



**MERCED COMMUNITY COLLEGE DISTRICT**

**and**

**MERCED COLLEGE FACULTY ASSOCIATION  
CHAPTER 770 CTA/NEA**

**AGREEMENT**

**July 1, 2012– June 30, 2015**

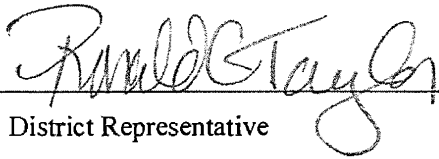
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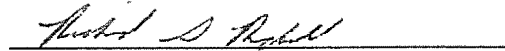
ARTICLE I

Agreement

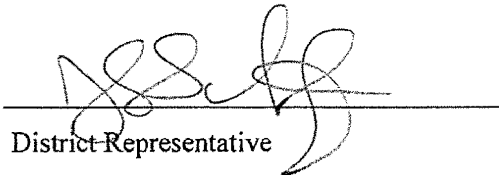
1. Agreement. This bilateral and binding agreement is entered into July 1, 2012, between the Board of Trustees of the Merced Community College District, hereinafter called the "Board" or "District," and the Merced College Faculty Association, Chapter 770 CTA/NEA, an employee organization and hereinafter called the "Association."
2. Term. The term of this agreement will be from July 1, 2012 to June 30, 2015. The parties also agree to reopen negotiations on any provision herein, which is determined by a court of law or an administrative agency with jurisdiction to be in conflict with any state or federal law.
3. Emergency Openers. Any item that needs to be addressed because it is a negotiable item, but may not be clarified by this agreement may be brought forth at any time with the mutual consent of the District and the Faculty Association. The matter will not be considered if either party does not wish to bring the issue forward.

  
District Representative

Date 12/10/13

  
Faculty Assn. Representative

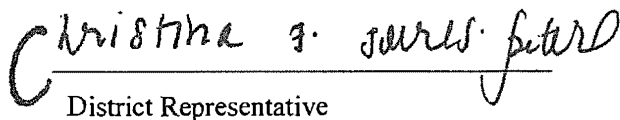
Date 12/10/2013

  
District Representative

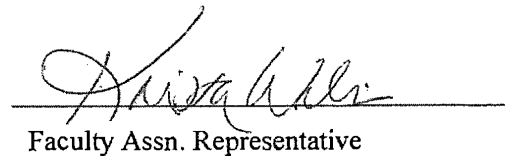
Date 12/10/13

  
Faculty Assn. Representative

Date 12/2/13

  
District Representative

Date 12.2.13

  
Faculty Assn. Representative

Date 12/10/13

## ARTICLE II

### Recognition

Unit Composition: The Board recognizes the Association (MCFA Chapter 770 CTA/NEA) as the exclusive representative of all faculty members.

Included in the unit: Full-Time Regular, Contract and Temporary Professors; Adjunct Credit and Noncredit Professors; Counselors; Librarians; and Disabled Students Programs & Services (including Instructional Specialists).

Excluded District employees: Include Classified, Management, Confidential and Supervisory Employees.

## ARTICLE III

### Association Rights

1. Facilities. The Board agrees that the Association shall have the right to use College equipment and building facilities at any time which does not conflict with regularly scheduled District activities. The Association agrees to submit forms as deemed appropriate by the supervising administrator for use of College facilities. The Association agrees to reimburse the District for all materials and supplies incident to each use. The Association agrees to leave facilities, buildings and/or equipment in a reasonably clean and orderly condition incident to each use.
2. Bulletin Board. The Board agrees that the Association may use, without charge, not more than one-quarter (1/4) of the total area of each facility's designated official bulletin board. Upon the Association's request, such bulletin board area will be identified by the District and labeled "Association Business."
3. Mail Service. The Board agrees that the Association may use school and other District facility mail boxes for distribution of its written communications.
4. Association Business. The Association may conduct Association business with individual employees at any time other than the individual employee's instructional classroom hours or assigned duties.
5. Faculty Roster. Upon written request, names, division affiliation, home addresses and listed telephone numbers of all bargaining unit personnel shall be provided to the Association within thirty (30) days, if possible, of the request. This list may be requested once a semester.

