must provide medical certification that such leave is medically necessary. “Medically necessary” means there must be a medical need for leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

6.21.8 **Member Notice of Leave.** Although the District recognizes that emergencies arise which may require members to request immediate leave, members are required to give as much notice as possible of their need for leave. Except for qualifying exigency leave, if leave is foreseeable, members are required to give at least thirty (30) days’ notice. In addition, if a member knows that he/she will need leave in the future, but does not know the exact date(s) (e.g., for the birth of a child or to take care of a newborn), the member shall inform his/her supervisor as soon as possible that such leave will be needed. If the District determines that a member’s notice is inadequate or the member knew about the requested leave in advance of the request, the District may delay the granting of the leave until it can, in its discretion, adequately cover the position with a substitute. For foreseeable leave due to a qualifying exigency, an employee must provide notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

6.21.9 Reinstatement Upon Return from Leave

6.21.9.1 Upon expiration of leave, a member is entitled to be restored to the position of employment held when the leave commenced, or to an equivalent or comparable position.

6.21.9.2 As a condition of restoration of a member whose leave was due to the member’s own serious health condition, which made the member unable to perform his/her job, the member shall obtain and present a fitness-for-duty certification from the health care provider that the member is able to resume work. Failure to provide such certification will result in denial of restoration.

6.21.10 **Required Forms.** Members must fill out the following applicable forms in connection with leave under this article:

- a. “Request for Family and Medical Leave Form” prepared by the District to be eligible for leave;
- b. Medical certification – either for the member’s own serious health condition or the serious health condition of a child, parent or spouse;
- c. Authorization for payroll deductions for benefit plan coverage continuation; and
- d. Fitness-for-duty certification to return from leave.

**ARTICLE 7
EVALUATION PROCEDURES**

7.1 CRITERIA FOR EVALUATION

The primary criterion used in the evaluation of a bargaining member is performance in the classroom or primary assignment area. In all cases, additional criteria shall include the performance of all District-determined responsibilities, characteristics and duties.

7.2 EVALUATION OF CONTRACT AND TEMPORARY EMPLOYEES

7.2.1 **Definitions.** Contract academic employees are defined in Education Code Section 87602: A “contract” employee is a probationary employee. The evaluation of contract employees will be conducted according to the appropriate sections of the Education Code.

7.2.2 **Frequency of Evaluation.** Contract and temporary employees shall have at least one (1) formal evaluation each year, prior to March 1st. Additional evaluations shall be made at the discretion of the appropriate Vice President or Dean.

7.2.3 **Evaluation Team.** The evaluation team for each unit member shall be composed of three members: the appropriate Vice President or designee; an appropriate tenured peer member; and the manager most closely supervising the employee (who shall be the committee chairperson). The peer member is to be selected by the committee chairperson.

7.2.4 COMPONENTS OF THE EVALUATION

7.2.4.1 **Observation.** Each member of the evaluation team shall independently observe the employee being evaluated in the performance of his/her principal assignment. On the basis of these observations, each member of the evaluation team shall complete a Classroom Evaluation Worksheet within four weeks of the observation. Each member of the evaluation team shall independently hold a post-observation conference with the employee and provide the employee with a copy of the Classroom Evaluation Worksheet. The post-observation conference between the faculty member and evaluator will include a review of the use of syllabi, teaching methods, grading practices, retention rates and other areas relating to instructional or non-instructional duties. The employee will sign the forms signifying receipt of the report. The copies of the Classroom Evaluation Worksheet shall be submitted to the chairperson of the committee.

7.2.4.2 **Professional Responsibilities and Characteristics.** Members of the team are invited to provide written comments of the professional responsibilities (syllabi, teaching methods, grading practices, retention rate, etc.) and characteristics of the employee. Such comments will be submitted to the chairperson of the committee.

7.2.4.3 **Evaluation by Students.** Beginning in week three and prior to week eleven, in the Fall semester, student evaluations shall be administered to each class of the employee who is a classroom instructor using the Student Evaluation form. When classes are face-to-face, the student evaluations may be administered during the class period. The results of the Student Evaluation shall be provided

to the committee chairperson and the employee. After the end of the semester, the Student Evaluations shall be made available to the employee.

- 7.2.4.4 **Self-Evaluation.** Prior to the end of week twelve, the employee shall submit to the committee chairperson a Self-Evaluation Report on the appropriate form. The employee may include examples of orientation materials, learning objectives, quizzes, examinations, and other appropriate materials.
- 7.2.4.5 **Deans Worksheet.** Prior to completion of the Summary Evaluation Report, the employee's supervising administrator shall complete the Deans Worksheet. This form may be reviewed with and signed by the employee at the Summary Evaluation Conference.

7.2.5 THE SUMMARY EVALUATION PROCESS

- 7.2.5.1 **Satisfactory Summary Evaluation.** Prior to writing the Summary Evaluation, the committee chairperson shall include the various documents dealing with the evaluation including Classroom Evaluation Worksheets, Student Evaluations, Deans Worksheet, and the Self Evaluation. If the Committee chairperson determines that there are no major negative judgments, the committee chairperson shall complete the Summary Evaluation Report and submit it, with the Preliminary Evaluation Reports and the Student Evaluation Summary, to the appropriate Vice President prior to February 20. After administrative review, the Summary Evaluation form shall be signed by the appropriate Vice President and returned to the committee chairperson for review with the employee *prior to March 15*. A copy of the Summary Evaluation Report shall be given to the employee at the Summary Evaluation Conference. The committee chairperson shall make every attempt to complete the Summary Evaluation Report and conduct the Summary Evaluation Conference prior to the end of the Fall semester. A copy of the Summary Evaluation Report together with a copy of each supporting document shall be distributed to the immediate administrator, the appropriate vice president, and the Office of Human Resources for inclusion in the employee's personnel file.
- 7.2.5.2 **Other than Satisfactory Summary Evaluation.** If the committee chairperson determines that the evaluation documents warrant a less than satisfactory summary evaluation, the committee chairperson shall call a meeting of the Evaluation Team for the purpose of reviewing the Summary Evaluation Report. The employee may attach an addendum to the Report if so desired. A copy of the Summary Evaluation Report, supporting documents and addendum shall be sent to the immediate administrator, the appropriate Vice President and to the Office of Human Resources by Friday of the third week of February. The committee chairperson shall complete the Summary Evaluation Report and conduct the Summary Evaluation Conference prior to the end of the Fall Semester. If the Summary Evaluation Report recommends "needs improvement," the appropriate Vice President and committee chairperson will develop a plan designed to improve the identified weaknesses. A copy of this plan shall be retained by the employee, the committee chairperson, and the appropriate Vice President and a copy sent to the Office of Human Resources.

7.3 EVALUATION OF REGULAR EMPLOYEES

- 7.3.1 **Definition.** As stated in Education Code Section 87661, a “regular” employee is a permanent employee.
- 7.3.2 **Frequency of Evaluation.** As stated in Education Code Section 87663, regular employees shall be evaluated at least once in every three (3) academic years.
- 7.3.3 **Evaluation Team.** The evaluation team of each employee shall be composed of the appropriate Vice President or a designee; the manager most closely supervising the employee who will serve as the committee chairperson; and a tenured member of the division chosen by the faculty member being evaluated.

7.3.4 COMPONENTS OF THE EVALUATION

- 7.3.4.1 The components of evaluation will include:

Student Evaluations (Two Classes)
Self-Evaluation Report
Classroom Evaluation Worksheets
Conference (Instructor and D/C)
Deans Worksheet

- 7.3.4.2 **Observation.** The tenured peer and Vice President designee shall observe the employee in the performance of his/her principal assignment. The committee chairperson may also observe the employee. On the basis of the observation, the observers will complete a Classroom Evaluation Worksheet, review the observations with the employee, and provide the employee with a copy of the Classroom Evaluation Worksheet. Copies of the Classroom Evaluation Worksheet shall be submitted to the committee chairperson.
- 7.3.4.3 **Professional Responsibilities and Characteristics.** Members of the evaluation team are invited to provide the committee chairperson with written comments on the professional responsibilities and characteristics of the employee.
- 7.3.4.4 **Evaluation by Students.** Beginning in week three and prior to week eleven of the semester, student evaluations shall be administered to a minimum of two (2) classes if the employee is a classroom instructor using the Student Evaluation form. One of these classes is to be selected by the committee chairperson, the other by the faculty member. When classes are face-to-face, the student evaluations may be administered during the class period. By mutual agreement between the faculty member and the committee chairperson, additional classes may participate in the evaluation. The results of the student evaluation shall be provided to the committee chairperson and the employee. After the end of the semester, the Student Evaluations shall be made available to the employee.
- 7.3.4.5 **Self-Evaluation.** A Self-Evaluation Report shall be given to the employee at the beginning of the first semester in order to prepare a self-evaluation. Prior to

the end of week twelve in the evaluation semester, the employee shall submit the Self-Evaluation Report to the committee chairperson.

7.3.5 THE SUMMARY EVALUATION

7.3.5.1 **Satisfactory.** The committee chairperson shall review the various documents pertaining to the evaluation including Classroom Evaluation Worksheets, Student Evaluations, the Deans Worksheet, and the Self-Evaluation. If there are no major negative judgments, the committee chairperson shall complete the Summary Evaluation Report and submit it to the appropriate Vice President with all supporting documents. After administrative review the Summary Evaluation Report shall be signed by the appropriate Vice President and returned to the committee chairperson for review with the employee. A copy of the Summary Evaluation Report shall be given to the employee at the Summary Evaluation Conference. The committee chairperson shall complete the Summary Evaluation Report and conduct the Summary Evaluation Conference prior to the end of the academic year in which the evaluation occurred. A copy of the Summary Evaluation Report together with a copy of each supporting document shall be submitted to the appropriate Vice President and the Office of Human Resources for inclusion in the employee's personnel file.

7.3.5.2 **Other Than Satisfactory.** If the evaluation documents include any negative judgment that warrant a less than satisfactory evaluation, the committee chairperson shall call a meeting of the evaluation team for the purpose of reviewing the Summary Evaluation Report. The committee chairperson shall hold a Summary Evaluation Conference with the employee so that specific areas of concern shall be identified and discussed. The employee may attach an addendum to the Summary Evaluation Report if so desired. A copy of the Summary Evaluation Report, supporting documents and addendum shall be submitted to the appropriate Vice President and Office of Human Resources for inclusion in the employee's personnel file. The appropriate Vice President and the committee chairperson will develop a plan designed to improve the identified weaknesses. A copy of this plan shall be retained by the employee, the committee chairperson, and the appropriate Vice President and a copy sent to the Office of Human Resources. An employee receiving a less than satisfactory evaluation shall be evaluated each year until the deficiency is corrected or the employee is terminated. If termination is necessary, it shall be in accordance with the Education Code.

7.4 EVALUATION OF PART-TIME

7.4.1 Part-time faculty will be evaluated during their first semester of employment and, if still employed at the college, will be evaluated again prior to the conclusion of their sixth semester so that they may be eligible for Part-Time Reemployment Priority (see Article 18.1). Failure on the part of the District to evaluate a part-time faculty member by the completion of the sixth semester shall constitute a satisfactory evaluation. All other conditions for Part-Time Reemployment Priority apply (see Article 18). After the sixth semester of service, part-time faculty will be evaluated at least once every six (6) semesters.

