

**ARTICLE 10 - COMPENSATION**

The following tentative agreement regarding Article 10 language changes is agreed.

For the El Camino College Federation of Teachers

By: *Laura C. Saldivar*  
Chief Negotiator

Date: 9/27/2023

For the El Camino College District

By: *Jane Miyashiro*  
Chief Negotiator

Date: 9/23/2023

Section 1. Definitions

(a) A Contract, Regular, or Full-Time Temporary Faculty Member as described in Article 6, Sections 1, 2, and 5 is defined as a Full-Time Faculty Member for the purposes of this Agreement;

(b) All other Faculty Members covered by this Agreement shall be deemed to be Part-Time Faculty Members.

Section 2. Compensation For Full-Time Faculty Members

(a) The full-time faculty member shall be compensated on the basis of an Academic 175 work days schedule, 200 work day schedule, or Fiscal Year contract salary as set forth in Appendix C-1, ~~or C-2, or C-3. Appendix C1 and C2 effective January 1, 2020, are comprised of the faculty member salary schedule academic year (175 days) and fiscal year. The January 1, 2020 salary schedules shall continue to utilize the salary schedules that were effective January 1, 2019.~~

(b) Effective ~~January~~ July 1, 2022, all salary schedules shall be increased by 9% (Appendix C1, C2, D2, D3, and D4). An additional 4% longevity increase commencing at Step 16 shall be effective July 1, 2022 for Appendix C1 and C2.

Effective July 1, 2023, Appendix C1, C2, and C3 shall be revised by moving Step 16 to Step 15, Step 20 to Step 16, Step 24 to Step 20, Step 28 to Step 24, and Step 30 to Step 28, and creating a new Step 30 by adding \$3,000 to the previous salary for Step 30. The District shall increase the revised Appendices (C1, C2, and C3) by 6.165% and also increase Appendix D2, D3, and D4 by 6.165%. ~~the funded state-wide community college COLA, less any deficit factor applied during FY 2021-22 as of the District's First Principal~~

**Apportionment. Minimum total salary adjustment for this year will be 0%. An additional 2% longevity increase commencing at Step 30 shall be added to Appendix C1, C2, and C3 effective July 1, 2023.**

(c) The salary schedules are based upon completion of a full academic or fiscal year, as the case may be, at a one hundred percent (100%) assignment, subject to an allowable deviation in an Instructor's teaching load as set forth in the **Teaching Faculty** Load Policy, Appendix B. Full-Time Faculty Members whose assignment is for less than one hundred percent (100%) or who serve less than a complete year shall be compensated on a pro rata basis.

(d) Advancement to Step 30 will no longer require 30 years of employment in the District. Advancement to Step 30 for eligible employees shall be for the entire 2016-17 academic year.

**Section 3. Initial Salary Schedule Placement**

A newly employed Full-Time Faculty Member shall be placed by the District on the appropriate salary schedule, subject to the following provisions:

(a) Class placement will be determined based on official transcripts submitted to the District and the credential(s) held and received by either August 1<sup>st</sup> prior to the start of the fall semester and January 15<sup>th</sup> prior to the start of the spring semester. Documentation received after this deadline will result in an applicable salary increase effective beginning with the start of the next semester. Faculty Members employed to teach specialized vocational courses, as defined by the District, shall be placed on the appropriate class of the salary schedule for "Faculty Members Employed on an Academic Year Basis," Appendix C according to the provisions of the "Vocational Instructors Equivalency Table," Appendix F.

(b) (1) Step placement will be determined by the District, not to exceed a maximum of eight (8) years (Step 9 on the Salary Schedule) upon receipt of employment verification by either August 1<sup>st</sup> prior to the start of the fall semester or January 15<sup>th</sup> prior to the start of the spring semester. Documentation received after this deadline will result in an applicable salary increase effective beginning with the start of the next semester.

(2) Steps 1, 2, and 3 have been eliminated; thus, a newly employed Faculty Member's initial step placement will be based on years of experience, to wit: those with three (3) years or less experience will be placed on Step 4; those with four (4) years' experience will be placed on Step 5, and so on to the limit of Step 9 for those with eight (8) or more years' experience.

