

ARTICLE 10: PERSONNEL FILES

- 10.1 One official personnel file of each unit member shall be maintained at the District central administration office. No adverse action shall be taken against a unit member based upon written material which is not contained within the official personnel file unless otherwise required by law. Except in situations contemplated under Education Code Sections 87732 or 87734, an opportunity shall be provided for informal resolution to unit member situations that may result in the placement of a derogatory statement in a unit member's personnel file. Prior to placing item(s) in the official personnel file, the District shall make a reasonable effort to verify the accuracy of the material(s).
- 10.2 A unit member shall be provided a copy of any derogatory written material prior to the time such material is placed within the official personnel file. Derogatory material shall be placed in a unit member's personnel file within three (3) calendar months of the incident giving rise to said material, or within three (3) calendar months of District receipt of said material from an outside source under the applicable statutes of limitations. The unit member shall have the right to review the material during normal working hours so long as such does not interfere with the classroom instruction. The unit member may, within ten (10) work days of receipt of copy, submit a written response to be attached to the derogatory material for inclusion within the official file. Derogatory material shall be sealed at the unit member's request after a period of four years from the date of filing.
- 10.3 A unit member shall have the right to examine all materials (except for ratings reports or records which were obtained prior to employment or prepared by identifiable examination committee members, or obtained in connection with a promotional examination) contained within the official personnel file.
- 10.4 The District shall have a representative present when any official personnel file is examined. The unit member's personnel file shall be available for examination by the unit member and/or his/her representative with the unit member's written authorization for each instance. The official personnel file is considered confidential and is available for review only to such other persons who have a legal right and a need to know the contents therein.
- 10.5 The District shall keep a log of persons who have examined an official personnel file, as well as the dates such examinations were made, except routine clerical transactions. The log shall be maintained in the unit member's official personnel file.
- 10.6 Any person who places material in the personnel file shall sign and signify the date on which it was drafted. Any written material placed in the personnel file shall indicate the date of placement.
- 10.7 With approval of the District, a unit member may have material placed in the official personnel file he/she determines may have a bearing on his/her position with the District. In the case of District disapproval, the unit member, upon request, shall be notified in writing within ten (10) work days the

10.8 Unit members shall be informed of all written claims of sexual harassment against them within five (5) work days of receipt of said claims.

reasons for not placing such material in the file.

ARTICLE 11: REASSIGNMENT & TRANSFER PROCEDURE

11.1 Reassignment

This section applies to the reassignment of full-time unit members only as such affects a unit member's full-time load exclusive of any part-time assignments.

11.1.2 Definition

Reassignment is defined as a change in the assignment of a full-time unit member resulting in an assignment of subject areas which are outside the unit member's major or minor field and in which the unit member has no previous teaching experience. In no event shall the reassignment be outside the unit member's faculty service area(s), certification, or area(s) of minimum qualification.

11.1.3 Reasons for Reassignment

The District may reassign a unit member 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 Affirmative Action policy, to accommodate space limitations, or to provide for the staffing of new or changing curricula or student services.

11.1.4 Criteria for Reassignment

11.1.4.1 In effecting a District-initiated reassignment, the District shall use the following criteria:

11.1.4.1.1 The educational needs of the District; and

11.1.4.1.2 The abilities, skills, and knowledge of the affected unit member as such relate to the proposed reassignment

11.1.4.2 In the event more than one unit member is considered for a District-initiated reassignment and the above criteria are equally met, then the unit member with the least districtwide seniority shall be reassigned.

11.1.4.3 The District will attempt to give approximately a one semester advance notice to a unit member being reassigned at the District's option because of programmatic changes. However, if a District-initiated reassignment is the result of other causes, the unit member shall be given ten (10) work days prior notice and a conference

shall be held between the appropriate management person and the unit member in order to discuss the reason(s) for the reassignment.

- 11.1.4.4 If a unit member is to be reassigned, then he/she may request in writing within ten (10) work days following the conference that he/she be given written reasons why he/she is being reassigned. Upon such a request, the District shall respond within ten (10) working days.

11.1.5 Districtwide Seniority

Districtwide seniority, for the purpose of this article, shall be the date of first paid service in an academic position pursuant to Education Code.

11.1.6 Retraining Program

Upon mutual agreement of the unit member and District, the unit member may participate in a District-approved retraining program prior to and/or after a reassignment. With prior approval of the District, the unit member participating in a District-approved retraining program may elect to have the tuition cost of approved course work paid by the District or have such course work credited for salary placement. Upon completion of a retraining program leading to a new teaching competency or expanded credential authorization, a unit member may initiate a request for reassignment to said area(s) or the District may initiate a reassignment to said area(s).

11.1.7 Evaluation Resulting from Reassignment

In the case of a reassignment, the District may evaluate the unit member during the first year of the effective reassignment if such reassignment affects a majority of the unit member's assignment.

11.2 Transfer

11.2.1 Definition

A transfer is defined as a change in the assignment of a full-time unit member resulting in an assignment of subject areas which are within the unit member's major or minor field, or in which the unit member has previous teaching experience. In no event shall the transfer be outside the unit member's faculty service area(s), certification, or minimum qualifications.

11.2.2 Unit Member Initiated Transfer

Any full-time unit member 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. Upon a suitable vacancy and prior to official announcement of that vacancy, a copy of the request will be sent to the current and prospective immediate supervisors, the Office of the Deputy Superintendent, Vice President of Student Learning and Success, and the Association. A notice of the decision on the request will be made by Human Resources within sixty (60) days. Request for transfer shall remain effective for one (1) calendar year and shall be considered by the District prior to the official announcement of vacancy.

11.2.3 Criteria for Transfer

11.2.3.1 In considering a unit member initiated transfer, the District shall use the following criteria:

11.2.3.1.1 The educational needs of the District; and

11.2.3.1.2 The abilities, skills, and knowledge of the unit member as such relate to the proposed transfer

11.2.3.2 In the event more than one unit member requests a transfer for the same position and the above criteria are equally met, then the unit member with the greatest districtwide seniority shall be transferred.

11.2.3.3 If the transfer request by a unit member is denied, he/she may request, in writing within ten (10) work days of the denial, a written response stating the reasons for the denial. Upon such a request, the District shall respond within ten (10) work days.

11.2.4 District Initiated Transfer

The District may transfer a unit member within his/her certification, faculty service area(s), or minimum qualification area(s) as a result of establishment and modification of the organizational structure of the College, to meet increasing enrollment and/or particular subject area, to comply with requirements of the District's Affirmative Action policy, to accommodate space limitations, or to provide for the staffing of new or changing curricula or student services.