- 7.4.2 The evaluation will be conducted by a designee of the appropriate Vice President appointed by the Division Dean.
- 7.4.3 The components of evaluation will include:
- Student Evaluations
 - Self-Evaluation Report
 - Conference
 - Classroom Evaluation Worksheet
 - Summary Evaluation Report
- 7.4.3.1 Observation. The evaluator shall observe the employee in the performance of their principal assignment. The observer may review syllabi, assignments, examinations, or other material as part of the evaluation. On the basis of the observation, the evaluator shall complete the Classroom Evaluation Worksheet, review the observations with the employee, and provide the employee with a copy of the Classroom Evaluation Worksheet.
- 7.4.3.2 Evaluation by Students. Beginning in week three and prior to week eleven, student evaluations shall be administered to each class of the employee being evaluated who is a classroom instructor using the Student Evaluation form. When classes are face-to-face, the student evaluations may be administered during the class period. The results of the Student Evaluation shall be provided to the employee's supervising administrator and the employee. After the end of the semester, the Student Evaluations shall be made available to the employee.
- 7.4.3.3 Self-Evaluation. Prior to the end of week 12 of the evaluation semester, the employee shall complete the Self-Evaluation Report and submit it to the supervising administrator. The employee may include examples of syllabi, assignments, quizzes, examinations, and other appropriate materials if desired.
- 7.4.4 The supervising administrator shall review the Classroom Evaluation Worksheet, Student Evaluations, and Self-Evaluation Report and prepare the Summary Evaluation Report. A copy of the Summary Evaluation Report shall be given to the employee at the Summary Evaluation Conference. If the Summary Evaluation Report is "needs improvement" and the employee has reemployment priority pursuant to Article 18, the supervising administrator shall develop a written improvement plan to be discussed with the employee and included in the evaluation packet. The employee may submit an addendum to the evaluation. A copy of the Summary Evaluation Report, supporting documents, and addendum shall be submitted to the Office of Human Resources for inclusion in the employee's personnel file. If the hourly employee receives a less than satisfactory evaluation, they shall be evaluated in the first hourly assignment they receive following their less than satisfactory evaluation.

7.5 GRIEVANCE OF EFFECT OF EVALUATION

Only violations of the evaluation procedure are subject to the Grievance Procedures (Article 11).

**ARTICLE 8
TENURE**

8.1 Decisions regarding tenure will be made based on Education Code Sections 87608-87611. The Board may exercise the following options in probationary years:

First Year

- a. Not enter into a contract for the second academic year;
- b. Enter into a contract for the second academic year; or
- c. Award tenure

Second Year

- a. Not enter into a contract for the third year;
- b. Enter into a contract for the third and fourth years; or
- c. Award tenure

Fourth Year

- a. Award tenure; or
- b. Not employ

8.2 Notice of intention to not rehire is required by March 15 in the first, second and fourth years. Failure to give such notice results in an automatic contract renewal at the end of the first or second years or the award of tenure at the end of the fourth year.

8.3 Challenges to tenure decisions are subject to the grievance procedures.

**ARTICLE 9
LAY-OFF PROCEDURES AND FACULTY SERVICE AREAS**

9.1 If it becomes necessary to terminate (lay off) faculty members, those faculty members properly qualified and competent in a Faculty Service Area (“FSA”) to render services in the service areas of divisions subject to such lay-off shall be laid off in reverse order of seniority within the District. (Educ. Code § 87743). Contract (probationary) faculty members subject to any such lay-offs shall have a 24-month right of reemployment as set forth in the Education Code Section 87745. Regular (tenured) faculty members will have a 39-month right of reemployment as set forth in Education Code § 87744.

9.2 Faculty Service Areas are the list of disciplines established by the California Community College Chancellor’s Office and any disciplines established locally at the District.

9.3 Each unit member shall qualify in one or more FSA at the time of initial employment. Initial competency in an FSA or FSAs is based primarily on contracted service in that FSA at Pasadena City College.

9.3.1 An employee may also establish competency in additional FSAs if he or she:

- a. possesses the appropriate degree and/or experience, or equivalency, for the specific disciplines represented in that FSA, as provided for in the minimum qualifications list established by the California Community Colleges Chancellor’s Office; or

- b. possesses a valid California Community College Credential in the occupational discipline; or
 - c. possesses a valid California Community College Credential and a bachelor's degree in the academic discipline; or
 - d. possesses a Lifetime California Credential for the discipline of the FSA.
- 9.3.2 Upon hire, the District shall provide each new contract faculty employee with a list of District Faculty Service Areas and the minimum qualifications for each.
- 9.3.3 A faculty member shall be eligible for any faculty service area in which the faculty member has met the above competency standards. A unit member meeting the competency standards may apply to add FSAs for which the member qualifies. If the employee believes that he/she qualifies for an FSA through equivalency, a petition for equivalency in that FSA must be submitted and approved through the Equivalency process. All applications shall be received on or before February 15th in order to be considered in any reduction in force proceedings during that academic year.
- 9.4 The District Human Resources Office shall maintain a list of the faculty service areas and the faculty members who are competent in each FSA. Changes to the designation of faculty service areas may be made through the negotiations process.
- 9.5 A faculty member who has been laid off because of reduction in force shall be entitled to continue to receive District paid benefits, as set forth in Article 4, Fringe Benefits, for an additional three (3) months (June, July, and August) following layoff, and subsequently may continue to receive medial, dental, and vision care benefits in accordance with COBRA rights at the expense of the faculty member.

ARTICLE 10 (NEW)
FACULTY DIVISION CHAIRS

10.1 RATIONALE AND PURPOSE

- 10.1.1 Faculty chairs are expected to provide leadership to faculty and staff in their areas, provide operational and organizational support for the Division Dean, maintain and enhance academic quality, and contribute to the ongoing cycle of institutional improvement.
- 10.1.2 Administration shall determine the need for Faculty Division Chairs assignments in consultation with division faculty. Faculty serving in this capacity will receive compensation in the form of reassigned time during the Fall and Spring semesters and a stipend during the winter and summer intersessions. The Division Dean has right of assignment in regards to a Faculty Division Chair's individual allotment of the reassigned time and stipend.
- 10.1.3 Programs which are mandated by external accreditation standards shall have chairs/coordinators appointed in accordance with those standards.

10.2 Faculty Division Chair Representative Duties

10.2.1 Under the direction of the Division Dean, the Faculty Division Chair shall provide leadership and organizational support for the division. The representative duties will be assigned by the Division Dean in consultation with the Division Chair and may include any or all of the following:

- a. In consultation with the Division Dean, the Faculty Division Chair shall monitor and coordinate the area's curriculum development to include review, updates, modifications, and articulation agreements.
- b. The Faculty Division Chair will assist the Division Dean with recommending and preparing course, section, and faculty schedules by established deadlines that meet student needs, enrollment targets, and budgetary parameters.
- c. The Faculty Division Chair will assist the Division Dean with the recruitment and hiring of part-time faculty.
- d. The Faculty Division Chair shall assist the Division Dean with the evaluation process for part-time faculty.
- e. The Faculty Division Chair shall assist the Division Dean with the tracking of the process and related documentation of faculty evaluations. The tracking process will maintain confidentiality.
- f. The Faculty Division Chair shall orient new part-time and full-time faculty to the division and programs.
- g. The Faculty Division Chair shall assist the Division Dean with the selection of new classified employees and other instructional support staff.
- h. The Faculty Division Chair shall support the Division's academic courses and programs by facilitating faculty participation in the assessment of student learning outcomes to include the collection and analysis of student learning outcomes data and improvement plans. The Faculty Division Chair shall assist area faculty in scheduling regular discussions regarding the use of student learning outcomes for course and program improvement.
- i. The Faculty Division Chair shall facilitate the participation of faculty in the college's program review and annual update processes and the completion of program review documents and reports. The Faculty Division Chair shall assist the Division Dean and area faculty in developing and implementing program review improvement plans.
- j. The Faculty Division Chair will participate in the integrated planning process and assist the Division Dean with evaluation of Division needs, planning, budget development, and resource allocation.
- k. In consultation with Counselors, the Articulation Officer, and area faculty, the Faculty Division Chair may advise students on program, degree, and certificate requirements including pre- and co-requisites. The Faculty Division Chair shall assist the Division Dean with the review of prerequisite challenges.

- l. If applicable to the Division's programs, Faculty Division Chairs shall assist Division Deans with student recruitment and selection for programs including facilitation of orientation sessions, auditions, and program entry/exit testing or interviews, monitoring of student records and required documents, and management of program mandated standards defined by external agencies. When appropriate, the Faculty Division Chair shall serve as the liaison to external agencies including Certificate Advisory Committees and/or external accrediting commissions. If relevant to the Division, the Faculty Division Chair shall assist the Division Dean with establishing and monitoring contracts and internships.
- m. The Faculty Division Chair shall assist the Division Dean and staff with coordinating with other campus departments, divisions, and external agencies. The Faculty Division Chair shall facilitate and monitor the development of the Division's informational brochures, applications, websites, and relevant components of the catalog.
- n. The Faculty Division Chair shall provide support to faculty regarding application of college procedures.
- o. The Faculty Division Chair will assist the Division Dean with the collection of data required for regional and/or external accreditation reports.
- p. The Faculty Division Chair will assist the Division Dean to assess the need for and coordination of professional development for the Division.
- q. The Faculty Division Chair will participate in a mandatory 4-6 hours of professional development designated for chairs for each year.
- r. The Faculty Division Chair shall assist with other duties determined by the Division Dean to be appropriate for the Division.

10.2.2 The Faculty Division Chair duties shall be performed outside of the faculty member's assigned teaching hours, including office hours and contracted professional responsibilities.

10.2.3 In fulfilling these responsibilities, Faculty Division Chair must be able to create and maintain an effective working relationship with the Division Dean, faculty, and staff and accomplish duties in a timely manner.

10.3 COMPENSATION

10.3.1 Faculty Division Chairs will receive reassigned time for the Fall and Spring semesters based on the established formula and will be paid as 10-month employees. This formula will be calculated annually and will be given to the Division Deans before the 8th week of the Spring semester as follows:

$$\text{LHE} = 2.0 + 0.15 (\text{\#FT Faculty}) + 0.3 (\text{\# Probationary Faculty}) + 0.2 (\text{\#Part-Time Faculty}) + 0.1 (\text{\#Classified Staff})$$

Additional duties required during an intersession shall be compensated using the established stipend rate.

- 10.3.2 Once calculated, the Division Dean in consultation with the Division Chair(s) will assign individual allotments of reassigned time and stipends. Unequal amounts of reassigned time and stipends may be distributed as needed among the Faculty Division Chairs in the division.
- 10.3.3 The Faculty Division Chair's schedule for completing the duties of the chair shall be created in consultation with the Division Dean.

10.4 ELIGIBILITY AND SELECTION PROCESS

- 10.4.1 To the fullest extent practicable, Faculty Division Chairs shall be elected from the tenured full-time faculty of the division for a term of two (2) years commencing on the first day of July following the election. An untenured candidate may be eligible if approved by the Vice President of Instruction.
- 10.4.2 Prior to the 8th week of the Spring semester in an election year, the Division Dean shall distribute an announcement detailing the qualifications, duties, and responsibilities of the Faculty Division Chair. The Division Dean shall request nominations and identify the number of Faculty Division Chairs requested.
- 10.4.3 Faculty may be nominated by other full-time faculty, both tenured and probationary, between the 10th and 12th weeks of the Spring semester in each election year. Candidates may nominate themselves. The nominee must have rated satisfactory in the last evaluation. Nominations must be formally accepted by the nominated faculty member.

Nominations must be approved by the Division Dean. The denial of a nomination shall not be arbitrary. Upon request, the Dean shall provide the reason(s) for the denial of a nomination in writing to the nominated faculty member.
- 10.4.4 A list of nominated faculty and secret ballot shall be made available by the Division Dean to all full-time faculty via email and hardcopy by the end of business on the Monday of the 13th week. Ballots must be given to the Division Dean and a faculty representative by the Friday of the 13th week. Elections that result in a tie will be decided by a run-off election.
- 10.4.5 The term of the incumbent Faculty Division Chair ends on June 30 and the term of the newly elected Faculty Division Chair begins on July 1.
- 10.4.6 If there are no candidates for the Faculty Division Chair, the Division Dean, in consultation with the Vice President of Instruction, shall appoint a Faculty Division Chair to serve a (1) one year term.
- 10.4.7 All Faculty Division Chair appointments shall be voluntary on the part of the faculty member.

10.5 EVALUATION PROCESS

- 10.5.1 The Faculty Division Chair shall be evaluated annually.

