

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 Academic Services 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 or his/her designee. Prior to posting, a copy of the communication shall be furnished to the Superintendent 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 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.

16.3 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 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.

ARTICLE 17: NEGOTIATION PROCEDURES

- 17.1 The Association agrees to submit its initial proposal for a successor agreement to the District no sooner than January 1, 19958.
- 17.2 Within three (3) calendar months after the Association submits its initial proposal to the District, the District shall adopt its initial proposal pursuant to Government Code Section 3547.
- 17.3 Within ten (10) working days of compliance with Government Code Section 3547 the District and the Association shall initiate negotiations sessions on the successor agreement.

ARTICLE 18: SAVINGS PROVISION

- 18.1 The provisions of this Agreement are declared to be severable if any section, subsection, sentence, clause, or phrase of this Agreement shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Agreement, but they shall remain in effect, it being the intent of the parties that this Agreement shall stand notwithstanding the invalidity or unconstitutionality of any part. In the event of such severable action, the parties shall meet upon the request of either party to negotiate the replacement of such section, subsection, sentence, clause, or phrase in accordance with law.
- 18.2 If any provision of this Agreement is in conflict with Federal Executive Orders 11246 and 11375, as amended, Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Higher Education Amendments, any federal regulations pertaining thereto, or any state programs, the provisions of such orders, laws, federal regulations and rules shall prevail. In the event of such conflict, the parties shall meet upon request of either party to negotiate the resolution of the conflict. All other provisions or applications of this Agreement shall remain in full force and effect.

ARTICLE 19: EFFECT OF AGREEMENT

- 19.1 This Agreement shall constitute the full and complete commitment between both parties. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties and a written and signed amendment to this Agreement.
- 19.2 During the term of this Agreement, the parties expressly waive and relinquish the right to bargain collectively on any matter, whether or not specifically referred to or covered in this Agreement even though not within the knowledge or contemplation of either party at the time of negotiation and even though during negotiations the matters were proposed and later withdrawn.
- 19.3 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over Board Policy, College Procedures, and State laws to the extent permitted by State law, and that in the absence of specific provisions of this Agreement, Board Policy and College Procedures shall prevail.

ARTICLE 20: REDUCTION-IN-FORCE ACTIONS AND EFFECTS RELATED THERETO

The provisions of this article shall deal with potential reduction-in-force actions that the District may initiate.

- 20.1 The Association and District understand the legal provisions of the Education Code regarding reduction-in-force actions by the District, and nothing contained herein shall be construed to impede any possible District implementation of said legal provisions, or the assignment of professional bargaining unit services related thereto; nor shall it be construed to remove the reduction-in-force protections of the Education Code for unit members.
- 20.2 The District and the Association agree that all Education Code procedural requirements and provisions for layoff of unit members shall be observed if the District determines that reductions in force are necessary.
- 20.3 The District and Association agree that alleged violations of the procedure and requirements described in Items A and B above, shall be reviewable only under existing administrative hearing or legal procedures in lieu of the provisions of Article 16.
- 20.4 Article 4 (Health and Welfare Benefits) shall provide coverage through September 30 for those unit members who have worked the full preceding school year and who are given a layoff notice as a result of a reduction-in-force action by the Board on or before May 15 of any school year.
- 20.5 The District shall compensate a unit member laid off in accordance with a reduction-in-force action at his/her daily or hourly rate of pay for said year should they be utilized in a substitute capacity for an hourly, part-time, or full-time absent employee; if utilized as a substitute for a full-time employee, a laid-off employee shall receive District fringe benefit coverage pursuant to the provisions of Article 4 for each full month of said substitute service rendered during a full semester or school year replacement assignment.
- 20.6 Employees given a March 15 notice of intended non-reemployment for the following school year shall be entitled to utilize three (3) days of available personal necessity leave for purposes of bonafide job interviews with other prospective employers.
- 20.7 The retraining program described in Article 11 shall be applicable to laid-off unit members.
- 20.8 Except as provided for in E 20.5 above dealing with substitution for full-time employees, laid-off unit members may, at their own expense, continue to purchase medical and dental coverage effective October 1 following layoff subject to insurance carrier approval and provisions.
- 20.9 The District and the Association each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargaining collectively with respect to any subject or matter related to reduction-in-force actions, and effects related thereto, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 21: FACULTY SERVICE AREAS

- 21.1 In order to implement Section 87743 of the California Education Code, it is the intent of the Association and the District to preserve past practice as if credentials were in full effect with respect to "bumping" rights when a reduction-in-force or layoff is being effected. This is to be accomplished by broadly defining faculty service areas and not establishing restrictive competency criteria.
- 21.2 In accordance with Section 87743.2 of the Education Code, the faculty service areas are attached as Appendix I.
- 21.3 A faculty member shall be competent to serve in a faculty service area if:
 - 21.3.1 He or she meets the minimum qualifications pursuant to Section 87356 of the Education Code to teach the subject and/or a discipline within a service area; or
 - 21.3.2 He or she holds a valid California teaching credential authorizing service in a subject and/or a discipline within the service area and employed by the District in a certificated capacity prior to July 1, 1990.
- 21.4 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 unit member shall be given written notice of any change in the District records regarding his/her authorized faculty service areas.