11.2.5 District Seniority

Districtwide seniority, for the purpose of this Article, shall be the date of first paid service in a academic position pursuant to Education Code.

11.2.6 Retraining Program

Upon mutual agreement of the unit member and District, the unit member may participate in a District-approved retraining program prior to and/or after transfer. With prior approval of the District, the unit member participating in a District-approved retraining program may elect to have the tuition cost of approved course work paid by the District or have such course work credited for salary placement. Upon completion of a retraining program leading to a new teaching competency or expanded credential authorization, a unit member may initiate a request for transfer to said area(s) or the District may initiate a transfer to said area(s).

11.2.6.1 Specialized Training Program

In instances of involuntary transfer into an assignment area which the bargaining unit member has not taught during the past (10) years, with at least thirty (30) calendar days of advance notice, the retraining provisions of this Article shall apply. If the advance notice into an assignment area which the bargaining unit member has not taught during the past ten (10) years does not provide thirty (30) calendar days of advance notice, the District and the unit member shall attempt to agree on more specialized retraining than the provisions contained in this Article; such specialized provisions may include up to one semester of retraining, depending on the individual circumstances involved.

11.2.7 Evaluation Resulting from Transfer

In the case of a unit member transfer, the District may evaluate the unit member during the first year of the effective transfer in accordance with this Agreement.

ARTICLE 12: TRAVEL

- 12.1 Any unit member who, as a requirement of his/her work assignment and as authorized by the District, uses his/her personal vehicle on District business shall be reimbursed at the same rate paid to other District personnel.
- 12.2 Any unit member who, as a requirement of his/her work assignment and as authorized by the District, has meals away from the District shall be reimbursed for a reasonable cost of the meal in the same manner as other District personnel.
- 12.3 Any unit member who, as a requirement of his/her work assignment and as authorized by the District, is lodged away from home overnight shall be reimbursed by the District for the reasonable cost of necessary lodging in the same manner as other District personnel.
- 12.4 Any unit member who, as a requirement of his/her work assignment and as authorized by the District, utilizes public transportation shall be reimbursed by the District for the reasonable cost of necessary transportation in the same manner as other District personnel.
- 12.5 Any unit member who, as a requirement of his/her work assignment and as authorized by the District, attends a conference shall be reimbursed by the District for the reasonable cost, or portion thereof, of the conference and transportation thereto in the same manner as other District personnel. The determination of which unit members shall attend conferences from travel/conference funds allocated to a department shall be made in an equitable manner following procedures developed by each department.

ARTICLE 13: NON-DISCRIMINATION

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, sex, or religion.

ARTICLE 14: SAFETY CONDITIONS OF EMPLOYMENT

- 14.1 Except in unusual circumstances, the District shall not knowingly require a unit member to work in unsafe conditions. The District shall make a good faith effort to schedule classes in an appropriate location.
- 14.2 Unit members shall be cognizant of unsafe practices, equipment, and conditions and report such to their immediate supervisor. The District shall advise the unit member of the disposition of said report as soon as administratively possible.
- 14.3 Unit members shall report all accidents involving injuries observed and incurred as soon as possible to their immediate supervisor on forms provided by the District. In case of injuries to a unit member that require medical attention, such report shall be submitted to the District within one work day of knowledge of the incident giving rise to the injury or within one work day of knowledge that the incident resulted in injury.
- 14.4 In a situation of real or apparently hazardous teaching location*, a unit member shall make every reasonable effort to change class locations; if a change of location is not possible, the unit member, with advance notice to the Office of the Deputy Superintendent, Vice President of Student Learning and Success during the day or Evening College Office in the evening or weekend, if reasonably possible, shall cancel the class.

*"Real or apparently hazardous teaching location" shall mean a condition that any reasonable person would conclude to be a physical danger that affects the safety of the unit member or his/her students.

ARTICLE 15: RIGHTS OF THE ASSOCIATION

- 15.1 The Association shall have the right to represent unit members in their employment relations with the District.
- 15.2 An Association representative shall have the right of access to areas in which unit members work, so long as the Association representative does not interfere with classroom instruction, scheduled office hours, or other assigned duties. Any Association representative shall have the right to talk to unit members during work breaks, meal breaks, or before and after work hours.
- 15.3 The Association may use bulletin boards designated for their use by the Superintendent/President or his/her designee. Prior to posting, a copy of the communication shall be furnished to the Superintendent/President or his/her designated representative. All items to be posted by the Association shall bear the date of posting and the name and authorization of the Association and shall be removed by the Association when applicability ceases.
- 15.4 Communications authorized by the Association for general distribution through the District mail service shall bear the date of the communication and the name of the Association as being responsible for the writing and distribution of the communication. A copy of any communication for general distribution proposed to be sent through college means of distribution shall be furnished to the Superintendent/President or his/her designated representative.
- 15.5 The Association shall be permitted the use of District building facilities and shall be subject to the same regulations governing other organizations specified in the District policy on use of facilities.
- 15.6 The District agrees to furnish readily available information relevant to the scope of representation upon request. The District will provide the Association with a copy of the proposed Tentative, and Adopted Budgets as soon as available for distribution. The District will provide two copies of the agenda for meetings of the Board of Trustees plus all supportive non-confidential information.
- 15.7 Names and job titles of all unit members shall be provided to the Association as soon as possible following the beginning of each academic year. Home addresses and home telephone numbers of all unit members shall be provided to the Association unless the unit member requests that such information not be released.
- 15.8 The District shall provide one copy of this Agreement for each unit member to the Association as soon as administratively possible following the signing of this Agreement by the parties. The Association shall assume full responsibility for distribution to each unit member and hold the District harmless for failure to provide said copy to a unit member.
- 15.9 Organizational Security