- 10.5.2 Faculty Division Chair evaluations are unrelated to regular faculty evaluations and shall be based on only those factors related to being a Faculty Division Chair. These factors shall be based on the list of representative duties identified in 2.1.
- 10.5.3 The Faculty Division Chair shall be evaluated annually to address the duties and responsibilities as set forth in 2.1. The evaluation shall include a written evaluation by the Division Dean using the evaluation form (Appendix B). All faculty shall also be given the opportunity to evaluate the Chairs using the evaluation form (Appendix B). In addition, the evaluation may include a written self-evaluation if submitted by the faculty member being evaluated.
- 10.5.4 A summary will be completed and submitted by the Division Dean to the Vice President for Instruction. After administrative review, the evaluation shall be signed by the Vice President for Instruction and returned to the Division Dean for review with the Faculty Division Chair prior to the end of 4th week of the Spring semester. A copy of the evaluation shall be shared with the Faculty Division Chair, Division Dean, Vice President for Instruction, and Human Resources.
- 10.5.5 A faculty member who disagrees with the evaluation may submit a written response, which shall be made an attachment to the evaluation.

10.6 RESIGNATION AND REMOVAL

- 10.6.1 In the event that a Faculty Division Chair does not complete the two-year term in office, a new Faculty Division Chair shall be selected by the Division Dean to serve for the remainder of the chair's term.
- 10.6.2 A Faculty Division Chair may resign at the end of an academic term. A written resignation must be submitted to the Division Dean thirty (30) working days prior to the effective date of resignation.
- 10.6.3 An employee receiving a less than satisfactory evaluation may be removed from the position of Faculty Division Chair.
- 10.6.4 Employees removed from the position of Faculty Division Chair may be nominated in future Faculty Division Chair elections with the permission of the Division Dean and Vice President of Instruction.

ARTICLE 11 GRIEVANCE PROCEDURES

11.1 OBJECTIVE

- 11.1.1 It is the objective of the District and the Association to encourage the prompt resolution of all complaints, misunderstandings or other difficulties which relate to this Agreement, at the lowest possible administrative level. Accordingly, the following Grievance Procedure is established.

11.2 DEFINITIONS

- 11.2.1 A “grievance” is an alleged violation, misapplication or misinterpretation of a specific provision of this Agreement.
- 11.2.2 A “grievant” is a member of the unit covered by this Agreement who claims to have been adversely affected; or the Association, which may only grieve sections dealing with rights of the Association.
- 11.2.3 “Work day” means normal work day of the unit members in the same category as the grievant.
- 11.2.4 “Communicate,” as used herein, means the transmission of a written document. Timelines will commence with the receipt of a written communication and will be considered “met” if the appropriate document is hand-delivered or emailed to the individual designated to receive it prior to the normal close of District offices or post-marked on or before the last day of the established timeline. Extension of timelines will be in writing and signed by authorized representatives of the Association and the District prior to the expiration of the timeline proposed to be extended.
- 11.2.5 “Calendar days” means the literal days of the calendar excluding any days the District office is closed.

11.3 PROCEDURE

- 11.3.1 Timeline for filing. The Grievance Procedures must be commenced within thirty (30) workdays following the time at which the grievant knew, or should have reasonably been expected to know, of the act, event or condition which is the basis of the grievance. For this purpose, a notice of intent to act on the part of an agent of the District shall serve as “act, event or condition.”
- 11.3.2 Submission of grievance. The Grievance Procedure will commence with the timely submission by the grievant of the grievance on a form provided by the District and shall state specifically the section(s) of this Agreement alleged to have been violated, misapplied or misinterpreted, the facts supporting the grievant’s position, and the remedy sought by the grievant. The grievance shall be signed by an authorized representative of the Association and shall be submitted to the immediate supervisor, with a copy to the vice president for instruction and to the Association.

An alleged violation, misapplication or misinterpretation of a provision of this Agreement which has been filed under the Dispute Procedures (Article 10) of this Agreement is not subject to the provisions of this article.

- 11.3.3 Level One. Within five (5) work days following the receipt of the grievance, the immediate supervisor will meet with the grievant and an Association representative. The failure of the Association to attend does not negate the meeting when the Association has had at least two (2) work days’ notice of the meeting time and place. The Vice President for Instruction and/or a designee may attend the meeting. The District will communicate a written decision to the grievant and the Association within seven (7) calendar days from the conclusion of the Level One meeting.

- 11.3.4 Level Two. If the grievance is not satisfactorily resolved at Level One or if a written decision is not rendered within the limits of 11.3.3, the grievant may present the grievance with a written request for review to the Vice President for Instruction and/or a designee if the Vice President for Instruction did not participate in the Level One meeting. If the Vice President for Instruction did participate in the Level One meeting, the grievant is free to move directly to 11.3.5.
- 11.3.4.1 Written submission of the grievance to Level Two for review must be completed within seven (7) calendar days following receipt of the written decision from Level One.
- 11.3.4.2 Within seven (7) calendar days following receipt of the grievance, the Vice President for Instruction and/or a designee will meet with the grievant and an Association representative. Failure by the Association to attend does not negate the meeting if the Association received at least two (2) work days' notice of the meeting time and place.
- 11.3.4.3 The Vice President for Instruction, or a designee, is not obligated to meet on more than one (1) grievance on any given day, with the first grievance received the first to be processed. If necessary, the above timelines will be extended by one (1) day for each grievance taking precedence over a grievance that has preempted a day. By mutual agreement, similar grievances may be joined.
- 11.3.4.4 The District will communicate a written decision within seven (7) calendar days following this Level Two meeting.
- 11.3.5 Level Three. If the grievance is not satisfactorily resolved at Level Two or if a written decision is not rendered within seven (7) calendar days, the grievant may present the grievance to the Superintendent-President, or a designee, within fourteen (14) calendar days following the receipt of a written decision or following the date such a decision was due.
- 11.3.5.1 Within fourteen (14) calendar days following the receipt of the grievance, the Superintendent-President and/or a designee will meet with the grievant and an Association representative. Failure by the Association to attend does not negate the meeting if the Association received at least two (2) work days' notice of the meeting time and place. The District will communicate a written decision within seven (7) calendar days following this meeting.
- 11.3.5.2 The Superintendent-President, or a designee, is not obligated to meet on more than one grievance on any given day with the first grievance received the first to be processed. If necessary, the above timelines will be extended by one (1) day for each grievance taking precedence over a grievance that has preempted a day. By mutual agreement, similar grievances may be joined.
- 11.3.6 Level Four - Arbitration.
- 11.3.6.1 If the grievance is not satisfactorily resolved at Level Three, or if no written decision has been rendered within seven (7) calendar days of the Level Three meeting, the Association may file a written notice with the Superintendent-President that the grievance may be submitted to arbitration. Such written

notice must be submitted within ten (10) calendar days of the written decision or within fourteen (14) calendar days of the meeting if no written decision has been rendered by the time limit set in 11.3.5.

11.3.6.2 Submissions to Arbitration. Within fourteen (14) calendar days following written notification to the Superintendent-President, the Association may initiate arbitration hearings by filing a demand for arbitration with the American Arbitration Association.

11.3.6.3 The Association will notify the District of its demand for arbitration. Within seven (7) days, an arbitrator shall be selected from a list of seven (7) arbitrators supplied by the American Arbitration Association by alternate striking of names until one name remains. The party who strikes the first name shall be determined by lot. If the arbitrator selected will not be available for the hearing within sixty (60) calendar days, an alternate list shall be requested from the American Arbitration Association.

11.3.7 Issues of Arbitrability. Questions of arbitrability of a grievance must be raised and resolved at the beginning of the arbitration hearing.

11.3.8 Responsibilities of Arbitrator. The Arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, nor shall the Arbitrator have the power to award punitive damages, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the grievance. The decision of the Arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other and upon arguments presented in briefs.

11.3.9 Arbitrator's Decision. The Arbitrator's Decision will be in writing and will set forth all findings of fact, reasoning and conclusions on the issues submitted. The decision of the Arbitrator will be submitted to the Board of Trustees, the Superintendent-President, the grievant and the Association. The decision of the Arbitrator within the limits herein prescribed shall be final and binding upon all parties to the contract.

11.3.10 Fees. All fees and expenses of the Arbitrator shall be shared equally by the parties. Each party shall bear the expenses of the presentation of its own case.

11.4 FORMS

Forms for processing a grievance will be prepared jointly by the Association and the District.

11.5 FAILURE TO APPEAL

A grievant's failure to appeal a decision at Levels One through Three to the next level under this Article within the time limits specified herein shall render the grievance null and void.

ARTICLE 12 THE SALARY SCHEDULES

12.0 The Salary Schedules for the Pasadena Area Community College District are contained in the Appendix.

12.0.1 Effective July 1, 2019, each cell of the Part-Time Credit Semester Faculty, Part-Time Credit Intersession Faculty, Part-Time Credit Nonteaching Faculty, and Part-Time Noncredit Faculty Salary Schedules shall be increased by 3.5%.

Effective July 1, 2019, each cell of the Contract Monthly Faculty, Contract Monthly Intersession Faculty, Contract Monthly Nonteaching Faculty; Contract Monthly Nonteaching Overload Faculty, and Contract Monthly Overload Faculty shall be increased by 3.0%.

12.0.2 For 2020-2021, the parties agree that effective July 1, 2020, each cell of all Academic Salary Schedules will be increased by a percentage equal to the state-funded COLA for 2020-2021 received by the District.

12.0.3 For 2021-2022, the parties agree that effective July 1, 2021, each cell of all Academic Salary Schedules will be increased by a percentage equal to the state-funded COLA for 2021-2022 received by the District.

12.1 THE CREDIT CONTRACT SCHEDULE (SCHEDULE A)

12.1.1 Initial placement on the academic credit contract schedule recognizes, on a year-for-year basis, up to a maximum of fourteen (14) years, full-time equivalent District-approved experience and part-time teaching up to the equivalent of three (3) years full-time during the preceding five (5) years. Full-time, on-campus classified service will be recognized to the extent that placement on the academic salary schedule will not result in a monthly salary reduction. The designation of the class on the schedule is determined as follows:

12.1.2 - **Class A** A California Community College Partial Fulfillment Credential

12.1.3 - **Class B** Minimum Qualifications

12.1.4 - Class C

- I. MA + 18 or BA + 54
- II. Eighteen (18) units beyond those required for the minimum qualifications, including an Associate of Arts Degree (or equivalent)

12.1.5 - Class D

- I. MA + 36 or BA +72
- II. Thirty-six (36) units beyond those required for the minimum qualifications, including a Bachelor's Degree

12.1.6 - Class E

- I. MA + 54 or BA + 90
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a Master's Degree

12.1.7 **Doctoral Degree.** Attainment of the doctoral degree from an accredited institution of higher education. The District shall be the final arbiter in assessing the qualifications of doctorates.

12.1.8 The two categories within Classes C, D and E are as follows:

- a. **Category I** Open to faculty in subject matter areas in which a Bachelor's Degree or higher is offered;
- b. **Category II** Open only to faculty in the following areas in which no Bachelor's Degree is offered:

- Administration of Justice
- Advertising/Graphic Design
- Automotive Technology
- Building Construction
- Business Information Technology
- Computer Information Systems
- Cosmetology and Barbering
- Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology
- Drafting – Mechanical Drafting
- Electrical Technology
- Electronics Technology
- Emergency Medical Technology
- Environmental Technology
- Fashion
- Fire Technology
- Food Services
- Legal Assisting
- Machine Shop Technology
- Medical Assisting
- Photographic Technology/
Commercial Photography
- Printing Technology
- Radiologic Technology
- Sign Art
- Telecommunications
- Vocational Nursing
- Welding

12.2 THE NONCREDIT CONTRACT SCHEDULE (SCHEDULE D)

The noncredit contract schedule initial step placement will be no higher than the seventh (7th) step and is based on experience beyond that required for the credential.

12.3 ANNUAL CONTRACT SALARIES

12.3.1 The annual contract salaries shall be determined in the following manner:

- 12.3.2 Determine the employee's classification and step on the basic tenths payment salary schedule (Classes A through Doctor's Degree, Steps 1 through 33);
- 12.3.3 Multiply this product by the appropriate responsibility ratio;
- 12.3.4 Multiply this product by the number of months specified in the time assignment for the position to determine the annual salary.

