

# ***AGREEMENT***

between

**CITRUS COLLEGE ADJUNCT FACULTY FEDERATION**  
Local 6352 of the American Federation of Teachers

and

**CITRUS COMMUNITY COLLEGE DISTRICT**

**January 1, 2018 through December 31, 2020**

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## **ARTICLE 1 – AGREEMENT**

- 1.1 This Agreement is made and entered into by and between the Board of Trustees of the CITRUS COMMUNITY COLLEGE DISTRICT, whose address is 1000 West Foothill Boulevard, Glendora, California 91741 (hereinafter designated as the “District” or “Board”) and the CITRUS COLLEGE ADJUNCT FACULTY FEDERATION (hereinafter referred to as the “Union”), an employee union and chapter of Local 6352 of the American Federation of Teachers.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549.3 of the Government Code.
- 1.3 The Union and the District agree to mutually review titles and document names and update them where appropriate.

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## ARTICLE 2 – RECOGNITION

- 2.1 The Citrus Community College District hereby confirms its recognition of the Citrus College Adjunct Faculty Federation, which is a chapter of Local 6352, and is affiliated with the American Federation of Teachers, as the exclusive representative for the following academic unit.
- 2.2 Included: All academic part-time faculty teaching credit classes, counselors, librarians, “walk-on” head coaches, hourly non-credit instructors, and lab supervisors employed for 67% or less of a full-time load.
- 2.3 Excluded: All full-time regular faculty (teaching regular load or overload), contract faculty (teaching regular load or overload), substitutes, all management (performing a regular assignment or teaching overload), classified supervisors (performing regular assignment or teaching overload), confidential employees (performing regular assignment or teaching overload), Child Development Center permit teachers, specialists, and nurses, and all other non-academic personnel.
- 2.4 The Union and the District agree that this represents the appropriate unit. The Union and the District shall have the right to seek unit clarification by PERB proceedings on any new titles not specified in the above unit description. Nothing agreed to herein will prevent adjustments to the unit to be made upon mutual agreement of the District and the Union.
- 2.5 Disputes concerning this Article are not subject to the grievance provisions of this contract.

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## **ARTICLE 3 – BOARD’S RIGHTS**

- 3.1 It is understood and agreed that the Board of Trustees retains all rights, powers, privileges, functions and authority to direct, manage and control the operations of the District to the full extent authorized by law, except as limited by the terms of this Agreement and the Educational Employment Relations Act, California Government Code Sections 3540 *et seq.*
- 3.2 In the event that there is a conflict between Board Policy and the Agreement, the Agreement language shall supersede.

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## **ARTICLE 4 – UNION RIGHTS**

### **Institutional Facilities**

- 4.1 The Union shall have the right to use institutional bulletin boards, mailboxes, telephone voice mail, and email to distribute organizational messages and material to its Unit Members.
- A. Union literature distributed through the District mail system shall identify the Union as sender and shall be dated.
  - B. The Superintendent/President shall be included on the distribution list for all materials for faculty-wide distribution through the District's mailbox, voice mail, or email systems. Notice to the Superintendent/President shall not be interpreted in a manner that infringes upon a Unit Member's free speech rights under the First Amendment to the U.S. Constitution.
- 4.2 The Union shall have the right to use institutional facilities subject to reasonable regulation by the District, for the purposes of conducting Union business. Access to, and use of, institutional facilities shall be subject to availability in accordance with site scheduling and reservation procedures.
- 4.3 Use or access to institutional bulletin boards, mailboxes, and facilities by the Union shall not interfere with or interrupt District operations, classroom activities, or the scheduled duties of employees. District supplies and materials shall not be used for organizational purposes. In cases of use or access that will result in costs to the District, the Union shall reimburse the District for such use or access.
- 4.4 The District will provide the Union with an official mailbox. The District shall, at no cost, provide the Union with an on-campus office, including basic furniture, telephone and telephone line, and internet access. The District reserves the right to change the location of the office.

### **Information to Citrus College Adjunct Faculty Federation, Local 6352**

- 4.5 By the fourth Monday of each semester, the District shall furnish the Union, without charge, a list of names and assignments for those Unit Members then currently employed.
- 4.6 By the fourth Monday of each semester, the District shall furnish the Union with a list of names, home addresses and telephone numbers of currently employed Unit Members, except for those Unit Members who have requested that such information not be disclosed.



- 4.7 The District shall provide to the Union the agenda for each meeting of the Board of Trustees, together with all available supporting documents that are not exempt from public disclosure under the California Public Records Act. Documents provided to the Union are those documents provided to all other members of the public, some of which may be available at the meeting. The agenda shall be placed in the Union's campus mailbox at the same time the agenda is placed in the mailboxes for all other individuals/groups on campus.
- 4.8 The District will furnish new Unit Members a copy of this Agreement when they are hired.

### **Protection for Union Activity**

- 4.9 The District agrees not to discriminate against any Unit Member because of membership in or participation in the lawful activities of the Union.

### **Labor/Management Meetings**

- 4.10. Upon request of either party, the parties shall meet up to twice per month for labor/management meetings.
- 4.11. In the event that negotiations are scheduled at a time that a member of the Union's bargaining team has a scheduled assignment with the District, he/she shall be released from his/her assignment at no loss in pay.

### **Employee Orientation**

- 4.12 The District shall conduct an adjunct orientation/training session prior to the fall and spring semesters. The Federation will have access to the adjunct employees in attendance at such orientation/training. The dates for the orientation/training sessions shall be established by mutual agreement with the Federation.

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## **ARTICLE 5 – ORGANIZATIONAL SECURITY**

- 5.1 The Union has the exclusive right to have employee organization membership dues and service fees deducted by the District from the wages or salary of employees in the bargaining unit in accordance with the provisions of this Article.
- 5.2 The District will implement automatic payroll deductions for all Unit Members who voluntarily become members of the Union in accordance with the District's procedures and the Union's dues schedule. The Union shall notify the District when a Unit Member becomes a member or discontinues membership in the Union.
- 5.3 The District shall, without charge, transmit to the Union the sums deducted under this Article.
- 5.4 The Union agrees to indemnify and financially hold harmless the District, its Governing Board, officers and administrators against any and all claims, demands, costs, lawsuits, including attorney fees incurred in defending said persons or District, or any other form of liability or expense, including but not limited to, all court or administrative costs, that may arise out of or by reason of action taken by the District for the purpose of complying with this Article.

