

Tentative Agreement  
Between the Rio Hondo College Faculty Association (RHCFA)  
and the Rio Hondo College Community College District (District)  
May 16, 2014

This agreement represents settlement of the 2013-2016 collective bargaining agreement between the RHCFA and the District. The agreement will become effective 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. The salary schedule will be increased by COLA (1.57%) retroactive to July 1, 2013.
- b. For both the 2014-2015 and 2015-2016 academic years, the salary schedule will be increased by 0.5% or 65% of funded COLA, whichever is higher.

**2. Term of Contract / Reopeners**

- a. Article 25 shall be amended as follows:  
*This Agreement shall remain in full force and effect from July 1, 2010 2013 up to midnight June 30, 2013 2016. The RHCFA and the District will negotiate salary, health benefits, and two (2) additional articles of each party's choice for the 2012-2013 calendar year by providing written notice of the additional articles by February 28, 2012.*

**3. Calendar**

- a. The attached 2014-2015 calendar will be adopted. The District and RHCFA will mutually agree to the 2015-2016 and 2016-2017 calendars.

**4. Settlement of PERB Action Relating to Sick Leave for Hourly Assignments**

- a. The PERB action filed by RHCFA in 2011 (Case No. LA-CE-5671-E) relating to hourly sick leave shall be dropped.
- b. Article 8.1.2.1 shall be replaced with the following:  
*Unit members working a part-time assignments (less than 67%) or overload shall earn one (1) hour of personal illness and injury leave for each seventeen (17) hours of time worked. Effective July 1, 2014, this article shall also apply to hourly as needed unit members, Counselors, Librarians, and Coordinators. All full-time unit members shall earn sick leave up to a maximum annual accrual of 24 overload sick leave hours. Sick leave will not be earned for substituting or when another unit member is accruing leave for the same assignment.*

**5. Sick Leave Usage**

- a. The District and RHCFA will form a subcommittee to develop

recommendations to revise Articles 8.1.2.5 and 8.1.2.6.

## **6. Contract Cleanup**

- a. The fifth sentence of Article 22.2.1 relating to lifetime medical benefits will be amended to read as follows:

*For those current employees who **were** vested or partially vested **in 2005** under the prior number of required years (five) but who cannot complete the fifteen (15) years prior to reaching the age of 62, the District will make a transition exception for those who meet the minimum requirements for STRS retirement, and are no less than 62 upon retirement from the District.*

- b. Article 13 will be amended as follows:

*The District shall not discriminate against unit members with respect to wages, hours of employment, and other terms and conditions of employment as defined in Government Code 3540 et seq., or application of the provisions of this Agreement with respect to age, color, creed, residency, marital status, membership in an employee organization, national origin, physical handicap, race, gender, **gender identity, gender expression, military and veteran status**, religion, or sexual orientation (Government Code §12940 et seq).*

- c. The attached Peer Review Form will be adopted.
- d. The portion of Appendix E which lists loads for activities and coaching will be replaced with the attached document.

## **7. Faculty Service Areas**

- a. The District and RHCFA will form a subcommittee to update contractual provisions in Article 21 and Appendix I relating to faculty service areas.

- b. Article 21.4 will be amended as follows:

*~~Within ninety (90) days of ratification of this Agreement, a unit member shall be given written notice of the District's faculty service areas in which he/she may teach; thereafter, a~~ A unit member shall be given written notice of any change in the District records regarding his/her authorized faculty service areas.*

## **8. Sabbatical Leaves**

- a. Article 8.10.4.4 shall read as follows:

*The District shall grant up to five (5) sabbatical leaves based upon the recommendation of the Sabbatical Review Committee. Only by a majority vote of the Sabbatical Review Committee will less than five (5) sabbaticals be granted.*

## **9. Distance Education**

- a. Article 24.7 will be added as follows:

*Beginning in the Fall 2015 term, unit members must be certified to teach*

online. Such certification will only be required once (unless the Rio Hondo College Distance Education Committee indicates recertification is necessary based upon changes in platform and practice). The certification will be developed by the Rio Hondo College Distance Education Committee and mutually agreed to and approved by the Academic Senate and the District.