12.4 ADVANCEMENT ON THE CONTRACT SCHEDULES

- 12.4.1 Vertical advancement on the salary schedules occurs only if the service has been rendered for at least three-fourths of the academic year in the case of those on contract. Step or class changes occur July 1 following official certification of completion of the degree(s) or unit(s). Advancement for completion of a master's degree or a doctor's degree will be granted in the month following notification of the completion of the degree requirements.
- 12.4.2 Class and step changes are granted contingent on satisfactory performance as evidenced by a current satisfactory evaluation.

12.5 ADVANCEMENT ON THE HOURLY SCHEDULE

- 12.5.1 For the purposes of hourly compensation, regular and contract unit members who had been placed on an hourly schedule prior to employment as a regular or contract unit member will continue to be paid on the hourly schedule until such time as the overload rate on Schedule A is equal to or greater than the rate of the hourly schedule. Such members are not eligible to advance on the hourly schedule. Vertical advancement on the hourly schedules for eligible unit members occurs when a unit member has:
 - a. Advanced to a step on the Annual Contract Schedule that is higher than the current placement on the appropriate hourly schedule, or
 - b. For the Credit Hourly Schedule B taught at least 150 hours in the credit program since the initial placement or the last step placement, or
 - c. For the Credit Hourly Schedule C (Summer), taught at least 400 hours in the credit program since initial placement or the last step placement, or
 - d. For Noncredit Hourly Schedule D taught at least 400 hours in the noncredit program since initial placement or the last step placement.
- 12.5.2 Hours in excess of 225 (credit-B), 530 (credit-C) and 900 (noncredit-D) will carry over into the next step accumulation.

12.6 APPLICATION FOR ADVANCEMENT

- 12.6.1 To qualify for a higher salary classification, an academic employee must present the form "Application for Salary Change," in duplicate, to the Office of Human Resources

All work designated on the application form must be verified by grade slips or transcripts received in the Office of Human Resources. The decision for disapproval of a step or class change is the responsibility of the Vice President for Instruction.

12.6.2 **Acceptable Study.** Upper division or graduate units from an accredited college or university are acceptable for advancement on the salary schedule provided that the course is not a repeat and is related to the current assignment or represents a reasonable objective for future local employment.

12.6.2.1 District and Association agree that unit members will be moved to the appropriate place on the doctoral column of the salary schedule when they have attained a doctoral degree from an accredited institution of higher education.

12.6.2.2 Community college courses are allowed if they are approved in advance by the Vice President for Instruction as part of a planned program of at least twelve (12) units, including upper division and/or graduate work. Miscellaneous community college courses, not in an approved plan, may be allowed if appropriate under Section 12.6.3.c. This course work must be directly related to a teaching assignment and not a repetition of previous work. Courses that are audited are not allowed.

12.6.3 **Equivalent Credit.** In lieu of formal academic units and after initial employment, it is possible to earn a maximum of eighteen (18) equivalent units, provided not more than nine (9) may be used at any one time to change from one class to the next higher one. These eighteen (18) units may be earned in three major categories with no more than six (6) units in any one category.

- a. One year of successful non-teaching work experience (may be cumulative) related to the current assignment (2 months equals 1 unit); and
- b. Travel which is specifically related to improving the employee's service (2 weeks equals 1 unit); and
- c. Professional service (one unit for 9 weeks) supervising a cadet teacher; publication (one unit for an article of 500 words or more in a recognized professional magazine, six units for the publication of a book, 200 pages or more); major leadership in local, state, or national professional organizations (two units for president, one unit for other offices); public performance (limit of one unit per year for concerts or art exhibits); community college courses, noncredit adult classes, and approved in-service seminars, provided that the content is appropriate to the current or possible future assignments at the College. In computing courses fifteen (15) hours of class time equals one unit. Summer workshops and child study courses not taken for university credit may be used for credit in this category. Courses which are audited are not acceptable.

12.7 CALENDAR-MONTH PAY REGULATIONS AND PROCEDURES

12.7.1 **Pay Days.** Salary payments for monthly bargaining unit members shall be made on or before the fifth work day after the close of the calendar months for which payment is due except as otherwise indicated below.

12.7.1.1 The District will extend to full-time faculty the option of receiving their annual contract salary paid over twelve (12) months.

12.7.1.2 Any request to change from a ten month to a twelve month salary schedule must be received in the Fiscal Services office by the last working day in May of any academic year.

12.7.1.3 In the event of separation of service from the District, if a unit member receives salary payment beyond the earned amount, as determined by the Education Code adjustment process, the unit member will make a reimbursement within thirty (30) days of notice and/or the unit member's final compensation will be appropriately adjusted.

12.7.2 **Deduction for Unpaid Absence.** Deduction for personal (unpaid) absence, whether because of unpaid leave or employment after the first work day of a month or separation from service before the last work day of a month shall be made on the basis of a per diem rate for all persons employed at a monthly salaried rate. Pursuant to Education Code Section 87815, the per diem rate shall be computed fractionally at one divided by the number of work days normal for the employee's contractual services.

12.7.3 **Retirees.** Contract and regular unit members who retire are eligible for rehire but are not guaranteed employment. Retirees who are offered employment will be compensated at the appropriate part-time salary schedule based on their step and column placement on Schedule A at the time of retirement.

12.8 OVERLOAD HOURLY SALARY SCHEDULE

12.8.1 **Teaching Faculty.** The hourly schedule for teaching faculty, including the overload differential, can be found in Schedules B-1 and D.

12.8.2 **Non-teaching Faculty.** An amount equal to four percent (4%) of the hourly rate of any non-teaching academic employee will be added to the hourly rate of such employee, when hourly work is performed on any regular assigned monthly paid work day(s). For the purposes of this section, hourly service in a week which exceeds normal full-time service will be entitled to the four percent (4%) differential, except that in no case will hourly teaching assignments be entitled to the four percent (4%) teaching differential during summer intersessions.

12.9 Faculty Supervising Internship Courses

12.9.1 Faculty supervising for internship courses shall be compensated \$100.00 for each student who completes the course requirements, up to 20 students.

12.9.2 Faculty supervising internship courses shall receive the \$100.00 compensation-per-student based upon the completion of:

1. A minimum of four meetings with the student;
2. A minimum of one meeting with the employer or placement agency regarding student progress;

3. All student course work/requirements including, but not limited to:
 - a. Student Learning Objectives,
 - b. Final project, paper or journal,
 - c. Signed Faculty Advisor Record,
 - d. Signed time sheet from Employer (completing the required hours for the units earned),
 - e. Signed evaluation sheet completed by the employer
4. A final grade submission

12.9.3 Faculty supervising an internship course shall be limited to no more than 20 students enrolled in a designated internship course. Additional students may be added only with permission of the Division Dean and the appropriate Vice President or designee.

ARTICLE 13 SAVINGS

If any provision of this Agreement or any of its applications are held invalid by the final judgment of a court, all other provisions and applications of this Agreement will remain valid. Upon the request of either party, the process of negotiations regarding the affected provision will begin not more than twenty (20) work days from the date the court judgment becomes final.

ARTICLE 14 STATUTORY CHANGES

If State or Federal statutes are amended to mandate benefits greater than those provided in this Agreement, the increased benefits will be considered part of the Agreement. If such statutes are amended to make unlawful any benefit provided in this Agreement, either party may reopen negotiations for a successor provision.

ARTICLE 15 ZIPPER

The parties acknowledge that during the negotiations which resulted in the Agreement, each had an unlimited right and opportunity to discuss any subject or matter which was or could have been the subject of negotiations, that the understanding and agreement arrived at between the parties after the exercise of that right and opportunity are set forth in this Agreement, and, therefore, each waives the right to further negotiations on any subject or matter covered or not covered under this Agreement during the term hereof. However, by mutual agreement, the parties may agree to engage in further negotiations on any subject.

ARTICLE 16 (NEW) DISTANCE EDUCATION (Online and Hybrid Classes)

16.1 **Definition:** Distance education includes both the Hybrid and Online classes defined by Title 5 where the instructor and student are separated by distance and interact through the assistance of technology. For all courses offering online components there shall be regular and effective contact as defined by Section 55204 of Title 5.

- 16.2 Participation by faculty in distance education at Pasadena City College is voluntary. The decision by a faculty member not to be involved with distance education will not be negatively evaluated.
- 16.3 **Certification:** All distance education instructors, prior to their first distance education assignment, shall complete training approved by the Distance Education Department or demonstrate mastery or competency in online education.
- 16.4 **Full-time Faculty Load Limitation:** A full-time faculty member may be assigned to teach up to 80% of their contract load each regular primary term (Fall or Spring) assignment as online learning or a combination of online learning and hybrid.
- Any deviation from this load limitation must be approved by the Division Dean and the Vice President of Instruction.
- 16.5 **Virtual Office Hours:** All distance education instructors shall conduct virtual office hours. The number of virtual office hours shall be no less than the percentage of the faculty member's contract load that is designated as distance education held in proportion to the professor's distance learning load. Virtual office hours can be conducted from any location. The virtual office hours schedule and the synchronous method of interaction shall be communicated to division offices via established division procedures and to students via the course syllabus.
- 16.6 **Class size for Distance Learning Classes:** The class size limit for a distance education class shall be the same as for traditional classes (face-to-face).
- 16.7 **Evaluations and Classroom Visitation in Distance Education Courses:** Evaluations shall be conducted under Article 7 - Evaluation Procedures. Prior to the evaluation of a distance education course or online component of a hybrid course the instructor shall be given the opportunity to provide guidance to the administrator/designee and/or peer evaluator regarding course organization and content that is applicable at the time of review.
- 16.7.1 **Peer Evaluator:** The peer evaluator, who shall be certified in distance education, shall be granted access to the designated course by the Distance Education Department with prior notice to the instructor for a specific period of time. The instructor shall guide the peer evaluator through the course by providing directions, explaining the features of the course, and exploring the course with the evaluator. The peer evaluator shall not have direct online contact with students enrolled in the class.
- 16.7.2 **Duration:** The evaluation of the course may occur over multiple visits within a seven consecutive day period beginning with the first day of online entry into the course. Follow-up observations may be arranged with the approval of the Division Dean who chairs the evaluation committee. For hybrid courses, the same peer evaluator will observe both the online and face-to-face portions of the course. Access to the online portion will follow the above procedure.
- 16.7.3 **Evaluation Form:** For the evaluated online/hybrid class the evaluator will submit the form approved for use in online/hybrid classes.

**ARTICLE 17 (NEW)
REASSIGNED TIME**

- 17.1 Full-time faculty may be presented the opportunity to perform certain tasks while on reassigned time from contractual duties. A reassigned time position will be compensated pro-rata to the percentage of the employee's weekly assignment on campus. Reassigned time may be used in the Fall and Spring semesters. The assignment must be approved by the primary supervising manager. All reassigned time positions shall be voluntary and shall not interfere with the employee's non-released time contractual responsibilities.
- 17.2 The appropriate manager will develop a list of performance expectations that are relevant to the assignment. These expectations will include, but are not limited to, the purpose of the assignment, objectives, expected outcomes and deliverables, planned timelines, the percentage of the contractual load for the assignment, and the scheduled hours for each week dedicated to the projects. These expectations will provide the basis for the faculty member's performance evaluation. The evaluation of released time is independent of the evaluations specified in the contract and relates only to the position specified.
- 17.3 All eligible employees and the Faculty Association shall be notified ten (10) business days during Fall and Spring semesters in advance of all reassigned time positions via a job description that will include a description of the position, duties, knowledge and experience required, the amount of reassigned time and the duration of the position.
- 17.4 For positions other than those elected by faculty, a selection committee will be constituted to screen, select candidates to interview, and make a recommendation on the successful candidate to the Vice President of Instruction or Vice President of Student Services. The selection committee will consist of five members: two administrators (the supervising manager and another administrator chosen by the appropriate Vice President) and three faculty members two of whom will be selected by the Academic Senate and one by the Faculty Association.
- 17.5 The selection committee will interview all applicants and make a recommendation on who should be selected for the reassigned position. The final decision on the selected faculty member for the reassignment will be made by the Vice President of Instruction or Student Services (as appropriate). The supervising manager will evaluate the reassigned faculty member each year.
- 17.6 The District will publish on the campus web site by the second week of each semester a complete list of current reassigned time assignments including the position, individual occupying and supervisor of the position, term, and percentage reassigned. Also published will be a current list of position openings.