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## ARTICLE 6 – ASSIGNMENT AND SCHEDULING

- 6.1 The District agrees to use a form to solicit interest and availability from Unit Members for future assignments.
- 6.2 Assignments will be made as early as possible.
- 6.3 Whenever possible, names of those Unit Members who are assigned will be printed in the class schedule and on the online class schedule.
- 6.4 The load of a Unit Member will not exceed 67% without approval from the Board of Trustees.
- 6.5 A full-time faculty member may bump the assignment of a Unit Member only if the class or classes are needed to fill out his/her full-time teaching load.
- 6.6 When scheduling adjunct assignments, the management supervisor shall consider (in a non-ranked order): 1) the length of the unit member's successful prior performance at Citrus College; 2) the number of classes taught in the previous semesters; 3) the unit member's qualifications; 4) the unit member's preparation in the discipline and; 5) the skills required for the assignment. In the event that all of these factors are equal in determining an assignment, the management supervisor will give further consideration to length of employment. To the extent course sections are available the District will attempt to provide an assignment up to 67% of a full-time equivalent load. However, the Federation and the District agree that the ultimate determination of assignment rests exclusively with the management supervisor.
- 6.7 Unit Members are employed on a temporary basis from term-to-term and the District shall retain all customary and usual rights, powers, functions, and authority with respect to the employment, assignment, retention, and/or termination of temporary faculty members to the full extent of the law.
- 6.8 In the event that a Unit Member is not offered an assignment due to a reduction in the number of sections of the course taught by the Unit Member, the appropriate Dean will place the Unit Member's name on a list which shall include current contact information. If and when additional sections become available of which the Unit Member has previously taught, the dean shall consistent with the provisions of this Article consider the Unit Member for an assignment.

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## ARTICLE 7 – PERSONNEL FILES

- 7.1 A single personnel file, secured in a lockable cabinet, shall exist for each Unit Member.
- 7.2 No disciplinary action shall be taken against any Unit Member that is based on information not first seen by that employee.
- 7.3 Derogatory materials shall not be filed in the Unit Member's personnel file until the employee has been given notice of the filing and has had at least ten (10) working days to submit a response to be attached to the material. The ten (10) day period shall begin when the Unit Member receives a true copy of the derogatory material (actual notice). Anonymous materials shall not be placed in the personnel file. Routine District forms that do not contain the name of the originator shall be initialed and dated by the person placing them in the file.
- 7.4 At the request of the employee, derogatory material may be removed or sealed with mutual agreement between the Unit Member and the Superintendent/President.
- 7.5 A log will be kept in the front of each Unit Member's personnel file recording the name of each person inspecting the file and the date of the inspection. Exceptions to these entries include routine handling of the files by the Human Resources staff.
- 7.6 Authorization to inspect the Unit Member's personnel file is granted to the employee (by appointment) and the Superintendent/President or his/her designee. The Unit Member's designee may inspect the file with non-continuing written permission from the employee.
- 7.7 The original of all performance evaluations will be placed in the Unit Member's personnel file.
- 7.8 Unit Members will have the right, by appointment, to inspect and make copies of materials in their personnel file during normal business hours, but not during the time the employee is actually required to render services to the District. Pre-employment materials will be removed from the file prior to the inspection appointment in accordance with Education Code. The employee will be charged for the copying of materials at the established rate in Human Resources, not to exceed \$0.25 per page, except for one certified courtesy copy of any requested document(s) in the personnel file, to be provided once in any academic year.
- 7.9 Subject to reasonable regulation by the District, a Unit Member shall have the right to submit materials related to their performance as an employee of the District for placement in the Unit Member's personnel file.

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## ARTICLE 8 – EVALUATIONS

- 8.1 Unit Members will be evaluated once during their first semester of service and at least once every six (6) semesters thereafter (*Appendix A - Performance Evaluation - Instructor; Appendix B - Performance Evaluation - Counselor; Appendix C - Performance Evaluation - Librarian; Appendix D - Performance Evaluation - Walk-on Head Coach; Appendix E – Performance Evaluation – Professional Growth Report*).
- 8.2 For teaching faculty, evaluation visits shall not be conducted during the first class meeting or the last two (2) class meetings. For non-teaching faculty, evaluations shall not be conducted during the two (2) weeks or last two (2) weeks of the semester.
- 8.3 Unit Members will be given advance notice of the evaluation criteria, identity of the evaluator, and a two-week time span during which the evaluation will be conducted.
- 8.4 A Unit Member may submit a self-evaluation, which may include items, such as a narrative, examples of work product, or a log of professional development activities, to be included as a component of the evaluation.
- 8.5 The Unit Member’s immediate management supervisor shall ensure that each Unit Member is evaluated as provided in this Agreement. As required by Education Code Section 87663(c), Unit Member evaluations shall include a peer review process.
- A. A full-time or adjunct faculty member, selected jointly by the Unit Member and management supervisor, shall perform one of the following peer review options as a part of the Unit Member’s evaluation:
- 1) Classroom, library or counseling observation of student contact activities for at least thirty (30) minutes; or
  - 2) Review of course documents, including but not limited to, the class syllabus, handouts, tests, quizzes and/or lesson plans.
- B. In the event a Unit Member and management supervisor cannot jointly agree on who should serve as the evaluator, the management supervisor will provide the Unit Member with a list of three (3) names from which the Unit Member must choose one (1) to serve as the evaluator. Should a Unit Members member serve as the peer review evaluator, he or she shall be compensated for two (2) hours at his or her lecture hourly rate.
- 8.6 All evaluations shall result in an overall performance rating of “superior”, “satisfactory” or “unsatisfactory.”

- 8.7 There may be a student component included in the evaluation (*Appendix F - Performance Evaluation - Student*). If such student component is considered, it shall, under no circumstances, be the determining factor in the Unit Member's evaluation.
- 8.8 Within two (2) weeks after all evaluation components have been completed, the immediate management supervisor shall contact the Unit Member to schedule a conference date and time to discuss the results of the evaluation.
- 8.9 The Unit Member's immediate management supervisor shall prepare the final evaluation report which shall include the peer review report, the observation, the self-evaluation (if one has been submitted) and a summary of student evaluations (if any).
- 8.10 Once an evaluation review conference has occurred, a copy of the evaluation shall be given to the Unit Member, and the original signed evaluation will be kept in the Unit Member's personnel file. The Unit Member's signature shall indicate receipt of a copy of the evaluation, but not necessarily agreement with any conclusions therein. A Unit Member shall have the right to submit a rebuttal to his/her evaluation. Such rebuttal shall be attached to the evaluation in the Unit Member's personnel file.
- 8.11 A Unit Member who receives an unsatisfactory evaluation shall have the right to receive a reevaluation the following semester in the event they are assigned a class. A Unit Member shall have the right to submit a rebuttal to his/her re-evaluation. Such rebuttal shall be attached to the re-evaluation in the Unit Member's personnel file.
- 8.12 Each Unit Member shall submit to his or her immediate management supervisor a syllabus for each teaching assignment no later than two (2) weeks into the term, regardless of whether they are to be evaluated that term. The District shall inform the Unit Member before their first class session of their responsibility to comply with this request.