ARTICLE 22: RETIREMENT ISSUES

22.1 The District and the Association shall form a committee of equal representation to explore early retirement incentive options that may be made available to unit members during the term of the Agreement. The primary components of said exploration shall be the positive impact that a program may have on the District's resources and the additional benefit that would accrue to the retiree.

22.2 HEALTH INSURANCE FOR RETIREES

22.2.1 RETIRED EMPLOYEES: All full-time employees who retire, and their dependents, are eligible to continue enrollment in the PEMHCA program of the District according to PERS regulations and the following general provisions:

22.2.1.1 The employee and dependent are enrolled in a plan at the time the unit member terminated employment with the District on an STRS basis.

22.2.1.2 The employee has retired from the District employment in accordance with the rules and regulations then in effect with the retirement system of which he/she is a member.

22.2.1.3 The employee is 55 years of age and older and has rendered a minimum of five (5) consecutive years of service to the District.

22.2.1.4 These benefits are available only in the event that such coverage is not being offered by a subsequent employer.

22.2.1.5 For unit members retiring prior to the establishment of the PEMHCA program, the District will provide fully paid hospital-medical insurance premiums for the unit member and his/her dependents until the employee reaches age 65. Upon attaining age 65, supplemental insurance coverage to Federal Medicare will be fully paid by the District for retirees and their dependents who are enrolled in Parts A and B of Medicare. If required by the plan, Medicare must be assigned to the carrier. Each retiree over age 65 shall be annually offered in writing the opportunity of electing medical coverage other than the District plan of supplemental coverage to Medicare. Should the retiree elect such other coverage, the retiree assumes responsibility for identifying the selected plan. Retirees selecting this provision shall be granted a stipend of \$1,000 per year if enrolled in single party coverage prior to retirement, or a stipend of \$1,500 per year for a retiree enrolled in dependent coverage prior to retirement.

22.2.1.6 The benefits for retirees who have been part-time employees and receiving benefits under PEMCHA at the time of retirement shall be prorated in the same ratio as their part-time employment was at the time of retirement to full-time service.

22.2.1.7 For those who retire after the establishment of the PEMHCA program, retirees and their dependent(s) who are under age 65 will remain on the District plan at the same rate of District contribution as for active employees for that plan. (Dependent as used herein is that which is defined in the carrier's policy.) Retirees, upon attaining age 65, may be enrolled in a supplement to Medicare Plan with their current carrier and shall assume responsibility for submitting a copy of their Notice of Medicare Entitlement letter or a photo copy of their Federal Medicare card to PERS.

22.2.1.8 If the parties subsequently agree to another health insurance carrier, all service and eligibility requirements for unit members that existed prior to the establishment of the PEMHCA program shall be reinstated.

22.3 REGULATIONS FOR CONSULTANCY CONTRACTS

During the term of this Agreement, full-time unit members who retire from the District per STRS regulations and have been employed by the District for at least ten years, may be reemployed by the District under a consulting contract subject to the following regulations:

22.3.1 The request for a consultancy contract shall be submitted to the District at least sixty (60) calendar days prior to the effective date of retirement. At the discretion of the District, requests received after this deadline may be considered.

22.3.2 The initial period of a consultancy contract shall not exceed two years. Thereafter, the consulting contract may be extended by mutual agreement on an annual basis such that the total number of years shall not exceed five years or until the retired employee reaches age 70, whichever comes first.

22.3.3 Persons hired by a consultancy contract as here authorized are considered employees, and the amount paid for consultancy contract shall not exceed the maximum amount provided by law.

22.3.4 Provisions contained within the consultancy contract shall be developed and made known to the consultant prior to requiring a letter of retirement. Such provisions include the amount of money to be paid and the number of days to be worked or teaching load assigned. These provisions shall not be modified without mutual consent of both parties.

22.3.5 The actual days of work or specific teaching assignment shall be determined by the District after consultation with the consultant.

22.3.6 Consultants may be required by the District to submit to and pass a physical examination by a licensed physician of his/her choice which identifies his/her capacity to physically meet the conditions of the contract. Said physical examination shall be at District expense and made in accordance with job related specifications determined by the District.