**ARTICLE 18
PART-TIME FACULTY REEMPLOYMENT RIGHTS**

18.1 QUALIFICATIONS

- a. To become eligible for part-time faculty reemployment priority in a discipline, part-time faculty must:
1. Have been employed for at least six (6) semesters (not including intersessions) without having a break in service of two (2) or more consecutive years; and

2. Have their two (2) most recent performance evaluations with a rating of at least satisfactory.

Semesters that a faculty member is on approved leave shall not impact eligibility for reemployment priority.

- b. Retired faculty. Former full-time District faculty who have retired and who have been rehired by the District as part-time faculty shall automatically have reemployment priority eligibility in a discipline if:
 1. There has not been a break in service of two years or more between their date of retirement and date of rehire as a part-time faculty member;
 2. They have received an overall rating of “Satisfactory” in the most recent evaluation before retirement from full-time status.
- c. For purposes of this section, a part-time faculty member means a faculty member that is employed less than a full-time workload and is not a tenured faculty member, a probationary full-time faculty member, or a temporary full-time faculty member as described in the Education Code (e.g. Educ. Code §§ 87470, 87478, 87480, 87481, 87482).

18.2 REEMPLOYMENT PRIORITY LIST

All qualified part-time faculty will be placed on a reemployment priority list under the following conditions:

- a. Reemployment priority is established in each discipline within the college separately and is not transferable to other disciplines. Discipline reemployment priority lists shall be maintained in the appropriate division.
- b. For part-time faculty members who meet the requirements for reemployment priority eligibility under Article 18.1.a on July 1, 2019, and for part-time faculty continuing thereafter, an part-time faculty member’s seniority date for reemployment priority in a discipline shall be upon the date that the part-time faculty member first obtained reemployment priority eligibility for that discipline under the above requirements.

There shall be no ties on the reemployment priority list. If a tie in seniority dates exists, the tie shall be broken by lot by the appropriate Vice President or designee and an PCCFA designated board member.

- c. Full-time faculty who retired from PCC and are rehired are eligible for reemployment priority in a discipline pursuant to 18.1.b and shall be placed on the discipline priority list according to their original date of hire as a faculty member at the college.
- d. In the event that a part-time faculty member loses and then regains eligibility for reemployment priority, they will be placed on the priority list according to the most recent date on which eligibility is reestablished.
- e. Classified employees and managers teaching part-time may not be placed on the reemployment priority list, but may be considered for assignments after priority assignments have been offered.

- f. Each division shall update its reemployment priority list(s) for each discipline twice per year. For the Fall Semester, the list shall be updated by the second week of the preceding Spring Semester. For the Spring Semester, the list shall be updated by the second week of the Fall Semester. Reemployment priority lists in seniority order for each discipline will be posted online and in an accessible location in each division and sent to the Faculty Association before assignments are completed.

18.3 ASSIGNMENTS

All part-time faculty on the discipline reemployment priority list will be assigned classes in their priority order before any part-time faculty not yet qualified for priority reemployment eligibility. The qualified part-time faculty member who meets the foregoing criteria (i.e., qualified) shall have reemployment priority and will receive first consideration for an offer of an available class assignment in Fall and Spring semesters using the following procedure:

- 18.3.1 Priority eligibility does not guarantee an assignment, the assignment of specific courses, or the addition of a section after the establishment of the schedule. In the event sections are added after the establishment of the schedule, the assignment process in Article 18.3.4 shall be followed.
- 18.3.2 Pursuant to Education Code 87482.5, part-time faculty employed under this article may not teach more than 67% of a full-time faculty load.
- 18.3.3 In establishing schedules, the Dean or designee shall solicit in writing interest in assignments for the upcoming semester to part-time faculty on the discipline priority rehire list. If a faculty member with reemployment priority fails to respond in writing to a Dean's request within ten business days, he or she shall have no entitlement to priority for an assignment in that semester.

To the fullest extent possible, Division Deans shall consider part-time faculty requests prior to establishing class schedules.

- 18.3.4 Subject to availability, part-time instructional faculty obtaining reemployment priority shall be entitled to a minimum assignment of two (2) sections or six (6) weekly contact hours per semester, whichever is greater, and part-time non-instructional faculty shall be entitled to six (6) weekly contact hours per semester, as follows:

- a. Assignment:

Assignments of sections or weekly contact hours shall be made one-by-one to part-time faculty with reemployment eligibility in seniority order to qualified part-time faculty who have been placed on the discipline reemployment priority list.

The appropriate scheduling Dean shall return to the top of the reemployment priority list and continue assigning additional sections or weekly contact hours by seniority until all part-time faculty with reemployment eligibility have been given the minimum assignment referenced in 18.3.4.

Once all part-time faculty with reemployment eligibility have been assigned the minimum number of sections or contact hours referenced in 18.3.4, sections or

weekly contact hours may be offered as additional assignments to part-time faculty with reemployment eligibility or to part-time faculty who have not yet obtained reemployment eligibility.

b. Availability of Assignments:

For a non-instructional assignment, an assignment will not be considered available if the number of hours scheduled for assignable duties necessary to fulfill the assignment have already been assigned to a full-time faculty member or more senior part-time faculty member.

For an instructional assignment, a section will not be considered available if:

1. the section has already been offered and accepted by a full-time faculty member as part of a load or overload;
2. the section has been already offered and accepted by a more senior part-time faculty member;
3. the part-time faculty member does not meet minimum qualifications;
4. the section is not offered in a given semester;
5. the section will require the part-time faculty member to exceed 67% of a full-time faculty load; or
6. the section has been cancelled.

c. Assignments to coach intercollegiate sports, related intercollegiate sections, and other part-time assignments connected to coaching or directing competitive athletics and performing arts teams/events with public performance or events shall not be considered for priority assignments.

18.4 NOTIFICATION OF ASSIGNMENTS

Part-time assignment offers shall be mailed via U.S. mail or sent via email to individuals by the appropriate Division by the end of the 10th week of the preceding Fall or Spring semester, whenever possible.

Written or emailed acceptance or refusal of the offer shall be made by the part-time faculty member to the District within 10 work days.

The appropriate Dean shall make available for review by faculty the proposed schedule for the following semester within 10 business days before it is finalized.

18.5 REDUCTION IN ASSIGNMENT

18.5.1 In cases where a reduction in assignment needs to occur due to program needs, budget constraints, low enrollment, or more contract faculty hires, the reduction shall occur first from among those part-time, temporary faculty members who have not yet qualified to be

placed on the reemployment priority list, and thereafter in reverse seniority order, with the least senior part-time, temporary faculty member reduced first.

18.5.2 The assignment of any part-time faculty member may be revoked to provide a full load assignment to a full-time faculty member. In the event that a part-time faculty member with reemployment priority has an assignment revoked or canceled prior to the first day of classes which drops the part-time faculty member below the minimum assignment in Article 18.3.b below, the part-time faculty member may displace part-time faculty members who do not have reemployment priority on the reemployment priority list. If none are available, the part-time faculty member may displace the least senior part-time faculty member on the reemployment priority list in a section for which the part-time faculty member is qualified.

18.6 **LOSS OF REEMPLOYMENT PRIORITY.** A part-time faculty member shall lose eligibility for reemployment priority if any of the following occur:

- a. The part-time faculty member fails to respond to a request for an assignment pursuant to 18.3.d in four (4) consecutive semesters;
- b. The part-time faculty member accepts and then declines an offer of assignment in four (4) consecutive semesters; or
- c. The part-time faculty member declines all offers of assignment for four (4) consecutive semesters. The cancellation or revocation of a part-time faculty member's assignment shall not count as the faculty member having declined the assignment.
- d. In cases where a part-time faculty member, subsequent to qualifying to be placed on the reemployment priority list, receives a needs improvement evaluation, as that term is defined in Article 7, the faculty member shall be provided a written plan of remediation with concrete suggestions for improvement.

The faculty member shall be evaluated again the following semester. If the outcome of this subsequent evaluation is also less than satisfactory, the faculty member shall lose all reemployment rights, and may be dismissed at the discretion of the District. Appeal and grievance rights and procedures, as specified in Article 11, may apply.

- e. If a part-time faculty member receives an unsatisfactory evaluation, the faculty member shall lose all reemployment rights, and may be dismissed at the discretion of the District.

18.7 In all cases, part-time faculty assignments are temporary in nature, contingent on enrollment and funding, and subject to program changes, and no particular faculty member has a reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment priority of that part-time, temporary faculty member. Nothing in this Agreement precludes the District from terminating a part-time faculty member pursuant to Education Code section 87665.

Dated: Oct 24, 2020

PASADENA CITY COLLEGE FACULTY
ASSOCIATION

By: *Mark Whitworth*
Mark Whitworth (Oct 24, 2020 12:00 PDT)
Mark Whitworth

By: _____

By: _____

Dated: Oct 24, 2020

PASADENA AREA COMMUNITY
COLLEGE DISTRICT

By: *[Signature]*
Robert Blizmski (Oct 24, 2020 17:50 PDT)

By: *[Signature]*
Rex Randall Erickson, Erickson Law Firm A.P.C. (Oct 25, 2020 11:16 PDT)

By: *Erika Endrijonas*
Erika Endrijonas (Oct 25, 2020 20:36 PDT)
Dr. Erika Endrijonas, Superintendent/President

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 - Full salary, Pg. 21 (art 6.6.3.a)
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APPENDIX A
SALARY SCHEDULES

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
CONTRACT MONTHLY FACULTY

10- Month Contract Faculty – 10 payments per year
11-Month Contract Faculty – 11 payments per year
12-Month Contract Faculty – 12 payments per year

STEP Years of Experience	Minimum Qualifications	I. BA+54** or MA+18** II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or MA+36** II. . Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA+90** or MA+54** II. . Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1 - 6	7110.77	7424.49	7738.23	8051.93	8679.34
7	7424.49	7738.23	8051.93	8365.63	8993.03
8	7738.23	8051.93	8365.63	8679.34	9306.76
9	8051.93	8365.63	8679.34	8993.03	9620.45
10	8365.63	8679.34	8993.03	9306.76	9934.19
11	8365.63	8993.03	9306.76	9620.45	10247.90
12	8365.63	8993.03	9306.76	9934.19	10561.62
13	8365.63	8993.03	9306.76	9934.19	10561.62
*14	8365.63	8993.03	9306.76	9934.19	10561.62
15	8679.34	9306.76	9620.45	10247.90	10875.34
16	8679.34	9306.76	9620.45	10247.90	10875.34
17	8679.34	9306.76	9620.45	10247.90	10875.34
18	8993.03	9620.45	9934.19	10561.62	11189.06
19	8993.03	9620.45	9934.19	10561.62	11189.06
20	8993.03	9620.45	9934.19	10561.62	11189.06
21	9306.76	9934.19	10247.90	10875.34	11502.74
22	9306.76	9934.19	10247.90	10875.34	11502.74
23	9306.76	9934.19	10247.90	10875.34	11502.74
24	9620.45	10247.90	10561.62	11189.06	11816.45
25	9620.45	10247.90	10561.62	11189.06	11816.45
26	9620.45	10247.90	10561.62	11189.06	11816.45
27	9934.19	10561.62	10875.34	11502.74	12130.11
28	9934.19	10561.62	10875.34	11502.74	12130.11
29	9934.19	10561.62	10875.34	11502.74	12130.11
30	10247.90	10875.34	11189.06	11816.45	12443.90
31	10247.90	10875.34	11189.06	11816.45	12443.90
32	10247.90	10875.34	11189.06	11816.45	12443.90
33	10561.62	11189.06	11502.74	12130.11	12757.57

Category I Faculty in disciplines requiring a master's degree.

Category II Faculty in disciplines in which a master's degree is not generally available.