(3) Step credit shall be granted based on previous full-time **and part-time** teaching experience and for a Counselor or Coordinator shall be granted based on previous full-time **and part-time** experience in that profession within an academic institution or in clinical counseling. For Faculty Members employed as Registered Nurses, Nurse Practitioners, Physician Assistants, Disability Specialists and Librarians, or those who teach data processing, nursing or specialized vocational courses, as defined by the District, credit also will be granted for previous full-time **and part-time**, non-teaching work experience in the vocational field the Faculty Member is employed to teach. **Full-time equivalency of part-time teaching and part-time work experience in a related profession shall be calculated, for the purpose of step credit, in accordance with Article 10, Section 9(g).**

(4) For Instructors who have college teaching experience in an accredited college or university prior to appointment as Full-Time Faculty Members, initial salary placement as provided in subsections (a) and (b) of this Section shall be determined by granting one (1) step on the salary schedule for each full-time academic year of teaching experience or its equivalent in accumulated part-time teaching experience. This rule is also applicable to part-time instructors being placed for summer session compensation purposes.

(5) Step placement for any Faculty Member who has previous part-time experience in either a clinical or college environment as a counselor or coordinator, or who has part-time work experience as a Librarian, Nurse, Nurse Practitioner, or Physician's Assistant, and who is employed for a contract position in any specific classification in which he/she had the part-time experience, shall be determined by granting one year's experience for each 1,050 hours (for a ten (10) month position) and 1,560 hours (for a twelve (12) month position). A maximum of eight (8) years of experience shall be allowed, including years credited in Subsection (b) of this Section. The maximum credit for any fiscal year is one year of experience.

(6) The above initial placement rules are to be effective as to all instructors who are initially hired as full-time after the effective date January 1, 1999. Those who were initially placed under a previous agreement shall remain covered by the rules that were effective at the time of their full-time hire by the District. However, placement for Part-Time Instructors will be subject to adjustment each summer.

Section 4. Step Increments

A Full-Time Faculty Member shall be granted in each subsequent contract year one (1) increment step on the appropriate salary schedule upon satisfactory completion of at least seventy-five percent (75%) of the number of days of required service, including days of paid leave and sabbatical leave, in the preceding year, until the maximum step allowed has been reached.

Section 5. Salary Schedule Class Advancement

(a) To qualify to advance from one class to another class, a Faculty Member shall have completed additional units or degrees as required.

(b) A Faculty Member who qualifies to advance from one class to another class as provided in sub-section (a) of this Section shall file with the office of the Vice President - Human Resources an application for salary schedule advancement along with required supporting documents including official transcripts or acceptable certification. Placement will become effective at the start of the semester following approval for salary schedule advancement by the Board of Trustees.

(c) Faculty Members at the top step, moving to Class 4 and 5 will be advanced in Step placement not to exceed two (2) steps for any year, according to the total number of year's credit within the District.

Section 6. Acceptable Units And Degrees

Units and degrees acceptable for placement and advancement on salary schedules shall be governed by the following provisions:

(a) Units and degrees acceptable for placement must be earned and received from an institution of higher learning formally accredited by an organization or association belonging to and/or recognized by the Council on Post-Secondary Accreditation (including the Western Association of Schools and Colleges). Honorary degrees are not acceptable for placement and/or advancement on the salary schedule. Units which are not accepted for credit by the institution where such courses were taken will not be acceptable for placement and/or advancement on the salary schedule except as provided in subsection (d) or (e) of this Section.

(b) Units earned before the Bachelor's degree are to be used for Bachelor's degree credit only.

(c) Units for placement on the Class III, Master's degree and 24 semester units, and units for placement on Class IV, Master's degree and 48 semester units must be units which are acceptable by a university or college for credit toward a Master's or Doctor's degree, or are acceptable at the discretion of the Vice President - Human Resources. These units may be taken before, during, or after completion of a Master's degree program and must be in addition to and separate from units required for a Master's degree. Such units or work shall be related to an improvement in teaching, ~~or~~ administration techniques, ~~and~~/or increased knowledge in the Faculty Member's specific area. Prior approval for units in another area should be obtained from the Academic Senate's Vice President of Professional Development and submitted as a recommendation for salary advancement to the Vice President of Human Resources. Units submitted for consideration without such prior approval will not only be accepted. ~~at the discretion of the Vice President - Human Resources.~~

(d) All units which are not acceptable by a university or college for a Master's or Doctor's degree are acceptable only with prior approval of the Vice President - Human Resources.

