

Tentative Agreement
Between the Rio Hondo College Faculty Association (RHCFA)
and the Rio Hondo College Community College District (District)
April 29, 2016

This agreement represents settlement of the 2016-2019 collective bargaining agreement between the RHCFA and the District. The agreement will become effective on July 1, 2016 upon ratification by a vote of the RHCFA membership and the Board of Trustees of the District. Each party will notify the other in writing (via written or electronic communication) within 48 hours upon action to ratify this agreement.

1. Salary

- a. Commencing July 1, 2016, the salary schedule shall be increased by COLA plus 2.0%.
- b. Commencing July 1, 2017, the salary schedule shall be increased by COLA plus 1.5%.
- c. Commencing July 1, 2018, the salary schedule shall be increased by COLA.

2. Term of Contract

- a. Article 25 shall be amended as follows:
This Agreement shall remain in full force and effect from July 1, 2013 2016 up to midnight June 30, 2016 2019.

3. Calendar

- a. The attached 2017-2018 and 2018-2019 calendars will be adopted. The District and RHCFA will mutually agree to the 2019-2020 calendar.

4. Part-Time Faculty Issues

- a. The RHCFA and District acknowledge multiple shared interests, including the need to increase student success and the desire to increase the professionalization of part-time faculty. Therefore, a negotiations sub-committee will be formed to explore issues relating to part-time rehire rights.
- b. The sub-committee will make recommendations to the negotiations teams by January 15, 2017. Re-openers on the recommendations shall only occur upon mutual agreement by both the RHCFA and the District.

5. Benefits

- a. Section 4.12 shall be amended as follows:
An Internal Revenue Code Section 125 account shall be available for unit members to utilize on a voluntary basis. The District shall make arrangements for a third party administrator to assist in the accounting and management of this program. The District shall pay ~~(\$54)~~ for the Pay Flex program based upon IRC-125 the administrative fee for the program.

6. Benefits – Part-Time Faculty

- a. Section 4.11 shall be replaced with the following:

4.11 Health, Dental, and Vision Insurance and Services – Part-Time Faculty

The District shall contribute \$55,000 per fiscal year to reimburse part-time unit members for health, dental, and vision insurance and services as specified herein.

4.11.1 To participate in this program, a unit member shall: have previously served the District as a unit member for a minimum of two (2) consecutive full semesters; be actively employed by the District at the time of enrollment; not have full insurance coverage through another source; and comply with all requirements and procedures of the carrier for enrollment and maintenance of coverage. The District contribution shall be made directly to the unit member.

4.11.2 Up to \$35,000 shall be allocated for health insurance premium contributions. This pool shall be prorated among participating unit members working more than 50 hours a year, but in no event shall a unit member receive more than a \$500 per fiscal year for health insurance premiums, except as specified in 4.11.4 below.

4.11.3 Each year, up to \$15,000 shall be allocated for reimbursement of dental insurance or services and \$5,000 shall be allocated for reimbursement of vision insurance or services. This pool shall be prorated among participating unit members working more than 25 hours a term, but in no event shall a unit member receive more than a \$250 reimbursement per fiscal year for dental and \$100 reimbursement per fiscal year for vision insurance or services.

4.11.4 At the conclusion of the fiscal year, any remaining balance of the \$55,000 annual pool will first be distributed on a pro rata basis for reimbursements in 4.11.3 and then for reimbursements in 4.11.2.

7. Reassigned Time

- a. Appendix I, which lists reassigned time positions, will be replaced with an updated document that will be mutually agreed upon.
- b. The reassigned time for the Forensics program will be increased to 40%.

8. Mediation

- a. Article 16.3.4 shall be changed as follows and the remaining sub-sections of Article 16 shall be renumbered accordingly:
Once the grievance moves beyond Step III, it belongs to the Association not the grievant. If the grievance is not settled at Step III, either the Association or the District may request mediation within 10 days by notifying the other and contacting the Public Employment Relations Board (PERB). Should the District and the Association jointly agree to choose a mediator other than the one supplied by PERB, the costs of the mediation will be shared equally. The mediator will have no authority to impose a settlement on the parties but may advise the parties in confidence of his or her recommendations to resolve the dispute.

9. Distance Education

- a. The attached Regular and Effective Contact Form will be added as an appendix to this Agreement.
- b. Article 24.8 will be added as follows:
24.8 Regular and Effective Contact
24.8.1 Faculty teaching online will submit the Regular and Effective Contact Form once per year per class prior to teaching an online class.
24.8.2 Each division will designate faculty trained in reviewing online courses for the purposes of peer review. Such training will be done by the Online Education Committee.

10. Reassignment and Transfer Procedure

- a. Section 11.1.3 shall be amended as follows: The District may reassign a unit member **who was hired through AP 7217** as the result of establishment and modification of the organizational structure of the College, to meet decreasing or low enrollment, and/or particular subject area, to comply with requirements of the District's Equal Employment Opportunity policy, to accommodate space limitations, or to provide for the staffing of new or changing curricula or student services.
- b. The first sentence of Section 11.2.2 shall be amended as follows: Any full-time unit member **who was hired through AP 7217** may request a transfer by submitting such request to the Human Resources Office in writing and, if requested by the unit member, the request for transfer shall remain confidential to the Human Resources Office until such time as the request is given administrative consideration.