- 15.9.1 Any unit member who is a member of the RHCFA/CTA-NEA or who has applied for membership may sign and deliver to the District an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments in the Association. Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues from the regular salary check of the unit member each month for ten (10) months. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated to complete payments by the end of the school year. Such authorization shall continue in effect from year to year unless revoked in writing. A unit member who revokes his/her authorization for the payroll deduction of dues, fees, and assessments, or the non-member service fee shall transmit such amount to the Association in compliance with Sections 15.9.2 and 15.9.3 below.
- 15.9.2 Any unit member who is not a member of the RHCFA/CTA-NEA or who does not make application for membership within thirty (30) days of the effective date of this Agreement, or within thirty (30) days from the date of commencement of assigned duties within the bargaining unit, shall become a member of the Association or pay to the Association a fee in an amount equal to the legally chargeable collective bargaining expense portion of unified membership dues, initiation fees, and general assessments, payable to the Association in one lump sum cash payment in the same manner as required for payment of membership dues, provided, however, that the unit member may authorize payroll deduction for such fee in the same manner as provided in Section 15.9.1 of this article. In the event that a unit member shall not pay such fee directly to the Association, or authorize payment through payroll deduction as provided in Section 15.9.1, the Association shall so inform the District, and the District shall immediately begin automatic payroll deduction as provided for in Education Code Sections 87833 and 87834 and in the same manner as set forth in Section 15.9.1 of this article. There shall be no charge to the Association for such mandatory agency fee deductions.
- 15.9.3 Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support RHCFA/CTA-NEA as a condition of employment; except that such unit member shall pay, in lieu of a service fee, sums equal to such service fee to one of the following nonreligious, nonlabor organization, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code: American Heart Association, City of Hope, Rio Hondo College Foundation.
- 15.9.3.1 Proof of payment and a written statement of objection along with a verifiable evidence of membership in a religious body whose traditional tenets or teachings object to joining or financially supporting employee organizations, pursuant to Section 15.9.3 above, shall be made on an annual basis to the District as a condition of continued exemption from the provisions of Sections 15.9.1 and 15.9.2 of this article. Proof of payment shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to whom payment in lieu of the

service fee has been made. Such proof shall be presented in accordance with the timelines contained in Section 15.9.2 above. The Association shall have the right of inspection in order to review said proof of payment.

15.9.3.2 Any unit member making payments as set forth in Sections 15.9.3 and 15.9.3.1 above, and who requests that the grievance or arbitration provisions of this Agreement be used in his/her behalf, shall be responsible for paying the reasonable cost of using said grievance or arbitration procedures.

15.9.4 With respect to all sums deducted by the District pursuant to Sections 15.9.1 and 15.9.2 above, whether for membership dues or agency fee, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members for whom such deductions have been made, categorizing them as to membership or non-membership in the Association, and indicating any changes in personnel from the list previously furnished. There shall be no charge to the Association for such deductions.

15.9.5 The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.

15.9.6 The Association agrees that it will indemnify and hold harmless the District from attorney's fees, costs, charges, fees, awards and damages arising out of any matter commenced against the District due to compliance by the District with its obligations under this article. The District agrees that in consideration of the Association's obligation hereunder the District will notify the Association in writing of any matter within thirty (30) days of service thereof upon the District. The District and the Association shall both fully cooperate with each other on any matter commenced against the District. The Association may, at its discretion, determine whether to defend, settle in whole or in part, or appeal the matter. In the event the Association makes a determination to settle or not to appeal, its liability under this section shall be limited to costs, fees, charges, awards, judgments, and/or settlements to that date. If the District continues to participate in the matter, it shall be at its own expense for further monetary obligations.

15.10 Upon written authorization from a unit member who is a regular or contract employee on a greater than 60% or more basis, the District shall deduct from the salary of such unit member and make appropriate remittance for the following: tax shelter annuities, credit union deduction, savings bonds, charities, and other health and welfare benefits from the District approved list of benefits or any other health and welfare plans mutually approved by the District and the Association. In addition, upon written authorization from a unit member, the District shall deduct from District contributions for tax sheltered annuities, other health and welfare benefits from the District approved list of benefits, or any other health and welfare plans mutually approved by the District and the Association.

15.11 Upon written authorization from a part-time unit member, the District shall deduct from the

salary of such unit member and make proper remittance for the following: tax shelter annuities, credit union deduction, savings bonds, and charities.

15.12 Upon timely written notification from the Association, the District shall provide paid released time for the Association President. Said released time shall be provided in not less than semester increments but may be provided for less than 100%. The Association shall pay full reimbursement to the District, in a timely manner, for said released time.

15.13 The Association shall be allowed to rent office space from the District at terms and conditions that are mutually acceptable to the parties.

ARTICLE 16: GRIEVANCE PROCEDURES

The purpose of this procedure is to provide a constructive process by which grievances may be resolved.

16.1 Definitions

- 16.1.1 A "grievance" is a formal, written allegation by a unit member, or by the Association on behalf of a unit member, that he/she has been adversely affected by a violation of a specific provision of this Agreement.
- 16.1.2 A "work day" is a day of the unit member's contractual service to the District.
- 16.1.3 The "immediate supervisor" is the first-level manager having line authority over the grievant and who has the authority to adjust the grievance.
- 16.1.4 A "grievant" is a unit member or the Association filing a grievance.
- 16.1.5 A "representative" shall mean a representative of the Association selected by the grievant, except such representative shall not be from another employee organization. The District may have a representative to assist in processing the grievance.
- 16.1.6 A "party in interest" is the grievant, immediate supervisor, a representative, or other unit member or manager whose action may be required in order to resolve the grievance.

16.2 General Provisions

- 16.2.1 The grievance procedure shall not be used to challenge or change policies, regulations, or procedures of the District or the District application and/or interpretation of laws which are not included in this Agreement.
- 16.2.2 This grievance procedure shall not be construed by either party to require the processing of class action grievances. With mutual agreement of the District and Association, grievances filed by more than one unit member alleging violation of the same specific provision of this Agreement shall be processed concurrently as a single grievance. In such cases, participation by the grievants may be limited to one or more unit members.
- 16.2.3 The District and the Association agree that every effort shall be made by the District and the unit member to settle the grievance informally with the immediate supervisor.
- 16.2.4 Until final disposition of the grievance, the grievant is required to conform to the direction of his/her immediate supervisor. If the unit member fails to conform to the direction of his/her

immediate supervisor, the unit member may be subject to appropriate disciplinary action.