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## ARTICLE 9 – LEAVES

- 9.1 The District provides paid and unpaid leaves of absence for a variety of reasons including illness (including maternity), jury duty, court appearance, bereavement, family medical leave, personal necessity leave, industrial accident and illness leave, and military leave in accordance with state and federal law and its Board Policy and Administrative Procedure.
- 9.2 The District agrees to notify Citrus College Adjunct Faculty Federation, Local 6352 when and if the Board of Trustees considers changing the provisions of such leave policies.
- 9.3 Unit Members shall earn one (1) hour of paid sick leave for every eighteen (18) hours worked.
- 9.4 Unit Members shall have the right to transfer accumulated sick leave from other eligible entities.
- 9.5 Catastrophic Leave: Unit Members shall have the right to voluntarily donate sick leave to a catastrophic leave pool established in a specific Unit Member's name to be used by that Unit Member for catastrophic illness or injury. Eligible leave credits must be donated at a minimum of eight (8) hours, and in hour increments thereafter. Except as provided in Section 5.C below, the donation of eligible leave credits shall be irrevocable.
- A. Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off, if any exists.
- B. Unit members eligible to receive leave credits must meet all of the following requirements:
- 1) The Unit Member who is suffering from a catastrophic illness or injury requests on the appropriate form that eligible leave credits be donated. The Office of Human Resources verifies that the Unit Member has exhausted all available paid leave.
  - 2) The employee's personal physician provides written verification to the Office of Human Resources that the Unit Member is unable to perform services for an extended period of time. Upon receipt of the physician's written verification, the Office of Human Resources shall notify the Unit Member that he or she is eligible to participate in the Catastrophic Leave Program.

- 3) A Unit Member who receives paid leave pursuant to this section shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving eligible credits under the terms of this program.
- C. The Catastrophic Leave Program shall operate on a case-by-case basis. Once the affected Unit Member receives District approval, the Union shall solicit Catastrophic Leave donations from Unit Members. The Union shall deliver to the District all tendered donations, in monthly increments, up to the quantity necessary to complete the extended period of catastrophic absence. Donations tendered but not delivered to the District shall be returned to the tendering Unit Member. The Union shall keep complete and accurate records of all donations tendered and of those delivered to the District. These records shall be available to the District in the event that they are required for a state audit and/or when needed to resolve a formal complaint lodged in writing by a Unit Member.
  - D. Either the Unit Member's return to work or the end of the current assignment shall terminate the use of catastrophic leave for that Unit Member.
- 9.6 Upon receipt from STRS or PERS, the District shall complete the appropriate statement of the Unit Member's unused sick leave.



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## ARTICLE 10 – SALARY

- 10.1 Unit Member salaries are implemented in accordance with the Adjunct Faculty Salary Schedule and all the terms included on the schedule (*Appendix G - Salary Schedule*).
- 10.2 Units counted toward advancement on the salary schedule must be graduate units earned at an institution accredited by one of the regional associations such as, Western Association of Schools and Colleges. Undergraduate units, which have been given prior approval by the appropriate vice president, may also be counted toward advancement. Graduate units earned at foreign colleges or universities must be approved in advance by the appropriate vice president. Foreign transcripts must be translated and evaluated for equivalency by a bona fide U.S. evaluation service.
- 10.3 Unit Members who plan to advance from one salary classification (column) to another must notify the Human Resources Office at the time the advancement is to become effective. The salary will not be changed until all units claimed for the change are officially verified. A change will be made in salary advancement due to the accumulation of units on the first of the month following verification.
- 10.4 It is the responsibility of the Unit Member to notify the Human Resources Office of any error in placement on the salary schedule. Errors in salary placement or payment(s) discovered either by the Unit Member or by the District will be corrected. The recovery of any underpayment or overpayment of funds shall be made as permitted by law.
- 10.5 Each Unit Member shall be granted one increment (one step) on the Adjunct Faculty Salary Schedule for each year of satisfactory service until the maximum number of increments (steps) is reached. Satisfactory service shall be defined as having received no evaluation less than “satisfactory” during the year of service.
- 10.6 Whenever, for any cause, the work of a Unit Member is designated as “unsatisfactory” on the Unit Member’s evaluation, class (column) or step increments may be withheld until improvement is affected.
- 10.7 In moving from any salary class (column) to another, a Unit Member may not advance more than once each year. In moving from any salary step to another, a Unit Member may not advance more than once each year.
- 10.8 The District shall pay the administrative costs associated with direct deposit of pay warrants to all participating financial institutions for all Unit Members who elect to subscribe to such service. The District shall not be responsible for errors or missed deadlines that might occur between the Los Angeles County Office of Education and the employee’s financial institution. If an error occurs, the District will assist the employee in getting the direct deposit error corrected.

10.9 *Definition of Parity:* Effective July 1, 2003, the District and the Union agree that parity for Unit Member salaries, based on workload, is as described by the CPEC study and equals 70% of a full-time faculty workload. This 70% includes 33% of in-classroom time, and 37% of preparation time, and grading. Office hours are not included but will be paid for as performed under the terms of the Article on Office Hour Program in this contract.

*Definition of Parity:* Effective July 1, 2004, the District and the Union agree that parity for Unit Member salaries, based on workload, equals 75% of a full-time faculty workload. This 75% includes 37.5% of in-classroom time, and 37.5% of preparation time, and grading. Office hours are not included but will be paid for as performed under the terms of the Article on Office Hour Program in this contract.

10.10 In the event that a Unit Member's class is cancelled after a class has met, the Unit Member shall be compensated for all class hours at the hourly rate calculated from Class 1, Step I of the Adjunct Salary Schedule. The hourly amount shall be determined by dividing the per LHE amount by 17.5.

10.11 Salary Schedules shall be as follows:

Effective January 1, 2018, all salary schedules shall be increased by five percent (5.0%). In addition, a 2% off-schedule payment will be provided. The off-schedule payment shall be applied to the regular salary schedule and paid to Unit Members as part of their regular pay. The payment shall end as of December 31, 2018.

Effective January 1, 2019, all salary schedules shall be increased by three percent (3.0%). In addition, a 2% off-schedule payment will be provided. The off-schedule payment shall be applied to the regular salary schedule and paid to Unit Members as part of their regular pay. The payment shall end as of December 31, 2019.

Effective January 1, 2020, all salary schedules shall be increased by two percent (2.0%). In addition, a 2% off-schedule payment will be provided. The off-schedule payment shall be applied to the regular salary schedule and paid to Unit Members as part of their regular pay. The payment shall end as of December 31, 2020.

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## **ARTICLE 11 – OFFICE HOURS**

- 11.1 For fall and spring semesters, Unit Members shall hold office hours for students one-half hour each week.
- 11.2 Unit Members shall list such office hours on their syllabi.
- 11.3 The District shall continue to provide areas throughout the campus where Unit Members may have discussions with students.