## ARTICLE IV

### Professional Dues and Payroll Deductions

1. Any unit member who is a member of the MCFA/CTA/NEA, or who has applied for membership, may sign and deliver to the District an assignment authorizing deduction of unified membership dues, initiation fees, and general assessments to the Association. Pursuant to such authorization, the District shall deduct one-tenth (1/10) of such dues from the regular salary warrant of each full-time unit member each month for ten (10) months, and one-tenth (1/10) of such dues from the regular salary warrant of each adjunct faculty member for each of five (5) months during each contracted semester. Deductions for unit members who sign such authorization after the commencement of the school year shall be appropriately prorated.
2. The Association and the District agree that any unit member who is a member of the Association at the time this Agreement becomes effective or who enrolls during the term of the Agreement shall maintain such membership for the duration of this Agreement. This provision shall not deprive any member of the right to terminate her or his membership within the 30-day period following expiration of the Agreement. If a member who is covered by the maintenance of membership requirement withdraws authorization for dues deduction and/or refuses to provide the Association with a lump sum cash payment of dues for the year, the District shall deduct membership dues as provided in Education Code Section 87833.
3. Any unit member newly employed July 1, 1986 or after, who is not a member of the MCFA/CTA/NEA or who does not make application for membership within thirty (30) days from the date of commencement of assigned duties within the bargaining unit, shall become a member of the Association or pay to the Association a fee in an amount equal to unified membership dues, initiation fees, and general assessments as a condition of employment. Payments to the Association shall be made in one (1) lump-sum cash payment in the same manner as required for the payment of membership dues, unless, however, the unit member authorizes payroll deduction for such fees in the same manner as provided in paragraph 1 of this Article. In the event that a unit member does not pay such fee directly to the Association or does not authorize payment through payroll deduction as provided in paragraph 1, the Association shall so inform the District, and the District shall begin (as soon as possible) automatic payroll deduction as provided in Education Code 87833 and in the same manner as set forth in paragraph 1 of this Article. There shall be no charge to the Association for such mandatory agency fee deduction. Adjunct credit and noncredit professors teaching less than 6 units are exempted from the agency fee provisions herein.

4. Any unit members hired on or after July 1, 1986, whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join or financially support MCFA/CTA/NEA, except that such unit member shall pay, in lieu of a service fee, sums equal to such service fee to one of the non-religious, non-labor organizational, charitable funds listed below:
  - a. The Merced College Foundation
  - b. The American Cancer Society
  - c. The Heart Association
  - d. The United Way or one of its member organizations
5. Proof of payment to one of the designated charitable funds and a written statement of objection, pursuant to paragraph 4 above, shall be made on an annual basis to the Association as a condition of continued exemption from the provisions of paragraphs 2 and 3 of this Article. The statement of objection shall not be subject to rejection by the Association. Payments shall be in the form of receipts and/or canceled checks indicating the amount paid, date of payment, and to whom payment in lieu of service fee has been made. All information as listed above shall be presented on or before thirty (30) days from the date of commencement of assigned duties within the bargaining unit.
6. With respect to all sums deducted by the District pursuant to paragraphs 2 and 3 above, whether for membership dues or service fee, the District agrees to promptly remit such monies to the Association or its affiliate. Upon request and within ten (10) working days, the District agrees to provide the Association with a list of those members for whom dues have been deducted. The Association agrees to refund to the District any amounts paid to the Association in error.
7. The Association and the District agree to furnish to each other upon request and within ten (10) working days any information needed by either party to fulfill the provisions of this Article.
8. The Association agrees to defend, indemnify, and hold harmless the District for all legal fees and costs incurred by the District because of a challenge to the legality or constitutionality of the provisions or implementation of this Article.
  - a. The Association shall have the exclusive right to decide and determine whether any such action or proceeding referred to in this paragraph shall or shall not be compromised, resisted, defended, tried, or appealed. However, this shall in no way limit the Association's responsibility for any fees or costs incurred or agreed to by such action.
9. Upon written authorization from the unit member, the District shall deduct from the monthly salary warrant and make appropriate remittance for credit union or other plans or programs jointly approved by the Association and the District.

