

1           SIDE LETTER AGREEMENT BETWEEN THE CERRITOS  
2           COLLEGE FACULTY FEDERATION AND THE CERRITOS  
3           COMMUNITY COLLEGE DISTRICT, REGARDING ACADEMIC  
4           SUMMER WORK FOR FULL TIME (10 or 11-MONTH) FACULTY

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6           This SIDE LETTER AGREEMENT is entered into by and between the Cerritos College Faculty  
7           Federation (CCFF) and the Cerritos Community College District (The District) this 17th day of  
8           November, 2022.

9  
10          WHEREAS, the CCFF and the District have entered into a collective bargaining agreement  
11          covering all faculty members, full and part time, which agreement expires on June 30, 2024 (the  
12          “Agreement”); and

13  
14          WHEREAS, the CCFF and the District desire to modify certain provisions of said Agreement.


15  
16          NOW, THEREFORE in consideration of the mutual promises contained herein after, and other  
17          good and valuable consideration, the sufficiency of which is hereby acknowledged by the  
18          parties, the CCFF and the District agree as follows:

- 19  
20          1. Section 4.8.2.c of Article 4: Assignment of the Agreement is hereby amended as follows:  
21           Effective July 1, 2021, participation in summer academic work shall be paid at the Unit  
22           member’s hourly overload rate, except for Department Chairs and Program Directors  
23           who have agreed to work in the summer as Department Chairs and/or Program  
24           Directors and have accepted a summer stipend per article 11 Department Chairs  
25           and/or article 12 Program Directors. The parties agree to develop an approval process  
26           between CCFF, Human Resources, Payroll, IT, and Academic Affairs in order to ensure  
27           accurate timekeeping protocols.
- 28           i. Activities that fall under the definition of Creditable service as defined by  
29           California Education Code 22119.5 shall be considered academic work  
30           for the purposes of this article. Examples of these activities include but  
31           are not limited to; any service called by the District including serving on  
32           hiring committees, mentoring of faculty, serving on shared governance  
33           committees, attending training as required by the District, and/or other  
34           applicable work of faculty defined in ed code 87003.
  - 35           ii. 10 and 11-month unit members assigned by the District to engage in  
36           summer academic work shall receive appropriate Dean/Area Manager or  
37           Vice President approval before engaging in summer academic work.
  - 38           iii. 10 and 11-month unit members who engage in summer academic  
39           work as assigned by the District, with the approval of the appropriate  
40           Dean/Area Manager or Vice President shall submit

- a Summer Academic Work Hours Form to the appropriate Dean/Area Manager or Vice President to receive payment.
- iv. 10 and 11-month unit members who engage in summer academic work as assigned by the District shall receive payment for services rendered no later than the second regular pay period of the following academic year.
2. The CCFF and the District agree that unit members shall complete and submit the Academic Summer Work Hours to the appropriate Dean/Area Manager or Vice President. The Academic Summer Work Hours Form shall include the following documentation from unit members
    - a. The name of the Dean/Area Manager or Vice President assigning the Summer Academic Work
    - b. A list of hours during the summer session in which the academic work was performed
    - c. A general description of the nature of the work performed.
  3. The CCFF and the District agree that Summer Academic Work Hours Form shall be submitted to the appropriate Dean/Area Manager or appropriate Vice President no later than the 11:59pm the Friday of the first week of the subsequent fall semester.
  4. Summer academic work will follow STRS guidelines and earn credit as determined by STRS.

IN WITNESS WHEREOF, the CCFF and the District have executed this Side Letter Agreement on the date set forth herein above.

For the District:

  
Mercedes Gutierrez (Jan 26, 2023 10:55 PST)

Mercedes Gutierrez, Ed.D.

For the Cerritos College Faculty  
Federation AFT Local 6215:



Lynn Wang, Ed.D.  
CCFF President



April Bracamontes, Ed.D.  
CCFF Lead Negotiator











# Side-Letter\_Academic-Summer-Work\_rev.0126 2023

Final Audit Report

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✔ Agreement completed.

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