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## **ARTICLE 12 – MEDICAL BENEFITS**

- 12.1 Each academic year the District shall allocate \$10,000 towards the medical benefits programs as outlined below. Half of the allocation is to be used for the fall semester and half for the spring semester. When the allotment has been exhausted, medical benefits reimbursement will no longer be funded. This reimbursement will be on a first come-first served basis.
- 12.2 Unit Members are eligible to participate in the Medical Benefits Program if they:
- A. Have a faculty assignment equal to or at least a 40% load during each semester of their participation; and,
  - B. Have had faculty assignments at the District for at least three (3) full semesters prior to the first semester of their participation.
- 12.3 The District will reimburse the Unit Member up to \$500 per semester for the cost of medical benefits with appropriate application and verification. The application must be submitted to the District on or before June 30 to qualify for reimbursement for the immediately preceding fall and spring semesters.
- 12.4 Printed materials will be provided each Unit Member describing the procedures for medical benefits reimbursement.

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## ARTICLE 13 – WORKING CONDITIONS

- 13.1 The District shall provide as safe conditions as reasonably possible for Unit Members while they are on District facilities and using those facilities provided for the purpose of carrying out their assigned responsibilities. Unit Members are encouraged to submit written recommendations to their immediate management supervisor or the safety officer regarding the maintenance of safe working conditions, facilities and equipment, and repairs and modifications to insure compliance with appropriate safety standards.
- 13.2 Unit Members shall be responsible for observing posted safety rules.
- 13.3 The District shall provide, to the extent reasonable, supplies, equipment, printing and support services to the Unit Members to carry out their assigned responsibilities.
- 13.4 The District shall reimburse a Unit Member for mileage and parking fees when the Unit Member must use his or her personal vehicle while acting within the scope and course of employment.
- A. Mileage reimbursement shall be at the prevailing rate allowed by the Internal Revenue Service as reimbursable expense.
  - B. Reimbursement shall be granted only after presentation of a written claim and verification on forms prepared by the District.
  - C. In no case shall reimbursement be granted for mileage between the Unit Member's residence and the District work locations of the Unit Member. Mileage reimbursement shall be made for trips within a single day between two (2) or more work sites of Citrus College when such travel is necessitated by the Unit Member's assigned duties.
  - D. When more than one Unit Member must travel while acting within the scope and course of employment in the performance of assigned duties, the minimum number of vehicles consistent with safety and economy must be used, and only the Unit Member(s) who must use a personal vehicle shall receive reimbursement.
- 13.5 Materials, supplies, and the use of District equipment to support expected assignment-related activities shall be provided for Unit Members during days and hours the District is open for business.

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## **ARTICLE 14 – NON-DISCRIMINATION**

- 14.1 The District and the Union agree to cooperate in a policy of non-discrimination against employees and students. The District shall not discriminate against any employee with regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability use of family medical care leave, genetic information, military or veteran status, gender identity, gender expression, a perception of having one or more of the foregoing characteristics, an association with a person or group with one or more of these actual or perceived characteristics [In the event that either State or Federal law is amended to include further protected categories, then this section will be interpreted to include any such protected categories].
- 14.2 Sexual harassment shall be considered discrimination under this Article.
- 14.3 Disciplinary action will be taken against any employee who engages in any activity prohibited under this Article.
- 14.4 The District agrees to take corrective action to ensure that such practices are remedied and that such discrimination does not continue. Reprisal against Unit Member serving as witnesses is prohibited.
- 14.5 Any charges by a Unit Member of discrimination relating to the categories enumerated in this Article will be adjudicated through the District's discrimination complaint procedure and/or the appropriate governmental agency, and shall remain outside any contractual grievance process.

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## **ARTICLE 15 – GRIEVANCE**

### **Definitions**

- 15.1 A “grievance” is a claim by a Unit Member that there has been a violation of any of the provisions of this Agreement, except those provisions that state they may not be grieved.
- 15.2 “Academic year” is the period commencing with the first day of fall semester and ending on the day of commencement.
- 15.3 An “aggrieved person” or “grievant” is the Unit Member(s) adversely affected or the Union; however, the Union may only grieve the rights of the Union.

### **Purpose**

- 15.4 The purpose of this procedure is to secure, at the lowest possible administrative level, an equitable solution to a grievance.
- 15.5 Both parties agree that these procedures will be kept as informal as may be appropriate at any level of the procedure.
- 15.6 The aggrieved Unit Member(s) may request that the Union represent them, but nothing contained herein will be construed as limiting the right of any Unit Member having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention by the Union, provided that such adjustment is not inconsistent with the terms of the Agreement.
- 15.7 Grievances shall be processed as rapidly as possible, the time limits specified at each level should be considered to be maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual written agreement.
- 15.8 If a grievance is not processed by the grievant and/or the Union in accordance with the time limits set forth in this Agreement, it shall not be subject to further procedures and shall be considered settled on the basis of the decision last made by the District. If the District fails to respond to the grievance within the time limit specified at each level, the failure to respond shall be deemed a denial of the grievance and termination of the level involved. The grievant may proceed to the next step.
- 15.9 In the event a grievance is filed at such a time that it cannot be processed through all the steps within this grievance procedure by the end of the academic year and, if left unresolved until the beginning of the following academic year, and if this delay could result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be completed prior to the end of the academic year, or as soon thereafter as may be agreeable to the grievant and the District.

15.10 If the District claims that a grievance should be dismissed because it falls outside the scope of the procedure, or was filed or processed in an untimely manner, or that the grievance has become moot, or that a party has breached the confidentiality provisions, then such a claim shall, at the option of the District, be considered closed. If the District should choose to refuse to hear a grievance, nothing in this Article shall preclude the aggrieved person from seeking, through appropriate administrative or judicial proceedings, to compel the District to proceed to Level Three.

**Procedure – Level One**

15.11 Within thirty (30) working days of the Unit Member’s discovery of the alleged violation, an aggrieved person will first discuss the grievance with their appropriate immediate management supervisor. The appropriate immediate management supervisor will respond to the aggrieved person within a period of ten (10) working days.

**Procedure – Level Two**

15.12 If the aggrieved person is not satisfied with the disposition of the grievance at Level One, the aggrieved person may file the grievance in writing, on the appropriate District form from the Office of Human Resources, with the appropriate vice president within ten (10) working days following the written, dated decision at Level One.

15.13 A Level Two meeting will take place between the grievant and the appropriate vice president in an effort to resolve the grievance.

15.14 A written decision by the appropriate vice president will be provided within ten (10) working days after the Level Two grievance meeting.

