

PROPOSAL
FROM THE CERRITOS COLLEGE FACULTY FEDERATION, AFT Local 6215
TO THE CERRITOS COMMUNITY COLLEGE DISTRICT
April 19, 2024

This proposal from the Cerritos College Faculty Federation, AFT Local 6215 (“CCFF”) to the Cerritos Community College District is expressly made pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

4.1 General Provisions

4.1.1 Work Year

- a. 10-School-Month Faculty: 175 calendar days
- b. 11-School-Month Faculty: 192 calendar days
- c. 12-School-Month Faculty: 210 calendar days

4.1.2 Work Week: All full-time Faculty employment is predicated on a forty (40)-hour work week. Assignment may include evenings and weekends.

- a. Full-time Faculty with classroom assignments in credit classes – fifteen (15) Lecture Hour Equivalent (LHE), three (3) student hours with the remaining hours dedicated to preparation, evaluation, service, and other professional activities.
- b. Full-time Faculty with classroom assignments in noncredit classes: thirty (30) hours and three (3) scheduled office hours with the remaining hours dedicated to preparation, evaluation, service, and other professional activities. **All non credit Faculty shall have at least six (6) hours of non-student contact time included within the scheduled basic assignment hours.**
- c. The workweek for Full-time Faculty for counselors and Faculty specialists includes thirty-three (33) basic assignment hours per week with the remaining seven (7) hours dedicated to college-related activities where the Unit member’s participation is not directed by the immediate Dean/Area Manager, such as preparation, evaluation, service, and other professional activities as set forth in this article.
- d. The workweek for Full-time Faculty for Librarians includes

thirty-three (33) basic assignment hours per week with the remaining hours dedicated to preparation, evaluation, service, and other professional activities.

- e. In the rare instances a full-time Unit member goes below their contract load during the regular semesters, the Dean/Area Manager in consultation with the appropriate Vice President may make adjustments as needed so that the average load over both semesters is no less than 100%.
- f. Part-time Temporary Faculty -- Maximum assignment will be no more than sixty-seven percent (67%) of a full-time workload per semester (Fall and/or Spring) unless otherwise permitted by the Education Code.

4.1.3 Scheduling:

- a. Unit members shall consult with their department chair to develop a tentative assignment schedule for each session.
- b. The department chair shall recommend a schedule for each Unit member to the appropriate Dean/Area Manager.
- c. Full-time Unit members will not be scheduled for any activities during the established dead hour. **CLI faculty shall be excused to participate in shared governance during the established dead hour as part of their basic assignment hours**
- d. Newly Created Courses: Any full or part-time Unit member who creates a new course that has been approved by the Curriculum Committee shall be given first right of refusal to teach said course for the first four (4) semesters (excluding summer) that the course is offered. The Faculty member must meet the minimum qualifications and local standards to teach said course.
- e. Reassignment: A Unit member may be assigned by the District to serve in a discipline other than the one in which such Unit member was hired provided that the Unit member is granted approval by the Faculty Service Area committee as outlined in Article 37: Faculty Service Areas.

4.1.4 Standards for Assignment Load

- a. Minimum Qualifications: Every Unit member must meet the

State minimum qualifications and any department developed local standards approved by the Faculty Senate and the Board of Trustees for the discipline to which they are assigned.

4.1.5 **On Site** Office, Classroom, and Services:

a. Office Space:

- i. The District shall grant full-time Faculty Unit members office space on campus from which to carry out their normal responsibilities consistent with all applicable laws and campus standards handbook in effect at the time the office was created. At a minimum, each office shall include a desk, chair, visitor's chair, computer, lockable filing cabinet, and telephone. The office space shall be as designated by the District.
- ii. Dean/Area Manager may move the location of a Unit member's office space, or their personal property, after discussion with the affected Unit member. In the event of an emergency, notification will be made as soon as possible.
- iii. Part-time Unit members who hold student hours may be provided access to a private or semi-private space to meet with students if such space is available.

b. All Unit members shall be provided with access to copying/duplicating equipment, a campus email account with adequate storage, and access to campus mailboxes thirty (30) minutes before and after all scheduled assignments. Each division will create a procedure to provide access to duplication equipment outside of the division's office hours.

c. Classroom keys related to their assignment should be given to Faculty within the first week of the start of their assignment.

d. Classroom Space: All classes shall be assigned to rooms and laboratories which are appropriate to the instructional needs of the course and can accommodate the number of students enrolled in the course. **All doors shall be lockable from the inside of the classroom space.**

- e. Support Services: The District shall provide necessary support services and equipment to Unit members in the carrying out of their **instructional** assignments. Support services include, but are not limited to, the following:
 - i. Clerical support for each Division office
 - ii. Audio-visual equipment and media
 - iii. Laboratory assistance for academic and occupational labs as determined by the District
 - iv. Duplicating services according to Publications guidelines
 - v. Helpdesk services for Information Technology related issues.