22.3.7 A form is available in the Office of Personnel Services for employees to use in requesting a consultancy contract. A copy of each completed request will be forwarded to the President of the Association upon receipt by the District. When disposition of the request is determined, a second copy of the completed form will be forwarded to the President of the Association.

ARTICLE 23: TERM

This Agreement shall remain in full force and effect from July 1, 1995 up to and including June 30, 1998..

SALARY SCHEDULE 1995-1996

Schedule A
effective July 1, 1995

	(I)	(II)	(III)	(IV)
	B.A. + 30	M.A.	B.A. + 60 INC. M.A.	B.A. + 80 INC. M.A.
1	\$31,323	\$33,177	\$35,026	\$36,884
2	\$33,003	\$34,859	\$36,709	\$38,568
3	\$34,691	\$36,545	\$38,393	\$40,248
4	\$36,376	\$38,231	\$40,077	\$41,935
5	\$38,061	\$39,911	\$41,763	\$43,619
6	\$39,739	\$41,598	\$43,446	\$45,304
7	\$41,427	\$43,283	\$45,133	\$46,989
8	\$43,112	\$44,968	\$46,818	\$48,675
9	\$44,796	\$46,651	\$48,502	\$50,355
10	\$46,482	\$48,338	\$50,184	\$52,042
11	\$48,169	\$50,018	\$51,869	\$53,726
12		\$51,704	\$53,556	\$55,412
13			\$55,239	\$57,094
14				\$58,781

For less than B.A. + 30 units in an academic area, use Column 1 less \$1,073.

Unit members with an earned Doctorate shall be placed on Column IV and shall receive an additional \$1,851.

On Column II, an increment of \$1,688 shall be granted after completion of 15 years of service credited by the District.

On Column III, an increment of \$1,688 shall be granted after completion of 16 years of service credited by the District.

On Column IV, an increment of \$1,688 shall be granted after completion of 17 years of service credited by the District.

On all columns, an increment of \$1,688 shall be granted after completion of 20 years of service with the District.

APPENDIX B

ACADEMIC CALENDAR - 1995-96

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

Fall Semester Commences	August 22, 1995
Fall Semester Ends	December 20, 1995
Flex Days (7 days)*	August 21, 1995, January 17, 1996
Spring Semester Commences	January 18, 1996
Spring Semester Ends	May 24, 1996
Summer Intersession Commences	**See following page
Summer Intersession Ends	

Holidays

Labor Day (9/4/95)	Martin Luther King's Day (1/15/96)
Veteran's Day (11/10/95)	Lincoln's Day (2/16/96)
Thanksgiving (11/23/95)	Washington's Day (2/19/96)
Christmas Day (12/25/95)	Memorial Day (5/27/96)
New Year's Day (1/1/96)	Independence Day (7/4/96)

Recesses

Thanksgiving Recess (11/23-24/95)
Spring Recess (4/1-5/96)

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.

SUMMER SCHOOL - 1996**

1st five weeks	May 28, 1996 - July 1, 1996
2nd five weeks	July 8, 1996 - August 8, 1996
Six week night sessions	May 28, 1996 - July 8, 1996
Day classes 3 units	--May 28, 1996
Sciences 4 units	--ends after July 1, 1996
Fall starts August 21, 1996	as usual

***The Summer School Calendar for 1996 shall be implemented on a pilot basis for said year only. Following the 1996 summer school program, the District and the Association shall meet and negotiate regarding summer school calendars for 1997 and 1998.*

APPENDIX C

ACADEMIC CALENDAR - 1996-97

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

Fall Semester Commences	August 21, 1996
Fall Semester Ends	December 20, 1996
Flex Days (7 days)*	August 20, 1996, January 15, 1997
Spring Semester Commences	January 16, 1997
Spring Semester Ends	May 23, 1997
Summer Intersession Commences	To be determined at a later date
Summer Intersession Ends	

Holidays

Labor Day (9/2/96)	Martin Luther King's Day (1/20/97)
Veteran's Day (11/11/96)	Lincoln's Day (2/14/97)
Thanksgiving (11/28/96)	Washington's Day (2/17/97)
Christmas Day (12/25/96)	Memorial Day (5/26/97)
New Year's Day (1/1/97)	Independence Day (7/4/97)

Recesses

Thanksgiving Recess (11/28-29/96)
Spring Recess (3/24-28/97)

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 - 1997-98

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

Fall Semester Commences	August 21, 1997
Fall Semester Ends	December 19, 1997
Flex Days (7 days)*	August 20, 1997, January 15, 1998
Spring Semester Commences	January 16, 1998
Spring Semester Ends	May 22, 1998
Summer Intersession Commences	To be determined at a later date
Summer Intersession Ends	

Holidays

Labor Day (9/1/97)	Martin Luther King's Day (1/19/98)
Veteran's Day (11/10/97)	Lincoln's Day (2/13/98)
Thanksgiving (11/27/97)	Washington's Day (2/16/98)
Christmas Day (12/25/97)	Memorial Day (5/25/98)
New Year's Day (1/1/98)	Independence Day (7/3/98)

Recesses

Thanksgiving Recess (11/27-28/98)
Spring Recess (4/6-10/98)

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.