11. Step Advancement

- a. Article 3.2.6.3 shall be amended as follows:
Effective September 1, 1986, and by converting hours to load, part-time nurses and librarians shall receive step advancements in the same manner as those advancements received by instructional part-time unit members. ***Effective July 1, 2016, all part-time unit members working regular hourly assignments (including counselors) will have the hourly assignments added to load to calculate eligibility for step advancements pursuant to 3.2.6.2.***

12. Student Learning Outcomes

- a. The Unit Member Evaluation Form in Appendix G will be replaced with the attached document.
- b. The Peer Review Form will be mutually agreed upon by the RHCFA and District.
- c. Article 5.3.8 will be replaced with the following:
Faculty shall be responsible for listing Student Learning Outcomes (SLOs) in their syllabi, for entering SLO assessment data in the appropriate software package, and for engaging in dialogue and writing assessment reports with other faculty for one semester each academic year. SLO data must be entered every year by June 30. Faculty evaluations shall be based, in part, on whether a unit member provides SLO data and engages in the SLO process. However, the result of the assessment (i.e., whether high or low levels are achieved) shall not be used as a basis for evaluation.

13. Class Size

- a. The RHCFA and District will form a committee to explore class size across all disciplines. The committee will develop a list of the current enrollment caps. The committee may propose changes to the existing enrollment caps. The committee may also propose changes to the language in Article 7. Such changes can only occur after consultation with the Academic Senate and upon mutual agreement of the RHCFA and District.

14. Stipends for Coaches

- a. The base coaching stipend in Appendix E will be increased from \$250 to \$325.

15. Other Matters

- a. Article 3.3.1 shall be amended as follows: If academic attire for student graduation exercises is required by the District, the District shall provide such attire at no cost to the unit member. **Commencing with the 2017 graduation exercises, this provision will be extended to part-time unit members. If the District notifies the RHCFA in writing after the 2017 graduation exercises, but before October 1, 2017, the provision will revert to only applying to full-time unit members.**
- b. Article 5.3.4 shall be amended as follows: Preparing and submitting proper reports **including submitting copies of syllabi to division deans for each course being taught**
- c. Article 5.7.2 shall be replaced with the following: **Fall and Spring Overload and summer school assignments shall not exceed 40% of a normal load except as approved by the District. Summer assignments shall be governed by Article 24.4.**
- d. Article 22.3 shall be stricken from the contract.
- e. Article 4.13 shall be added as follows: *The District shall reimburse unit members for overpayments to the CalSTRS Defined Benefit Supplement by April 1 of each fiscal year.*
- f. Article 24.4 shall be amended as follows:

In order to maintain quality programs and high academic standards, faculty members may teach no more than two (2) classes online during the Fall semester and two (2) classes online during the Spring semester and up to two (2) online overload classes during Fall semester and two (2) online overload classes during Spring semester. A maximum of ~~four (4) classes~~ **80% of a load** may be taught during the summer term whether online or on campus except as approved by the District. ~~A modular class counts as one class, even if it is made of one (1) or one point five (1.5) unit modules. A total of four (4) online classes may be taught in the summer providing, of course, classes are available and the District is offering them as follows:~~

~~A maximum of four (4) classes may be taught during the summer whether online or on campus. A total of four (4) online classes may be taught in the summer, providing, of course, classes are available and the District is offering them as follow:~~

~~24.4.1 Two (2) classes in each five week session, Or~~

~~24.4.2 Four (4) classes in a five week session or one (1) in each five week session AND two (2), OR~~

~~24.4.2 Two (2) classes in a five week session or one (1) in each five week session AND two (2) classes in an eight (8) or ten (10) week session~~

16. Contract Cleanup

- a. The first two paragraphs of Article 4.1.1 shall be replaced with the following:
*Effective January 1, 2010, †*The District shall provide medical health insurance to full time (100%) faculty members. RHCFA members electing to choose PERS Care may do so by paying the differential cost between PERChoice and PERS Care utilizing tenthly payroll deductions. [Note: the first and second paragraphs were switched in order to make things easier to understand].

~~For the policy year 2012~~**As a point of reference**, the District shall make the following (tenthly) PEMHCA contributions for eligible full-time (100%) unit members **for the 2016 policy year**: up to ~~\$583.60~~ **685.90** for single party coverage; up to ~~\$1,167.20~~ **1,371.80** for two (2) party coverage; and up to ~~\$1,517.36~~ **1,783.34** for family coverage. The parties agree that PEMHCA two (2) party coverage includes domestic partners.