10. The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) business days or more after such submission.
11. The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) work days or more after such submission.

## ARTICLE V

### Leaves

1. Sick Leave. Each full-time member of the bargaining unit shall be entitled to one day leave of absence, with full pay, for illness, injury or quarantine for each month of service. Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day including overload assignment. Sick leave may be accumulated indefinitely. Absence for illness cannot be recorded as less than one-half day. The District may request certification of physical fitness before the employee's return to work in cases of extended or serious illness. A statement of illness may be required if there is any question of misuse of personal sick leave. Certificates from licensed physicians, chiropractors, osteopaths, or Christian Science Practitioners may be accepted.
  - a. A faculty member who resigns, retires, or is dismissed shall receive credit for unused sick leave for the purposes of retirement benefits.
  - b. The College shall provide each faculty member with an annual statement of (1) the accrued sick leave total and (2) his/her sick leave entitlement for the academic year.
  - c. Full-time faculty members teaching during any summer session may utilize any sick leave accumulated during the regular academic year.
- 1a. Part-time Sick Leave. Faculty employed on a part-time hourly basis (i.e., 67% or less of a full-time assignment) shall earn sick leave credit at the rate of one (1) hour for each twenty (20) hours of paid service. Each part-time hourly instructor shall be advanced three hours of sick leave at the start of service with the District. Sick leave credit will not be earned for any fraction of twenty (20) hours. Sick leave credit accrued beyond the initial three-hour advancement must be earned before it is taken. Sick leave so earned may not be credited to sick leave accrued during any other District employment, nor may sick leave earned during other District employment be utilized for absence during hourly employment.

The provisions relating to certification of physical fitness and verification of illness or injury set forth in section 1 above shall also apply to use of hourly sick leave. The sick leave granted by this section can be utilized for absences during summer session.

Sick leave accrued hereunder shall be lost if there is a break in service for more than two calendar years.

2. Maternity Leave. A request for maternity leave shall be made in writing to the supervising administrator at least thirty (30) working days prior to the day the leave is intended to become effective, unless the attending physician specifies the medical necessity for such leave to commence on shorter notice. The length of the leave of absence, including the intended date on which the leave shall commence and the intended date on which the employee shall resume duties, shall be determined by the employee and the employee's physician. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District. The employment policies and practices of the District shall be applied to disability due to pregnancy or childbirth on the same terms and conditions applied to other temporary disabilities. The Board may also grant unpaid leaves for any member of the bargaining unit who is pregnant but not suffering from any pregnancy-related illness or disability. Leaves granted under the Family Medical Leave Act, California Family Rights Acts, and Pregnancy Disability Leave Act shall run concurrently with other leaves and meet the requirements of state and federal law.

3. Child Rearing Leave. Members of the bargaining unit shall be entitled to an unpaid child rearing leave for the purpose of caring for a natural or adopted infant for a maximum of three months. The length of the leave requested in excess of three months shall be determined by the District to coincide with the operational needs of the District but shall not exceed twelve calendar months.

A child rearing leave should be requested in writing to the supervising administrator a minimum of four weeks prior to the date the leave is proposed to commence. An employee returning from an unpaid leave of absence with a duration greater than thirty (30) days shall notify the supervising administrator in writing of intent to return at least two weeks before the expiration of the leave.