**Procedure – Level Three**

15.15 If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within the ten (10) working days, the grievant may file a Level Three grievance with the Superintendent/President not more than twenty (20) working days beyond the Level Two meeting.

15.16 A Level Three meeting will take place between the Grievant and the Superintendent/President within fifteen (15) working days from the filing of the Level Three grievance.

15.17 A written decision by the Superintendent/President shall be provided within ten (10) working days from the Level Three grievance meeting. The Superintendent/President’s decision shall be final with no further local avenue of appeal.



15.18 The exception to this provision is a grievance filed because of action or inaction of the Superintendent/President. This grievance will start at Level Two with the Superintendent/President. Level Three of this process would then be addressed to the President of the Board of Trustees. The decision by the Board of Trustees shall be final with no further local avenue of appeal.

#### **Procedure – Level Four**

15.19 If the aggrieved person is not satisfied with the disposition at Level Three, the Grievant, with the consent of the Union, may request that his/her grievance be submitted to mediation for review.

15.20 Within fifteen (15) days of receipt of a written request to proceed to mediation, the District will request the services of a mediator from the California State Mediation and Conciliation Service.

15.21 The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.

15.22 If a mutual resolution of the grievance is reached during mediation, a written statement of the resolution will be prepared and signed by the parties.

15.23 In the event that a mutual resolution of the grievance is not reached during mediation, the Union may, within ten (10) days from the last mediation meeting, appeal the grievance to Level Five.

#### **Procedure – Level Five**

15.24 In the event the grievance is not resolved at Level Four, the Federation may request that the grievance be submitted to advisory arbitration. Such request must be sent to the District's Office of Human Resources within the time specified at Level Four, Section 15.23.

15.25 Submission to arbitration shall be made by the Union to the State Mediation and Conciliation Service. The parties shall then be bound by the rules and procedures of the State Mediation and Conciliation Service in the selection of an arbitrator and the arbitrator shall proceed under the rules of said service.

15.26 As soon as possible and in any event not later than fourteen (14) days after the District receives the written notice of the aggrieved person's desire to arbitrate, the parties shall attempt to agree upon an arbitrator. If no agreement is reached within said fourteen (14) days, an arbitrator shall be selected from a list of seven (7) arbitrators supplied by the State Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name shall be determined by lot. If the arbitrator selected will not be available for the hearing within a reasonable period of time, not exceeding sixty (60) days, the parties shall proceed to select another arbitrator from above list.

- 15.27 If the District claims that a grievance should be dismissed because it falls outside the scope of the procedure, or was filed or processed in an untimely manner, or that the grievance has become moot, or that a party has breached the confidentiality provisions, then such a claim shall, at the option of the District, be heard and ruled upon by an arbitrator prior to any hearing on the merits of the grievance, with a suitable stay/continuance between such a ruling and any further proceedings which the arbitrator deems necessary.
- 15.28 The arbitration shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him by the respective parties in the presence of each other and upon arguments presented in briefs.
- 15.29 The arbitrator may hear and determine only one grievance at a time unless the District and the grievant(s) expressly agree 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.
- 15.30 The arbitrator's decision will be in writing and will set forth all findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any recommendation which requires the commission of act prohibited by law or which violates the terms of this Agreement. However, it is agreed that the arbitrator is empowered to include in the arbitrator's decision such financial reimbursement or other remedies as is judged to be proper. The decision of the arbitrator will be submitted to the Board, the Superintendent/President of the District, the grievant, and the Union.
- 15.31 The decision of the arbitrator within the limits herein prescribed shall be submitted to the parties as an advisory opinion.
- 15.32 All fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear the expenses of the presentation of its own case.
- 15.33 The Board of Trustees shall review the arbitrator's advisory opinion at the next the regular Board of Trustees meeting following receipt of the arbitrator's advisory opinion. The Board of Trustees shall review the advisory opinion in closed session and no testimony or evidence other than that contained in the arbitrator's advisory opinion shall be presented. Within fifteen (15) days of the Board of Trustees' review of the arbitrator's advisory opinion, the District will notify the Union in writing as to either the Board of Trustees' decision to adopt, modify, or reject the arbitrator's advisory opinion. The Board of Trustees' written notification to the Union shall conclude the grievance procedure.

## Miscellaneous

- 15.34 No reprisals of any kind will be taken by the Superintendent/President of the District or by any member or representative of the administration of the District against any aggrieved person, any member of the Union, or any other participant in the grievance procedure by reason of such participation.
- 15.35 The aggrieved Unit Member may represent himself or herself at all stages of the grievance through Level Three. The grievant may be represented by the Union at all levels of the grievance process. At each grievance meeting, the grievant and the District decision-maker at that level may each be accompanied by no more than two (2) representatives or advisers. Any legal counsel appearing on behalf of the grievant shall be retained by the Union. Legal counsel representing the grievant or the District shall be counted among the total number of persons permitted to be present as specified above.
- 15.36 If a grievance arises from action or inaction by the Superintendent/President, the aggrieved person shall submit the grievance in writing directly to the Superintendent/President of the District, commencing at Level Two. In this case, Level Three may involve the President of the Board of Trustees.
- 15.37 Time limits provided in each level shall begin at the expiration of the previous time limit or the day following receipt of written decision by the parties in interest.
- 15.38 Grievance meetings will be scheduled by the District so as not to conflict with classroom duties.
- 15.39 From the time a grievance is filed until it is processed through its completion or closure, neither party shall make public either the grievance or evidence regarding the grievance. This will constitute a breach of confidentiality.
- 15.40 All procedural documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file held in the Office of the Superintendent/President and will not be kept in the personnel file of any of the participants.

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## **ARTICLE 16 – Academic Freedom**

### **Academic Freedom**

16.1 The Unit Member shall have the academic freedom to seek the truth and guarantee freedom of learning to the students.

### **Intellectual Property**

16.2 The Unit Member shall have the right to intellectual property created by that Unit Member consistent with the provisions of Administrative Procedure 3715. The Federation shall be notified if there are to be any changes to Administrative Procedure 3715.

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## **ARTICLE 17 – DURATION OF CONTRACT**

17.1 The term of this agreement shall be from January 1, 2018, through December 31, 2020.

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## APPENDICES

Employee Name \_\_\_\_\_ Campus \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

PART I. Performance Standards

Evaluator appraisals of performance are indicated by the following symbols:

E = Superior S = Performance is satisfactory U = Performance is unsatisfactory

Where an unsatisfactory rating is indicated, example(s) of behavior(s) relating to the relevant area(s) of the performance standard and recommendations for improvement must be recorded under "comments and recommendations". Cited examples and recommendations must be descriptive and specific.

Performance reflecting special strength in an area should also be recorded for the purpose of employee commendation.

If a rating criterion is not applicable or cannot be evaluated, mark "N/A".