17. Evaluation Cleanup

- a. Article 9.3.2 shall be replaced with the following:
When conducting peer review, the committee members shall consider criteria or data which include when relevant (1) classroom instruction, (2) regular and effective student contact, (3) counseling or the delivery of non-instructional services, (4) online instruction, (5) student surveys, and (6) use of student learning outcome assessments to improve teaching and learning or services area outcomes. The committee members may also choose to review the unit member based upon additional criteria. The additional criteria shall be mutually agreed upon by the committee members and the unit member being evaluated.
- b. Article 9.5.1.1 shall be amended as follows:
Full-time first and second-contract unit members shall have administrative evaluation which shall include two (2) visitations during the Fall semester and one visitation during the Spring semester, and shall participate in peer review **during the Fall semester**. Unit members who are on leave during the Fall semester and those who begin employment in the Spring semester shall have administrative evaluation with one (1) visitation in the Spring semester and shall have peer review during the Spring semester.
- c. Article 9.5.1.2 shall be amended as follows:
Full-time third-contract (third and fourth year of employment) unit members shall have administrative evaluation which shall include one (1) visitations during the Fall semester **and shall participate in peer review during the Fall semester**. Unit members who are on leave during the Fall shall have administrative evaluation with one (1) visitation in the Spring semester and shall have peer review during the Spring semester.

For the RHCFA

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Robin Dewell

For the District

[Signature]

[Signature]

[Signature]

Jackson Parkes

Signed April 29, 2016.



Rio Hondo College, in response to the **Guidelines for Good Practice: Effective Instructor-Student Contact in Distance Learning (1999)** as developed by the Academic Senate for California Community Colleges encourages the use of these principles to help ensure the quality, integrity, and effectiveness of distance learning.

Instructor Name:

Course Name(s):

Department:

Per Title V Guidelines, regular and substantive interaction between student and instructor is required. Syllabi must describe mandatory regular substantive interaction between students and instructors. Instructors must regularly initiate interaction with their students.

The Distance Education Committee has identified the following methods:

Regular Announcements: Faculty should make general announcements to the students in their distance education classes on a regular basis, whether by the announcement area in the Learning Management System or via e-mails to the entire class. The suggested frequency is a minimum of **one announcement** per week. Moreover, faculty should include a general announcement by the first day of class orienting students and including, at a minimum, course expectations and contact information.

Establishing Expectations: Faculty should include in their syllabus or course orientation a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the quantity of discussion board postings required by the student.

Faculty-Initiated Interaction: Faculty should regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material and what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to: asynchronous discussion board forums with appropriate faculty input, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, regular face-to-face meetings.

Timely Feedback on Student Work: Faculty should grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the semester.

Content Delivery: Faculty should provide content material either through online lectures (in written, video, and/or audio forms) and/or through instructor's enhancement of materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

AGM

Notifying Students of Faculty Unavailability/Offline Time: If the instructor must be out of contact briefly for any reason (such as an illness or family emergency that takes the instructor offline), notification to students should be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than 2 (two) days, excluding holidays and weekends.

Check which delivery method(s) you utilize and how many times per week. **Best practices would include some but not necessarily all of the following:**

Delivery Method	Never	Once per week	Two or more times per week	Other: Please specify
Announcements				
Email Correspondence				
Discussion Boards				
Timely feedback on assignments				
Telephone contact				
Other (i.e. CCC Confer, Online group meetings, Voice Thread, Synchronous office hours, etc.)				

To ensure faculty initiate regular and substantive interaction with students in Distance Education courses, the above table is to be completed by online teaching faculty (FT/PT) and submitted once each academic year to the Office of Online Education.

Faculty Signature

Date

*B
AW*

RIO HONDO COMMUNITY COLLEGE DISTRICT
UNIT MEMBER EVALUATION REPORT

UNIT MEMBER _____ ASSIGNED DEPARTMENT _____

EVALUATOR _____ STATUS: _____ 1st Contract for Year 1
 _____ 2nd Contract for Year 2
 _____ 3rd Contract for Years 3 & 4
 _____ Regular
 _____ Part-Time

A. Each of the following roles and responsibilities shall be considered by the evaluator in this evaluation and judged performance noted. Specific written comments are required when an item is marked unsatisfactory.

- S = SATISFACTORY
- S/with PD Plan = SATISFACTORY WITH PROFESSIONAL DEVELOPMENT PLAN
- U = UNSATISFACTORY
- N/A = NOT APPLICABLE

	S	S/with PD Plan	U	N/A
I. LEARNING ENVIRONMENT				
1. Teaches in accordance with the objectives and course content identified in the syllabi and course outlines.				
2. Demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.				
3. Communicates clearly using visual and interactive techniques presenting course material in an engaging manner.				
4. Actively listens and pays attention to students' questions and concerns.				
5. Utilizes appropriate instructional methodologies that address the diverse learning styles and needs.				
6. Demonstrates respect for student opinions, encourages student efforts and treats students in a fair and impartial manner.				
7. Acquaints the students at the beginning of the course with course requirements, evaluation procedures and attendance requirements based on clear course objectives and department standards.				
8. Encourages critical thinking and the development of student self-responsibility.				
9. Creates a respectful, positive, safe student-centered environment that is conducive to learning.				
10. Respects and is sensitive to students' diversity, including language, culture, race, gender and special needs.				
11. Demonstrates organizational and classroom management skills; maximizes instructional time and minimizes disruptions.				
12. Gathers, analyzes, and uses all relevant data to measure student academic progress; guides instructional content and delivery methods; and provides timely feedback.				
13. Demonstrates ability to link present content with past and future learning experiences, other subject areas, and real world experiences and applications				