4.1.6

Off Site Office, Classroom, and Services:

- a. **Office Space: the District shall ensure at least one office location for faculty at each off site location. At a minimum the office space shall include a desk, chair, visitor's chair, computer, and telephone.**
- b. **Copying/duplicating/printing services: The District shall ensure that faculty have access to copying/duplicating equipment and printing services at each offsite location at least thirty (30) minutes before and after all scheduled assignments.**
- c. **Assignment related keys (classroom, restroom, etc.) shall be given to faculty no later than the first day of the start of the faculty assignment at the offsite location.**
- d. **Location specific assignment information shall be given to faculty no later than the first day of the start of the faculty assignment at the offsite location. The information provided shall include but not be limited to:**
 - i. **Site emergency contact information**
 - ii. **Documents/instructions on emergency procedures (instructions for earthquake drills,**

lockdown procedures, etc.)

iii. Campus map

iv. Calendar information for the site including site closures, testing dates, field trips, etc.

e. Classroom space: All classes shall be assigned to rooms and/or laboratories which are appropriate to the instructional needs of the course, are free from other scheduled obligations/interruptions at the site, and can accommodate the number of students enrolled in the course. At a minimum the classroom shall include; a drop down screen mounted in the middle of the presentation wall, at least one whiteboard, a working clock, a wastebasket, instructor podium/workstation, and instructor chair/stool. Faculty must have full access to all elements listed within 4.1.6.e.

f. Faculty/Staff Parking Permit for the site at no cost to the faculty

g. Support Services: The District shall ensure necessary support services and equipment to faculty in the carrying out of their assignments at off-site locations. Support services shall be given to faculty no later than the first day of the start of the faculty assignment at the offsite location. Support services include, but are not limited to the following:

i. Access to the internet

ii. Contact information of the site coordinator, who shall be available to the faculty at least thirty (30) minutes before and after all scheduled assignments.

iii. Enrollment in the off-site location emergency alert communication tool (eg. RAVE)

iv. Login information for Wifi and/or classroom technologies

h. All offsite Dual/Concurrent Enrollment assignments offered must meet the criteria outlined in 4.1.6. In the event the offsite

Dual/Concurrent Enrollment location does not meet the criteria outlined in 4.1.6 the faculty shall report such information to the District. The District shall have ten (10) working days to ensure the offsite location meets the criteria outlined in 4.1.6. In the event that the offsite location does not meet the standards outlined in 4.1.6 after the ten (10) working days, the assignment shall either be:

- i. Moved to the Cerritos College campus or,**
- ii. Moved to a different classroom space on the offsite location that does meet the criteria outlined in 4.1.6 and,**
- iii. The faculty shall remain in paid status during this time.**

4.2 Duties and Responsibilities of Faculty

4.2.1 All Unit Members

- a. All Unit members have the obligation to establish and maintain ethical professional conduct in and outside of the classroom. Each Unit member is expected to observe the stated policies, procedures and regulations of the college, and to fulfill all contractual and legal obligations, including, but not limited to, maintaining student confidentiality as required by regulation and Board Policy 5040 - Student Records, Directory Information, and Privacy. All Unit members shall maintain currency with current information, concepts, laws and ideas in their disciplines and with best practices in teaching and learning.
- b. Follow standard safety protocols in classrooms, laboratories, and other instructional spaces.
- c. Records: Submit required information about first-day, no-show students by the published deadlines. Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines. Keep all corrected final examination papers, end-of-session grades, and attendance documentation for at least one year following the close of the semester or session.
- d. Absence: In cases of necessary absence, notify in advance, the Division Office by email or telephone and if missing a class, notifying students through classroom management

system (e.g., Canvas).

- e. Communication: Regularly check mailbox, voicemail (*when applicable*), and e-mail.

4.2.2 Full Time Unit Members

- a. The duties for all full-time Faculty may include but are not limited to: classes taught at both on and off-campus locations; student hours; preparing lectures or grading student assignments and/or tests; coaching, counseling, or library services; approved conferences and field trips; consultation with other Faculty, the administration, and community members; interacting with students as a mentor, club advisor, or event advisor; maintaining subject matter currency through reading professional literature, participating in a professional association, presenting at a workshop, completing a sabbatical or fellowship project, attending work-related classes, workshops or conferences; participating in curriculum development by revising course outlines, developing new courses, or working with four year colleges and K-12 Districts to facilitate articulation; participating in institutional projects; participating on college committees, Faculty Senate committees participating in peer review through service on peer or tenure evaluation committees, or evaluation of part-time Faculty; participating on hiring committees; or mentoring new Faculty.
- b. In the event that the District requires full-time Faculty to work off campus, evenings, and/or weekends and there are no Faculty from the affected department interested in that assignment, when possible, such assignments shall be rotated among the program's qualified full-time Faculty.
- c. Full-time Faculty on reduced contracts shall be on campus and responsible for the duties specified above for periods of time prorated according to the portion of contract held.
- d. College Service: Participate in committee work, student activities, and shared governance activities as appropriate.
- e. Meetings: Attend all department and division meetings, unless excused.
- f. Commencement: Attend commencement ceremonies.