- 16.2.5 Each party involved in a grievance shall act so that the grievance can be resolved promptly. Each party agrees to conform with the time limits contained in this Article; however, with the written consent of the parties in interest, the time limitations at any step may be extended.
- 16.2.6 Time limits provided in each step shall begin the day following the expiration of the previous time limit or the day following receipt of the written decision by the party in interest.
- 16.2.7 Grievance meetings shall be scheduled at times mutually acceptable to parties in interest during normal working hours. Parties in interest shall endeavor to schedule such meetings at times that do not interfere with classroom instruction.
- 16.2.8 All procedural documents dealing with the processing of the grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of the grievant.
- 16.2.9 Forms necessary for the grievance procedure shall be prepared by the District and shall be given appropriate distribution to facilitate the grievance procedure.
- 16.2.10 A unit member may present a grievance relating to an alleged violation of this Agreement and have such grievance adjusted/resolved without the intervention of the Association as long as the adjustment/resolution is not inconsistent with the terms of this Agreement. The District shall not implement an adjustment/resolution of a grievance until the Association has received a copy of the grievance and the proposed adjustment/ resolution and has been given an opportunity to file a written response within three (3) work days of receipt of the grievance and the proposed adjustment/resolution.
- 16.2.11 The grievant shall be present at each step of the grievance procedure except as may be limited in 2 above.
- 16.2.12 Representation on behalf of either party may begin at Step II of the grievance procedure at the option of either party.
- 16.2.13 All records and documents presented at each step of the grievance procedure shall be transmitted to the next higher step if the matter is appealed.
- 16.2.14 When a grievance has been filed by a unit member, the grievant may terminate the grievance procedure at any time by giving written notice to the District.
- 16.2.15 The grievance shall be terminated if the grievant fails to comply with the time limits.
- 16.2.16 The grievant may appeal the grievance to the next step in the grievance procedure if the District fails to comply with the time limits.

16.2.17 A decision rendered at any step shall be considered final unless an appeal is registered within the specified time limit. If a decision is not given to the grievant within the specified time limit, the grievant may appeal to the next available step.

16.2.18 No party in interest shall take reprisals against any other party in interest by reason of such participation.

16.2.19 The Association Grievance Chair shall have twenty percent (20%) assigned time based on a forty (40) hour week to process grievances.

16.3 Procedures

16.3.1 Step I

Within twenty (20) work days of the event or within twenty (20) work days of when the aggrieved could reasonably be expected to have known of the event which gave rise to the grievance and before filing a formal, written grievance, the grievant shall attempt to resolve the matter through an informal conference with the grievant's immediate supervisor. The immediate supervisor shall communicate a decision to the unit member within five (5) work days after the informal conference. If the immediate supervisor fails to respond within the time limits, the grievance is deemed denied and the grievant may file a formal written grievance in conformance with Step II. Only the grievant and the supervisor may be present at Step I, except that, by mutual agreement, the parties may each have a representative.

16.3.2 Step II

Within thirty (30) work days of the event or within thirty (30) work days of when the grievant could reasonably be expected to have known of the event which gave rise to the grievance, the grievant may file a formal, written grievance on the appropriate District form to the immediate supervisor. Failure to present such grievance within the time limit shall render the grievance null and void. The formal written grievance shall include a clear, concise statement of the grievance, the circumstances involved, specific provisions of this Agreement allegedly violated, the decision rendered at the informal conference, if any, and the specific remedy sought. The immediate supervisor shall communicate a decision to the grievant in writing within five (5) work days after receiving the grievance. If the immediate supervisor fails to respond within the time limits, the grievance is deemed denied and the grievant may appeal to the next step.

16.3.3 Step III

In the event the grievant is not satisfied with the decision at Step II, the grievant may appeal the decision on the appropriate District form to the appropriate Vice President or designee within five (5) work days after the decision of the immediate supervisor. The appeal shall

include a copy of the original grievance; the decision rendered, if any, and a clear, concise statement of the reasons for the appeal. At the request of the grievant, a meeting shall be held between the grievant and the appropriate Vice President or designee to discuss the grievance. The appropriate Vice President or designee shall communicate a decision to the grievant in writing within five (5) work days after receiving the appeal.

16.3.4 Step IV

16.3.4.1 Arbitration

A grievance which is not settled at Step III, which the Association desires to contest further, will be submitted to advisory arbitration as provided herein, but only if the Association gives written notice to the District of its desire to arbitrate the grievance within ten (10) work days after the termination of Step III. It is expressly understood that the only matters which are subject to advisory arbitration are grievances as defined above which were processed and handled within the limitations and procedures of this article. Processing and discussing the merits of an alleged grievance by the District prior to Step III will not constitute a waiver by the District of a defense that the dispute is not grievable. However, District failure to raise the issue of whether a dispute is grievable at Step I will constitute a waiver of that issue at subsequent levels of this procedure.

16.3.4.2 Selection of Arbitrator

16.3.4.2.1 As soon as possible, in any event not later than five (5) work days after the District receives the written notice of the Association's desire to arbitrate, the parties will agree upon an arbitrator. If no agreement is reached within five (5) days, an arbitrator will be selected from a list of arbitrators provided by the California State Conciliation and Mediation Services, by alternately striking names until one remains.

16.3.4.2.2 The party which strikes the first name will be determined by lot. If the arbitrator selected indicates that he will not be available for a hearing within a reasonable time not exceeding forty-five (45) calendar days, the parties will proceed to select another arbitrator from the list.

16.3.4.3 Motions to Dismiss

If the District claims that a grievance should be dismissed because, for example, it falls outside the scope of the procedure, or was filed in violation of the time limits provided for herein, or that the dispute has become moot, or that a party has breached the confidentiality provisions, such a claim will, at the option of the District, be heard in a one (1) day session and promptly ruled upon by the arbitrator

prior to any formal proceedings and a hearing on the merits of the grievance by a separate arbitrator. A suitable stay/continuance between such an arbitrability ruling and any further proceedings which may be necessary will be granted to the parties. The District may also, at its option, and without prejudice, have such a claim heard along with the merits of the case by the same arbitrator.

16.3.4.4 Limitations Upon Arbitrator

The arbitrator will have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement but will determine only whether or not there has been a violation, misapplication, or misinterpretation of this Agreement in the respect alleged in the grievance. In determining whether the District has violated an express term of this Agreement, the standard of review for the arbitrator is to be whether the District acted in an arbitrary, capricious, or discriminatory manner. The decision of the arbitrator will 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.

16.3.4.4.1 This Agreement constitutes a contract between the parties which will be interpreted and applied by the parties and by the arbitrator in the same manner as any other contract under the laws of the State of California. The function and purpose of the arbitrator is to determine disputed interpretation of terms actually found in the Agreement or to determine disputed facts upon which the application of the Agreement depends. The arbitrator will, therefore, not have authority, nor will it be within the arbitrator's function, to decide any issue not submitted or to so interpret or apply the Agreement as to change that which can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. Past practice of the parties in interpreting or applying terms of this Agreement may be considered relevant evidence. The arbitrator will not render any decision or award, or fail to render any decision or award, merely because it is the arbitrator's opinion that such decision or award is fair or equitable.

16.3.4.4.2 No decision rendered by the arbitrator will be retroactive beyond the beginning of the fiscal year prior to the ten-day period specified in Step I of the grievance procedure. The arbitrator will have no power to render an award on any grievance occurring before or after the term of this Agreement.