B
AW

	S	S/with PD Plan	U	N/A
14. Plans time realistically for pacing and content mastery				
15. Provides SLO assessment data and participates in its review				
16. Provides regular and effective student contact in online classes (if applicable)				
II. PROFESSIONAL GROWTH AND DEVELOPMENT				
1. Maintains and incorporates current discipline-specific knowledge (i.e. coursework, workshops, seminars, conference exhibits, research, publications) and utilizes appropriate materials into instructional practice.				
2. Maintains current certification / job training as job requires (if applicable).				
3. Sets goals for improvement of knowledge and skills.				
III. DISTRICT WIDE PARTICIPATION				
1. Serves as a contributing member by participating in college and/or district governance structure; attends and/or contributes in department/area/college and District committees and faculty meetings; demonstrates involvement in a professional learning community.				
2. Works in a collegial and cooperative manner with faculty, staff and administrators to assist students in achieving their educational goals.				
3. Participates in the peer review process and serves on peer review committees.				
IV. PROFESSIONAL RESPONSIBILITIES (Coach)				
1. Follows CCCAA and conference rules and regulations.				
2. Actively recruits student-athletes to field an appropriate team size and be competitive with other schools.				
3. Communicates well with both the administration and students on items such as; practice dates and times, in and out of season tasks, facility reservations, behavior and expectations, travel information and ethical behavior.				
4. Promotes and encourages academic success of student-athletes in program.				
5. Positively promotes Rio Hondo Athletics.				
6. Assumes responsibility for Assistant Coaches and provides them with guidance.				
7. Keeps accurate records and statistics.				
8. Attends on site athletic practices and competitions of potential recruits.				
9. Leads by example, demonstrates and holds entire team to high sportsmanship standards.				
V. CLINICALS (Health Science)				
1. Objectives of the course are clearly posted on the hospital unit.				
2. Seeks learning opportunities for all students in the clinical area.				
3. Reinforces theory in the clinical area.				
4. Teaches course(s) in accordance with the clinical objectives and content.				

	S	S/with PD Plan	U	N/A
VI. COUNSELING SKILLS				
1. Communicates clearly, correctly and effectively with students regarding their academic, career and personal concerns.				
2. Adjusts methodologies for students with special needs and/or different learning styles.				
3. Provides clear information or directives to students in the development of educational plans, academic goals and success strategies.				
4. Demonstrates compassion, empathy, respect and confidentiality towards students.				
5. Develops appropriate, complete and accurate written information for students ,e.g., transfer agreements, education plans, petitions, etc.				
VII. LIBRARIANS				
1. Identifies and uses library strategies and resources appropriate to individual student needs.				
2. Establishes the relevancy and facilitates the Library Services/Program.				
3. Use a wide variety of Rio Hondo Library resources, including available technology to meet Standards for Library/Information Literacy; provides lessons/strategies that engage most students and facilitate student learning.				
4. Keeps abreast of current literature by reading reviewing journals and other resources.				
5. Fosters and create a stimulating, inclusive, safe, and equitable learning environment.				
6. Provides necessary information about the Rio Hondo College Library Services/Program to students; is available as needed to respond to concerns.				
7. Develops and manages a collection of resources that support and enhance Rio Hondo College curriculum; makes decisions for the Library Services/Program which support Rio Hondo College curriculum.				
8. Responds to student questions and refers students to appropriate sources of information.				
9. Plans, teaches, evaluates and reinforces instruction designed to make students and staff effective users of information and Library resources.				
10. Assists all users in identifying and locating materials and information resources.				
11. Reviews, evaluates and discards library materials as needed.				
12. Demonstrates a clear understanding of departmental and Library policies and operations and an ability to justify and interpret these to staff and library users.				
13. Makes contributions which improve the internal operations of Library department.				
14. Adapts and implements new methods and technologies to provide improved service to Library users.				
VIII. COORDINATORS				
1. Uses effective strategies, resources and data to meet the needs of the program.				
2. Develops appropriate long and short range plans and adapts plans when needed.				

Comments: _____

AW
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B. The following roles and responsibilities are deemed valuable but all unit members may not have the opportunity to perform each. It is desired that unit member will participate in selected areas of his/her choice, depending on assignment, interest and opportunity.

	S	S/with PD Plan	U	N/A
1. To develop, implement, and evaluate the instructional program, i.e., selection of textbooks, course and curriculum revisions, use of appropriate instructional techniques, budget preparation, and teaching assignments.				
2. To advise students in course selection, academic achievement, and career planning within the unit member's discipline.				
3. To participate in the selection of certificated and classified staff.				
4. To participate in college and division/area committees.				
5. To participate in staff development programs, advanced study or related work experience, and attendance at conferences.				
6. To participate in the active recruitment of students.				
7. To perform college-related community services to the community.				
8. To articulate with high schools and transfer institutions (may include visitations).				
9. To provide job placements for students.				
10. To participate in organization and implementation of advisory committees.				
11. To participate in co-curricular activities on and off campus.				
12. To participate in the accreditation process.				
13. To participate as a speaker in the community.				