(e) Units submitted for placement from foreign institutions of higher learning shall be evaluated by the Vice President - Human Resources or submitted to the University of California or any other institution deemed appropriate for evaluation.

#### Section 7. Overload And Substitute Pay

(a) A Faculty Member will be compensated at the hourly rate set forth in subsection (c) of this Section for each hour assigned as a substitute Instructor.

(b) In the event a Full-time Faculty Member continues as a substitute for such class or classes for a period in excess of two (2) weeks, the substitute rate or any such continuous substitute teaching in excess of two (2) weeks will be at the rate set forth in the schedule listed in Appendix D-3 plus 15%. During Summer Sessions this applies if the substitution is in excess of one (1) week.

(c) A Full-Time Faculty Member (instructional and non-instructional) will be compensated at the rate set forth in Appendix D-35 below for ~~each hour of~~ an overload assignment calculated according to the provisions of the Teaching Faculty Load Policy, Appendix B.

(d) A Counselor, Coordinator, Registered Nurse, Nurse Practitioner, Physician's Assistant, Librarian who agrees to undertake student contact counseling duties, librarian duties, or nursing duties, respectively, in excess of forty (40) hours of service as specified in Article 8,

Sections 15(a) 16(b), 17(a), and 18(b) will be compensated at **the rate in Appendix D-5. ~~an hourly rate which shall be seventy five percent (75%) of the hourly rate set forth in subsection (c) of this Section. (Reference Appendix D-3)~~**

(e) A Full-Time Faculty Member who substitutes during any academic session will be assigned as the “Teacher of Record” and compensated as such in the event that the Substitute, the replaced Faculty Member, and the Dean concur that responsibility for final testing and grading rests with the Substitute. Compensation as “Teacher of Record” will be retroactive to when substitute instruction began.

(f) Part-Time instructors who substitute may be assigned as “Teacher of Record” during Fall ~~and~~/or Spring Semester, subject to teaching load limitations. Such limitations are not applicable in the Winter/Summer Session.

#### Section 8. Summer and Other Sessions Compensation

(a) Compensation of Full-Time Faculty Members assigned to teach in a summer session shall be at the rate of one-nine hundredth (1/900th) for lecture **or extensive labs** and one-thousandth (1/1000<sup>th</sup>) for lab instruction of the annual salary for the prior semester of the Faculty Member, as set forth on the Salary Schedule for Faculty Members employed on Academic Year basis (Appendix C-1), for each hour of instruction in the classroom and the laboratory. It does not apply to office hours required by Article 8, Section 3(a).

(b) For assignments other than classroom teaching, Full-Time Faculty Members employed on an Academic Year basis shall be compensated according to Article 10, Sections 13(a) and (b).

(c) Compensation of Part-Time Faculty Members assigned to teach in a summer session shall be at the rate of one-nine hundredth (1/900<sup>th</sup>) for lecture **or extensive labs** and one one-thousandth (1/1000<sup>th</sup>) for lab instruction of the annual salary of the appropriate Class and Step of the previous semester's Salary Schedule (Appendix C-1) for each hour of instruction in the classroom and the laboratory. Placement on the Salary Schedule is commensurate with their earned degrees and units and their years of full-time equivalent service with the District and other California accredited colleges and universities. The Part-Time Faculty Member is responsible for providing the appropriate documentation of the Faculty Member's service with other accredited colleges and universities prior to the start of the summer session. The placement in effect at the start of the summer session is final. It is understood that placement on the salary schedule is for

summer session only. Part-Time Faculty Members are also required to maintain office hours as required by Article 8, Section 3(f).

(d) Assignments to teach in any winter intersession or spring break will be compensated on the same basis as summer sessions.

(e) Retirees will be placed at the class and step (minus any longevity or anniversary increments) on which they were placed at the time of their retirement from the College.

### Section 9. Part-Time Faculty Members

For purposes of defining parity between Full-Time and Part-Time Faculty, “standard assignments” will be used. These standard assignments are not intended to alter full-time faculty obligations as defined in the remainder of the agreement.