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
Business Data Processing	
Lecture	15
Lab	21

<u>Subject</u>	<u>Classroom Hours Per Week</u> <u>Equating to a Full (100%) Load</u>
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
English	
Lecture	15
Skills Center	20
Exceptional Students	
Lecture	15
Lab	21
Supervision	30

<u>Subject</u>	<u>Classroom Hours per Week</u> <u>Equating to a Full (100%) Load</u>
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
Machine Technology	
Lecture	15
Lab	21
Mathematics	
Lecture	15
Skills Center	20
Music	
Lecture	15
Activity	20

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

<u>Subject</u>	<u>Classroom Hours per Week</u> <u>Equating to a Full (100%) Load</u>
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

NCS Trans-Optic MB70-16873-3

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

**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.			

FULL-TIME UNIT MEMBER EVALUATION REPORT		S	U	N/A
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.			
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 certificated and classified staff.
4. To participate in the planned evaluation of certificated 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.

**FULL-TIME UNIT MEMBER
EVALUATION REPORT**

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.
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

CALIFORNIA COMMUNITY COLLEGES CREDENTIALS

REQUIREMENTS:	INSTRUCTOR (Full-Time Life)	INSTRUCTOR PARTIAL (Full-Time Partial Ful- fillment of Requirements (2 year Credential))	LIMITED SERVICE (Part-Time Life)	SPECIAL LIMITED SERVICE (Part-Time Partial Ful- fillment of Requirements (2 year Credential))
Minimum Academic Qualifications: AND Minimum Occupational Experience: AND Minimum Teacher Training: AND	High School Graduation or GED Six years appropriate occupational experience Twelve semester units as outlined on CL-1, section II,3 Twelve semester units in any field	High School Graduation or GED Six years appropriate occupational experience	High School Graduation or GED Six years appropriate occupational experience 60 Clock hours or four semester units in materials, methods & evaluation of instruction	High School Graduation or GED Six years appropriate occupational experience
Academic Qualifications: AND Occupational Experience: AND Teacher Training: AND	An A.A. degree or 60 semester units Four years appropriate occupational experience Twelve semester units as outlined on CL-1, section II,3 Six semester units in any field	An A.A. degree or 60 semester units Four years appropriate occupational experience	An A.A. degree or 60 semester units Four years appropriate occupational experience 60 Clock hours or four semester units in materials, methods & evaluation of instruction	An A.A. degree or 60 semester units Four years appropriate occupational experience
Academic Qualifications: AND Occupational Experience: AND Teacher Training:	B.A. degree Two years appropriate occupational experience Six semester units as outlined on CL-1, section II,3 (Minor subject matter area to be determined by the district)	B.A. degree Two years appropriate occupational experience (Minor subject matter area to be determined by the district)	Four years of higher ed. District will determine and certify the subject matter area	
Academic Qualifications: AND Occupational Experience:	M.A. degree other than professional education Special M.A. degree in education with 24 semester units of upper division or graduate level coursework in a subject matter area other than professional education Degree which the Chancellor finds to be equivalent to a M.A. 24 semester units including 12 upper division and 12 graduate level AND/OR Two years appropriate occupational experience (Minor subject matter area to be determined by the district)	B.A. degree and active enrollment in an M.A. program or program leading to a special M.A. The subject matter area will be that in which the M.A. will be earned AND/OR Each subject matter area in which applicant has already completed 24 semester units including 12 upper division and 12 graduate level AND/OR Each subject matter area in which applicant has completed two years of appropriate occupational experience (Minor subject matter area to be determined by the district)	B.A. degree Two years appropriate occupational experience	
6/22/77: ew			Qualifies for the Instructor credential.	