The narrative evaluation included in this section should identify achievement in these roles. Included here will be reference to other contributions of the unit member to the teaching professions. Provide narrative as needed:

C. Overall Evaluation
 I judge this unit member to be _____
 Satisfactory or Satisfactory with Professional Development Plan or Unsatisfactory

 Signature of Evaluator

D. Professional development plan (if any): Design to support an instructor addressing areas of concern through targeted supervision and additional resources.

Outline program of improvement that would lead to satisfactory rating. Be specific and key suggestions to improvement professional development plan. Provide narrative as needed:

E. Unit Member Response (if any)

F. I have reviewed the contents of the evaluation.

Signature of Unit Member

Date

cc: Unit Member
Personnel File
Evaluator's File

- Rev: 5-31-96
- Rev: 8-1-02
- Rev: 3-8-06
- Rev: 11-1-13
- Rev: 9-10-14
- Rev: 4-28-16**

PEER REVIEW RESULTS
RIO HONDO COMMUNITY COLLEGE DISTRICT

TO: Faculty Member Being Evaluated:

When the peer review evaluation is completed, submit this form to the peer review committee members for final completion, then return it to the Human Resources Office by the end of the twelfth week of the semester.

TO: Peer Review Committee:

Evaluation criteria: When conducting the peer review, the committee members shall consider criteria or data which include, when relevant (1) classroom instruction, (2) regular and effective student contact, (3) counseling or delivery of non-instructional services, (4) online instruction, and (5) use of student learning outcome assessments to improve teaching and learning or service area outcomes. The committee members may choose to review the unit member based upon additional criteria. The additional criteria shall be mutually agreed upon by the committee members and the unit member being evaluated.

Name of faculty member who was reviewed: _____

Faculty Name

- | | |
|--|--|
| <input type="checkbox"/> classroom instruction | <input type="checkbox"/> regular and effective student contact |
| <input type="checkbox"/> counseling or delivery of non-instructional services | <input type="checkbox"/> online instruction |
| <input type="checkbox"/> use of student learning outcome assessments to improve teaching and learning or service area outcomes | <input type="checkbox"/> additional criteria: _____ |

Please indicate the results of the peer review.

- Satisfactory
- Unsatisfactory
- Satisfactory with a Professional Development Plan

Additional comments/feedback, if any:

FOR PEER REVIEW COMMITTEE MEMBERS:

By signing the form below, you are acknowledging you have completed an evaluation conference with the unit member to discuss the evaluation results.

Print Name and Sign _____ Date _____ Print Name and Sign _____ Date _____



PEER REVIEW COMMITTEE MEMBERS: Please fill the bottom portion of this form in order to receive FLEX Credit

To: FLEX Office

FROM: Human Resources Office

The peer review has been completed for _____ and has been received in Human Resources. Please give the following committee member FLEX credit.

Print Name _____ Signature _____ Print Name _____ Signature _____

4/29/16 in progress

DRAFT Revised: 4-29-16

JR
RW



Instructional FLEX Calendar 2017-2018

MAY 2017				
28	29	30	31	
29 - Memorial Day				

JUNE 2017				
		1	2	3
4	5	6	7	8
9	10	11	12	13
14	15	16	17	18
19	20	21	22	23
24	25	26	27	28
29	30			

5 - Summer Classes Begin

TEN-WEEK SESSION: 10-weeks				
Monday, June 5 - Friday, August 11, 2017				
FIRST SESSION: 5-weeks				
Monday, June 5 - Friday, July 7, 2017				
EVENING SESSION: 6-weeks				
Monday, June 19 - Friday, July 28, 2017				
LATE START SESSION: 8-weeks				
Monday, June 19 - Friday, August 11, 2017				
SECOND SESSION: 5-weeks				
Monday, July 10 - Friday, August 11, 2017				

SUMMER 2017				
(June 5 - August 11)				
FALL 2017				
(August 19 - December 9) 16 weeks				
Intercession 2017				
(January 2 - January 25) 4 weeks				
SPRING 2018				
(January 27 - May 24) 16 weeks				
Required FLEX Days				
(August 18, 2017) (January 26, 2018)				
24 Commencement (Thurs., May 24, 2018)				
Weekend College				
Non-Instruction Days				
Holidays/Spring Break/Winter Break				
(Administrative and classified employees will work all days except holidays and specified days of vacation)				

JULY 2017									
									1
2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31

4 - Independence Day

AUGUST 2017									
	1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29
30	31								

19 - (Saturday) Fall Classes Begin

SEPTEMBER 2017									
				1	2	3	4	5	6
7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26
27	28	29	30						

4 - Labor Day

OCTOBER 2017									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31									

NOVEMBER 2017									
	1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29
30									

10 - Veterans Day

23-24 - Thanksgiving Holidays
Weekend College Closed

DECEMBER 2017									
			1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27
28	29	30	31						

25 - Christmas Observed

4-9 - Finals Week

JANUARY 2018									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31									

1 - New Year's Day Observed

15 - Martin Luther King Jr. Holiday
27 - Spring Classes Begin

FEBRUARY 2018									
		1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28
29									