- g. Program Review and Annual Unit Planning: Assist the department chairperson in program review and annual unit planning, which may include input in budget, preparation, and inventory.
- h. FLEX: 10-school-month Faculty will develop and implement a “Flex Plan” as required by state regulations. **The annual FLEX requirement may be scheduled anytime within the 175-day calendar, in consultation between the faculty member and their dean/area manager.**
 - i. All first and second year probationary Faculty shall attend the staff development classes designed for probationary Faculty for a time not to exceed their annual FLEX hour obligation, unless excused by the appropriate Dean/Area Manager.
 - ii. **FLEX activities should be reported in the District-designated tracking software as completed by the faculty member. Faculty are responsible for completing FLEX approved activities and ensuring FLEX activities are marked as complete within the District-designated tracking software. If the proposal is not marked as complete by June 30 the faculty member will not receive FLEX credit for the academic year. Faculty may request a FLEX hour progress report from their Dean/Area Manager.**
 - iii. **10-month Full Time Faculty members are compensated for their FLEX as part of the total pay issued over the term of the assignment for the academic year. Accurate reporting of FLEX by the 10-month Full Time Faculty is required.**
 - iv. **12-Month Full Time Faculty may schedule up to eight (8) hours of FLEX and/or compliance training as part of their basic assignment hours each academic year.**
- i. Student Learning Outcomes: Full-time Faculty will participate in the development and assessment of student learning outcomes.
- j. **Work beyond the contract shall be bargained through CCFF**

4.2.3 Part Time Faculty Members

- a. Notification: Part-time Faculty employed by more than one department, shall provide affected Division Offices their assignment prior to accepting a second assignment at the college.
- b. Department/Division Meetings: Part-time Faculty have the right to attend department and division meetings. Part-time Faculty shall be notified by department chairs of department meetings concurrently with full-time Faculty. Part-time Faculty shall be notified by division staff of division meetings concurrently with full-time Faculty. Part-Time Unit members who attend scheduled department and division meetings, shall be compensated at the part time ancillary rate.
- c. Employment Notification: The Office of Human Resources shall provide all part-time Faculty with written notification of their rate of pay before the start of their assignment, except for emergency hires. Teaching assignments shall be calculated on the basis of the hours listed in the Course Outline of Record. Assignment documents can be requested from the appropriate Division Office.
- d. Student Learning Outcomes: Part-time Faculty will participate in the assessment of student learning outcomes. Under special circumstances when there is no full-time Faculty within the department, part-time Faculty may develop student learning outcomes, with the prior approval of the appropriate Dean/Area Manager. When part-time Faculty members develop student learning outcomes, they shall be compensated at the ancillary rate of two hours per teaching unit (TU).
- e. **Part time faculty employed in the Success Center may work up to twenty (20) hours per week compensated at their instructional hourly rate based on the Full Time Noncredit Workweek described in 4.1.2.b.**
- f. **Part time faculty who engage in ancillary activities shall be paid at the part time ancillary rate. The part time ancillary rate is ~~\$30 per hour~~ the hourly rate of the part time faculty. Ancillary activities include, but are not limited to;**
 - i. **attend scheduled department meetings**
 - ii. **attend scheduled division meetings**

- iii. are appointed/elected to shared governance committee(s)
- iv. attend commencement
- v. complete training specific to assignment (i.e. Rising Scholars, Dual Enrollment Distance Education, etc.)
- vi. Participate in professional development opportunities related to Diversity, Equity, Inclusion, and Accessibility (DEIA)
- vii. Dual Enrollment/Offsite requirement (i.e. additional fingerprinting, background check, facility tour, etc.)
- viii. Developing new courses
- ix. Updating curriculum in District's curriculum management system

4.3 Instructional Faculty

Instructional Faculty shall adhere to the work year and week as outlined in 4.1.1 and 4.1.2. All Faculty with instructional assignments shall follow the provisions outlined below.

4.3.1 Provisions for Instructional Faculty:

- a. Student Hours: Establish Student hours in accordance with Article 14: Student Hours
- b. Teach courses in accordance with the course outlines of record and promote academic standards in the classroom and the curriculum
- c. Final Exams: Meet all classes during the final examination period. Give final examinations at the scheduled time unless otherwise approved by the Dean/Area Manager
- d. Teach all assigned classes unless excused under provisions of Board Policy
- e. Syllabus: By the end of the first week of each session, upload each class syllabus by using the current District system in place (e.g., Rosters+). The District system for uploading revised syllabi will remain open through the final grades submission period
- f. Grades: Ensure that the assessment of each student reflects the true merit of each student's academic performance and provide opportunities for students to be

aware of their progress

- g. Final Grades: Submit end-of-session grades including supporting documentation, and attendance reports by the published deadlines. Complete the checkout process before the end of the academic term as required
- h. Teach all assigned classes for all scheduled dates and times
- i. Textbooks: Submit textbook order information by the published deadlines. If the textbook is electronic or includes an electronic course pack, these three (3) conditions must be met:
 - Tests and exams must be available to the student without charge
 - The text and course pack must be available to students with disabilities in accordance with Board Policy 3411 and Section 508 of the Rehabilitation Act of 1973
 - The publisher must grant read-only access to designated college staff for purposes of evaluation of course materials.

4.3.2 Procedures for Class Cancellation: Decisions regarding class cancellation shall be made by the appropriate Dean/Area Manager.

4.3.3 Class Size

The class size maximums are determined and identified as part of the Course Outline of Record.

4.3.4 Load Balancing

The Full-Time Instructional Faculty contract load is 30 LHE over the academic year. Typically, the LHE are evenly split between the fall and spring semesters, but by mutual agreement with the Unit member and the Dean/Area Manager, the load may be balanced between the spring and fall semesters.

Part Time Instructional Faculty load distribution and balance shall be deferred to the Office of Human Resources.

The agreement must be in place for the full academic year determining the load split at the beginning of the academic year. Faculty will be paid their full salary with any additional overload paid in the spring semester.