16.3.4.4.3 The arbitrator may hear and determine only one grievance at a time unless the District expressly agrees otherwise. However, both parties will in good faith endeavor to handle in an expeditious and convenient manner

cases which involve the same or similar facts and issues.

16.3.5 Step V

16.3.5.1 Arbitrator's Decision and Board Review

The decision of the arbitrator within the limits herein prescribed will be in the form of a recommendation to the Board of Trustees. If neither party files a request to the Board to undertake review of the advisory decision within ten (10) work days of its issuance, or if the Board declines such a request, then the decision will be deemed adopted by the Board and becomes final and binding on all parties. If a timely request for review is filed with the Board and accepted, the Board will then undertake review of the entire hearing record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another. Within thirty (30) work days after receiving the record, the Board will render a decision on the matter, which decision will be final and binding on all parties. If the Board does not render such a decision within the time specified, then it will be deemed to have adopted the decision recommended by the arbitrator.

In a case where the arbitrator's award sustains the grievant, but the Board subsequently fails to accept such recommendation and instead modifies or reverses the arbitrator's decision, and the grievant later files a judicial action against the District for breach of the Agreement, the District will not assert as a defense that the grievant's utilization of the grievance and arbitration procedure was the only proper remedy for resolution of the grievance. In all other cases, the grievance and arbitration procedure is to be the Association's and an employee's sole and final remedy for any claimed breach of this Agreement.

16.3.5.2 Expenses

All fees and expenses of the arbitrator will be shared equally by the parties and each party will bear the expenses of the presentation of its own case.

16.3.5.3 Time Limits

Time limits hereunder may be lengthened or shortened in any particular case only by mutual written agreement. The parties will attempt in good faith to adjust time limit problems which occur beyond Step I as a result of the summer recess.

16.3.5.4 Association Representation

The grievant will be entitled upon written notice to the Association and a copy to the District to waive representation by the Association at all grievance meetings. In said

situations the District will not agree to a final resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given the opportunity to state its view on the matter.

16.3.5.5 Reasonable Released Time

Grievance meetings normally will be scheduled by the District in order not to conflict with instructional duties. However, if a meeting is expected to be of such duration that it would extend beyond the District's normal business hours, the District will provide released time with no loss of pay as provided in Section 16.2.19 to one authorized representative of the Association so that the session can be accommodated within regular business hours.

16.3.5.6 Confidentiality

In order to encourage a professional and harmonious disposition of employees' complaints, it is agreed that from the time a grievance is filed until it is processed through advisory arbitration, neither the grievant nor the Association nor the District will make public either the grievance or evidence regarding the grievance.

16.3.5.7 No Reprisal

There will be no reprisal against an employee for filing a grievance or assisting a grievant in the grievance procedure.

16.3.5.8 Grievance Files

The District's records dealing with the filing and processing of a grievance will be maintained separately from the grievant's personnel file.

16.3.5.9 Work Day

"Work Day" as used in this article will mean a day on which teachers are required to render service pursuant to Article 5.

RIO HONDO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE 1998-99

APPENDIX A

Schedule A
effective
1-Jul-98

	(I) B.A. +30	(II) M.A.	(III) B.A. + 60 INC. M.A.	(IV) B.A. + 80 INC. M.A.	(D) Doctorate
1	\$34,902	\$36,971	\$39,029	\$41,097	\$43,160
2	\$36,771	\$38,840	\$40,908	\$42,977	\$45,040
3	\$38,651	\$40,719	\$42,777	\$44,846	\$46,909
4	\$40,530	\$42,599	\$44,657	\$46,725	\$48,788
5	\$42,410	\$44,468	\$46,536	\$48,605	\$50,668
6	\$44,279	\$46,347	\$48,405	\$50,484	\$52,547
7	\$46,158	\$48,227	\$50,295	\$52,364	\$54,427
8	\$48,038	\$50,106	\$52,164	\$54,233	\$56,296
9	\$49,917	\$51,986	\$54,044	\$56,112	\$58,175
10	\$51,797	\$53,865	\$55,923	\$57,992	\$60,055
11	\$53,676	\$55,734	\$57,792	\$59,861	\$61,924
12		\$57,614	\$59,672	\$61,740	\$63,803
13		A \$59,494	\$61,551	\$63,620	\$65,683
14		AA \$61,374	A \$63,431	<u>\$65,499</u>	<u>\$67,562</u>
		AAA \$63,254	AA \$65,311	A \$67,379	A \$69,442
			AAA \$67,191	AA \$69,259	AA \$71,322
				AAA \$71,139	AAA \$73,202

For less than B.A. + 30 units in an academic area, use Column I less \$1,196

Unit members with an earned Doctorate shall be placed on Column IV and shall receive an additional \$2,063

On Column II, an increment of \$1,880 shall be granted after completion of 15 years of service credited by the District.

On Column III, an increment of \$1,880 shall be granted after completion of 16 years of service credited by the District

On Column IV, an increment of \$1880 shall be granted after completion of 17 years of service credited by the District

On all columns, an increment of \$1,880 shall be granted after completion of 20 years of service with the District.

by On all columns, an increment of \$1,880 shall be granted after completion of 25 years of service with the District.

by

ACADEMIC CALENDAR – 1998-99

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

Fall Semester Commences	August 19, 1998
Fall Semester Ends	December 18, 1998
Flex Days (7 days)*	August 18, 1998, January 18, 1999
Spring Semester Commences	January 19, 1999
Spring Semester Ends	May 21, 1999
Summer Intersession	
1 st five weeks	June 1 – July 2, 1999
2 nd five weeks	July 6 – August 6, 1999
6 week night sessions	June 1 – July 9, 1999

Holidays

Labor Day (9/7/98)	Martin Luther King's Day (1/18/99)
Veteran's Day (11/9/98)	Lincoln's Day (2/12/99)
Thanksgiving (11/26/98)	Washington's Day (2/15/99)
Christmas Day (12/25/98)	Memorial Day (5/31/99)
New Year's Day (1/1/99)	Independence Day (7/4/99)

Recesses

Thanksgiving Recess (11/26-27/98)
Spring Recess (3/29-4/2/98)

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 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 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 five (5) days (30) hours may be spent on off-campus activities that are recommended by the Flex Committee.