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

<u>SERVICE AREA</u>	<u>EXAMPLES OF TEACHING ASSIGNMENTS , BUT NOT LIMITED TO:</u>
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

FOR THE ASSOCIATION:

Carolyn Russell
Name

12/6/95
Date

Arnell Howard
Name

12/7/95
Date

FOR THE DISTRICT:

Forrest Johnson
Name

12/6/95
Date

Jimmy M. White
Name

12-7-95
Date

DATE OF RATIFICATION: December 6, 1995

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ARTICLE 1: PREAMBLE

- 1.1 This Agreement shall be effective on the day following the date of signing by and between the RIO HONDO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District," whose address is 3600 Workman Mill Road, Whittier, California, and the RIO HONDO COLLEGE FACULTY ASSOCIATION/CTA-NEA, hereinafter referred to as the "Association," whose address is 3600 Workman Mill Road, Whittier, California. Reference to "the parties" shall include both the District and the Association.
- 1.2 The following Agreement between the District and the Association is a culmination of the requirements of Government Code 3540, et seq., and, more specifically, to record in written form those matters relating to wages, hours of employment, and other terms and conditions of employment as provided in said Act in exchange for services.

ARTICLE 2: RECOGNITION

- 2.1 The District recognizes the Association as the exclusive representative of academic employees as certified by the Public Employment Relations Board per LA-R-111 on June 6, 1979, as follows:

All certificated personnel of the District who are regular full-time and part-time teachers, including those who also teach summer school, and all teachers who teach summer school only - excluding Management, Confidential, and supervisory employees as defined by the EERA.

- 2.2 Any modifications in the composition of the unit during the term of the Agreement shall be subject to the rules and regulations of the Public Employment Relations Board.
- 2.3 In lieu of the grievance procedure, any disputes concerning this Article shall be subject to rules and regulations of the Public Employment Relations Board.
- 2.4 Management or Supervisory functions, as provided for in California Government Code Section 3580.3 shall not be assigned to a bargaining unit member who is dealing with a fellow unit member.

ARTICLE 3: SALARIES

Salary Schedules, 1995-96

- 3.1 The salary schedule for 1995-96 is contained in Appendix A.
- 3.2 The 1996-97 salary schedule, in comparison to the 1995-96 salary schedule shall be increased by the same percentage increase in revenue per FTES above 1995-96 levels as the District actually receives 1996-97 the second principal apportionment, the components of which in 1995-96 were referred to as "COLA" by the State; furthermore, said salary schedule percentage increase for 1996-97 shall be retroactive to July 1, 1996.
- 3.3 The 1997-98 salary schedule, in comparison to the 1996-97 salary schedule shall be increased by the same percentage increase in revenue per FTES above 1996-97 levels as the District actually receives at the 1997-98 second principal apportionment, the components of in 1996-97 were referred to as "COLA" by the State; furthermore, said salary schedule percentage increase for 1997-98 shall be retroactive to July 1, 1977.
 - 3.3.1 Prior to the application of any percentage modification of the 1996-97 salary schedule for 1997-98, an additional longevity increment for twenty-five (25) years of full-time District service shall be added to all columns of the salary schedule. The effective date of said increment shall be the first day of the 1997-98 academic year.
 - 3.3.1.1 However, if the District does not offer the opportunity of an Early Retirement Incentive Plan for eligible unit members prior to May 1, 1997, the implementation date of the 25-year longevity stipend provided for herein shall be advanced to the start of the 1996-97 academic year.

3.4 Schedule Placement

Unit members shall be placed on the salary schedule provided in Appendix A and shall be eligible for column placement according to the criteria designated below:

3.4.1 COLUMN I

3.4.1.1 Academic Areas

Bachelor's degree plus thirty (30) acceptable graduate level units completed after receipt of the Bachelor's degree

3.4.1.2 Vocational Areas (if any of the following are recommended to be "equivalent" to the minimum qualifications for hiring)

Any individual meeting the requirements for a Special Limited Service Credential or an Instructor Partial Credential (meeting requirements with an AA degree or less) under the credentialing regulations in effect on 10/01/89. These credentials are both limited to a maximum of two years duration.

A. A. degree, six (6) years of experience, four (4) units of education courses in methods and materials of teaching, and three semesters of teaching at least one course each semester.

or

A. A. degree and six years of experience and certification, license, etc., if available.

3.4.2 COLUMN II

3.4.2.1 Academic Areas

Bachelor's and Master's degree

3.4.2.2 Vocational Areas

Bachelor's degree and R. N. License,

or

Bachelor's degree and two years appropriate occupational experience

3.4.3 COLUMN III

3.4.3.1 Academic Areas

Bachelor's degree plus sixty (60) acceptable graduate level units completed after receipt of the Bachelor's degree, including a Master's degree

3.4.3.2 Vocational Areas

R. N. License and a Master's degree,

or

Bachelor's degree and six (6) semester units of education courses after the Bachelor's, and two years experience plus eight (8) approved full-time weeks of paid trade experience earned after receipt of the Bachelor's degree