* Initial placement of the schedule recognizes on a year-for-year basis up to 13 years of full-time suitable teaching experience, for placement at the maximum initial step 14. Credit shall be given for up to 3 years full-time during the preceding 5 years for part-time teaching experience.

Double line indicates maximum limit for initial employment.

** Upper division or graduate-level semester units (convert quarter units to semester units by multiplying by 2/3).

For full details see Article 12 of the PCC/CTA Contract

*** 60 semester units.

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
CONTRACT MONTHLY INTERSESSION FACULTY

STEP Years of Experience	Minimum Qualifications	I. BA+54** or <u>MA+18**</u> II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or <u>MA+36**</u> II. . Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA+90** or <u>MA+54**</u> II. . Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1 - 6	65.53	68.40	71.34	74.22	80.01
7	68.40	71.34	74.22	77.09	82.91
8	71.34	74.22	77.09	80.01	85.78
9	74.22	77.09	80.01	82.91	88.66
10	77.09	80.01	82.91	85.78	91.56
11	77.09	82.91	85.78	88.66	94.45
12	77.09	82.91	85.78	91.56	97.35
13	77.09	82.91	85.78	91.56	97.35
*14	77.09	82.91	85.78	91.56	97.35
15	80.01	85.78	88.66	94.45	100.26
16	80.01	85.78	88.66	94.45	100.26
17	80.01	85.78	88.66	94.45	100.26
18	82.91	88.66	91.56	97.35	103.14
19	82.91	88.66	91.56	97.35	103.14
20	82.91	88.66	91.56	97.35	103.14
21	85.78	91.56	94.45	100.26	106.04
22	85.78	91.56	94.45	100.26	106.04
23	85.78	91.56	94.45	100.26	106.04
24	88.66	94.45	97.35	103.14	108.90
25	88.66	94.45	97.35	103.14	108.90
26	88.66	94.45	97.35	103.14	108.90
27	91.56	97.35	100.26	106.04	111.80
28	91.56	97.35	100.26	106.04	111.80
29	91.56	97.35	100.26	106.04	111.80
30	94.45	100.26	103.14	108.90	114.70
31	94.45	100.26	103.14	108.90	114.70
32	94.45	100.26	103.14	108.90	114.70
33	97.35	103.14	106.04	111.80	117.61

Category I Faculty in disciplines requiring a master's degree.

Category II Faculty in disciplines in which a master's degree is not generally available.

* Initial placement of the schedule recognizes on a year-for-year basis up to 13 years of full-time suitable teaching experience, for placement at the maximum initial step 14. Credit shall be given for up to 3 years full-time during the preceding 5 years for part-time teaching experience.

Double line indicates maximum limit for initial employment.

** Upper division or graduate-level semester units (convert quarter units to semester units by multiplying by 2/3).

For full details see Article 12 of the PCC/CTA Contract

*** 60 semester units.

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
CONTRACT MONTHLY NONTEACHING FACULTY

11- Month Contract Faculty – 12 payments per year

STEP Years of Experience	Minimum Qualifications	I. BA+54** or MA+18** II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or MA+36** II. . Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA+90** or MA+54** II. . Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1 - 6	6518.21	6805.80	7093.36	7380.94	7956.10
7	6805.80	7093.36	7380.94	7668.48	8243.62
8	7093.36	7380.94	7668.48	7956.10	8531.20
9	7380.94	7668.48	7956.10	8243.62	8818.76
10	7668.48	7956.10	8243.62	8531.20	9106.34
11	7668.48	8243.62	8531.20	8818.76	9393.91
12	7668.48	8243.62	8531.20	9106.34	9681.50
13	7668.48	8243.62	8531.20	9106.34	9681.50
*14	7668.48	8243.62	8531.20	9106.34	9681.50
15	7956.10	8531.20	8818.76	9393.91	9969.06
16	7956.10	8531.20	8818.76	9393.91	9969.06
17	7956.10	8531.20	8818.76	9393.91	9969.06
18	8243.62	8818.76	9106.34	9681.50	10256.64
19	8243.62	8818.76	9106.34	9681.50	10256.64
20	8243.62	8818.76	9106.34	9681.50	10256.64
21	8531.20	9106.34	9393.91	9969.06	10544.20
22	8531.20	9106.34	9393.91	9969.06	10544.20
23	8531.20	9106.34	9393.91	9969.06	10544.20
24	8818.76	9393.91	9681.50	10256.64	10831.72
25	8818.76	9393.91	9681.50	10256.64	10831.72
26	8818.76	9393.91	9681.50	10256.64	10831.72
27	9106.34	9681.50	9969.06	10544.20	11119.32
28	9106.34	9681.50	9969.06	10544.20	11119.32
29	9106.34	9681.50	9969.06	10544.20	11119.32
30	9393.91	9969.06	10256.64	10831.72	11406.92
31	9393.91	9969.06	10256.64	10831.72	11406.92
32	9393.91	9969.06	10256.64	10831.72	11406.92
33	9681.50	10256.64	10544.20	11119.32	11694.46

Category I Faculty in disciplines requiring a master's degree.

Category II Faculty in disciplines in which a master's degree is not generally available.

* Initial placement of the schedule recognizes on a year-for-year basis up to 13 years of full-time suitable teaching experience, for placement at the maximum initial step 14. Credit shall be given for up to 3 years full-time during the preceding 5 years for part-time teaching experience.

Double line indicates maximum limit for initial employment.

** Upper division or graduate-level semester units (convert quarter units to semester units by multiplying by 2/3).

For full details see Article 12 of the PCC/CTA Contract

*** 60 semester units.

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
CONTRACT MONTHLY NONTEACHING OVERLOAD FACULTY

STEP Years of Experience	Minimum Qualifications	I. BA+54** or <u>MA+18**</u> II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or <u>MA+36**</u> II. . Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA+90** or <u>MA+54**</u> II. Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1 - 6	48.36	50.52	52.71	54.80	59.06
*7	50.52	52.71	54.80	56.95	61.20
8	52.71	54.80	56.95	59.06	63.35
9	54.80	56.95	59.06	61.20	65.46
10	56.95	59.06	61.20	63.35	67.66
11	56.95	61.20	63.35	65.46	69.75
12	56.95	61.20	63.35	67.66	71.87
13	56.95	61.20	63.35	67.66	71.87
*14	56.95	61.20	63.35	67.66	71.87
15	59.06	63.35	65.46	69.75	74.02
16	59.06	63.35	65.46	69.75	74.02
17	59.06	63.35	65.46	69.75	74.02
18	61.20	65.46	67.66	71.87	76.18
19	61.20	65.46	67.66	71.87	76.18
20	61.20	67.66	67.66	71.87	76.18
21	63.35	67.66	69.75	74.02	78.32
22	63.35	67.66	69.75	74.02	78.32
23	63.35	67.66	69.75	74.02	78.32
24	65.46	69.75	71.87	76.18	80.40
25	65.46	69.75	71.87	76.18	80.40
26	65.46	69.75	71.87	76.18	80.40
27	67.66	71.87	74.02	78.32	82.57
28	67.66	71.87	74.02	78.32	82.57
29	67.66	71.87	74.02	78.32	82.57
30	69.75	74.02	76.18	80.40	84.70
31	69.75	74.02	76.18	80.40	84.70
32	69.75	74.02	76.18	80.40	84.70
33	71.87	76.18	78.32	82.57	86.83

Category I Faculty in disciplines requiring a master's degree.

Category II Faculty in disciplines in which a master's degree is not generally available.

* Initial placement of the schedule recognizes on a year-for-year basis up to 13 years of full-time suitable teaching experience, for placement at the maximum initial step 14. Credit shall be given for up to 3 years full-time during the preceding 5 years for part-time teaching experience.

Double line indicates maximum limit for initial employment.

** Upper division or graduate-level semester units (convert quarter units to semester units by multiplying by 2/3).

For full details see Article 12 of the PCC/CTA Contract

*** 60 semester units.

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
CONTRACT MONTHLY OVERLOAD FACULTY

STEP Years of Experience	Minimum Qualifications	I. BA+54** or <u>MA+18**</u> II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or <u>MA+36**</u> II. Minimum Qualifications + 36** (Must possess a bachelor's degree)	I. BA+90** or <u>MA+54**</u> II. Minimum Qualifications + 54** (Must possess a bachelor's degree)	Doctorate Degree
1 - 6	68.19	71.14	74.19	77.19	83.16
*7	71.14	74.19	77.19	80.20	86.20
8	74.16	77.19	80.20	83.16	89.22
9	77.19	80.20	83.16	86.20	92.23
10	80.20	83.16	86.20	89.22	95.21
11	80.20	86.20	89.22	92.23	98.25
12	80.20	86.20	89.22	95.21	101.25
13	80.20	86.20	89.22	95.21	101.25
*14	80.20	86.20	89.22	95.21	101.25
15	83.16	89.22	92.23	98.25	104.29
16	83.16	89.22	92.23	98.25	104.29
17	83.16	89.22	92.23	98.25	104.29
18	86.20	92.23	95.21	101.25	107.26
19	86.20	92.23	95.21	101.25	107.26
20	86.20	92.23	95.21	101.25	107.26
21	89.22	95.21	98.25	104.29	110.33
22	89.22	95.21	98.25	104.29	110.33
23	89.22	95.21	98.25	104.29	110.33
24	92.23	98.25	101.25	107.26	113.27
25	92.23	98.25	101.25	107.26	113.27
26	92.23	98.25	101.25	107.26	113.27
27	95.21	101.25	104.29	110.33	116.31
28	95.21	101.25	104.29	110.33	116.31
29	95.21	101.25	104.29	110.33	116.31
30	98.25	104.29	107.26	113.27	119.31
31	98.25	104.29	107.26	113.27	119.31
32	98.25	104.29	107.26	113.27	119.31
33	104.29	107.26	113.27	116.31	122.30

Classes B, C, D (Category I) Faculty in subject matter areas in which a bachelor's degree or higher is offered.

Classes B, C, D (Category II) Faculty in subject matter areas in which no bachelor's degree is offered (see reverse).

* Initial placement of the schedule recognizes on a year-for-year basis up to 13 years of full-time suitable teaching experience and/or full-time vocational experience exceeding that required to meet minimum teaching qualifications. Double line indicates maximum limit for initial employment.

** Upper division or graduate-level semester units (convert quarter units to semester units by multiplying by 2/3). For full details see Article 12 of the PCC/CTA Contract

*** 60 semester units.

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
ADJUNCT CREDIT INTERSESSION FACULTY

STEP Years of Experience	Minimum Qualifications	I. BA+54** or MA+18** II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or MA+36** II. . Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA+90** or MA+54** II. . Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1	57.15	59.21	62.44	65.58	71.89
2	59.21	62.44	65.58	68.70	75.06
3	62.44	65.58	68.70	71.89	78.30
4	65.58	68.70	71.89	75.06	81.44
5	68.70	71.89	75.06	78.30	84.60
6	71.89	75.06	78.30	81.44	87.78
*7	75.06	78.30	81.44	84.60	90.98
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8	78.30	81.44	84.60	87.78	94.14
9	81.44	84.60	87.78	90.98	97.31
10	84.60	87.78	90.98	94.14	100.46
11	84.60	90.98	94.14	97.31	103.66
12	84.60	90.98	94.14	100.46	106.79
13	84.60	90.98	94.14	100.46	106.79
14	84.60	90.98	94.14	100.46	106.79
15	87.78	94.14	97.31	103.66	110.03
16	87.78	94.14	97.31	103.66	110.03
17	87.78	94.14	97.31	103.66	110.03
18	90.98	97.31	100.46	106.79	113.19
19	90.98	97.31	100.46	106.79	113.19
20	90.98	97.31	100.46	106.79	113.19
21	94.14	100.46	103.66	110.03	116.33
22	94.14	100.46	103.66	110.03	116.33
23	94.14	100.46	103.66	110.03	116.33
24	97.31	103.66	106.79	113.19	119.50
25	97.31	103.66	106.79	113.19	119.50

Classes B, C, D (Category I) Faculty in subject matter areas in which a bachelor's degree or higher is offered.