4.3.5

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ab Pay: Labs that have not been identified as “extensive” as determined in Article 9: Extensive Labs shall adhere to the following load/pay structure:

- a. **When determining load, the lab shall be counted at 0.75 LHE for every one (1) LHE. For example, a three (3) LHE lab shall equate to 15% load instead of 20%. This shall be true even in instances listed in section (b) below.**
- b. **When determining pay for non-extensive labs, the following provisions shall be in effect:**
 - i. **Part time faculty shall be paid at their hourly rate at a ratio of one (1) hour of pay for one (1) hour of student contact time.**
 - ii. **Full time faculty shall be paid at their overload rate at a ratio of one (1) hour of pay for one (1) hour of student contact time.**

4.4 Counseling Faculty and SAS Faculty Specialists

Work week and year: Counseling Faculty and SAS Faculty Specialists work a twelve (12)-month year as described in section 4.1.1. Counseling Faculty and SAS Faculty Specialists shall be scheduled weekly as described in 4.1.2. All Counseling Faculty and SAS Faculty Specialists shall follow the provisions outlined below.

4.4.1 Basic Assignment Hours

Full-time Counseling Faculty and SAS Faculty Specialists shall work 40 hours per week to perform those tasks related to their assignments. The 40-hour work week consists of thirty-three (33) basic assignment hours as part of their basic assignment and seven (7) hours of college-related professional activities.

- a. Each Counseling Faculty and/or SAS Faculty Specialist will be scheduled in consultation with the appropriate Department Chair or Area Manager (when there is no chair), and approval by the immediate manager. The thirty-three (33) hours of the basic assignment include activities such as counseling appointments—(in-person or virtual); drop-in or stand-by sessions; counseling-related workshops or presentations,

and other counseling-related tasks as directed by the Dean/Area Manager.

- b. All Counseling Faculty shall have at least three (3) hours of non-student contact time included within the scheduled basic assignment hours.
- c. SAS Counseling Faculty and Faculty Specialists shall have the non-student contact time described in Article 4.4.1.b, and five (5) additional non-student contact hours included within the scheduled basic assignment hours.
- d. The appropriate Dean/Area Manager shall have final approval of all Counseling Faculty and SAS Faculty Specialists' schedules.

4.4.2 Instructional Assignments for Counseling Faculty and SAS Faculty Specialists

- a. The assignment of full-time-counseling Faculty and/or SAS Faculty Specialists will include teaching assignments based on the District's needs and with management approval.
- b. Full-time counseling Faculty and SAS Faculty Specialists may include lecture and preparation time for their teaching assignments within their thirty-three (33) basic assignment hours or may choose to teach outside of these hours as overload with management approval. If a teaching assignment is designated as overload, the counselor will not be paid for preparation time.
- c. Full-time Counseling Faculty and SAS Faculty Specialists who teach outside their basic assignments as overload shall be paid at their appropriate instructional overload rate. [Appendix A.]
- d. Part-time counseling Faculty and SAS Faculty Specialists shall be paid at the appropriate instructional hourly rate. [Appendix B.]

4.4.3 Other Provisions for Counseling Faculty and SAS Faculty Specialists

- a. When a Counseling Faculty or SAS Faculty Specialist is directed by the District to serve on a specific committee or perform other professional activities as part of their work

assignment or assigned responsibilities, that time shall be included as part of the basic assignment hours. These hours will not be counted toward overload or extra pay assignments.

- b. When a Counseling Faculty or SAS Faculty Specialist is directed by the District to work at an offsite location (i.e. dual enrollment, Rising Scholars, etc.) travel time between shall be considered as part of the basic assignment hours for the week.**

4.5 Librarian Faculty

Librarian Faculty shall adhere to the work year and week as outlined in 4.1.1 and 4.1.2. All Librarian Faculty shall follow the provisions outlined below.

4.5.1 Basic Assignment Hours

Librarian Faculty will be scheduled in consultation with the appropriate department chair and approval by the immediate manager. The thirty-three (33) hours of the basic assignment include activities such as coordinating and performing library services such as instructional services, reference services, circulation services, and technical services; program development; and liaison work with departments, instructional divisions, and other college groups; and compliance related training; advisory committees and shared governance committees; division and department meetings; Other library-related tasks as directed by the Dean/Area Manager may be included in these hours. The Dean/Area Manager shall have final approval of all Librarian Faculty schedules.

4.5.2 Librarian Faculty with Instructional assignments

- a. Full-time Librarian Faculty have the option of teaching with Dean/Area Manager approval. Where possible, hours assigned to teaching responsibilities within the department shall be distributed equitably among department members.
- b. Full-time Librarian Faculty may include lecture and preparation time for their teaching assignments within their thirty-three (33) basic assignment hours or may choose to teach outside of these hours as overload with Dean/Area Manager approval. If a teaching assignment is designated as

overload, the Librarian Faculty will not be paid for preparation time.

- c. Full-time Librarian Faculty who teach outside their basic assignments as overload shall be paid at their appropriate instructional overload rate. [Appendix A.]
- d. Part-time Librarian Faculty shall be paid at the appropriate instructional hourly rate. [Appendix B.]