ACADEMIC CALENDAR – 1999-2000

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

Fall Semester Commences	August 18, 1999
Fall Semester Ends	December 17, 1999
Flex Days (7 days)*	August 17, 1999, January 17, 2000
Spring Semester Commences	January 18, 2000
Spring Semester Ends	May 19, 2000
Summer Intersession	To be determined at a later date

Holidays

Labor Day (9/6/99)	Martin Luther King's Day (1/17/2000)
Veteran's Day (11/11/99)	Lincoln's Day (2/11/2000)
Thanksgiving (11/25/99)	Washington's Day (2/21/2000)
Christmas Day (12/25/99)	Memorial Day (5/19/2000)
New Year's Day (1/1/2000)	Independence Day (7/4/2000)

Recesses

Thanksgiving Recess (11/25-26/1999)
Spring Recess (4/17-21/2000)

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 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 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 five (5) days (30 hours) may be spent on off-campus activities that are recommended by the Flex Committee.

APPENDIX D

ACADEMIC CALENDAR – 2000-2001

To be determined at a later date.

APPENDIX E

CLASS LOADS

The class loads of unit members who are providing classroom instructional duties during the regular school year will be in accordance with the following:

<u>Subject</u>	<u>Classroom Hours per Week Equating to a Full (100%) Load</u>
Anthropology	15
Apprenticeship	
Lecture	15
Lab	21
Architectural Drafting	
Lecture	15
Lab	21
Art	
Lecture	15
Lab	20
Astronomy	
Lecture	15
Lab	21
Automotive	
Lecture	15
Lab	21
Biology	
Lecture	15
Lab	21
Business	
Lecture (except Typing)	15
Lecture (Typing)	17
Lab	21
Skills Center	20

<u>Subject</u>	<u>Classroom Hours Per Week</u> <u>Equating to a Full (100%) Load</u>
Business Data Processing	
Lecture	15
Lab	21
Chemistry	
Lecture	15
Lab	21
Dental Assisting	
Lecture	15
Lab	21
Early Childhood Education	
Lecture	15
Lab	21
Earth Sciences	
Lecture	15
Lab	21
Economics	15
Education	
Lecture	15
Lab	21
Electro-Mechanical Drafting	
Lecture	15
Lab	21
Electronics	
Lecture	15
Lab	21
Engineering	
Lecture	15
Lab (8, 11, 30)	21
Drawing	21

<u>Subject</u>	<u>Classroom Hours per Week</u> <u>Equating to a Full (100%) Load</u>
English	
Lecture	15
Skills Center	20
Exceptional Students	
Lecture	15
Lab	21
Supervision	30
Fashion Design	
Lecture	15
Lab	21
Fire Science	
Lecture	15
Lab	21
History and Political Science	15
Humanities	15
Industrial Technology	
Lecture	15
Lab	21
Drawing	21
Math	15
Blueprint Reading	21
Journalism	
Lecture	15
Lab	20
Language	
Lecture	16
Language Skills Center	21
Library Science	
Lecture	15
Lab	21

<u>Subject</u>	<u>Classroom Hours per Week Equating to a Full (100%) Load</u>
Machine Technology	
Lecture	15
Lab	21
Mathematics	
Lecture	15
Skills Center	20
Music	
Lecture	15
Activity	20
Nursing	
Lecture	15
Lab (On Campus)	21
Clinic (Hospital)	21
Supervision	40
Philosophy	15
Physical Education	
Lecture	15
Lab	21
Physics	
Lecture	15
Lab	21
Police Science	
Lecture	15
Lab	21
Psychology	
Lecture	15
Lab	21
Quality Technology	
Lecture	15
Lab	21

<u>Subject</u>	<u>Classroom Hours per Week</u> <u>Equating to a Full (100%) Load</u>
Radio and Television Production	
Lecture	15
Lab	20
Real Estate	15
Sociology	15
Speech	
Lecture	15
Lab	21
Supervision - Business and Industry	15
Theatre Arts	
Lecture	15
Lab	20
Welding	
Lecture	15
Lab	21

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>Weekly Teaching Load Credit Hours</u>	<u>Percent of Full-time Teaching Load</u>
Art Gallery	4 hrs. Fall & Spring	20
Choral	4 hrs. Fall & Spring	19.05
Band	4 hrs. Fall & Spring	19.05
Play Production	4 hrs. Fall & Spring	19.05
Theatre	4 hrs. Fall & Spring	19.05
Forensics	4 hrs. Fall & Spring	19.05
Debate	4 hrs. Fall & Spring	19.05
Newspaper Production	4 hrs. Fall & Spring	19.05

<u>Position</u>	<u>Fall</u>	<u>Spring</u>	<u>Percent Full-Time Teaching Load</u>	<u>Stipend Factor</u>	<u>Teaching Contract Length (months)</u>
Athletic Coaching					
M/W Archery	10		47.62	8.0	10
Men's Baseball		10	47.62	8.0	10
M/W Badminton		10	47.62	8.0	10
Women's Basketball	10		47.62	8.0	10
Men's Basketball	10		47.62	8.0	10
M/W Cross Country	10		47.62	8.0	10
Men's Football	10	4	47.62/	8.0*	10*
*/1 Men's Golf	10 or 10		47.62	8.0	10
*/1 Women's Golf	10 or 10		47.62	8.0	10
Men's Soccer	10		47.62	8.0	10
Women's Soccer		10	47.62	8.0	10
Women's Softball		10	47.62	8.0	10
1 M/W Swimming		10	47.62	8.0	10
1 M/W Tennis		10	47.62	8.0	10
1 M/W Track & Field		10	47.62	8.0	10
Women's Volleyball	10		47.62	8.0	10
1 M/W Water Polo	10		47.62	8.0	10
Men's Wrestling	10		47.62	8.0	10
Men's Ath Coord.	8	8	38.10/38.10	13.0	10
Women's Ath Coord	8	8	38.10/38.10	13.0	10
Intramurals Coord	4	4	19.05/19.05		

*1994-95 working conditions shall be maintained for current incumbents.

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

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

The District shall maintain the current Stipend Factor, work year and spring semester released time for any incumbent who would be adversely affected; when said positions become vacant, these grandparented working conditions shall be deleted.

RIO HONDO COMMUNITY COLLEGE - STUDENT INSTRUCTIONAL SURVEY

APPENDIX F

MCS Trans-Optics MS70-16873

TICKET #			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Rio Hondo Community College is eager to secure a frank and honest statement from the members of this class to aid teaching effectiveness. Please do not place your name on this questionnaire. The anonymous responses from the students in this class will be summarized and the results will be sent to your instructor. Consider carefully each of the items listed below and rate each one as fairly and as objectively as you feel you can. Try not to let your general feeling toward the instructor or the course affect your answer on each individual item. If after carefully considering any item, you feel unable to answer it, mark the last response. You are asked to give your opinion on each of the questions by filling in the appropriate bubble.