16 - Lincoln's Birthday
19 - Washington's Birthday

MARCH 2018									
		1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28
29	30	31							

26-30 - Spring Break

31 - Weekend College Closed

APRIL 2018									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30

MAY 2018									
	1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	25	26	27	28	29
30	31								

21-24 - Finals Week

24 - Commencement
28 - Memorial Day

JUNE 2018									
			1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27
28	29	30							

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13

2017-2018 Student Instructional Calendar

Summer 2017

START DATES

June 5, 19 & July 10

TEN-WEEK SESSION (10-weeks)

- Monday, June 5 – Friday, Aug. 11

FIRST SESSION (5-weeks)

- Monday, June 5 – Friday, July 7

EVENING SESSION:

Evening Classes (6-weeks)

- Monday, June 19 – Friday, July 28

LATE START:

Day and Evening (8-weeks)

- Monday, June 19 – Friday, Aug. 11

(Includes on-site, off site & online classes)

SECOND SESSION:

Day Classes (5-weeks)

- Monday, July 10 – Friday, Aug. 11

Fall 2017

SEMESTER DATES (16-WEEKS)

Saturday, August 19 –

Saturday, December 9

FLEX DAY

- Friday, August 18

(Classes begin Saturday, August 19)

8-WEEK MODULES

(Module A)

- Saturday, Aug. 19 – Friday, Oct. 13

(Module B)

- Saturday, Oct. 14 –

- Saturday, Dec. 9

FINALS

- Monday, December 4 –

- Saturday, December 9

Spring 2018

INTERSESSION DATES (4-WEEKS)

Tuesday, January 2 –

Thursday, January 25

SEMESTER DATES (16-WEEKS)

Saturday, January 27 –

Thursday, May 24

FLEX DAY

- Friday, January 26

SPRING BREAK

- Monday, March 26 –

- Friday, March 30

(No weekend classes Saturday, March 31)

8-WEEK MODULES

(Module A)

- Saturday, January 27 –

- Saturday, March 17

(Module B)

- Monday, March 19 –

- Thursday, May 24

FINALS

- Monday, May 21 –

- Thursday, May 24

COMMENCEMENT

- Thursday, May 24



Instructional FLEX Calendar 2018-2019

MAY 2018				
27	28	29	30	31
28 - Memorial Day				

JUNE 2018				
			1	2
3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30		

4 - Summer Classes Begin

TEN-WEEK SESSION: 10-weeks
Monday, June 4 - Friday, August 10, 2018

FIRST SESSION: 5-weeks
Monday, June 4 - Friday, July 6, 2018

EVENING SESSION: 6-weeks
Monday, June 18 - Friday, July 27, 2018

LATE START SESSION: 8-weeks
Monday, June 18 - Friday, August 10, 2018

SECOND SESSION: 5-weeks
Monday, July 9 - Friday, August 10, 2018

SUMMER 2018 (June 4 - August 10)
FALL 2018 (August 18 - December 8) 16 weeks
Interession 2019 (January 2 - January 24) 4 weeks
SPRING 2019 (January 30 - May 23) 16 weeks
Required FLEX Days (August 17, 2018) (January 25, 2019)
23 Commencement (Thurs., May 23, 2019)
Weekend College
Non-Instruction Days
Holidays/Spring Break/Winter Break (Administrative and classified employees will work all days except holidays and specified days of vacation.)

JULY 2018						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 - Independence Day

AUGUST 2018						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18 - (Saturday) Fall Classes Begin

SEPTEMBER 2018						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Labor Day

OCTOBER 2018						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9 - Veterans Day
22-23 - Thanksgiving Holidays
24 - Weekend College Closed

DECEMBER 2018						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

25 - Christmas Observed
3-8 - Finals Week

JANUARY 2019						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - New Year's Day Observed
21 - Martin Luther King Jr. Holiday
26 - Spring Classes Begin

FEBRUARY 2019						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

15 - Lincoln's Birthday
18 - Washington's Birthday

MARCH 2019						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25-29 - Spring Break
30 - Weekend College Closed

APRIL 2019						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-23 - Finals Week
23 - Commencement
27 - Memorial Day

JUNE 2019						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2019

2018-2019 Student Instructional Calendar

Summer 2018

START DATES

June 4, 18 & July 9

TEN-WEEK SESSION (10-weeks)

- Monday, June 4 – Friday, Aug. 10

FIRST SESSION (5-weeks)

- Monday, June 4 – Friday, July 6

EVENING SESSION:

Evening Classes (6-weeks)

- Monday, June 18 – Friday, July 27

LATE START:

Day and Evening (8-weeks)

- Monday, June 18 – Friday, Aug. 10
(Includes on-site, off site & online classes)

SECOND SESSION:

Day Classes (5-weeks)

- Monday, July 9 – Friday, Aug. 10

Fall 2018

SEMESTER DATES (16-WEEKS)

Saturday, August 18 –

Saturday, December 8

FLEX DAY

- Friday, August 17

8-WEEK MODULES

(Module A)

- Saturday, Aug. 18 – Saturday, Oct. 6

(Module B)