1. Breadth, depth and currency of knowledge appropriate to the subject matter of the course which is reflected in the course content and organization.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

2. Proficiency in written and oral communications.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

3. Effective lesson presentation, understanding that there are various methods, techniques and philosophies of sound education (lectures, discussions, questioning, panels, laboratory or shop demonstration / supervision methods, etc.).

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

4. Classroom control appropriate to the teaching environment, understanding that there are various techniques and differing levels of student maturity.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

Page 2

Employee Name \_\_\_\_\_

5. Relevant out-of-class learning activities, understanding that there are various methods, techniques and philosophies of sound education (lesson assignments, papers, reports, field trips, projects, etc.).

**Rating            Comments and recommendations**

- E** \_\_\_\_\_
- S** \_\_\_\_\_
- U** \_\_\_\_\_
- N/A** \_\_\_\_\_

6. Documented, relevant and timely evaluation of student performance appropriate to the subject matter of the course, understanding that there are various methods, techniques and philosophies of evaluation.

**Rating            Comments and recommendations**

- E** \_\_\_\_\_
- S** \_\_\_\_\_
- U** \_\_\_\_\_
- N/A** \_\_\_\_\_

7. Concern for student safety, instructional equipment and school property appropriate to the physical conditions of the teaching situation.

**Rating            Comments and recommendations**

- E** \_\_\_\_\_
- S** \_\_\_\_\_
- U** \_\_\_\_\_
- N/A** \_\_\_\_\_

8. Meeting administrative clerical requirements (attendance and grade records filled out properly and turned in on time, text and library book requests completed, etc.).

**Rating            Comments and recommendations**

- E** \_\_\_\_\_
- S** \_\_\_\_\_
- U** \_\_\_\_\_
- N/A** \_\_\_\_\_

9. Evaluation of course syllabi, class handouts, assignments, examinations and other materials generated for professional use as appropriate to the assignment.

**Rating            Comments and recommendations**

- E** \_\_\_\_\_
- S** \_\_\_\_\_
- U** \_\_\_\_\_
- N/A** \_\_\_\_\_

10. Consider the extent to which the employee works as part of the team and works effectively and courteously with fellow employees, students and the public.

**Rating            Comments and recommendations**

- E** \_\_\_\_\_
- S** \_\_\_\_\_
- U** \_\_\_\_\_
- N/A** \_\_\_\_\_





Employee Name \_\_\_\_\_ Campus \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

PART I. Performance Standards

Evaluator appraisals of performance are indicated by the following symbols:

E = Superior S = Performance is satisfactory U = Performance is unsatisfactory

Where an unsatisfactory rating is indicated, example(s) of behavior(s) relating to the relevant area(s) of the performance standard and recommendations for improvement must be recorded under "comments and recommendations". Cited examples and recommendations must be descriptive and specific.

Performance reflecting special strength in an area should also be recorded for the purpose of employee commendation.

If a rating criterion is not applicable or cannot be evaluated, mark "N/A".

- 1. Breadth, depth and currency of knowledge appropriate to academic/vocational advisement, course placement and other assigned duties.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

- 2. Proficiency in written and oral communication to students.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

- 3. Effective use of articulation agreements and guidance to students in planning transfer programs and/or careers.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

- 4. Appropriate guidance to students in values/goal clarification.

Rating Comments and recommendations
[ ] E
[ ] S
[ ] U
[ ] N/A

Page 2 Employee Name \_\_\_\_\_

5. Relevant group or one-on-one presentation.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

6. Referral to academic, financial and psychological support services when appropriate.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

7. Documented, relevant and timely evaluation of student performance when appropriate.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

8. Meeting administrative clerical requirements (Student Education Plans, general education requirement forms, IGETC forms, etc.).

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

9. Evaluation of course syllabi, class handouts, assignments, examinations and other materials generated for professional use as appropriate to the assignment.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

10. Consider the extent to which the employee works as part of the team and works effectively and courteously with fellow employees, students and the public.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_



Employee Name \_\_\_\_\_ Campus \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**PART I. Performance Standards**

Evaluator appraisals of performance are indicated by the following symbols:

**E** = Superior                      **S** = Performance is satisfactory                      **U** = Performance is unsatisfactory

Where an unsatisfactory rating is indicated, example(s) of behavior(s) relating to the relevant area(s) of the performance standard and recommendations for improvement must be recorded under "comments and recommendations". Cited examples and recommendations must be descriptive and specific.

Performance reflecting special strength in an area should also be recorded for the purpose of employee commendation.

If a rating criterion is not applicable or cannot be evaluated, mark "**N/A**".

1. Breadth, depth and currency of knowledge appropriate to research needs and other assigned duties.

Rating	Comments and recommendations
<input type="checkbox"/> <b>E</b>	_____
<input type="checkbox"/> <b>S</b>	_____
<input type="checkbox"/> <b>U</b>	_____
<input type="checkbox"/> <b>N/A</b>	_____

2. Proficiency in written and oral communications to students.

Rating	Comments and recommendations
<input type="checkbox"/> <b>E</b>	_____
<input type="checkbox"/> <b>S</b>	_____
<input type="checkbox"/> <b>U</b>	_____
<input type="checkbox"/> <b>N/A</b>	_____

3. Effective bibliographic instruction, including reference interview techniques.

Rating	Comments and recommendations
<input type="checkbox"/> <b>E</b>	_____
<input type="checkbox"/> <b>S</b>	_____
<input type="checkbox"/> <b>U</b>	_____
<input type="checkbox"/> <b>N/A</b>	_____

4. Worksite control appropriate to the library environment.

Rating	Comments and recommendations
<input type="checkbox"/> <b>E</b>	_____
<input type="checkbox"/> <b>S</b>	_____
<input type="checkbox"/> <b>U</b>	_____
<input type="checkbox"/> <b>N/A</b>	_____

5. Relevant group or one-on-one presentation.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

6. Referral to out-of-library resources when appropriate.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

7. Documented, relevant and timely evaluation of student performance when appropriate.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

8. Meeting administrative clerical requirements (annual reports, department statistics, department supply orders, equipment requests, orientation reports, etc.).

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

9. Evaluation of course syllabi, class handouts, assignments, examinations and other materials generated for professional use as appropriate to the assignment.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_

10. Consider the extent to which the employee works as part of the team and works effectively and courteously with fellow employees, students and the public.

Rating      Comments and recommendations

- E \_\_\_\_\_
- S \_\_\_\_\_
- U \_\_\_\_\_
- N/A \_\_\_\_\_



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## **Adjunct Faculty Performance Evaluation Walk-On Head Coach**

(Document unavailable)



Citrus College **ADJUNCT FACULTY PROFESSIONAL GROWTH REPORT**

**NAME:** \_\_\_\_\_ **DISCIPLINE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**PROFESSIONAL RESPONSIBILITIES:**

Describe your professional responsibilities at Citrus College

Describe your recent faculty development activities (i.e., staff development) offered at Citrus College.