4. Industrial Accident and Illness Leave. All employed faculty members of the bargaining unit shall be entitled to industrial accident and illness leave under the following rules and regulations:
  - a. Allowable leave for each industrial accident and illness shall be during the days in which the District is in session or when the employee otherwise would have been performing work for the District, and shall not exceed ninety (90) such days.
  - b. The accident or illness must have arisen out of and in the course of employment of the employee, and must be accepted as such by the State Compensation Insurance Fund.
  - c. Allowable leave shall commence on the first day of absence and shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award. Such leave



shall not be accumulated from year to year. When such leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

d. When a person is absent from his/her duties on account of industrial accident or illness, he/she shall be paid such portion of the salary due him/her for any month in which absence occurs, as when added to his/her temporary disability indemnity under Division 4 or Division 4.5 of the Labor Code, will result in a payment to him/her of not more than his/her full salary.

e. During any such paid leave of absence, the employee shall endorse to the District the temporary disability and indemnity checks received on account of his/her industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized deductions.

f. Any employee receiving benefits as a result of these rules and regulations shall, during the period of injury or illness, remain within the State of California unless the Board authorizes travel outside of the state.

g. Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided for sick leave and his/her absence for such purpose shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in payment to him/her of not more than his/her full salary.

5. Personal Necessity/Family Matter Leave.

a. Up to six (6) days of accumulated sick leave in any school year may be used in cases of personal necessity/family matter in accordance with the provisions of Section 87784 and 87781.5 of the Education Code. This section is intended to provide leave for those situations that are not covered in other sections or which cannot be accomplished any other time other than during regular work hours. It is not intended for recreational use.

b. Written advance notice is required to avoid unnecessary inconvenience or disruption of professional responsibilities except in cases of death or serious illness of a member of the immediate family or in case of accident involving his/her person or property, or the person or property of a member of his/her immediate family.

c. Leave under this section shall not be used for any organized stoppage of work for the District.

d. In the event that the District or designee denies the use of leave provided under this section, the employee may refer the matter to the Grievance Procedure for resolution. Referral to the Grievance Procedure shall not preclude the employee from taking the day off but the resolution of the

grievance will determine whether the day would be chargeable as a Personal Necessity Sick Leave day.

6. Bereavement Leave. Every full-time faculty member shall be entitled to three (3) consecutive work days of paid leave of absence, or five (5) consecutive work days if travel of more than 200 miles (one way) is involved, for each occurrence on account of the death of any member of the family. This leave shall not be deducted from sick leave.
7. Professional Development Leave. The College may grant a full-time faculty member an unpaid leave of absence of up to two (2) years for professional development which shall include, but shall not be limited to, additional schooling and/or training, participation in faculty exchange programs, involvement in research efforts and acceptance of long-term assignments to other higher educational institutions, agencies, corporations, foundations or governments.
  - a. Requests for professional development leaves will be submitted in accordance with established procedures.
  - b. No more than 5% of the full-time faculty may be on professional development leave at any one time.
  - c. A letter from the Superintendent/President notifying applicants of their acceptance or rejection shall be received by March 1.
  - d. There shall be no reduction in employee benefits during the term of a faculty member's professional development leave.
8. Jury Leave. The District agrees to grant all faculty members called for jury in the manner provided by law, a leave of absence without loss of pay for time the employee is required to perform jury duty.

Upon notification of jury duty, it is the obligation of the employee to inform his/her supervisor immediately.

An employee serving on a jury shall be paid his/her regular salary; the compensation received for jury duty, exclusive of mileage will be remitted to the District.