(a)(1) The standard teaching assignment for full-time El Camino College classroom teaching faculty members is based on forty (40) hours per week with thirty (30) hours given to instruction load, preparation, and grading (75%), five (5) office hours (12.5%), and five (5) hours of other professional obligations (12.5%). **Therefore, Instructional Part-Time Faculty will be paid for teaching assignments on a “pay-by-course” basis using the standard teaching hours associated with the assignment, rather than the actual hours served during the semester.** **Compensation parity will be 75% of the Full-Time Faculty Schedule (Appendix C-1) for instruction hours and 87.5% of Full-Time Faculty Salary Schedule if office hours or equivalent obligations are included, excluding five (5) hours of other professional obligations. Should office space be unavailable other hours may be assigned upon mutual agreement between the Part-Time Faculty Member and Dean. ~~Office hours or equivalent obligations will be assigned at the rate of one half (½) hour for each ten percent (10%) of load.~~ Part-time instructional faculty who choose to offer office hours shall submit to the Dean/Associate Dean/Director a schedule of office hours prior to the start of the semester and shall maintain their office time schedule on campus, or at a designated workplace that is mutually agreeable to the part-time faculty member and the Dean/Associate Dean/Director. Approved office hours shall be included on the syllabus. Part-time faculty office hours shall be compensated at the rate of one (1) hour for each 20% of lecture load or equivalent rounded down to the nearest whole hour, up to a maximum of three (3) paid office hours per week. Office hours shall be payable at the Appendix D-1, Lecture, Step 1 rate.**

(a)(2) The standard assignment for full-time non-classroom faculty members is based on forty (40) hours per week with twenty-eight (28) hours given to student contact, seven (7) hours of preparation, and five (5) hours of other professional obligations. Therefore, Part-Time Non-Classroom Faculty compensation parity will be 87.5% of the Full-Time Faculty Salary Schedule (Appendix C-1).

(b) The Part-time Lecture Stipend Per Semester Salary Schedule ~~will be adjusted to~~ provides a six-step schedule with a Bachelor's Column I and a Master's Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-Time Faculty. Each of the six (6) steps shall be equivalent to 64% of a full-time lecture load or extensive lab on Columns I and II, Steps 4 through 9 of the Full-Time Academic Salary Schedule. The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001 who do not qualify for Column II (see Lecture Schedule Rate in Appendix D-1).

(c) The Part-time Laboratory Stipend per Semester Salary Schedule ~~will be adjusted to~~ provides a six-step schedule with Bachelor's Column I and a Master's Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-time Faculty. Each of the six (6) steps shall be equivalent to 68% of a full-time laboratory load on Columns I and II, Steps 4 through 9 of the Full-Time Academic Salary Schedule. The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001, who do not qualify for Column II (see Lab Schedule Rate in Appendix D-1).

~~(d) The Part-time Activity Stipend per Semester Schedule will provide a six-step schedule with a Bachelor's Column I and a Master's Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-Time Faculty. Each of the six (6) steps shall be equivalent to 72% of a full-time activity load on Columns I and II, Steps 4 through 9 of the Full-Time Academic Salary Schedule. The only unit members who will be placed on Column I will be those initially hired on or after August 1, 2001 who do not qualify for Column II (see Activity Schedule in Appendix D-1).~~

(e) The Part-Time Non-Classroom Instructional Salary Schedule will provide a six-steps schedule with a Bachelor's Column I and a Master's Column II. The same academic preparation will be required for each column as provided in the Agreement for Full-Time Faculty. Each of the six (6) steps shall be equivalent to 75% of a Full-Time Non-Classroom Instructional Faculty load (based on twenty-eight (28) contact hours per week) on Columns I and II, Steps 4 through 9 of the Full-Time Academic Salary Schedule. The only unit members who will be placed

on Column I will be those initially hired on or after August 1, 2001 who do not qualify for Column II (see Non-**Classroom Instructional** Schedule in Appendix D-1).