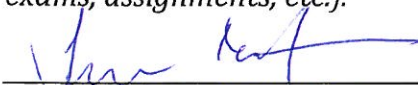
### 10. Project Assignments

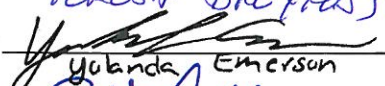
- a. Article 5.5.5.2 shall be added as follows:  
*District Assigned Personnel (DAP) render service to meet needs that are college-wide, not division specific. Duties for new DAP will be included in the recruitment announcement. Selection of a DAP shall be made by the District after consultation with the Association. The District shall notify the Association in writing whenever there is an addition, removal, or change to any DAP position.*
- b. Appendix J shall be amended as attached.


### 11. Student Learning Outcomes

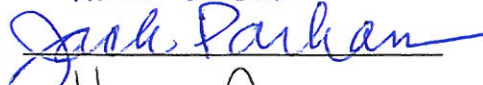
- a. Article 5.3.8 shall be replaced as follows:  
*Effective Fall 2014, full-time faculty shall be responsible for entering Student Learning Outcomes (SLO) assessment data, and engaging in dialogue and writing assessment reports with other faculty for one semester each academic year. Faculty evaluations may be based, in part, on whether a unit member provides assessment data. However, the results of the assessment (i.e., whether they show high or low levels) shall not be used as a basis for evaluation.*

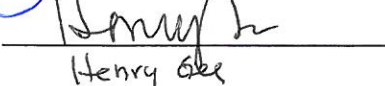
*Part-time faculty can participate in the SLO process on a voluntary basis. No retribution will take place against part-time faculty who choose not to participate in the creation of SLOs and the assessment mechanisms (such as exams, assignments, etc.).*

  
TERESA DREYFUSS


  
Yolanda Emerson


  
PHILIP LUEBBEN


  
Josh Parkan


  
Henry Gee


Rio Hondo Community College District

  
ADAM WEBSTER

  
Tally Puello

  
Jenny Clark

  
Shelly Spencer

  
Sergio Guzman

Rio Hondo College Faculty Association

Date May 16, 2014



# INSTRUCTIONAL FLEX-CALENDAR 2014-2015

## May 2014

25	26	27	28	29	30	31
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26 - Memorial Day

## June 2014

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					

**TEN-WEEK SESSION: 10-weeks**

Monday, June 9 - Friday, August 15, 2014

**FIRST SESSION: 5-weeks**

Monday, June 9 - Friday, July 11, 2014

**EVENING SESSION: 6-weeks**

Monday, June 23 - Friday, August 1, 2014

**LATE START SESSION: 8-weeks**

Monday, June 23 - Friday, August 15, 2014

(Includes on-site & online classes)

**SECOND SESSION: 5-weeks**

Monday, July 14 - Friday, August 15, 2014

**Days of Instruction - SUMMER**  
(June 9 - August 15, 2014)

Consult schedule of classes for specific dates.

**Days of Instruction - FALL**  
(August 23 - December 13, 2014) 16 weeks

**Days of Instruction - Intersession**  
(January 5 - January 29, 2015) 4 weeks

**Days of Instruction - SPRING**  
(February 2 - May 30, 2015) 16 weeks

**Required FLEX Days**  
(August 22, 2014) (January 30, 2015)

**Commencement** - (Thu., May 28, 2015)

**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 2014

	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 2014

Fall 2014 (16 Weeks)

				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	

23 - (Saturday) Fall Classes Begin

## September 2014

	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				

1 - Labor Day

## October 2014

		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 2014

						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

27 & 28 - Thanksgiving Holidays

29 - Weekend College Closed

## December 2014

	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			

8-12 Finals Week

25 - Christmas Observed

## January 2015

Spring 2015 (16 weeks)

				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 Years Observed

19 - Martin Luther King, Jr. Day

## February 2015

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

2 - Spring Classes Begin

13 - Lincoln's Birthday

16 - Washington's Birthday

## March 2015

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				

30, 31 - Spring Break

## April 2015

		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				

1-3 - Spring Break

4 - Weekend College Closed

## May 2015

						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 - Memorial Day

26-30 Finals Week

28 - Commencement

## June 2015

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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**PEER REVIEW RESULTS**  
RIO HONDO COMMUNITY COLLEGE DISTRICT

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**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 which may include (1) teaching performance, (2) student meetings with the unit member, (3) online/classroom instruction materials, (4) student surveys, (5) teaching portfolios, or (6) statements of teaching philosophy. The committee members may choose to review the unit member based upon different criteria. The 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

Please indicate which criteria was / were used for the peer review.