9. Legislative Leave. A faculty member who is elected to the State Legislature or Congress shall be entitled to a leave of absence without pay or benefits for the length of the term or terms of office, not to exceed six (6) years. The faculty member on such leave shall notify the College of an intended return at least six months in advance.
10. Sabbatical Leave. The Board and Association agree that sabbatical leaves provide a valuable means by which faculty members may either undertake a program of study, obtain work experience in their teaching areas, travel, or do research which will benefit the educational program in the District. Requests for sabbatical leaves will be submitted in accordance with established procedures. The

Board agrees to grant a paid sabbatical leave to eligible faculty members recommended by the Superintendent/President and approved by the Board of Trustees. If the Superintendent/President or the Board of Trustees denies any request for a sabbatical leave, a written statement detailing the reasons for denial shall be presented to the applicant. Eligible faculty members whose requests for a sabbatical leave are not granted may reapply the following academic year.

a. Full-time faculty members shall become eligible for a sabbatical leave after the completion of six (6) cumulative years of service within the District or since the faculty member's last sabbatical leave. For purposes of interpreting this section, unpaid leaves granted by the Board shall not be counted as years of duty or considered an interruption of "consecutive" duty.

b. No more than 5% of the full-time faculty may be on sabbatical leaves at any one time for each year. The 5% limit does not apply to continuing sabbatical leaves from the previous year.

c. With the exception of sick leave, all faculty members' fringe benefits will continue without interruption during the sabbatical leave period. In the event a faculty member cannot complete an approved sabbatical leave because of disability, the remainder of the sabbatical leave will be suspended and reinstated or extended into the following year. Faculty members on sabbatical leave shall remain eligible for the benefits described in Article VI of this agreement.

d. A faculty member who is on sabbatical leave shall be paid 50% of regular salary by the Board for the full year sabbatical leave and 75% of salary while on a semester sabbatical leave. The faculty member shall have the right to take his/her sabbatical leave in separate semesters as long as the leave is commenced and completed within two academic years. The amount of compensation will be based on the faculty member's regular salary at the time the leave is granted. The contribution to the State Teachers' Retirement System shall be made by the employee and the District as though the employee was on active duty excepting that these payments will be made only on the actual compensation paid the employee.

e. The compensation to be paid the faculty member while on a sabbatical leave shall be paid in the same manner as if the faculty member were teaching in the District.

f. A letter from the Superintendent/President notifying applicants of their acceptance or rejection shall be received by March 1.

g. An eligible faculty member, if he/she so desires, may request a summer project in-lieu-of sabbatical. Such summer projects will be awarded in accordance with the procedures described above. A faculty member who is granted a summer project in-lieu-of sabbatical shall be paid one-tenth (0.1) of his/her regular salary.

h. A faculty member granted a sabbatical leave shall, on completion of his/her sabbatical leave, be required to render a period of service to the District. This period of service shall be limited to one

semester if granted a summer project, to one year if granted a semester sabbatical, and to two years if granted a full year sabbatical leave. If a faculty member does not serve for the entire period of service as specified, the faculty member will be obligated to return to the District a pro-rata portion of the compensation paid for the sabbatical leave. A faculty member granted a sabbatical leave or summer project shall agree in writing that upon the completion of his/her sabbatical or summer project, he/she will render the appropriate specified period of service to the District.

i. A written report will be submitted to the Board of Trustees within thirty (30) days following the faculty member's return to duty.

11. Association Leave. The Association shall have a total of ten (10) days of paid leave per year to be utilized by its representatives for local, state, or national conferences or for conducting other business pertinent to Association affairs. These representatives shall be excused from contract duties upon ten (10) working days' advance written notification to Human Resources by the Association President. The Association President will receive 40% paid release time to fulfill the duties of the office.
12. Unpaid Personal Leaves. The Board may grant leaves of absence without pay or benefits for personal reasons. The employee may elect to retain benefits by paying the District rate. The request for leave without pay should specify the conditions of the leave, including length of the leave. Long-term leaves (not to exceed one year) may be granted for the following purposes: study, travel, other employment, restoration of health, or disabilities in the immediate family. In order to avoid the disruption of professional responsibilities, advance written notice is requested whenever possible. The request for leave shall be submitted to the Superintendent/President.
13. Special Observances. All days of special observance or mourning declared by the Superintendent/President and/or Board of Trustees of the District which fall within any paid leave period taken by a faculty member shall not be counted as leave days.
14. Load Banking.
  - a. Eligibility Criteria to Bank
    1. Only full-time tenured faculty are eligible.
    2. Banking of overload hours in a categorically funded position may be allowed only if legally/fiscally possible.
    3. Full-time load commitments have been and are currently being met.
    4. Service points have been earned. (See Section e. below)
    5. Documentation of service points earned will be submitted to the Office of Instruction by June 15<sup>th</sup> at the end of each academic year.