PLEASE USE A #2 PENCIL AND MAKE NO STRAY MARKS. THANK YOU.

1.	How many units have you completed at Rio Hondo Community College?					
	0 - 15 <input type="radio"/> 16 - 30 <input type="radio"/> 31 and above <input type="radio"/> Don't know <input type="radio"/>					
2.	What is your approximate cumulative grade-point average?					
	3.5 - 4.0 <input type="radio"/> 3.0 - 3.4 <input type="radio"/> 2.5 - 2.9 <input type="radio"/> 2.4 or below <input type="radio"/> Don't know <input type="radio"/>					
3.	What grade do you expect to receive in this course?					
	A or B <input type="radio"/> C or Credit <input type="radio"/> D <input type="radio"/> F or No Credit <input type="radio"/> Don't know <input type="radio"/>					
4.	Is the workload appropriate for the credit received in this class?					
	Yes, most of the time <input type="radio"/> No, the workload is excessive <input type="radio"/> No, the workload is too light <input type="radio"/> No Opinion <input type="radio"/>					
5.	Do the examinations or other required assignments reflect important aspects of the course?					
	Yes, most of the time <input type="radio"/> Yes, sometimes <input type="radio"/> No <input type="radio"/> No Opinion <input type="radio"/>					
6.	Is the class size satisfactory for this particular class?					
	Yes, most of the time <input type="radio"/> No, the class is too large <input type="radio"/> No, the class is too small <input type="radio"/> No Opinion <input type="radio"/>					
7.	Are the facilities and the equipment adequate and properly maintained?					
	Yes <input type="radio"/> No <input type="radio"/> No Opinion <input type="radio"/>					
8.	The instructor is knowledgeable about the subject matter being taught.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
9.	The instructor uses class time well.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
10.	The instructor is well-prepared for class.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
11.	The instructor encourages students to think for themselves.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
12.	The instructor is available to assist students outside of class time.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
13.	The instructor makes helpful comments on required assignments such as papers, examinations, and/or projects.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
14.	The instructor allows for differences of opinion during class discussions.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
15.	The instructor encourages class discussion.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
16.	The instructor answers questions clearly and thoroughly.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
17.	The instructor acquaints the students at the beginning of the course with course requirements, evaluation procedures, field trip demands, and attendance requirements.					
	Yes <input type="radio"/> No <input type="radio"/> Don't know <input type="radio"/>					
18.	In this class, I feel free to ask questions and express my opinion.					
	Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Don't know <input type="radio"/>					
19.	Instructor supplied question #1. (If applicable)					
	A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/>					
20.	Instructor supplied question #2. (If applicable)					
	A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/>					
21.	Instructor supplied question #3. (If applicable)					
	A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> E <input type="radio"/>					

**RIO HONDO COMMUNITY COLLEGE DISTRICT
UNIT MEMBER EVALUATION REPORT
(FULL-TIME)**

DATE _____ EVALUATION PERIOD _____

UNIT MEMBER _____ ASSIGNED DEPARTMENT _____

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

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

S = SATISFACTORY
 U = UNSATISFACTORY
 N/A = NOT APPLICABLE

		S	U	N/A
1.	Teaches courses in accordance with the objectives and course content identified in the course outline.			
2.	Meets classes/assignments in accordance with scheduled assignment sheet.			
3.	Acquaints the students at the beginning of the course with course requirements, evaluation procedure, fieldtrip demands, and attendance requirements.			
4.	Submits the required reports to the proper office pursuant to established schedules.			
5.	Maintains accurate grade and attendance records for students enrolled in classes.			
6.	Is available for assisting students outside of assigned classroom hours and maintains posted office hours.			
7.	Is available for assignment of scheduled classes/hours throughout the week.			
8.	Regularly attends scheduled faculty meetings and scheduled department meetings.			
9.	Gives prior notification to department chairperson, and/or designee, if unable to meet any class or scheduled assignment.			
10.	Complies with procedures and policies contained within the faculty handbook.			
11.	Effectively communicates subject matter to students.			
12.	Instructs at the appropriate instruction level to the course.			
13.	Respects all students regardless of ethnicity, handicap or sex and allows for differences of opinion.			
14.	Is adequately prepared for assignments.			

FULL-TIME UNIT MEMBER EVALUATION REPORT				
15.	Treats students in a fair and impartial manner.			
16.	Provides for the safe use of facilities, equipment and materials.			
17.	Works effectively with employees.			

Comments: _____

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. 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.

1. To develop, implement, and evaluate the instructional program as a continuous process, i.e., selection of textbooks, course and curriculum revisions, use of appropriate instructional techniques, budget preparation, and teaching assignments.
2. To provide counseling and guidance to students in a manner of selecting courses, academic achievement, and career planning within the instructor's discipline.
3. To participate in the selection of academic and classified staff.
4. To participate in the planned evaluation of academic and classified staff.
5. To serve as member of college and departmental committees.
6. To take advantage of opportunities provided by the College to attend conferences, apply for leaves and grants, advanced study or related work experience, and staff development programs.
7. To participate in the active recruitment of students.
8. To perform college-related community services to the community.
9. To articulate (to explain and promote acceptance of the college curriculum), including visitations with high schools, colleges and universities.
10. To provide job placements for students.
11. To participate in organization and implementation of advisory committees.
12. To participate in co-curricular activities on and off campus.
13. To participate in the accreditation process.

**FULL-TIME UNIT MEMBER
EVALUATION REPORT**

14. To participate as a speaker in the community and community program.

15. To assist in the planning of facilities.

Provide narrative as needed:

C. Overall Evaluation

I judge this unit member to be _____
Satisfactory or Unsatisfactory

Signature of Evaluator

D. Improvement Program (if any)

Outline program of improvement that would lead to satisfactory rating. Be specific and key suggestions to improvement plan in Section III K. 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

6/22/77: [redacted]