(f) After initial placement, Part-Time Faculty Members will be compensated on a semester basis according to the number of class hours assigned per semester and on cumulative semesters of instruction for the District at Step 1 for the first through completion of the second semester, at Step 2 for the third through completion of the fourth semester, at Step 3 for the fifth through completion of the sixth semester, at Step 4 for the seventh through completion of the eighth semester, at Step 5 for the ninth through completion of the tenth semester, and effective at Step 6 for the eleventh semester and thereafter. Step advancement for Non-**Classroom Instructional** Faculty Members will occur at the beginning of each fall semester upon verified completion of 120 hours. (Refer to Appendix D-1).

(g) Initial placement on the Part-Time **Stipend Salary** Schedules (Appendix D-1) will be determined by earned degrees and years of FTE (Full Time Equivalent) service with the District and other accredited colleges and universities provided that documentation to verify education and experience is submitted to Human Resources by either August 1<sup>st</sup> prior to the start of the fall semester and January 15<sup>th</sup> prior to the start of the spring semester for which they are initially hired. FTE service for Non-**Classroom Instructional** Faculty will be granted for each 1050 hours of related experience. Documentation received after this deadline will result in an applicable salary increase effective beginning with the start of the next semester.

(h) The semester stipend includes participation in required District trainings, not to exceed four hours per semester. Part-time faculty are not required to attend departmental and division meetings.

(i) Any further reductions or discontinuances in the State's part-time categorical equity funding for community colleges that is implemented in the State budget on or after July 1, 2012, shall also reduce the part-time hourly rate in the fiscal year(s) in which the reduction occurs. The District and the Federation will meet and negotiate to determine in what proportion the schedules should be reduced.

(j) For each hour a Part-Time Faculty Member is absent without pay, the Stipend Per Semester in subsection (1) of this Section shall be reduced by one-sixteenth (1/16<sup>th</sup>).

(k) A Part-Time Faculty Member will be compensated at the hourly rate set forth in Section 7(a) of this Article for each hour assigned as a substitute Instructor. If the period of

substitute instruction is to be more than eight (8) consecutive weeks during the semester, refer to Article 6, Classification of Faculty Member, Section 1(a).

(l) A Part-Time Faculty Member on special assignment will be compensated at no less than one-half (½) of the hourly rate set forth in Section 7(c) of this Article. (Reference Appendix D-3.)

(m) At least eight (8) weeks before the beginning of a semester, each Part-Time Faculty Member who has been employed as a Part-Time Faculty Member in the preceding semester shall receive written notification from the Vice President-Academic Affairs or designee of that Part-Time Faculty Member's tentative course assignment(s) for the following semester. The Part-Time Faculty Member shall return a signed copy of such notice at least six (6) weeks before the beginning of the semester indicating acceptance or rejection of such tentative assignment(s). A Part-Time Faculty Member who will not be offered a teaching assignment for the next semester will be notified in writing at least four (4) weeks before the beginning of the semester that no assignment is anticipated.

(n) Part-time Faculty may be listed in the schedule of classes.

(o) Part-time psychologist shall be paid at Rate 1 as set forth in Appendix D-3.

(p) Appendix D-1 Part-Time Faculty Salary Schedule shall be increased by **9% effective July 1, 2022 and 6.165% effective July 1, 2023**, the same percentage/COLA amounts provided for Full-Time Faculty ~~effective January 1, 2022~~. **Part-Time Faculty who have completed 2 years after reaching Step 6, shall receive an additional 4% longevity increase commencing July 1, 2024.**

Section 10. Reassigned Time

(a) District shall grant reassigned time to Full-Time Instructors assigned to duties during the applicable semester as follows:

Forensics Coach	-	40%
Band Director ( <del>Marching Jazz or and</del> Symphonic)	-	16-2/3%
Chorale Director	-	16-2/3%
Assistant Forensics Coach	-	40%
<b><u>Journalism Advisor</u></b>	-	<b><u>40%</u></b>
<b><u>Journalism Coordinator</u></b>	-	<b><u>20%</u></b>

In addition to the reassigned time, the Forensics Coach will be paid a full-time stipend, as set forth in Appendix D-4, at the conclusion of the Forensics Coach's coaching duties for the academic year.

(b) The District shall grant reassigned time to Full-Time Instructors assigned to duties during the semester of the production to which the Instructor is assigned.