- b. Maximum Amount Allowed to be Banked per Person
  - 1. Six (6) units per year.
  - 2. Maximum to be banked - not to exceed 18 units at any one time.
- c. Withdrawal of Banked Units - Eligibility/Maximum Withdrawn/Person
  - 1. Maximum allowed to withdraw - one (1) semester's load. To withdraw one (1) complete semester requires 18 banked units. To withdraw one (1) unit of leave requires 1.2 banked units.
  - 2. Notification of intent to withdraw must be given to the Office of Instruction by the end of the Fall semester if the withdrawal is to occur the subsequent Fall semester; notification to withdraw during a Spring semester must be given to the Office of Instruction by the end of the preceding Spring semester.
  - 3. Availability of a substitute instructor paid at the appropriate hourly rate is required (Backfill availability)
  - 4. Sufficient service points are accumulated. (For each full semester's load withdrawn, 7 service points are needed. For less than a full semester withdrawal, a pro-rata number of service points are needed.)
  - 5. No cash-out possible - unless retirement, departure from District, or death occurs. (If cash-out is necessary, the amount reimbursed must be the same hourly amount earned during the period the load was banked.)
  - 6. Sabbatical leave requests will have preferential consideration over banked load leave requests.
  - 7. During the use of banked load leave, the accrual of time toward sabbatical credit will be suspended.
  - 8. No interruption in salary and benefits will occur while the faculty member is taking banked load leave.
  - 9. Banked units cannot be borrowed, transferred, or sold from one individual to another.
- d. Withdrawal of Banked Load - Maximum Withdrawn per Cohort.
  - 1. Combined with sabbatical leave, not to exceed 15 percent of the Cohort's load, or one full-time equivalent (FTE) faculty, whichever is greater.
  - 2. Not to the detriment of any program within the Cohort.
- e. Service Points - are earned only during the semester the committee/service is active. Should a committee/activity meet or occur during the summer, a semester's point value will be earned for the participant. It is understood that regular attendance at scheduled committee meetings is required for earning service points. Here is the point distribution per committee/service:

	Point Value/Semester
<b>Planning Committees</b>	
Educational Master Planning	2
Instructional Master Planning	1
Student Services Master Planning	1
Staff Master Planning	1
Facilities Master Planning	2
Technology Master Planning	2
<b>Operations Committees</b>	
Program Review	2
Bookstore Advisory	.5
Committee on Budget Recommendations & Review	2
EOP & S Advisory	.5
Matriculation	1
Staff Priorities	1
Student Equity	1
Grievance	.5 per grievance
Student Club Advisor	1
Tech Prep Site	.5
Accreditation Master Coordinating	2
Accreditation Standards	1
Title III Grant Advisory	.5
<b>Faculty Senate Committees</b>	
Curriculum	2
Faculty Staff Development Coordinating	1.5
Merced College Faculty Handbook	1
Acknowledgement	.5
Board Policies and Procedures Review	.5
Health and Safety	.5
Student-of-the-Month	1
Elections	1
Graduation	.5
<b>Other Governance Service</b>	
Faculty Senator	2
Peer Evaluator (of full-time faculty)	.5/evaluation after first evaluation
Vocational Advisory Committee	.5
Faculty/Staff Selection Committee	1 per committee
Administrative Search Committee	1
MCFA - President's Shared Governance Activities	1
Interest-Based Negotiations Activities	1.5

*Service as a Committee Chair or Co-Chair or as an officer of the Faculty Senate earns an additional point.*

Please refer to current service list as defined by Academic Senate.