Describe new teaching techniques or approaches you have recently implemented, new courses taught, or other curricular-related activities.

**SERVICE TO CITRUS COLLEGE**

Describe your recent activities which have contributed to Citrus College, your department, or your discipline (i.e., committees, department meetings, union activities).

Describe how you have incorporated and assessed District approved learning outcomes in your courses or interaction with students.

# ADJUNCT FACULTY PROFESSIONAL GROWTH REPORT

Page 2

## **EDUCATIONAL AND PROFESSIONAL DEVELOPMENT**

Describe recent educational activities which may include courses taken, degrees attained, community service activities, publications, research you have conducted or have created or commercial applications you may have developed.

Describe your recent off-campus professional development activities (i.e., seminars, conferences, clinics).

---

Signature

---

Date



**CLASSROOM INSTRUCTION EVALUATION**

**INSTRUCTIONS**

1. Fill in Term, Year and CRN
2. Mark only one (1) response per question
3. Fill in response position completely
4. To change your answer, erase completely
5. Use the reverse side of this paper to add written comments

**SELECT TERM:**

FALL WIN SPR SUM

**YEAR:**

2  0

**CRN:**

RATING					
S T R O N G L Y  A G R E E	A G R E E	N O  O P I N I O N	D I S A G R E E	S T R O N G L Y  D I S A G R E E	N O T  A P P R O P R I A T E

1. This course was well organized, understandable, and effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The instructor explained the course material and concepts clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The instructor checked to see if students understood the material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The instructor seemed well-informed in his/her subject area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The instructor was enthusiastic in his/her classroom presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The instructor stimulated interest in the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The instructor encouraged questions and discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor was open to viewpoints other than his/her own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor set and maintained high standards of achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The instructor began class on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The instructor promoted appropriate student conduct in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor's syllabus was clear and accurately represented the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The instructor's assignments were clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The instructor provided reasonable time to complete assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The exams were fair and understandable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The instructor returned assignments and exams in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The instructor's system of grading was fair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The instructor provided constructive feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The required text was important to success in the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The instructor was available for personal consultation either through office hours on campus, virtual office hours, or by appointment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. The instructor responded to emails or communication in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The site was well organized and easy to navigate. (Distance Ed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. My reading ability was adequate for this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. My writing ability was adequate for this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. I was rarely absent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. The instructor used Blackboard for disseminating information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. The instructor made use of Blackboard for posting grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Faculty Salary Schedule (including intersession)**  
**January 1, 2018**

	<b>LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I LECTURE*</b>	<b>CLASS II LECTURE*</b>	<b>CLASS III LECTURE*</b>	<b>CLASS IV LECTURE*</b>
1	\$1,177	\$1,237	\$1,296	\$1,358
2	\$1,177	\$1,237	\$1,296	\$1,358
3	\$1,177	\$1,237	\$1,296	\$1,358
4	\$1,177	\$1,237	\$1,296	\$1,358
5	\$1,230	\$1,285	\$1,352	\$1,416
6	\$1,284	\$1,347	\$1,412	\$1,471

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitutes \$51.52

\*Lecture Hour Equivalent (LHE)

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than four (4) years of part-time teaching experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two (2) semester periods completed (including intersession). No more than two (2) semesters shall be counted toward a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Faculty Salary Schedule (including intersession)**  
**January 1, 2019**

	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I LECTURE*	CLASS II LECTURE*	CLASS III LECTURE*	CLASS IV LECTURE*
1	\$1,212	\$1,274	\$1,335	\$1,399
2	\$1,212	\$1,274	\$1,335	\$1,399
3	\$1,212	\$1,274	\$1,335	\$1,399
4	\$1,212	\$1,274	\$1,335	\$1,399
5	\$1,267	\$1,324	\$1,393	\$1,458
6	\$1,323	\$1,387	\$1,454	\$1,515

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitutes \$53.07

\*Lecture Hour Equivalent (LHE)

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than four (4) years of part-time teaching experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two (2) semester periods completed (including intersession). No more than two (2) semesters shall be counted toward a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

**Appendix G (2019) - Salary Schedule - Effective January 1, 2019**

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Faculty Salary Schedule (including intersession)**  
**January 1, 2020**

	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I LECTURE*	CLASS II LECTURE*	CLASS III LECTURE*	CLASS IV LECTURE*
1	\$1,236	\$1,299	\$1,362	\$1,427
2	\$1,236	\$1,299	\$1,362	\$1,427
3	\$1,236	\$1,299	\$1,362	\$1,427
4	\$1,236	\$1,299	\$1,362	\$1,427
5	\$1,292	\$1,350	\$1,421	\$1,487
6	\$1,349	\$1,415	\$1,483	\$1,545

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitutes \$54.13

\*Lecture Hour Equivalent (LHE)

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than four (4) years of part-time teaching experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two (2) semester periods completed (including intersession). No more than two (2) semesters shall be counted toward a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

**Appendix G (2020) - Salary Schedule - Effective January 1, 2020**

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Lab Supervisor Salary Schedule**  
**For Adjunct Faculty (including intersession)**  
**January 1, 2018**

	<b>LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
1	\$31.76	\$33.79	\$35.84	\$37.87
2	\$33.63	\$35.67	\$37.67	\$39.71
3	\$35.47	\$37.52	\$39.53	\$41.58

Two (2) years of verified part-time teaching experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester period completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Lab Supervisor Salary Schedule**  
**For Adjunct Faculty (including intersession)**  
**January 1, 2019**

	<b>LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
1	\$32.71	\$34.80	\$36.92	\$39.01
2	\$34.64	\$36.74	\$38.80	\$40.90
3	\$36.53	\$38.65	\$40.72	\$42.83

Two (2) years of verified part-time teaching experience credit will be allowed for initial placement on this salary schedule

One (1) step increase per year shall be granted for each two-semester period completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.