Dance Production	
Director	16-2/3%
Play Production	
Director	16-2/3%
Technical Director	16-2/3%
Musical Theater Production	
Director	33-1/3%
Technical Director	33-1/3%
Choir Director	16-2/3%
Music Director/Conductor	40%

(c) Assigned time may be granted by the District for Special Assignments in conformity with Appendix B.

(d) The District may employ Part-Time Directors, Assistant Directors, Conductors, and Choreographers, in which event the District will compensate any such employee at the part-time stipend, set forth in Appendix D-4, for each week that the employee is assigned to perform such services. Partial weeks shall be compensated on a pro rata basis. Any such employee designated as the Instructor of record will also be compensated as provided by Section 9 of this Article.

#### Section 11. Athletic Coaches

(a) An Instructor who has an athletic coaching assignment will be provided additional compensation. In addition to the intercollegiate class which represents a teaching load (currently .50FTEF), the head coach will receive a stipend as specified in Appendix D-2 of which 50% will be paid in the fall semester and 50% will be paid in the spring semester.

(b) A Full-Time Faculty Member assigned as an Assistant Coach and not identified in the above stipend chart will **receive receipt** up to 50% of the head coach's stipend of the sport coached.

(c) A part-time assistant coach may be employed for a partial part-time coaching assignment on a pro rata basis.

(d) In the event both the head coach and assistant coach are assigned to teach the course, the load will be proportionally split based on the recommendation of the dean and the head coach.

Section 12. Faculty Advisor Pay

A Faculty Member employed on an academic year basis who is assigned as a faculty advisor to assist the Counseling Division in consultations with students concerning academic advising and program and vocation planning purposes during peak demand periods for such counseling services shall be paid at the appropriate hourly rate set forth in Appendix D-3.

Section 13. Extra Service Pay

(a) A Faculty Member employed on an academic year basis who is assigned to perform instructional services on days not otherwise required as part of the contract of service with the District shall be compensated at the appropriate hourly rate set forth in Appendix D-3.

(b) Counselors, Librarians, Registered Nurses, Nurse Practitioners, Physician Assistants, Faculty Coordinators, Disability Specialists and Clinical Psychologists assigned to perform professional counseling, library, nursing, or faculty coordinating services on days not otherwise required as part of the contract of service with the District shall be compensated at a daily rate of 1/175<sup>th</sup> **or 1/200<sup>th</sup>** or 1/222<sup>nd</sup> of the Faculty Member's yearly salary, whichever is applicable.

Section 14. Pay For Grants and/or Special Programs

(a) The District and any Faculty Member may mutually agree upon the Faculty Member's compensation for special programs, grants or other services not otherwise covered in this Agreement. Such an assignment and compensation are in addition to the Faculty Member's normal assignment and compensation as otherwise provided by this Agreement.

(b) The District may employ persons not covered by this Agreement to perform instructional or other services for such special programs and may employ persons covered by this Agreement especially for such programs and the District and any such persons will agree on the compensation for the services of such persons for such programs provided that such programs are first offered to qualified Faculty Members at the same compensation the District would pay to employed persons not covered by this Agreement.

(c) Appendix D-3 Special Rates of Pay for Faculty, the Pay Schedule for Special Assignments, and grants shall establish compensation for special assignment, grants, contract education, professional casual employees, and at-will employees.

(d) Stipend assignments, unless otherwise covered in this Agreement, will be paid on the 5<sup>th</sup> of the month following completion of the assignment. Appropriate time sheets must be submitted by the Dean to Payroll to ensure timely payment.

#### Section 15. Pay Proration

If a Full-Time Faculty Member does not complete the yearly contract of service with the District, such Faculty Member's pay will be prorated based on the number of days of services performed, provided that a Faculty Member employed on an academic year basis who serves a complete semester shall receive not less than one-half of the yearly contract salary. The Faculty Member or the Faculty Member's estate in the event of the faculty member's death shall be required to reimburse the District for any overpayment.

#### Section 16. Cooperative Work Experience Education Pay

(a) The District may offer Cooperative Work Experience Education; the rules, regulations, and procedures are set forth in the Cooperative Work Experience Faculty Handbook.