F. Other District Service - Assignment of Point Value for Other District Service will be determined by mutual agreement between a District Vice President (or designee) and the Faculty Association President (or designee). Some examples of Other District Service activities are special department activities, outreach activities, special subcommittees, external college liaison, individual activities, special performance/presentation as a representative of the college, special Faculty Senate task forces, etc.

## ARTICLE VI

### Fringe Benefits

1. Eligibility. The District agrees to pay, as set forth in this Article, for health benefit premiums for all bargaining unit employees (who meet eligibility requirements as listed below) and their dependents who choose to participate in Blue Cross Prudent Buyer Option PBC 100-B \$100/300 deductible, \$3/15/35/3 prescription health insurance or a comparable plan. The District agrees, as set forth in this Article, to pay premiums for bargaining unit members and their dependents for a dental plan comparable to the current plan underwritten by Delta Dental Plan, including an increase of the annual maximum cap for full-time faculty from the current level of \$1,000 to \$1,500 effective February 1, 2000, and for a vision care plan comparable to the \$5.00 deductible Plan C of the California Vision Service.

The District will contribute the full premium, less \$120, annually toward the payment of the health benefit premiums listed above. The funds contributed by participants in the program shall be applied first to the payment of the premium for the income protection insurance and the balance applied toward the remaining benefits. The carrier for these insurance plans shall be authorized by the State of California to do business in the State of California. The District will assume any increase to the existing benefits package that may occur during the duration of this agreement.

For the 2003-04 year, the District will assume the cost of the increase in the benefits package.

For the 2004-05 year, the District will assume the cost of the increase in the benefits package.

For the 2005-06 year the District will assume the cost of increase to the benefits package and contribute \$300,000 to a restricted faculty benefits fund to offset potential benefit increases through the duration of the existing contract. Effective July 1, 2005, the faculty prescription plan will be changed to reflect a \$3/15/35/3 co-payment for prescription drugs (\$3 for generic, \$15 for brand, \$35 for a three month brand mail supply and \$3 for a three month generic mail supply).

For the 2006-2007 and 2007-2008 years, the District will assume any increase to the existing benefit package that may occur.

For the 2009-2012 years, the District assumed the cost of the full-time health benefits package for the duration of the contract.

For the 2012-2015 years, the District will assume any increase to the existing benefit package that may occur. In the event that the Affordable Health Care Act adds additional employees to be covered, the parties will reconvene to discuss options to deal with the contingency.

For the duration of the current contract, the current benefit level will be maintained throughout the contract.

2. Health Insurance.

- a. The College shall provide all full-time faculty members and their dependents with a health insurance plan, including prescription coverage, and an annual routine physical examination benefit for teacher and spouse (subject to deductibles). The District shall provide the Prudent Buyer Option PBC 100-B \$100/300 deductible, \$3/15/35/3 prescription plan through SISC. The District will be responsible to pay any assessments imposed by SISC.
  - b. Faculty members on College-approved leaves of absence without pay shall have the option to maintain participation in the fringe benefit program with no cost to the District.
  - c. Faculty members earning less than \$40,000 annually are eligible for graduated medical cost reimbursement, pursuant to the related addendum (Appendix E) found at the end of this Agreement.
3. Dental Insurance. The District shall provide all full-time faculty members and their dependents with a dental insurance plan providing benefits not less than the Delta Dental plan currently in effect at Merced College.
4. Vision Care. The District shall provide all full-time faculty members and their dependents with a fully paid vision plan providing benefits not less than the California Vision Service Plan (C).
5. Life Insurance. The District shall provide all full-time faculty members with a fully paid level term life insurance policy, which shall provide a minimum \$50,000 coverage and benefits not less than the current plan. Such policy shall also provide for accidental death and dismemberment coverage.
6. Salary Protection Insurance. The District shall provide a salary protection plan providing benefits not less than the plan currently in effect in the District.
7. Tax Sheltered (Tax-Deferred) Annuities. Full-time faculty members may participate in the tax-sheltered (tax-deferred) annuity of their choice from the broker-approved (currently TDS) list of qualified plans, with the District providing payroll deductions for this purpose.
8. Retired Faculty.
- a. Prior to January 1, 1991. Full-time faculty members retiring from the District shall be entitled to the benefits for themselves and their dependents provided above in Section 2 - Health Insurance;