**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Lab Supervisor Salary Schedule**  
**For Adjunct Faculty (including intersession)**  
**January 1, 2020**

	<b>LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
1	\$33.36	\$35.50	\$37.66	\$39.79
2	\$35.33	\$37.47	\$39.58	\$41.72
3	\$37.26	\$39.42	\$41.53	\$43.69

Two (2) years of verified part-time teaching experience credit will be allowed for initial placement on this salary schedule

One (1) step increase per year shall be granted for each two-semester period completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Walk-On Head Coach**  
**Salary Schedule**  
**January 1, 2018**

	<b>Bachelor's Degree or Special Credential</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
1	\$9,212	\$9,475	\$9,730	\$9,994
2	\$9,447	\$9,708	\$9,973	\$10,231
3	\$9,676	\$9,945	\$10,208	\$10,465

1. One (1) sport per semester equals 40% of a load.
2. No more than two (2) seasons of teaching/coaching experience will be allowed for initial placement on the salary schedule, with the exception that year-for-year credit may be given for head coaching experience at the college level.
3. One (1) step increase per year shall be granted for each two (2) seasons completed.
4. Class advancements shall be effective at the beginning of the month following verification of additional units.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Walk-On Head Coach**  
**Salary Schedule**  
**January 1, 2019**

	<b>Bachelor's Degree or Special Credential</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
1	\$9,488	\$9,759	\$10,022	\$10,294
2	\$9,730	\$9,999	\$10,272	\$10,538
3	\$9,966	\$10,243	\$10,514	\$10,779

1. One (1) sport per semester equals 40% of a load.
2. No more than two (2) seasons of teaching/coaching experience will be allowed for initial placement on the salary schedule, with the exception that year-for-year credit may be given for head coaching experience at the college level.
3. One (1) step increase per year shall be granted for each two (2) seasons completed.
4. Class advancements shall be effective at the beginning of the month following verification of additional units.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Walk-On Head Coach**  
**Salary Schedule**  
**January 1, 2020**

	<b>Bachelor's Degree or Special Credential</b>	<b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b>	<b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b>
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
1	\$9,678	\$9,954	\$10,222	\$10,500
2	\$9,925	\$10,199	\$10,477	\$10,749
3	\$10,165	\$10,448	\$10,724	\$10,995

1. One (1) sport per semester equals 40% of a load.
2. No more than two (2) seasons of teaching/coaching experience will be allowed for initial placement on the salary schedule, with the exception that year-for-year credit may be given for head coaching experience at the college level.
3. One (1) step increase per year shall be granted for each two (2) seasons completed.
4. Class advancements shall be effective at the beginning of the month following verification of additional units.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Non-Credit**  
**Salary Schedule**  
**January 1, 2018, January 1, 2019, January 1, 2020**

<b>STEP</b>	<b>Non-Credit Effective January 1, 2018</b>	<b>Non-Credit Effective January 1, 2019</b>	<b>Non-Credit Effective January 1, 2020</b>
1	\$44.10	\$45.42	\$46.33
2	\$46.26	\$47.65	\$48.60
3	\$48.49	\$49.94	\$50.94

1. No more than two years of teaching experience credit will be allowed for initial placement on the salary schedule.
2. One (1) step increase per year shall be granted for each two-semester periods completed (including intersession).
3. No more than two semesters shall be counted towards a step increase in any one year.

**Golf Professional Effective  
January 1, 2018  
\$64.68**

**Golf Professional Effective  
January 1, 2019  
\$66.62**

**Golf Professional Effective  
January 1, 2020  
\$67.95**

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Faculty Lecture Lab LHE Factors**

<b>Discipline</b>	<b>Lecture</b>	<b>Lab Factor</b>	<b>Discipline</b>	<b>Lecture</b>	<b>Lab Factor</b>
Accounting	1.0	0.75	History	1.0	0.75
Administration of Justice	1.0	0.75	Humanities	1.0	0.75
Anthropology	1.0	0.75	Library Technology	1.0	0.75
Art			Mathematics	1.0	0.75
--Appreciation	1.0	0.75	Music		
--History	1.0	0.75	--Applied	1.0	0.75
--Other	1.0	0.75	--Performance	1.0	0.85
Auto Technology			--Development	1.0	0.75
--NATEF Certified Labs	1.0	0.75	--Theory	1.0	0.75
--Other Labs	1.0	0.667	Natural History	1.0	0.75
Biology	1.0	0.85	Nursing		
Body and Fender Technology	1.0	0.667	--CAN	1.0	0.667
Business	1.0	0.75	--Registered (RN)	1.0	0.667
Chemistry	1.0	0.85	--Vocational (VN)	1.0	0.667
Child Development	1.0	0.75	--Vocational (VN) Exception NRS 200	1.0	0.85
College Preparation	1.0	0.75	Office Technology	1.0	0.667
Communications	1.0	0.85	Philosophy	1.0	0.75
Computing/Information Systems	1.0	0.75	Photography	1.0	0.667
Cosmetology	1.0	0.667	Physical Education		
Counseling			--Adaptive	1.0	0.75
--DSPS	1.0	0.75	--Skills/activity	1.0	0.667
--Appointments	1.0	0.5	--Varsity sports	1.0	0.75
--Courses	1.0	0.75	Physics	1.0	0.85
Dance			Political Science	1.0	0.75
--Performance	1.0	0.85	Psychology	1.0	0.75
--Development	1.0	0.75	Public Works	1.0	0.667
Dental Assisting	1.0	0.667	Reading	1.0	0.75
Diesel Technology	1.0	0.667	Real Estate	1.0	0.75
Drafting Technology	1.0	0.75	Recording Technology	1.0	0.667
Earth Science/Astronomy	1.0	0.85	Social Science	1.0	0.75
Economics	1.0	0.75	Sociology	1.0	0.75
Electronics	1.0	0.75	Spanish	1.0	0.75
Emergency Med. Tech. (EMT)	1.0	0.667	Speech	1.0	0.75
Engineering	1.0	0.75	--Forensics	1.0	0.85
English	1.0	0.75	Theatre Arts		
English as a Second Language	1.0	0.75	--Performance	1.0	0.85
Forestry	1.0	0.85	--Development	1.0	0.75
French	1.0	0.75	Water Technology	1.0	0.667
Geography, Cultural	1.0	0.75			
German	1.0	0.75			
Heating and Air Conditioning	1.0	0.667	Laboratory Supervision		
Motorcycle Technology	1.0	0.667	When part of load as defined by § 15.8.7		0.5

**Appendix K - Faculty Lecture Lab LHE Factors**

Collective Bargaining Agreement  
Between  
CITRUS COLLEGE ADJUNCT FACULTY FEDERATION  
Local 6352 of the American Federation of Teachers  
And  
CITRUS COMMUNITY COLLEGE DISTRICT  
January 1, 2018 through December 31, 2020

**APPROVED**

By: *Patricia B. Rasmussen* Date: October 16, 2018  
President, Board of Trustees  
Citrus Community College District

By: *Robert W. ...* Date: October 18, 2018  
Chief Negotiator for Board of Trustees  
Citrus Community College District

By: *Linda Chen* Date: October 18, 2018  
President  
(CCAFF)/AFT Local 6352

By: *Linda Chen* Date: October 18, 2018  
Chief Negotiator  
(CCAFF)/AFT Local 6352

Approved by the Board of Trustees  
Citrus Community College District Date: October 16, 2018

Ratified by the (CCAFF)/AFT  
Local 6352 Date: September 28, 2018

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