4.5.3 Other provisions for Librarian Faculty

- a. When a Librarian Faculty is directed by the District to serve on a specific committee or perform other professional activities as part of the Librarian Faculty's work assignment or assigned responsibilities, that time should be included as part of the basic assignment hours. These hours will not be counted toward overload or extra pay assignments.
- b. **When a librarian is directed by the District to work at an offsite location (i.e. dual enrollment, Rising Scholars, etc.) travel time shall be considered as part of the basic assignment hours for the week.**

4.6 Faculty with **Athletic** Coaching Assignments

4.6.1 Work Year and Week

Faculty with **athletic** coaching assignments work a ten (10)-month school year as described in 4.1.1. Faculty with **athletic** coaching assignments shall follow the workweek for Full-Time Faculty with classroom assignments in credit classes as described in 4.1.2 (a).

- 4.6.2 The primary duty of Faculty with **athletic** coaching assignments shall be to lead and supervise students in their pursuit of participation in intercollegiate athletic competition and to teach these students the special skills, tactics and strategies required for the particular sport as well as sportsmanship, leadership and concepts of working together as a team.

Under the direction of the appropriate Dean and/or Athletic Director, Faculty with **athletic** coaching assignments will be responsible for but not limited to the following:

- a. To organize and coordinate all aspects of athletic instruction, practice and competition for sport's in-season and off-season

as outlined by CCCAA (California Community College Athletic Association) as well as regional and state championship games

- b. To recruit student athletes in compliance with the rules and regulations of the CCCAA which may include coaching clinics, invitationals, demonstrations, etc.
- c. To adhere to the District's rules and regulations in conformity with the requirements of the CCCAA or NCAA
- d. To organize team competition schedules according to CCCAA as well as regional and state championship games
- e. To coordinate equipment, supplies, meals, transportation, and travel requests and advise the Dean and/or Director of Athletics in the preparation of the annual budget
- f. To advise student-athletes regarding the registration process and work with counselors regarding academic planning
- g. To verify with the Athletic Trainer that all student athletes complete a pre-participation examination prior to any practices or any intercollegiate competitions.

4.6.3 Teaching Assignments for Faculty Athletic Coaches

All athletic coaches will follow the requirements outlined by the CCCAA Constitution and District guidelines for in-season and off-season.

- a. In Season- Head athletic coaches (including additional full-time football Faculty athletic coaches) are assigned a course in their sport equal to 7.5 LHE, or 50% whichever is greater, of their teaching load during the semester in which their sport is in competition season. For any sport that is in season over two semesters this load is evenly split over the two semesters (25% each semester).
- b. The remainder of their teaching load will be assigned in accordance with 4.1.3
- c. Off Season: Faculty with Head athletic coaching Assignments will conduct off-season training and conditioning of student-athletes in preparation for the upcoming season of sport up to 30% of their teaching load of

that semester. For any sport that is off-season over two semesters this load is evenly split over the two semesters (15% each semester).

4.6.4 Stipends

Faculty with **athletic** coaching assignments shall receive a stipend to compensate for the additional duties associated with athletic course related activities as outlined in section 4.6.2 and the CCCAA constitution. Effective July 1, 2022, existing Unit members with coaching assignments may elect to have their coaching stipend paid monthly over the 10-month academic year for such duties, or monthly during the semester(s) in which their sport is in season. Unit members hired after July 1, 2022, shall have their coaching stipend paid monthly over the 10-month academic year.

- a. The number of **athletic** coaching stipend increments allocated to an assistant coach will be determined by the head **athletic** coach of that sport in consultation with the Dean and/or Athletic Director.
- b. The **athletic** coaching stipend increment is figured by taking the value of C7 (step and column) of the full-time Faculty salary schedule and dividing it by 30, rounded to the nearest dollar.
- c. The amount of increments allocated to each sport is determined by the Dean/Athletic Director on the time needed to coach that sport and also based on Title IX Gender Equity mandates. The head coach for the sport shall provide primary input to the Dean/Athletic Director about the number of coaching stipend increments to be allocated to each of the assistant coaches in their sport based on the duties and responsibilities undertaken by the assistant coach, subject to approval by the Dean/Athletic Director.

4.7 Overload, Reassigned, and Additional Pay Provisions

4.7.1 Overload

- a. Ten (10)-Month Faculty: Overload assignments are limited to forty-percent (40%) of full load during the fall and spring semesters. Any overload assignments exceeding forty-percent (40%) must be approved by the appropriate Vice President. Overload consists of any teaching units or

additional hours over the regular workload assignment as stated by 4.1.2 and approved by the appropriate Dean/Area Manager.

- b. Eleven (11) and twelve (12)-Month Faculty: Overload assignments are limited to forty-percent (40%) of full load during the academic year (Fall/Spring/Summer). Any overload assignments exceeding forty-percent (40%) must be approved by the appropriate Vice President. Overload consists of any teaching units or additional hours over the regular workload assignment as stated by 4.1.2 and approved by the appropriate Dean/Area Manager.