- |   |  |
|---|--|
| <input type="checkbox"/> teaching performance                   | <input type="checkbox"/> student meetings with the unit member |
| <input type="checkbox"/> online/classroom instruction materials | <input type="checkbox"/> student surveys                       |
| <input type="checkbox"/> teaching portfolios                    | <input type="checkbox"/> statement of teaching philosophy      |
| <input type="checkbox"/> different criteria: _____              |  |

Please indicate the results of the peer review.

- Satisfactory
- Unsatisfactory
- Satisfactory with a Professional Development Plan

Addition comments / feedback, if any:

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**FOR PEER REVIEW COMMITTEES:**

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 & Sign	Date	Print Name & 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
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**APPENDIX E**

ACTIVITY

Teaching loads will be adjusted for unit members assigned to certain activities. The following schedule shall be used in computing teaching loads for activities:

<u>Activity</u> <u>Load</u>	<u>Weekly Teaching Load</u> <u>Credit Hours</u>	<u>Percent of</u> <u>Full-time</u> <u>Teaching</u>
Art Gallery	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	20
Choral	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05
Band	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05
Play Production	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05
Theatre	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05
Forensics	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05
Debate	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05
Newspaper Production	4 hrs. for 17 ½ weeks & 4.38 for 16 weeks	19.05

<u>Position</u>	<u>Curriculum Total</u> <u>Hours per week</u>		<u>Additional</u> <u>Hours per</u> <u>Sem./Season</u>	<u>Teaching</u> <u>Stipend</u> <u>% Load *</u>	<u>Stipend</u> <u>Factor **</u>	<u>Teaching</u> <u>Contract</u> <u>Length</u> <u>(months)</u>
	<u>Fall</u>	<u>Spring</u>				
Athletic Coaching		10.94	17.5	47.62	8.0	40
Men's Baseball		10.94	17.5	47.62	8.0	40
M/W Badminton		10.94	17.5	47.62	8.0	40
Women's Basketball	5.47	10.94	5.47 17.5	47.62	8.0	40
Men's Basketball	5.47	10.94	5.47 17.5	47.62	8.0	40
M/W Cross Country	10.94		17.5	47.62	8.0	40
1 Men's Golf		10.94	17.5	47.62	8.0	40
1 Women's Golf	10.94		17.5	47.62	8.0	40
Men's Soccer	10.94		17.5	47.62	8.0	40
Women's Soccer	10.94	10.94	17.5	47.62	8.0	40
Women's Softball		10.94	17.5	47.62	8.0	40
1 M/W Swimming ***		10.94	17.5	47.62	8.0	40
1 M Swimming ***		10.94	17.5	47.62	8.0	40
1 M/W Tennis		10.94	17.5	47.62	8.0	40
1 M/W Track & Field		10.94	17.5	47.62	8.0	40
Women's Volleyball	10.94		17.5	47.62	8.0	40
1 M/W Water Polo	10.94		17.5	47.62	8.0	40
1 M Water Polo	10.94		17.5	47.62	8.0	40
Men's Wrestling	10.94		17.5	47.62	8.0	40
M/W's Athletic Coordinator	8.75	8.75		38.10/38.10	6.5/6.5	40

\* The curriculum load is 42.87%, additional time of 4.75% for a total load of 47.62% per sport's season

STIPEND\*\* = FACTOR X BASE (\$250)

\*\*Stipend is for additional responsibilities beyond the normal assignment.

\*\*\* Men's and Women's swimming if combined to one coach for both teams, then only one line is used in the calculation for that coach

## DISTRICT RELEASE 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	19.05%
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%
P.E.	Fitness Center Coordinator (24 hrs a week)	55%
P.E.	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	Evaluation Facilitator	40%
INSTITUTION	Institutional Effectiveness Coordinator	10%
INSTITUTION	Program Review Coordinator	20%
INSTITUTION	SLO Coordinator	30%
INSTITUTION	State – Board of Governors **	40%
INSTITUTION	Academic Senate President	80%
INSTITUTION	Academic Senate 1 <sup>st</sup> Vice President	20%
INSTITUTION	Academic Senate 2 <sup>nd</sup> 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	State Academic Senate – CCA President**	100%
INSTITUTION	Leadership Academy Coordinator	20%
INSTITUTION	Honors Coordinator	40%
INSTITUTION	Curriculum Committee Chair	50%
INSTITUTION	Virtual 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  
INSTITUTION**

**Study Abroad  
Accreditation Writer**

**10%  
50%**

**\*\* Funded by the State**

**Please refer to article 5.5.5.3 for more information**

**DRAFT**