Classes B, C, D (Category II) Faculty in subject matter areas in which no bachelor's degree is offered (see reverse).

* Initial step placement based on experience beyond that required for the credential. Double line indicates maximum limit for initial employment. Faculty must serve a minimum of 400 hours to qualify for the next step. After attaining qualifying hours, the effective date for movement is July 1. Teachers are placed on the schedule as new employees after a break of service exceeding 39 months. (Placement of employees with credential issued prior to January 1, 1971, will be evaluated on an individual basis.)

** Upper division or graduate level semester units (convert quarter units to semester units by multiplying 2/3). For full details see Article 12 of the PCC/CTA Contract.

*** 60 semester units.

Initial placement of the schedule recognizes on a year-for-year basis up to six years suitable teaching experience and/or vocational experience exceeding that required to meet minimum teaching qualifications.

CLASS A

Minimum Qualifications.

CLASS B

- I. MA + 18 or BA + 54.
- II. Eighteen units beyond those required for the minimum qualifications, including an associate art's degree (or equivalent*).

CLASS C

- I. MA + 36 or BA + 72.
- II. Thirty-six units beyond those required for the minimum qualifications, including a bachelor's degree.

CLASS D

- I. MA + 54 or BA + 90.
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's degree.

CLASS E

- I. Possession of an earned doctorate for an accredited institution, or
- II. Following completion of a bachelor's degree, graduation from a three-year program at a professionally oriented institution which is accredited by a recognized professional organization which awards accreditation to institutions of higher education for training in that profession and which institution is approved by the California Community Colleges Chancellor's Office, which degree can be translated to the equivalent of a doctorate.

CLASSES B, C, D (Category II)

Open only to faculty in the following subject matter areas in which no bachelor's degree is offered:

- | | |
|---------------------------------|-------------------------|
| Administration of Justice | Fashion |
| Advertising/Graphic Design | Fire Technology |
| Automotive Technology | Food Services |
| Building Construction | Legal Assisting |
| Business Information Technology | Machine Shop Technology |
| Computer Information Systems | Medical Assisting |
| Cosmetology and Barbering | Photographic Technology |
| Dental Assisting | Printing Technology |
| Dental Hygiene | Radiologic Technology |
| Dental Laboratory Technology | Sign Art |
| Drafting--Mechanical Drafting | Telecommunications |
| Electrical Technology | Vocational Nursing |
| Electronics Technology | Welding |
| Emergency Medical Technology | |
| Environmental Technology | |

*60 semester units

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
ADJUNCT CREDIT NONTEACHING FACULTY

STEP Years of Experience	Minimum Qualifications	I. BA+54** or <u>MA+18**</u> II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA+72** or <u>MA+36**</u> II. Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA+90** or <u>MA+54**</u> II. Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1	45.56	48.17	50.71	53.25	58.41
2	48.17	50.71	53.25	55.89	61.02
3	50.71	53.25	55.89	58.41	63.65
4	53.25	55.89	58.41	61.02	66.21
5	55.89	58.41	61.02	63.65	68.78
6	58.41	61.02	63.65	66.21	71.33
*7	61.02	63.65	66.21	68.78	73.95
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8	63.65	66.21	68.78	71.33	76.48
9	66.21	68.78	71.33	73.95	79.06
10	68.78	71.33	73.95	76.48	81.68
11	68.78	73.95	76.48	79.06	84.23
12	68.78	73.95	76.48	81.68	86.81
13	68.78	73.95	76.48	81.68	86.81
14	68.78	73.95	76.48	81.68	86.81
15	71.33	76.48	79.06	84.23	89.40
16	71.33	76.48	79.06	84.23	89.40
17	71.33	76.48	79.06	84.23	89.40
18	73.95	79.06	81.68	86.81	91.96
19	73.95	79.06	81.68	86.81	91.96
20	73.95	79.06	81.68	86.81	91.96
21	76.48	81.68	84.23	89.40	94.53
22	76.48	81.68	84.23	89.40	94.53
23	76.48	81.68	84.23	89.40	94.53
24	79.06	84.23	86.81	91.96	97.16
25	79.06	84.23	86.81	91.96	97.16

Classes B, C, D (Category I) Faculty in subject matter areas in which a bachelor's degree or higher is offered.

Classes B, C, D (Category II) Faculty in subject matter areas in which no bachelor's degree is offered (see reverse).

* Initial step placement based on experience beyond that required for the credential. Double line indicates maximum limit for initial employment. Faculty must serve a minimum of 375.2 hours to qualify for the next step. After attaining qualifying hours, the effective date for movement is July 1. Teachers are placed on the schedule as new employees after a break of service exceeding 39 months. (Placement of employees with credential issued prior to January 1, 1971, will be evaluated on an individual basis.)

** Upper division or graduate level semester units (convert quarter units to semester units by multiplying 2/3). For full details see Article 12 of the PCC/CTA Contract.

*** 60 semester units.

Initial placement of the schedule recognizes on a year-for-year basis up to six years suitable teaching experience and/or vocational experience exceeding that required to meet minimum teaching qualifications.

CLASS A

Minimum Qualifications.

CLASS B

- I. MA + 18 or BA + 54.
- II. Eighteen units beyond those required for the minimum qualifications, including an associate art's degree (or equivalent*).

CLASS C

- I. MA + 36 or BA + 72.
- II. Thirty-six units beyond those required for the minimum qualifications, including a bachelor's degree.

CLASS D

- I. MA + 54 or BA + 90.
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's degree.

CLASS E

- I. Possession of an earned doctorate for an accredited institution, or
- II. Following completion of a bachelor's degree, graduation from a three-year program at a professionally oriented institution which is accredited by a recognized professional organization which awards accreditation to institutions of higher education for training in that profession and which institution is approved by the California Community Colleges Chancellor's Office, which degree can be translated to the equivalent of a doctorate.

CLASSES B, C, D (Category II)

Open only to faculty in the following subject matter areas in which no bachelor's degree is offered:

- | | |
|---------------------------------|-------------------------|
| Administration of Justice | Fashion |
| Advertising/Graphic Design | Fire Technology |
| Automotive Technology | Food Services |
| Building Construction | Legal Assisting |
| Business Information Technology | Machine Shop Technology |
| Computer Information Systems | Medical Assisting |
| Cosmetology and Barbering | Photographic Technology |
| Dental Assisting | Printing Technology |
| Dental Hygiene | Radiologic Technology |
| Dental Laboratory Technology | Sign Art |
| Drafting--Mechanical Drafting | Telecommunications |
| Electrical Technology | Vocational Nursing |
| Electronics Technology | Welding |
| Emergency Medical Technology | |
| Environmental Technology | |

*60 semester units

Pasadena Area Community College District
Official Academic Salary Schedule
Effective July 1, 2019
ADJUNCT CREDIT SEMESTER FACULTY

STEP Years of Experience	Minimum Qualifications	I. BA +54** or <u>MA + 18**</u> II. Minimum Qualifications + 18** (Must possess an associate's degree or equivalent**)	I. BA +72** or <u>MA + 36**</u> II. Minimum Qualifications + 36** (Must possess an bachelor's degree)	I. BA + 90** or <u>MA + 54**</u> II. Minimum Qualifications + 54** (Must possess a master's degree)	Doctorate Degree
1	63.74	65.24	66.79	68.37	71.48
2	65.24	66.70	68.37	69.91	73.01
3	66.79	68.37	69.91	71.48	74.54
4	68.37	69.91	71.48	73.01	76.15
5	69.91	71.48	73.01	74.54	77.67
6	71.48	73.01	74.54	76.15	79.27
*7	73.01	74.54	76.15	77.67	80.81
8	74.54	76.15	77.67	79.27	82.33
9	76.15	77.67	79.27	80.81	83.91
10	77.67	79.27	80.81	82.33	85.49
11	79.27	80.81	82.33	83.91	87.01
12	80.81	82.33	83.91	85.49	88.59
13	82.33	83.91	85.49	87.01	90.17
14	83.91	85.49	87.01	88.59	91.64
15	85.49	87.01	88.59	90.17	93.21
16	87.01	88.59	90.17	91.64	94.83
17	88.59	90.17	91.64	93.21	96.32
18	90.17	91.64	93.21	94.83	97.86
19	91.64	93.21	94.83	96.32	99.45
20	93.21	94.83	96.32	97.86	101.00
21	94.83	96.32	97.86	99.45	102.55
22	96.32	97.86	99.45	101.00	104.14
23	97.86	99.45	101.00	102.55	105.62
24	99.45	101.00	102.55	104.14	107.19
25	101.00	102.55	104.14	105.62	108.76

Classes B, C, D (Category I) Faculty in subject matter areas in which a bachelor's degree or higher is offered.

Classes B, C, D (Category II) Faculty in subject matter areas in which no bachelor's degree is offered (see reverse).

* Initial step placement based on experience beyond that required for the credential. Double line indicates maximum limit for initial employment. Faculty must serve a minimum of 150 hours to qualify for the next step. After attaining qualifying hours, the effective date for movement is July 1. Teachers are placed on the schedule as new employees after a break of service exceeding 39 months. (Placement of employees with credential issued prior to January 1, 1971, will be evaluated on an individual basis.)

** Upper division or graduate level semester units (convert quarter units to semester units by multiplying 2/3). For full details see Article 12 of the PCC/CTA Contract.

*** 60 semester units.

Initial placement of the schedule recognizes on a year-for-year basis up to six years suitable teaching experience and/or vocational experience exceeding that required to meet minimum teaching qualifications.

CLASS A

Minimum Qualifications.

CLASS B

- I. MA + 18 or BA + 54.
- II. Eighteen units beyond those required for the minimum qualifications, including an associate art's degree (or equivalent*).

CLASS C

- I. MA + 36 or BA + 72.
- II. Thirty-six units beyond those required for the minimum qualifications, including a bachelor's degree.

CLASS D

- I. MA + 54 or BA + 90.
- II. Fifty-four (54) units beyond those required for minimum qualifications, including a master's degree.

CLASS E

- I. Possession of an earned doctorate for an accredited institution, or
- II. Following completion of a bachelor's degree, graduation from a three-year program at a professionally oriented institution which is accredited by a recognized professional organization which awards accreditation to institutions of higher education for training in that profession and which institution is approved by the California Community Colleges Chancellor's Office, which degree can be translated to the equivalent of a doctorate.

CLASSES B, C, D (Category II)

Open only to faculty in the following subject matter areas in which no bachelor's degree is offered:

- | | |
|---------------------------------|-------------------------|
| Administration of Justice | Fashion |
| Advertising/Graphic Design | Fire Technology |
| Automotive Technology | Food Services |
| Building Construction | Legal Assisting |
| Business Information Technology | Machine Shop Technology |
| Computer Information Systems | Medical Assisting |
| Cosmetology and Barbering | Photographic Technology |
| Dental Assisting | Printing Technology |
| Dental Hygiene | Radiologic Technology |
| Dental Laboratory Technology | Sign Art |
| Drafting--Mechanical Drafting | Telecommunications |
| Electrical Technology | Vocational Nursing |
| Electronics Technology | Welding |
| Emergency Medical Technology | |
| Environmental Technology | |

*60 semester units

Pasadena Area Community College District
Official Academic Salary Schedule
 Effective July 1, 2019
ADJUNCT NONCREDIT FACULTY

Years Of Experience	Non-Master's Degree	Master's Degree
1	41.41	44.54
2	44.54	47.62
3	47.62	50.72
4	50.72	53.81
5	53.81	56.97
6	56.97	60.06
* 7	60.06	63.17
8	63.17	66.27
9	66.27	69.39
10	69.39	72.43
11	72.43	75.61
12	75.61	78.65
13	78.65	81.79
14	81.74	84.88
15	81.74	84.88
16	81.74	84.88
17	84.86	88.00

Initial step placement based on experience beyond that required for the credential. Asterisk (*) indicates maximum limit for initial employment.

Employees must serve a minimum of 400 hours to qualify for the next step. After attaining qualifying hours, the effective date for movement is July 1.

Faculty are placed on the schedule as new employees after a break of service exceeding 39 months.