4.7.2 Reassigned Time

- a. Reassigned Time: For purposes of this Agreement, the term “reassigned time” shall be defined as the assignment of an alternative task or responsibility in lieu of a portion of a Unit member’s classroom or non-classroom assignment during the academic year.
- b. The load factor for reassigned time for **credit** classroom assignments shall be 0.375. (For example, twenty-percent (20%) reassigned time = 3.0 LHE = 8.0 Weekly Teaching Hours [WTH] at load factor 0.375) 0.375 times 40 hours per week = 15 LHE (Full-time Teaching Load).
- c. The calculation of reassigned time for non-classroom duties shall be proportionate to the non-classroom forty (40)-hours per week load (i.e., 33 basic assignment hours (82.5%) and 7 hours (17.5%) of professional activities as set forth in 4.1.2 above). Hours shall be rounded to thirty (30)-minute increments to align with scheduling. For example, if reassigned time is 20% (or 8 hours), 33 basic assignment hours x 20% would equal 6.6 hours and the 7 professional activities hours x 20% would equal 1.5 hours. As a result, a Unit member with twenty-percent (20%) reassigned time will be responsible for 26.5 basic assignment hours and 5.5 hours of professional activities.)
- d. The load factor for reassigned time for noncredit classroom assignments shall be proportionate to the 40 hours per week load (i.e., 24 classroom hours (60%) ,six (6) non-student contact hours (15%), three (3) student hours (7.5%), and seven (7) professional hours (17.5%). Hours shall be rounded to thirty (30) minute increments to align with scheduling. For**

example, if the reassigned time is 20% (or 8 hours per week), 24 basic assignment hours X 20% would equal five (5) hours, the six (6) non student contact hours X 20% would equal one (1) hour, the three (3) student hours x 20% would equal 0.5 hours, and the seven (7) professional hours would equal 1.5 hours. As a result the unit member with 20% reassigned time will be responsible for 19 classroom hours, five (5) non-student contact hours, two and a half (2.5) student hours, and 5.5 hours of professional activities.)

e. The District retains the right to reassign Unit members up to a full contract load (15 LHE) or forty (40) hours per week for full-time Faculty.

f. Directing, Producing, and Other Institutional Support Services: Faculty members assigned to engage in work in one of the following areas will receive, at a minimum, the designated compensation as listed below.

| <u>Faculty Area</u> | <u>Fall Compensation</u> | <u>Spring Compensation</u> | <u>Summer Compensation</u> |
|---|-----------------------------|------------------------------|-----------------------------|
| <u>Art Gallery</u> | <u>9 LHE reassignment</u> | <u>9 LHE reassignment</u> | <u>9 LHE reassignment</u> |
| <u>Automotive</u> | <u>3 LHE reassignment</u> | <u>3 LHE reassignment</u> | |
| <u>Band</u> | <u>1.5 LHE reassignment</u> | <u>1.5 LHE reassignment</u> | <u>1.5 LHE reassignment</u> |
| <u>Chorale</u> | <u>1.5 LHE reassignment</u> | <u>1.5 LHE reassignment</u> | <u>1.5 LHE reassignment</u> |
| <u>FT Forensics</u> | <u>9 LHE reassignment</u> | <u>12 LHE reassignment</u> | |
| <u>PT Forensics Coaches (up to 4 each semester)</u> | <u>\$4000</u> | <u>\$5000</u> | |
| <u>Dance</u> | <u>3 LHE reassignment</u> | <u>3 LHE reassignment</u> | |
| <u>Distance</u> | <u>2.5 FTEF</u> | <u>37.5 LHE reassignment</u> | <u>9 LHE</u> |

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| <u>Education Coordination Team</u> | <u>37.5 LHE reassignment</u> | | <u>reassignment</u> |
| <u>Model United Nations (MUN)</u> | <u>3 LHE reassignment</u> | <u>3 LHE reassignment</u> | |
| <u>Theater-Costume</u> | <u>7.5 LHE reassignment</u> | <u>7.5 LHE reassignment</u> | |
| <u>Theater-Directing</u> | <u>3 LHE reassignment</u> | <u>3 LHE reassignment</u> | |
| <u>Theater-Lighting</u> | <u>3 LHE reassignment</u> | <u>3 LHE reassignment</u> | |
| <u>Transfer Center Coordinator</u> | <u>15 LHE reassignment</u> | <u>15 LHE reassignment</u> | <u>15 LHE reassignment</u> |
| <u>Counseling Student Coordinated/Chaperoned Activities</u> | <u>Counseling Faculty who chaperone students on University Tours, student conferences related to programs (i.e. Umoja, Puente, Transfer Center) shall be eligible to receive reassignment for the hours spent coordinating/chaperoning students.</u> <u>Student Services shall be allotted 10 LHE annually to provide reassignment for such activities.</u> | | |

4.7.3 Stipends

- a. A stipend is a temporary payment to a Faculty member for additional work or duty performed not based exclusively on hours worked.
- b. The District may offer a stipend amount to Faculty members based on District needs.
- c. Faculty members may elect to accept the required work in order to receive the stipend.

4.7.4 Scholars Honors Contracts & Directed Studies: With prior approval from the Dean/Area Manager or designee, Unit members shall earn one LHE of reassigned time for every fifteen (15) satisfactorily completed independent scholars' honors projects or fifteen (15) Directed Studies projects. The Dean/Area Manager or designee shall maintain a record of all Directed Studies and independent scholar's honors projects. After the end of the spring semester, this information will be reported to the Faculty member and Academic Affairs. Reassigned time may be requested once three (3) LHE are earned.