(b) A Cooperative Work Experience education assignment during a regular semester shall be compensated at not to exceed six (6) hours for each student on the basis of:

- (1) First conference with each student to be held on campus for one hour.
- (2) First on-the-job Employer/Instructor conference for one hour.
- (3) Mid-semester, in-service, preparation, and record review for one-half hour.
- (4) Second meeting with each student to be held at the student's employment site for one hour.
- (5) Second on-the-job Employer/Instructor conference for one hour.
- (6) Third conference with each student to be held on-campus for one hour.
- (7) End of semester in-service, preparation, and record review for one-half hour.

(c) The number of Cooperative Work Experience Education students assigned to a Full-Time Faculty Member during a regular semester shall not exceed twenty (20), except with the approval of the Vice President-Academic Affairs. The Faculty Members who teach Cooperative Work Experience Education classes during the summer sessions covered by this

Agreement will be allowed a maximum of twelve (12) students. Otherwise, their compensation will remain as stated in this Article.

(d) A Faculty Member assigned to teach Cooperative Work Experience Education students during a fall or spring semester shall be compensated on a lump-sum basis on the hourly rate as provided in subsection (e) of this Section based on the hourly rate set forth in Section 7(c) of this Article times the number of assigned hours of service performed not to exceed six (6) hours per student during a regular semester.

(e) Compensation for a Cooperative Work Experience Education assignment during a regular semester shall be paid at the end of the 12th week and at the end of the semester, after completion of the clearance procedures. All documentation for compensation will be submitted no later than the last day of the semester in which the Faculty Member was assigned to teach Cooperative Work Experience Education students.

(f) Mileage will be reimbursed by the District in accordance with the rate specified in Board Policy.

Section 17. Large Class Size

(a) The Dean may designate certain sections to have a large class size and the maximum enrollment in each such section to be either less than two times or three times the normal class size (N.C.S.).

(b) Instructors who agree to teach sections of classes designated as large class size will be credited with adjusted loads in accordance with the following schedule. The Dean will use the maximum enrollment prior to the census date to determine large class size, provided that the maximum so determined shall not be larger than the enrollment designated for the section as provided in subsection (a).

<u>Class Size</u>	<u>Adjusted Load</u>
1. Less than 1.5 x N.C.S.	1.00 x Load
2. At least 1.5 x N.C.S. and less than 2.0 x N.C.S.	1.25 x Load
3. At least 2.0 and less than 3.0 x N.C.S.	1.50 x Load

Section 18. Anniversary Increments

Full-time employees who were placedd on Step 28 for academic year 2014-15 will advance to Step 30 commencing academic year 2016-17. This advancement results from the agreement to

delete the requirement on the salary schedule that previously stated: “Step 30 requires 30 years of full-time service with El Camino College.”

Section 19. Independent Study Compensation

(a) The District may offer courses of Independent Study. The Dean of the Division in which the Independent Study will be offered shall approve or disapprove each course to be offered.

(b) An Independent Study assignment during a regular semester shall be compensated at the rate of five (5) hours for each student for each unit of Independent Study credit granted, as set forth in (d) below.

(c) The number of Independent Study students assigned to a Faculty Member during a regular semester shall not exceed three (3), except with the approval of the Dean of the Division in which the credit is granted. The Faculty Members who teach Independent Study students during other sessions covered by this Agreement will be allowed a maximum of two (2) Independent Study students. Otherwise, their compensation will remain as stated in this Article.

(d) A Faculty Member assigned to Independent Study students shall be compensated by a lump-sum as provided in subsection 9(b) of this Section based on the Rate I, Appendix D-3.

(e) Compensation for an Independent Study assignment shall be earned and paid after the student has completed all course requirements.

Section 20. Credit By Exam

Faculty who facilitate Credit By Examination shall be paid in accordance with Section 7(c) of this Article, one to two hours as approved by the Dean. Exceptions to the hour limitation may occur upon approval by the Dean.

Section 21. Voluntary Work Reduction

(a) A Full-Time Faculty Member may request a reduced load for any semester or academic or fiscal year. If the District agrees to such a reduced load, the agreement will be memorialized in writing between the District and the Faculty Member. The Faculty Member on reduced-load status shall be compensated on a pro rata basis for any period of such reduced load and the office-hour and days on campus obligation shall be reduced proportionately. A Faculty Member participating in a voluntary work reduction remains eligible for Winter/Summer session priority as provided in Article 9.