- Monday, Oct. 8 –
Saturday, Dec. 8

FINALS

- Monday, December 3 –
Saturday, December 8

Spring 2019

INTERSESSION DATES (4-WEEKS)

Wednesday, January 2 –

Thursday, January 24

SEMESTER DATES (16-WEEKS)

Saturday, January 26 –

Thursday, May 23

FLEX DAY

- Friday, January 25

SPRING BREAK

- Monday, March 25 –
Friday, March 29

(No weekend classes Saturday, March 30)

8-WEEK MODULES

(Module A)

- Saturday, January 26 –
Saturday, March 16

(Module B)

- Monday, March 18 –
Thursday, May 23

FINALS

- Monday, May 20 –
Thursday, May 23

COMMENCEMENT

- Thursday, May 23

AW

ACADEMIC CALENDAR – 2016-2017

Unit members who are providing classroom instructional duties shall provide services in conformance with the following academic calendar:

Flex Day*	August 19, 2016
Fall Semester Commences	August 20, 2016
Fall Semester Ends	December 10, 2016
Flex Day*	January 27, 2017
Spring Semester Commences	January 28, 2017
Spring Semester Ends	May 25, 2017

Summer Intersession	June 6, 2016 - August 12, 2016
1 st Session - five weeks	June 6, 2016 - July 8, 2016
Evening Session - six weeks	June 20, 2016 - July 29, 2016
Late Start – eight weeks	June 20, 2016 - August 12, 2016
2 nd Session - five weeks	July 11, 2016 - August 12, 2016

Holidays

Independence Day (7/4/16)	New Year's Day (1/2/17)
Labor Day (9/5/16)	Martin Luther King's Day (1/16/17)
Veteran's Day (11/11/16)	Lincoln's Day (2/17/17)
Thanksgiving (11/24/16)	Washington's Day (2/20/17)
Christmas Day (12/26/16)	Memorial Day (5/29/17)

Recesses

Thanksgiving Recess (11/24-25/16)
Spring Recess (3/27-31/17)

In the event classes are held on a holiday or during a recess period, unit members who provide classroom instructional duties shall be assigned on a voluntary basis. In the event there are no volunteers, the District reserves the right to assign such unit members to work on holidays and/or recesses as long as the assignment does not exceed the total number of assigned days of the unit member's annual assignment. In the event an emergency or other event results in less than the assigned number of work days, the remaining days, up to a maximum of three (3) such days, shall be rescheduled at the end of the semester to insure the total number of assigned work days for the unit member's annual assignment. In the event the emergency or other event necessitates the rescheduling of more than three (3) such days, the District and the Association agree to meet and negotiate on the specific days to be rescheduled to insure the total number of assigned work days for the unit member's annual assignment.

* A maximum of seven (7) flex days per year (42 hours), in lieu of instruction, of which up to four and one half and a half (4.5) days (27 hours) may be spent on off-campus activities that are recommended by the Flex Committee.

ACADEMIC CALENDAR – 2017-2018

Unit members who are providing classroom instructional duties shall provide services in conformance with the following academic calendar:

Flex Day*	August 18, 2017
Fall Semester Commences	August 19, 2017
Fall Semester Ends	December 9, 2017
Flex Day*	January 26, 2018
Spring Semester Commences	January 27, 2018
Spring Semester Ends	May 24, 2018
Summer Intersession	June 5, 2017 - August 11, 2017
1 st Session - five weeks	June 5, 2017 - July 7, 2017
Evening Session - six weeks	June 19, 2017 - July 28, 2017
Late Start - eight weeks	June 19, 2017 - August 11, 2017
2 nd Session – five weeks	July 10, 2017 - August 11, 2017

Holidays

Independence Day (7/4/17)	New Year's Day (1/1/18)
Labor Day (9/4/17)	Martin Luther King's Day (1/15/18)
Veteran's Day (11/10/17)	Lincoln's Day (2/16/18)
Thanksgiving (11/23/17)	Washington's Day (2/19/18)
Christmas Day (12/25/17)	Memorial Day (5/28/18)

Recesses

Thanksgiving Recess (11/23-24/17)
Spring Recess (3/26-30/18)

In the event classes are held on a holiday or during a recess period, unit members who provide classroom instructional duties shall be assigned on a voluntary basis. In the event there are no volunteers, the District reserves the right to assign such unit members to work on holidays and/or recesses as long as the assignment does not exceed the total number of assigned days of the unit member's annual assignment. In the event an emergency or other event results in less than the assigned number of work days, the remaining days, up to a maximum of three (3) such days, shall be rescheduled at the end of the semester to insure the total number of assigned work days for the unit member's annual assignment. In the event the emergency or other event necessitates the rescheduling of more than three (3) such days, the District and the Association agree to meet and negotiate on the specific days to be rescheduled to insure the total number of assigned work days for the unit member's annual assignment.

* A maximum of seven (7) flex days per year (42 hours), in lieu of instruction, of which up to four and one half and a half (4.5) days (27 hours) may be spent on off-campus activities that are recommended by the Flex Committee.