4.7.5 Compensation for Work Experience Courses

| <u>Number of students</u> | <u>Teaching Units for 1 hour control class</u> | <u>Teaching Units for employer follow up</u> | <u>Total compensation</u> | <u>Total number of hours per week (18 week)</u> | <u>% FTE equivalent (Peoplesoft conversion)</u> |
|---------------------------|--|---|---------------------------|---|---|
| <u>5 or fewer</u> | <u>1.00 TU</u> | <u>0.5 TU</u> | <u>1.5 TU</u> | <u>1.5 Hours</u> | <u>10.00%</u> |
| <u>6-10</u> | <u>1.00 TU</u> | <u>1.00 TU</u> | <u>2.00 TU</u> | <u>2.00 Hours</u> | <u>13.34%</u> |
| <u>11-15</u> | <u>1.00 TU</u> | <u>1.50 TU</u> | <u>2.5 TU</u> | <u>2.5 Hours</u> | <u>16.67%</u> |
| <u>16-20</u> | <u>1.00 TU</u> | <u>2.00 TU</u> | <u>3.00 TU</u> | <u>3.00 Hours</u> | <u>20.00%</u> |
| <u>21-25</u> | <u>1.00 TU</u> | <u>2.5 TU</u> | <u>3.5 TU</u> | <u>3.50 Hours</u> | <u>23.33%</u> |
| <u>26-30</u> | <u>1.00 TU</u> | <u>3.00 TU</u> | <u>4.00 TU</u> | <u>4.00 Hours</u> | <u>26.67%</u> |
| <u>31+</u> | <u>1.00 TU</u> | <u>additional 0.50 TU for every five students</u> | | | |

4.8 Summer Assignment- Ten (10)-month Faculty

4.8.1 Scheduling

- a. Full-time Unit members shall be given the first right of refusal for summer assignments. Final assignment will be based on the needs of the District.
- b. All summer assignments are voluntary for the ten (10)-month Unit member.

- c. The maximum teaching load for an instructor during the entire summer term shall be twelve (12) teaching units.
- d. All Faculty teaching summer are eligible to hold student hours, as defined in Article 14: Student Hours.

4.8.2 Compensation

- a. All full-time Faculty will be paid at the Unit member's hourly overload rate and part-time Faculty will be paid at the part-time member's regular hourly rate.
- b. If a summer class is cancelled before it meets, the Unit member receives no pay. If a class is cancelled after it meets, the Unit member is paid for the number of hours taught.
- c. Effective July 1, 2021, participation in summer academic work shall be paid at the Unit member's hourly overload rate, except for Department Chairs who have agreed to work in the summer and who have accepted a summer stipend per Article 11: Department Chairs. The parties agree to develop an approval process between CCFF, the Office of Human Resources, Payroll, IT, and Academic Affairs in order to ensure accurate timekeeping protocols.

4.9 Distance Education

- 4.9.1 Distance Education: Distance education is a formal mode of interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and effective interaction between the students and instructor, either synchronously or asynchronously. All distance education courses shall follow the standards developed and approved by the Faculty Senate. All distance education guidelines listed in this section apply to both online and hybrid courses. For the purposes of this article, Distance Education means hybrid or online classes. Courses that use web based technology such as a Course Management System (CMS), for example Canvas, to facilitate an otherwise face-to-face class or lab are not considered distance education classes.
- 4.9.2 Institutional Support: The District will provide the support necessary for Faculty to meet the following requirements, and offer training sessions in distance education course design, the college's course management system, and accessibility.

4.9.3 Distance Education Faculty Shall:

- a. Maintain regular and effective student contact and ensure that students understand policies related to contact such as response time policies (e.g., 24 hours return of emails M-F).
- b. Provide peer reviewer(s) access to the online classes during the evaluation process, if requested by the peer reviewer(s).
- c. Remain current in “best practices” for online course design, and the use of the college’s CMS.

4.9.4 Distance Education Assignments: Such assignments shall be made in a manner consistent with section 4.1.3. A distance education course shall be assigned a load factor on the same basis as if it were taught as a traditional course. The Dean or Area Manager will consider Faculty preferences when assigning distance education courses.

4.9.5 Distance Education Course Development: Any full or part-time Unit member who creates a distance education course shall be given first right of refusal to teach said course in subsequent terms, for the first four semesters that the course is offered. The Faculty member must meet the minimum qualifications and local standards to teach said course.

4.9.6 Class Size: The class size maximums as determined on the Course Outline of Record (COR) for traditional courses will also apply to all distance education courses.

4.9.7 Certification: Full or part-time Unit members who wish to teach distance education courses must first be considered certified by following the standards developed and approved by the Faculty Senate.

4.9.8 Student Hours: Unit members may elect to have online student hours, based on distance education assigned load. Online student hours are virtual student hours, and will be established in accordance with the process found in Article 14: Student Hours. All student hours, both onsite and online, must be posted and available to all students via the course syllabus. The Unit member shall notify the Division Office of such student hours.

4.9.9 Proprietary Rights: Proprietary instructional materials are those materials a Unit member creates to perform an assignment more effectively for the benefit of the students, including, but not limited to: syllabi, lectures, student exercises, illustrations, recordings, multimedia programs, lessons, modules, quizzes and tests. The Unit member may use these instructional materials in a traditional classroom or in any form of distance education. These proprietary instructional materials may be created using the personal resources of the Unit member and/or resources provided by the District.

4.9.10 New Faculty (full and part time) who sign up and satisfactorily complete the full online certification will be paid for forty (40) hours at their hourly/overload rate.