(b) If the Full-Time Faculty Member's reduced assignment is fifty percent (50%) or more, the Faculty Member will continue to receive insurance benefits on the same terms as a Faculty Member with a one hundred percent (100%) assignment.

(c) If the Faculty Member's reduced load is below fifty percent (50%) for reasons other than Family Medical Leave or paid leave of absences under Article 11 or Article 13 of this Document, the Faculty Member will assume all costs for insurance benefits (District and employee contributions) if he or she wishes to continue coverage.

(d) The Faculty Member may elect, in writing, to cease coverage for medical, dental, vision, and insurance benefits, in lieu of making any required contribution.

## Section 22. Participation in Student Learning Outcomes/Service Area Outcomes

Assessment is a natural outcome of teaching and learning. Faculty has the responsibility of assessing student learning. To facilitate that faculty has the necessary tools to participate in the student learning outcome (SLO)/service area outcome (SAO) cycle, the following will occur:

(a) The Division Dean will provide all instructors with electronic access to the official course outline of record and any approved SLOs/SAOs.

(b) Training opportunities will be provided to all instructors at various times so that they can access pertinent information in the District's curriculum management system regarding course outlines and SLOs/SAOs.

(c) All faculty will include the approved SLOs/SAOs in their course syllabi and participate in the assessments of course and program SLOs/SAOs per the District's assessment timeline.

Full-Time faculty has the primary responsibility of developing course and program student learning outcomes and assessment rubrics. Full-Time Faculty is encouraged to solicit and include the expertise of Part-Time faculty in the development and assessment of SLOs/SAOs.

In disciplines where there is no Full-Time faculty, Part-Time faculty will be responsible for developing appropriate course SLOs/SAOs and assessment rubrics for classes they teach with the assistance of a division SLO/SAO facilitator. The part-time faculty member will be compensated at the special rate of pay set forth in Appendix D-3, **Rate I Range H** not to exceed five (5) hours.

If a Part-Time faculty member is directed by the division dean to coordinate the development ~~and~~/or compile SLO/SAO assessment reports for program SLOs or course SLOs the

part-time faculty member will also be compensated at the special rate of pay set forth in Appendix D-3, Rate I H not to exceed five (5) hours.

Section 23 – Educational Reimbursement Program

(a) The Educational Reimbursement Program shall be a three (3) year program through the duration of this contract. The program will only be available to full-time tenured faculty members, their spouse, domestic partner or legal dependents. The District will set aside \$20,000 to fund the program. Funds not expended during any contract year will revert to the District. The program may be evaluated annually during the duration of the contract, and adjusted, if necessary, taking into consideration constraints on the District budget. Any changes to this program shall be negotiated by the District and the Federation.

(b) The District will reimburse at California resident rates 100% of the enrollment fees, student body I.D fee, and applicable health fees for Full-Time Faculty Members, their spouses, domestic partners and/or legal dependents to attend El Camino College under the following circumstances:

(c) Eligibility

In order for Full-Time Faculty Member, their spouse, domestic partner or legal dependents to participate in this program, the Full-Time Faculty Member must:

(1) Be in active paid status as of the first day of each semester; and

(2) If on approved d extended medical or disability leave:

(a) The Full-Time Faculty Member must submit a formal written request for reimbursement to the Vice President of HR and or their designee.

(d) Reimbursement:

The District will reimburse Full-Time Faculty Members up to a maximum of 36 units per academic year, per participant, for each successfully completed (grades of A-C, or “credit”) course for applicable enrollment fees, health fees, and student body fees expended for courses taken by the faculty member, spouse, domestic partner and/or legal dependents at El Camino College. It is the responsibility of the faculty member

to submit the appropriate “Educational Reimbursement Form” within 60 work days after the availability of semester grades for which reimbursement is requested

- (e) Grievances: None of the provisions of this program are grievable.
- (f) Fraud: Any fraudulent misuse of this program by a faculty member, spouse, domestic partner ~~and~~ or legal dependents will result in the immediate and total loss of all rights and privileges regarding this program.