Pasadena Area Community College District
Effective July 1, 2019
Schedule H
PART-TIME NURSE PRACTITIONERS AND DOCTORS

SEL STEP	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
001	51.500	56.650	72.100	82.400	87.550	92.700	66.950	

APPENDIX B
EVALUATION INSTRUMENTS

**Pasadena Area Community College District
Classroom Evaluation
Worksheet Teaching Faculty**

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Uses current materials and theories at an appropriate level for the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employs multiple teaching approaches when applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses ADA and 508 compliant materials that are pertinent to the course outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaches at an appropriate level for the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates ideas clearly, concisely, and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paces classes according to the level and material presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to a classroom environment is conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates sensitivity and flexibility to differing student learning styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stimulates and maintains student interest in the material presented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expectations and assessments are clear and appropriate for demonstrating student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses class time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provides students with a written explanation of the evaluation process, expectations and requirements, assignments, course content, relevant dates, and other information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, gender and sexual orientations, and with various disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignments and tests are clearly related to expressed student learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates flexibility in addressing student needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course learning objectives, student learning outcomes, grading procedures, course content, examinations or assignments, and attendance expectations are clearly communicated to students and follow the criteria as stated in the course syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pasadena Area Community College District
Classroom Evaluation Worksheet
Teaching Faculty

Employee _____ Division _____

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

**Pasadena Area Community College District
Evaluation Worksheet
Counseling Faculty**

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Listens well and provides opportunities for students to express their concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps students identify obstacles and personal issues that are impediments to goal attainment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitates goal attainment by helping students to design an educational plan/individual action plan and by providing ongoing motivational support when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researches questions brought by students or directs students to appropriate sources of information/assistance when advisable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps current with District classes, programs and resources for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps current with programs and policies of receiving institutions to which students transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of district policies and procedures affecting students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates across disciplines within the academic community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses technological resources to advise students, to maintain case notes, to keep colleagues informed and to keep abreast of new information impacting students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and physical and mental disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in Student Learning Outcomes (SLO) and Student Service Outcomes assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists students with setting goals including academic and career goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pasadena Area Community College District
Evaluation Worksheet
Counseling Faculty

Employee _____ Division _____

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Overall (for adjunct faculty). For full time faculty, enter Overall on Summary Evaluation.

Satisfactory <input type="checkbox"/>	Improvement Needed* <input type="checkbox"/>	Unsatisfactory** <input type="checkbox"/>
--	---	--

*Re-evaluate next opportunity
**Not recommended for re-hire

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

**Pasadena Area Community College District
Evaluation Worksheet
Library Faculty**

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed/ Applicable
Promotes access to and use of Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is approachable and relates well with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates information clearly, concisely, and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducts reference interviews and answers questions for students, faculty, staff, and community members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaches information competencies in class orientations, at the reference desk, and/or credit classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists in building, organizing, and maintaining the Library collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains collegial relations with members of the college community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serves as a liaison to specific academic divisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists faculty with the integration of library resources into specific curricular areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes to the College's shared governance through active participation in library and intercampus committees and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in professional developmental activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, skill levels and various disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in Student Learning Outcomes (SLO) and Student Service Outcomes (SSO) assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pasadena Area Community College District
Evaluation Worksheet
Library Faculty

Employee _____ Division _____

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Overall (for adjunct faculty). For full time faculty, enter Overall on Summary Evaluation.

Satisfactory <input style="width: 40px; height: 20px;" type="checkbox"/>	Improvement Needed* <input style="width: 40px; height: 20px;" type="checkbox"/>	Unsatisfactory** <input style="width: 40px; height: 20px;" type="checkbox"/>
---	--	---

*Re-evaluate next opportunity
**Not recommended for re-hire

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

Pasadena Area Community College District
Distance Education Evaluation Worksheet
(Peer, Dean, and Designee)
Full Time and Part Time Faculty

Semester/Year _____

Employee _____ Division _____

Evaluator _____ Date _____

Effective and meaningful instructor-learner interaction is essential to learner motivation, intellectual commitment, and personal development.

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Instructor Initiated Regular Effective Contact				
Instructor-student contact includes regular communication about what is expected of students regarding upcoming assignments and tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor provides communication or collaborative student activities involving contact and interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General discussion forums for student questions encourage interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific discussion forums for questions regarding assignments encourage interaction and critical thinking about course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active interaction (instructor-student, student-student, student-course content) takes place throughout the course, i.e. through discussions, blogs, wikis, self-assessments, posts, email or instant messaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor frequently monitors contact activity to ensure students are interacting with peers and substantively staying on topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faculty-created course content is regularly added/updated/revise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency/Timeliness of Regular Effective Contact				
An active, daily presence is maintained especially during the first weeks of a course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific beginning and ending dates for courses are clearly defined, along with all deadlines for assignments and assessments throughout the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expectations of availability and a turn-around response time are established and posted for student questions/inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early in the course, students are given an opportunity to introduce themselves and the instructor introduces themselves to model interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Performance Indicators				
Uses current materials and theories at an appropriate level for the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses ADA and 508 compliant materials that are pertinent to the course outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaches at an appropriate level for all courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expectations and assessments are clear and appropriate for demonstrating student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignments and tests are clearly related to expressed student learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course learning objectives, student learning outcomes, grading procedures, course content, examinations or assignments, and attendance expectations are clearly communicated to students and follow the criteria as stated in the course syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pasadena Area Community College District
Distance Education Evaluation Worksheet
(Peer, Dean, and Designee)
Full Time and Part Time Faculty

Semester/Year

Employee _____ Division _____

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

**Pasadena Area Community College District
Dean Worksheet for Full Time Faculty Evaluation
(Included in evaluation packet to HR)**

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Keeps current in discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates cooperation and sensitivity in working with colleagues and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains timely, adequate and appropriate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observes health and safety regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends required meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains office hours and is accessible to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convenes class/appointments regularly and on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treats students, faculty and staff with dignity and respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in continued self-initiated professional development activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes academically to the discipline/department/district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in special assignments, committees, projects, research and development areas as needed in the discipline/department/district	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares in faculty responsibilities and college governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participates in SLO assessments and applies results for improvement when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pasadena Area Community College District
Dean Worksheet for Full Time Faculty Evaluation
(Included in evaluation packet to HR)

Employee _____ Division _____

Summary Comments:

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Optional for additional information only.

* The Dean's Summary Comments are included in the Summary Evaluation Report.

Reviewer's Signature _____ Date _____

I have received a copy of this report: _____ Date _____

*I will submit an addendum to this report: _____ Date _____

*Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

Pasadena Area Community College District
Summary Evaluation Report
(Completed by Dean)

STATUS	
Temporary	<input type="checkbox"/>
1 Contract	<input type="checkbox"/>
2 Contract	<input type="checkbox"/>
3 Contract	<input type="checkbox"/>
4 Contract	<input type="checkbox"/>
Regular	<input type="checkbox"/>
Part time	<input type="checkbox"/>

Employee _____ Date _____

Division _____

Recommendation:

Satisfactory	*Improvement Needed	**Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Division Dean Date

 Appropriate Assistant Superintendent/Vice President Date

*In specific areas

*An unsatisfactory evaluation may cause the denial of a class change or service increment.

I have received a copy of this report

 Employee's Signature Date

**I will submit an addendum to this report: _____

**Addendum must be submitted within ten (10) working days after the committee chair has reviewed a copy of the report with the employee.

Pasadena Area Community College District
Reassigned Time Expectations

Faculty name: _____ Date _____

Designation: Part-Time Probationary Tenured Division Chair

Manager of Reassigned Time: _____

Manager of faculty member's regular assignment: _____

Date reassignment began: _____ Anticipated End Date: _____

Title of Reassignment: _____

Percentage of Reassignment: _____ Weekly hours of a 45-hour work week: _____

The appropriate manager will meet with the faculty member to develop and mutually agree to a list of performance expectancies relevant to this assignment and complete this form prior to the end of the second week of the fall semester.

Purpose of Reassignment:

Weekly/Monthly Schedule of Activities:

Specific Objectives/Deliverables and Timeline:

Expected Measurable Outcomes:

Faculty member's signature _____ Date _____

Manager of reassigned time's Signature _____ Date _____

Manager of regular assignment's Signature _____ Date _____

Pasadena Area Community College District
Reassigned Time Evaluation

Faculty name: _____ Date _____

Manager of Reassigned Time: _____

Manger of faculty member's regular assignment: _____

Evaluation of Reassigned Faculty

1. During a faculty member's service in a reassigned position, his or her performance of the relevant duties and responsibilities shall be evaluated no later than the tenth week of the spring semester each year in which the faculty member receives reassigned time.
2. The evaluation of reassigned faculty shall be conducted by the appropriate vice president or designee in the following manner:
 - a. The appropriate vice president or designee shall solicit information about the reassigned faculty member's performance of his or her duties and responsibilities from appropriate area faculty and staff. The Evaluation of Reassigned Faculty Form shall be distributed to the faculty and staff in the evaluatee's department as well as any others the vice president or designee believes should have relevant information about the evaluatee's performance. Faculty shall have ten (10) working days to return the forms to the appropriate vice president or designee.
 - b. The vice president or designee shall record the evaluation results on the Reassigned Form (see below).
 - c. The Reassigned Faculty being evaluated may submit written comments on the evaluation within ten (10) working days, which will be appended to the evaluation.
3. The evaluation of reassigned faculty is a specialized evaluation that is separate from and in addition to the normal evaluation of the reassigned faculty as a faculty member. The evaluation of reassigned time duties may be included in the faculty member's normal evaluation.

Steps to completing the Reassigned Faculty evaluation process:

<input type="checkbox"/>	Schedule a time to meet with your supervisor during your second semester of service as Reassigned Faculty <u>each year</u> .
<input type="checkbox"/>	A copy of your program/department/division annual update from the previous year and attach an update about the status of each goal.
<input type="checkbox"/>	A copy of the proposed annual goals statement for the next year.
<input type="checkbox"/>	Any suggested data sources to assist with the evaluation categories as stated in sections A and B of this form.

Provide your supervisor with:

Pasadena Area Community College District
Reassigned Time Evaluation

A. PROFESSIONAL QUALITIES			
	Meets Expectations	Needs Improvement	Unsatisfactory
Professionalism			
1. Interacts or communicates with peers clearly and tactfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accepts constructive criticism well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains adequate and appropriate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Submits required information on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Attends required meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is regularly available to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional contributions			
7. Makes appropriate contributions to the discipline/department/program and assumes an appropriate share of faculty responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Makes appropriate contributions to the college by serving effectively on committees, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe data and sources used to assess performance on these qualities (Goals set by department, input from department faculty and others, any additional sources):			
Narrative assessment:			
Areas where performance exceeds expectations or where improved performance is needed:			

Pasadena Area Community College District
Reassigned Time Evaluation

B. KNOWLEDGE, SKILLS, AND ABILITIES			
	Meets Expectations	Needs Improvement	Unsatisfactory
9. Demonstrates understanding of budget matters including preparing budgets and monitoring expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates knowledge of district, college, and contractual requirements in scheduling, staffing, revising programs, and developing new programs and courses as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Consults with administration and with other departments as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Recruits, hires, evaluates, and assigns faculty, classified workers, and student workers effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Communicates clearly, concisely, and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is available to students who enroll in the department's courses and is responsive to their concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Involves faculty members in department decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Maintains professional standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is regularly available on campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Maintains required department records and submits department paperwork in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Functions effectively with a minimum of supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Demonstrates sensitivity in working with students, faculty, and staff with diverse backgrounds and needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pasadena Area Community College District
Reassigned Time Evaluation

Describe data and sources used to assess performance on these qualities (Goals set by department, input from department faculty and others, any additional sources):

Narrative assessment:

Areas where performance exceeds expectations or where improved performance is needed:

C. OVERALL EVALUATION

<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
---	--	---

 Appropriate Vice President of Designee

 Date

I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this report will be attached to the copy, which I filed there.

 Reassigned Faculty

 Date

APPENDIX C
FORMS