ACADEMIC CALENDAR – 2018-2019

Unit members who are providing classroom instructional duties shall provide services in conformance with the following academic calendar:

Flex Day*	August 17, 2018
Fall Semester Commences	August 18, 2018
Fall Semester Ends	December 8, 2018
Flex Day*	January 25, 2019
Spring Semester Commences	January 26, 2019
Spring Semester Ends	May 23, 2019
 Summer Intersession	 June 4, 2018 – August 10, 2018
1 st Session - five weeks	June 4, 2018 – July 6, 2018
Evening Session - six weeks	June 18, 2018 - July 27, 2018
Late Start - eight weeks	June 18, 2018 - August 10, 2018
2 nd Session - eight weeks	July 9, 2018 - August 10, 2018

Holidays

Independence Day (7/4/18)	New Year's Day (1/1/19)
Labor Day (9/3/18)	Martin Luther King's Day (1/21/19)
Veteran's Day (11/9/18)	Lincoln's Day (2/15/19)
Thanksgiving (11/22/18)	Washington's Day (2/18/19)
Christmas Day (12/25/18)	Memorial Day (5/27/19)

Recesses

- Thanksgiving Recess (11/22-23/18)
- Spring Recess (3/25- 29/16)

In the event classes are held on a holiday or during a recess period, unit members who provide classroom instructional duties shall be assigned on a voluntary basis. In the event there are no volunteers, the District reserves the right to assign such unit members to work on holidays and/or recesses as long as the assignment does not exceed the total number of assigned days of the unit member's annual assignment. In the event an emergency or other event results in less than the assigned number of work days, the remaining days, up to a maximum of three (3) such days, shall be rescheduled at the end of the semester to insure the total number of assigned work days for the unit member's annual assignment. In the event the emergency or other event necessitates the rescheduling of more than three (3) such days, the District and the Association agree to meet and negotiate on the specific days to be rescheduled to insure the total number of assigned work days for the unit member's annual assignment.

* A maximum of seven (7) flex days per year (42 hours), in lieu of instruction, of which up to four and one half and a half (4.5) days (27 hours) may be spent on off-campus activities that are recommended by the Flex Committee.

DISTRICT (RE)ASSIGNED TIME

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>% of RELEASE TIME</u>
FINE ARTS	Cultural Events	20%
FINE ARTS	Art Gallery	20%
FINE ARTS	Gallery – Student	23.42%
COMMUNICATIONS	Forensics	19.0540%
COMMUNICATIONS	Debate Coordinator	19.05%
COMMUNICATIONS	Speech Coordinator	15%
COMMUNICATIONS	Writing Workshop Coordinator	15%
COMMUNICATIONS	Reading Coordinator	15%
COMMUNICATIONS	Language Lab Coordinator	15%
COMMUNICATIONS	ESL Coordinator	15%
COMMUNICATIONS	English Coordinator	20%
COMMUNICATIONS	Puente Coordinator	10%
MATH	MESA Program Coordinator	100%
MATH	Math Science Center Coordinator	10%
NURSING	A.D.N. Grant (two positions)	80%
KINESIOLOGY	Fitness Center Coordinator (24 hrs a week)	55%
KINESIOLOGY	Athletic Coordinator	38.10%
SOCIAL SCIENCE	CDC Coordinator	100%
SOCIAL SCIENCE	Drug Studies Coordinator	20%
PUBLIC SAFETY	Fire Academy Coordinator	20%
PUBLIC SAFETY	Fire Academy Coordinator (Wildland)	20%
PUBLIC SAFETY	Police Academy Coordinator	60%
INSTITUTION	RHCFA	20%
INSTITUTION	RHCFA Grievance Chairperson	20%
INSTITUTION	RHCFA Evaluation Facilitator	40%
INSTITUTION	Institutional Effectiveness Coordinator	10%
INSTITUTION	Program Review Coordinator	20%
INSTITUTION	SLO Coordinator	2030% (2016/17)
INSTITUTION	State – Board of Governors **	40%
INSTITUTION	Academic Senate President	80%
INSTITUTION	Academic Senate 1 st Vice President	20%
INSTITUTION	Academic Senate 2 nd Vice President	20%
INSTITUTION	Academic Senate Secretary	20%
INSTITUTION	Academic Senate Parliamentarian	20%
INSTITUTION	Academic Senate – Past President	20%
INSTITUTION	Academic Senate CCC Rep.	20%
INSTITUTION	CCA President**	100%
INSTITUTION	CDIC**	100%
INSTITUTION	Leadership Academy Coordinator	20%
INSTITUTION	Honors Coordinator	40%
INSTITUTION	Curriculum Committee Chair	50%
INSTITUTION	Online College Coordinator	40%
INSTITUTION	Basic Skills Coordinator	40%
INSTITUTION	Staff Development / Flex Coordinator	15%
INSTITUTION	Title 5 Coordinator	50%
INSTITUTION	SWEC Coordinator	40%

INSTITUTION	El Monte Educational Center Coordinator	40%
INSTITUTION	Study Abroad Coordinator	10%
INSTITUTION	Special Point of Contact (SPOC)	40% (2016-17)
INSTITUTION	Equity Coordinator**	100%
INSTITUTION	3SP Coordinator**	100%

** Funded by other source

Please refer to article 5.5.5. for more information

112