3.4.4 COLUMN IV

3.4.4.1 Academic Areas

Bachelor's degree plus eighty (80) acceptable graduate level units completed after receipt of the Bachelor's degree, including a Master's degree (twenty (20) units must have been completed within the last ten (10) years)

3.4.4.2 Vocational Areas

RN License and a Master's degree plus twenty (20) acceptable graduate level units completed after receipt of Master's degree

or

Bachelor's degree and two year's experience, and twenty (20) acceptable graduate level units completed after receipt of the Bachelor's degree, plus sixteen (16) approved full-time weeks of paid trade experience of which at least eight (8) such weeks are earned after completion of the twenty (20) graduate level units

3.4.5 General

- 3.4.5.1 Occupational experience can be one year experience and one year of teaching; or two years of occupational experience.
- 3.4.5.2 Occupational experience means activities which a person has relied upon for his/her livelihood.
- 3.4.5.3 "Year" for the purposes of measuring occupational experience means that period of time which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis. Occupational experience claimed which is less than full-time experience shall be counted towards a "year" in the same proportion as it bears to full-time work in that occupation.
- 3.4.5.4 All experience must have taken place within the ten years preceding hiring at Rio Hondo College with at least one year within the three years preceding the date of application.
- 3.4.5.5 The baccalaureate or higher degree must be completed in an accredited institution of higher education.
- 3.4.5.6 All references to units in this Article shall be semester units. Quarter units shall be converted in semester units by multiplying the quarter units by two-thirds (2/3).
- 3.4.5.7 All statements regarding experience must be verified in the form of an original letter from employer(s). Verification must include, but need not be limited to, dates of employment and a description of the duties performed. If employment was less than full-time, employer must state how much time (1/2 time, 1/4 time, etc.).
- 3.4.5.8 All statements regarding academic qualifications must be verified by official transcript(s) of record from the institution(s) at which the credit was earned. An official transcript bears the signature in ink of the registrar and/or the impressed seal of the institution.
- 3.4.5.9 A set of fingerprints, taken by any local agency on the official form and at the expense of the applicant, is required for the file. The fingerprints will be submitted to Sacramento for a file search.
- 3.4.5.10 All credentials shall be valid for service in California.

3.4.6 Step Advancement

- 3.4.6.1 Full-time unit members are eligible to move up one step upon completion of an academic year consisting of full-time service until the maximum step shown in each column is reached. Effective September 1, 1981, full-time service shall be defined as 75% or more of days of service for the annual assignment. Unit members who are eligible for a step advancement shall receive said advancement effective the first day of the academic year.

- 3.4.6.2 Part-time unit members are eligible to move up one step when one-half (1/2) of the unit member's accrued percentage of load for classes taught at Rio Hondo College in the spring and fall semesters exceeds 75% at the current step. These step advancements for eligible part-time unit members shall take effect in the fall or spring semester, whichever immediately follows the achievement of eligibility. Such advancements may continue until the maximum step shown for each column is reached.
- 3.4.6.3 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.
- 3.4.6.4 Effective September 1, 1986, hourly unit members shall receive step advancements on a 3 to 1 basis for related occupational experiences gained after employment by the District and upon written verification submitted by the unit members, provided said experience would have been credited for step placement upon initial employment in the District.

3.4.7. Column Advancement

- 3.4.7.1 Unit members who are eligible for a column movement for any fiscal year shall receive such advancement effective the first day of the academic year. Such unit members shall have applicable transcripts/work verifications appropriate to meet the qualifications of the requested column filed with the District prior to the first day of the academic year.
- 3.4.7.2 Only official transcripts submitted to the District prior to the above date will be accepted as verification of eligibility for column advancement. If by the first day of the academic year the unit member is unable to submit official transcripts, other official documents in the form of grade cards or letters from the college or university shall be submitted by said date. The District, however, shall not issue any warrants reflecting the column advancement until said official transcripts have been received, but in no case later than November 30th of each fiscal year. After submission of the official transcripts, the District shall issue a supplemental warrant to reflect the column advancement salary adjustment effective the first day of the academic year.
- 3.4.7.3 Graduate units shall be accepted for column advancement if they are earned in courses from an accredited institution which are in the unit member's major, minor, or current assignment. Graduate units are those units earned in courses identified on the transcript as being graduate level. "Major" and "minor" shall be defined as the subject or area designated as such on the face of any valid degree (Bachelor's and beyond) or on the face of any valid credential which qualifies the unit member to be employed by the District. A minor may also be defined as having twenty-four (24) semester units of course work in a subject matter area including twelve (12) at the upper division or graduate level.