GUIDE TO FACULTY SERVICE AREAS

<u>SERVICE AREA</u>	<u>EXAMPLES OF TEACHING ASSIGNMENTS, BUT NOT LIMITED TO:</u>
Accounting	Accounting, Income Tax, Auditing, Comptrollership, Tax Accounting
Anthropology	Cultural Anthropology, Physical Anthropology, Folklore, Archaeology
Architectural, Engineering, and Related Technology	Drafting
Art and Design, including Photography	Commercial Art, Signmaking, Lettering, Packaging, Rendering, Photography, Illustrations, Cartooning
Astronomy and Astral Physics	Astronomy, Astral Physics, Astro Physics
Basic Education	Remedial Programs, G.E.D, Remedial Reading, English as a Second Language, High School Make-Up
Biological Sciences	Biology, Microbiology, Physiology, Genetics, Bacteriology, Anatomy
Building, Construction and Related Technologies	Inspection and Supervision of Building Construction, Building Codes, Contractor Training Programs
A Building Trade (Specify)	Carpentry, Brick Laying, Tile Setting, Floor Covering, Roofing, Plumbing, Masonry, Operating Engineering, Electrical, etc.
Business and Industrial Management	Business Management, Personnel Management, Industrial Relations, Labor Relations, Quality Control Management, Business Organization, Business Administration
Chemistry	Chemistry, Biochemistry
Communication Services and Related Technologies, including Printing	Radio-T.V., Broadcasting, Journalism, Printing (Graphic Art), Films, Public Relations, Instructional Technology

SERVICE AREA**EXAMPLES OF TEACHING ASSIGNMENTS, BUT NOT LIMITED TO:**

Computer Science	Computer Design
Computer and Related Technologies	Programming, Systems Analysis, Data Entry, Key punch
Consumer & Family Education	Broad Area of Home Economics, Homemaking
Decorative Arts and Related Technologies	Interior Design, Interior Decoration, Wallpapering, Furniture Building and Refinishing
Early Childhood Education	Early Child Development Classes
Earth Sciences, including Geography, Geology, and Geophysics	Geography, Geology, Geophysics, Meteorology, Paleontology, Oceanography
Economics	Money and Banking, Economic Analysis, Principles of Economics
Engineering	Professional Engineering (Design), Electrical Engineering, Electronic Engineering, Chemical Engineering, Mechanical Engineering, Civil Engineering, Aeronautical Engineering, Industrial Engineering, etc.
Ethnic Studies	Afro-American Studies, Mexican-American Studies, Asian Studies, Latin-American Studies, etc.
Fine and Applied Arts and Related Technologies	Painting, Sculpture, Art History, Drawing, Crafts, Ceramics, Jewelry
Fire Science	Fire Science Training Programs
A Foreign Language, Ancient or Modern (Specify)	Spanish, German, French, Italian, Latin, Greek, et., (includes the Language, Literature, and Grammar)
Government (Theory and Practice Local and International)	Political Science, American Government, Comparative Government, International Relations
Hazardous Materials	Hazardous Materials

SERVICE AREA**EXAMPLES OF TEACHING ASSIGNMENTS, BUT NOT LIMITED TO:**

Health and Physical Care Services and Related Technologies	Inhalation Therapy, Vocational Nursing, X-Ray Technology, Health Education, First Aid, Pharmacy, Dental Assisting, Dental Hygiene, Physical Therapy, Health / Sanitation (Sanitarian)
History	American History, European History, Latin History, etc.
Humanities	Survey Courses in Humanities (Does not authorize instruction in the individual areas that comprise the field of Humanities, i.e., English, speech, Philosophy, Art, etc.)
Industrial Arts	Non-Vocational/Trade Programs in Industrial Arts
Industrial, Machine and Related Technologies	Electronics, Power Sawing, Chemical Technician, Plastics, Radio and T.V. Repair, Quality Control Technician, Vending Machine Repair
An Industrial Trade (Specify)	Machine Shop, Model Making, Welding, Automotive Mechanics, Automotive Body Repair, Heavy Duty Equipment Mechanics, Motorcycle Mechanics, Boilermaking, Metrology, Sheet Metal, Horseshoe, Wastewater Treatment, Industrial Safety, Building Service Maintenance (Janitorial)
Insurance	Life Insurance, Disability Insurance, Automobile Insurance, Fire Insurance, etc.
Language Arts and Literature	English Literature, English Composition, English Grammar, Comparative Literature, Speech (Public Address, Rhetoric)
Law	Law, Real Estate Law, Business Law, Constitution Law, etc. (Law as it relates to specific other subject matter areas)
Library Science	Library Technology Programs, Research Methods, Audio-Visual, Cataloging, Library Use

SERVICE AREA**EXAMPLES OF TEACHING ASSIGNMENTS . BUT NOT LIMITED TO:**

Marketing and Distribution	Salesmanship, Transportation, Advertising, Merchandising, Retailing, Purchasing, Warehouse Operations
Mathematics	Algebra, Calculus, Trigonometry, Statistics, etc.
Music	Music, Piano, Counterpoint, Composition, Band, Music Appreciation, Music History, etc.
Nursing	Nursing, R.N Training Programs
Office Services and Related Technologies (Business English, Business Math)	Secretarial Science, Shorthand, Typing, Filing, Bookkeeping, Records Management, PBX, Office Machines, Secretarial Administration, Office Management, Stenography
Philosophy and Religion	Philosophy, Logic, Ethnics, Religious Studies, Church History, Bible as Literature
Physical Education	Officiating, Tennis, Golf, Football, Basketball, Yoga, Karate, Judo, Games, Athletic Injuries, Recreation, Health Education
Physics	Physics, Optics
Police Science	Police Training Programs
Professional Education	Teacher Aide Programs, Introduction to Education, Para Professional Teacher Training Programs
Psychology	Psychology, Learning Theory, Child Psychology, General Psychology, Principles of Psychology
Real Estate	Principles and Practices of Real Estate, Escrow, Appraisal
Social Science	Survey of the Social Sciences (Does not authorize instruction of any individual area of the Social Sciences, i.e. History, Geography, Sociology, etc.

SERVICE AREA**EXAMPLES OF TEACHING ASSIGNMENTS, BUT NOT LIMITED TO:**

Sociology	Sociology
Special Education (Handicapped)	Orthopedically Handicapped, Deaf-blind, Mentally Retarded, Speech Correction, Speech and Hearing Handicapped, etc.
Theatre Arts and Related Technologies	Drama, Acting, Make-Up, Stage Craft, Play Production, Theatrical Costuming

SERVICE AREA**EXAMPLES OF SERVICES PERFORMED, BUT NOT LIMITED TO:**

Library	Librarian
Counselors	Counseling
School Health Services	School Nurse, School Psychologist

AGREEMENT RATIFICATION SIGNATURES

ON BEHALF OF THE
RIO HONDO FACULTY
ASSOCIATION/CTA-NEA

ON BEHALF OF THE
RIO HONDO COMMUNITY
COLLEGE DISTRICT

John Pura 7/15/99
Date

Patricia 6-22-99
Date

James E. Newman
Date

Jim 7-1-99
Date

Joseph M. Bowman 9/9/99
Date

Tracy Arnold 7-7-99
Date

Date

Date

Date

Date