4.10 Remote work for Counseling, Librarian, Success Center Faculty, and SAS Specialist Faculty

4.10.1 CLI Faculty and Success Center Faculty may work remotely. Faculty members shall not be required to come to campus for any part of their remote assignment.

1. Remote assignments shall be offered based on the need of the area as determined by the Department Chair during the scheduling process.
2. Part Time Faculty- Part time faculty are eligible for up to 0.4 FTE of remote assignment in any scheduling period with the approval of the Department Chair and Dean/Area Manager.
3. Full Time Faculty-Full Time Faculty are eligible for up to 0.4 FTE of remote assignment in any scheduling period with the approval of the Dean/Area Manager. Remote work hours shall be counted as part of the thirty-three (33) basic assignment hours.
4. A Dean/Area Manager may increase the remote FTE assignment for faculty to meet the area needs.

5. Faculty shall communicate their interest in remote work to the Department Chair and Dean/Area Manager during the area scheduling process. The Department Chair and Dean/Area Manager shall determine the number of remote hours available based on the needs of the area/program. Scheduling of remote hours shall follow the process as outlined in Article 13: Part Time Faculty Assignment and Article 4: Assignment.

4.10 Dual/Concurrent Enrollment

- 4.10.1 High school students who qualify to enroll in college courses at Cerritos College may elect to do so while still enrolled in high school. The courses may be offered on the Cerritos College campus or at the high school with which Cerritos College has a dual enrollment agreement/contract in place. Faculty who teach Cerritos College courses are employees of the College and may teach such courses at the high school or on the Cerritos College campus. Faculty may refuse offsite (i.e. not on the Cerritos College campus) teaching assignments without penalty or having a negative impact on full- or part-time Faculty load or rehire rights.
- 4.10.2 Faculty with offsite assignments may need to conform to the calendar of the location and should be notified by the District of such adjustments in the offer of assignment.
- 4.10.3 Responsible Dean/Area Manager: The faculty member with a dual enrollment assignment will continue to be supervised by their Dean/Area Manager. If there is an emergency at the K-12 site, the faculty member is to follow the directions of the site administrator.
- 4.10.4 Absence Reporting: Faculty shall use the District's protocol for reporting absences. It is the District's responsibility to notify the offsite location's management.
- 4.10.5 Contractual Equivalence: Courses scheduled as dual/concurrent enrollment shall meet the same contractual requirements as regularly scheduled courses. This includes but is not limited to assignment to class sections, class size, attendance, academic freedom, and contact hours.
- 4.10.6 Faculty are not responsible for administrative tasks related to Dual Enrollment courses such as enrolling students in the course, tracking student hours, securing textbooks for

students, etc.

4.10.27 High school teachers who meet the minimum qualifications to teach college courses that are offered through dual enrollment, may indicate their preference for teaching a course. The teacher will be interviewed by a selection committee in the normal manner in which part-time Faculty are hired. If selected, the high school teacher will be employed by Cerritos College as a part-time Faculty member and receive pay in accordance with the collective bargaining agreement between the Cerritos Community College District and the Cerritos College Faculty Federation. The Faculty member shall perform their teaching duties and responsibilities in accordance with the CCFF Contract and the policies and procedures of the Cerritos Community College District. All part-time dual/concurrent enrollment teaching offers are subject to rehire/seniority preference as outlined in Article 13: Temporary Part-Time Faculty Reemployment/Assignment of the CCFF CBA.

4.11 Justice Scholars Program
[language to be included based on bargaining working conditions related to Los Padrinos]

4.11 Change in Lateral Assignment: Changes in lateral assignments shall follow the process and procedures outlined in Board Policy 7214. A lateral assignment is a transfer from one division and/or department to another division and/or department within the District made in such a manner that faculty employees may render any service which their qualifications (i.e. possession of minimum qualifications and/or local standards for hire, competency, etc.) may entitle them to render.

4.11.1 A lateral assignment applies to a full or partial transfer of an employee from one division and/or department to another division and/or department. The reassignment of educational administrator employees to other assignments does not fall under this policy.

4.11.2 Lateral assignments shall be contingent upon:

1. Regular load
2. Overload
3. Summer load

4.11.3 Lateral assignments shall be kept to a minimum. Should they become desirable or necessary, they shall be considered as soon as the need arises and accomplished with dispatch to ensure

the smooth operation of the program(s)

4.11.4 Lateral assignments shall be handled at the department/division level with the concurrence of the appropriate Vice President. All scheduling will be done to maximize the effectiveness of the program. Lateral assignments shall be based upon established procedures and criteria.

4.11.5 Committee to evaluate competency

1. If a problem of assignment arises which cannot be resolved at the department/division level, a committee to evaluate competency shall then be established by the appropriate Vice President. The committee's recommendation shall be reported to the appropriate Vice President for any necessary action.
2. Each committee to evaluate competency shall be composed of the following:
 - a. One Dean/Area Manager as appointed by the Vice President
 - b. One Dean/Area Manager from the receiving division/department to which the transfer is to be made, and
 - c. One tenured full time faculty member selected by the receiving department. If a tenured full time faculty member from the receiving department is not available to serve on the competency committee, the Dean/Area manager of the receiving division/department will select another tenured full time faculty member.
3. The purpose of the committee shall be to determine competency; that is, mastery of the proposed assignment under consideration.