3.4.7.4 Other units including non-graduate shall be accepted for column advancement with approval granted prior to unit members' taking the course(s), by a committee consisting of the following: the Vice President of Academic Services, the appropriate Dean of Instruction (i.e., academic or occupational), the Division Dean appropriate to the academic or occupational area, and three (3) unit members appointed by the Association. Non-graduate units may be earned through colleges, universities, or officially recognized professional organizations which offer continuing education units. Continuing medical education courses shall be accepted for column advancement on a fifteen (15) unit for one (1) unit basis. Other continuing education courses shall be accepted for column advancement, with the number of units to be determined by the committee.

3.4.7.5 With prior approval of the District, courses may be used for column advancement which are taken as part of a retraining program pursuant to Article 11: Reassignment Procedure, or which directly relate to previous teaching experience if such experience directly relates to courses currently offered by the District.

3.4.8 Salary Schedule Placement Procedures

Placement on the salary schedule may be determined either by academic or occupational background. Such placement shall include both column and step. If a new unit member qualifies for placement on both academic and occupational experience, the placement shall be made based on whichever results in higher placement.

New employees shall be notified in writing that it is the individual employee's responsibility to have transcripts, degrees, and written verification of experience sent to the District for appropriate salary schedule placement. Any objection to salary schedule placement by the District must be made prior to the beginning of the second semester of employment. Objections filed subsequently to said period shall be addressed in the ensuing academic year.

Those units which the granting institution designates in writing to be graduate units shall be accepted.

Unit members who are hired effective subsequent to the date of signing of this Agreement shall be given credit of one step for:

1.
 - a) Each year of full-time experience, or equivalent, which required a credential prior to 7/1/90.
 - b) Each year of full-time instructional experience, or equivalent, which was performed after meeting the minimum hiring qualifications for teaching in a California community college after 7/1/90.
2. Each year of full-time experience, or equivalent, which would have required a credential if performed at Rio Hondo Community College prior to 7/1/90, even if such experience did not require a credential where performed.
3. Each three years of full-time related occupational experience Unit members may be placed no higher than Step 8 on the salary schedule. Exceptions to exceed the maximum placements above shall be at the discretion of the District.

3.4.9 Definitions of Unit Members

"Full-time employee" - A unit member whose load is more than 60%

"Part-time employee" - A unit member whose load is not more than
(instructional and non-instructional) 60% (excluding Lou Gunsalus)

"Hourly employee" - A unit member whose work is assigned on a
week-to-week basis

3.4.10 Rates of Pay

A unit member designated "full-time" shall be paid on a pro rata basis in accordance with his/her appropriate placement on the salary schedules in Appendix A.

A unit member designated "part-time instructional" shall be paid in accordance with his/her appropriate placement on the salary schedule subject to the following formula:

$$\frac{\text{Annual ten-month salary} \times .56 \times .5 \times}{\text{percent semester load}} = \text{semester salary}$$

A unit member designated "part-time non-instructional" shall be paid in accordance with his/her appropriate placement on the salary schedules in Appendix A subject to the following formula:

$$\frac{\text{Annual ten-month salary} \div \text{hours}}{\text{per year}} = \text{hourly rate}$$

A unit member designated "summer school instructor" shall be paid in accordance with his/her appropriate placement on the salary schedules in Appendix A subject to the following formula:

$$\frac{\text{Annual ten-month salary} \times .56 \times .5 \times}{\text{percent summer school load}} = \text{summer salary}$$

A unit member designated "hourly" shall be paid in accordance with his/her appropriate placement on the salary schedules in Appendix A subject to the formulas prescribed below for "Instructional Assignments" and "Non-Instructional Assignments."

A unit member designated "full-time," "part-time instructional," or "part-time non-instructional" who works an assignment in addition to his/her load shall be paid on an hourly basis in accordance with the following formulas:

3.4.11 Instructional Assignments

$$\frac{\text{Annual ten-month salary} \div \text{hours}}{\text{per year} \times .56} = \text{semester hourly rate}$$

$$\frac{\text{Annual ten-month salary} \div \text{hours}}{\text{per year} \times .56} = \text{summer hourly rate}$$

3.4.12 Non-Instructional Assignments

Annual ten-month salary ÷ hours
per year = semester & summer hourly rate

3.4.13 Hours Per Year

Hours per year shall be designated in accordance with the following:

	<u>Hours/ Week</u>		<u>Weeks/ Year</u>	<u>Hours/ Year</u>
3.4.13.1 <u>Instructional Assignments</u> (including but not limited to the following):				
All Lectures except Typing & Languages	15	x	35	525
Lecture - Language	16	x	35	560
Lecture - Typing	17	x	35	595
Lab - Art, Individual Typing, Word Processing, English Skill Center, Journalism, Math Skill Center, Music Activity, Radio and TV, Theatre Arts	20	x	35	700
Lab - Astronomy, Biology, Chemistry, Earth Science, Education, Engineering, Physical Sciences, Physics, Psychology	21	x	35	735
Physical Education Activity	21	x	35	735
Lab - Arch. Drafting, Auto, Business, Data Processing, Dental, Early Childhood, Electro-Mech. Drafting, Electronics, Engineering, Dis- abled Students, Fashion Design, Fire Science, Industrial Tech., Language Skill Center, Library, Machine Tech., Nursing, Police Science, Quality Technology, Speech, Welding, Nursing Clinic	21	x	35	735

3.4.13.2 Non-Instructional Assignments (including but not limited to the following):

	<u>Hours/ Week</u>		<u>Weeks/ Year</u>	<u>Hours/ Year</u>
Disabled Students Specialist	30	x	35	1,050
College Nurse, Coordinator (Evening, Weekend, or Off-Campus), Counselor, Psychologist, Librarian, Coordinator (Apprenticeship Program, and Learning Assistance Center)	40	x	35	1,400

3.5 Other Salary Related Matters

- 3.5.1 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.
- 3.5.2 If protective clothing (not uniforms) is necessary for the performance of the unit member's duties as determined by the District, the District shall provide such protective clothing at no expense to the unit member.
- 3.5.3 The unit member shall have access to assigned District parking lots at no expense to the unit member for such parking except for a gate key deposit, if required. The District shall furnish necessary parking decals and/or stickers. The District shall provide specifically identified parking areas for unit members who have State provided parking plaques or stickers for handicapped or disabled persons.
- 3.5.4 Unit members rendering services on a special contract on an hourly semester, or annual basis shall be paid at rates consistent with provisions of this Article. The District and an individual unit member may enter into a contract for projects for which services are rendered for an agreed-upon amount.
- 3.5.5 Reimbursement shall be made to a unit member for loss, destruction, or damage by arson, burglary, or vandalism of personal property required for the performance of his/her duties in the District. Reimbursement not to exceed \$250 shall be made only when prior approval is obtained on a District-provided form for the use of the personal property before the property was brought on campus and when the value of the property was agreed upon between the unit member and the District. No reimbursement shall be made for mysterious disappearance, accidental damage, or any other loss suffered because of the lack of the supervision of the personal property by the unit member. In the event of loss, destruction, or damage by arson, burglary, or vandalism of such personal property, the unit member shall file an Unusual Occurrence by the end of the workday following when the employee could reasonably have known of the loss.

Michael. A Woods
6406 S. Victoria Ave.
Los Angeles, CA 90043
(323) 743-7006
Michael_A_Woods@yahoo.com

OBJECTIVE

To be added to a well-organized firm in position that will give me an opportunity to utilize my skills for the growth of the organization.

EDUCATION

West Senior High School
Denmark, TN 38391
Diploma

LA Trade Tech
Los Angeles CA
Certificate

EXPERIENCE

Cargill Sweetener
1997-2010

Position: Maintenance Worker

Duties: Electrical, painting, plumbing, janitorial work, loading and unloading, rail cars and trunks etc.

A.S.F. Technologies Inc.
1992 to 1997

Position: Warehouse Worker

Duties: Shipping and receiving, inventory control, loading and unloading, forklift exp, pallet jack exp, packing etc.

UCLA

1986 to 1992

Position: Maintenance Worker

Duties: Stripping and waxing floors, carpet care, plumbing, electrical, painting, etc.

REFERENCES

Available upon request.

RX REPORT

(THU) MAR 24 2011 11:55
HUMAN RESOURCES

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0000000-232	MAR	22 9:59	23"		ECM	1	OK	
0000000-233	MAR	22 11:18	2' 29"	6269342861	G3	3	OK	
0000000-234	MAR	22 13:08	2' 04"	7146387809	G3	3	OK	
0000000-235	MAR	22 15:40	45"		ECM	4	OK	
0000000-236	MAR	23 11:32	58"	FaxServer	G3	1	OK	
0000000-237	MAR	23 13:05	1' 08"	6268137772	ECM	5	OK	
0000000-238	MAR	23 14:49	32"	17143791474	ECM	2	OK	
0000000-239	MAR	23 16:15	8' 11"	9096824214	ECM	16	OK	
0000000-240	MAR	23 18:24	7' 55"	6265275858	G3	11	OK	
0000000-241	MAR	23 19:27	19' 56"	3103057478	ECM	22	OK	

TOTAL

1h48' 00"

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