Section 3 - Dental Insurance; and Section 4 - Vision care. Eligible faculty shall have been employed in a regular or contract position before January 1, 1991, shall have reached their fifty-fifth (55th) birthday, and shall have served five (5) consecutive years in the District prior to retirement.

The retired faculty member will participate in the same coverage and make the same premium contributions as active unit members. Retiring from the District means retiring into the STRS or PERS system upon severance from the District. Retirees eligible for Medicare must enroll in Medicare Part A and/or Part B when eligible at which time the District benefits become secondary coverage.

- b. Effective January 1, 1991. Provided they meet the other qualifying standards, full-time faculty members hired after January 1, 1991 will receive retiree health benefits provided above in sections 2-4 for themselves and their dependents until the unit member becomes eligible for Medicare at which time the District benefits are discontinued. District benefits will become secondary coverage for dependents who become Medicare eligible while the retiree is still entitled to District benefits.
  - c. Effective July 1, 2006. Eligibility for retiree benefits will be changed to reflect the following: Provided they meet the other qualifying standards, full-time faculty members hired after July 1, 2006, will become eligible for retiree benefits upon completing eighteen (18) years of service and reaching fifty-five (55) years of age.
  - d. Effective July 1, 2007. Eligibility for retiree benefits will be changed to reflect the following: Retiree benefits are granted only to retirees and their spouse (at the time of retirement) including their dependents regardless of retirement date.
9. Surviving Spouse. The surviving spouse of a unit member, or of a retired member under Section 8, may opt for continuance of the fringe benefit health package at no cost to the District. The District shall provide coverage to the surviving spouse and surviving dependents through the last day of the month following the month in which the employee dies. Election to continue health benefits for the surviving spouse must be made in writing to the District by the last day of the month following the month in which the death occurs. The spouse's payment shall include reimbursement for the month after the unit member's death; if the spouse does not take the option, the Association shall reimburse the District for that month's premium. Payment for the remainder of the year (through September 30) shall be submitted at that time.

Each year prior to the fifth day of September, the annual renewal premium must be submitted to the District Business Office with statement of intent to continue coverage. This agreement is extended only to that person who was the spouse of the employee at the time of the employee's death.

10. Medicare. The District will initiate the Medicare coverage option for regular faculty hired prior to April 1, 1986 pursuant to the regulations specified by the State and the Memorandum of Agreement between the parties. These provisions are subject to the requirements of the insurance carrier.
11. Parking. The District shall not levy parking fees for faculty members. The District shall furnish each faculty member with one proper staff decal.

## **ARTICLE VII**

### Working Conditions

1. Academic Attire. If academic attire is required at Merced College activities, it will be furnished by the District at no cost to the faculty member.
2. Teaching Assignment. Faculty members' daily teaching schedules shall comprise an elapsed time of no more than eight (8) hours, from the beginning of the first class through the end of the last class on that day.
  - a. Exceptions to Section 2 above may be permitted in cases where a faculty member requests, or is requested, and agrees in writing, to a different type of teaching schedule.
  - b. Teaching assignments other than the locations within the Merced City Limits/Castle Air Force Base or Los Banos Campus shall not be considered part of the workload. Any classes taught by faculty members in areas outside those listed above will be done voluntarily and will be compensated on an overload basis.
  - c. The District will provide transportation or pay mileage at the prevailing rate from the primary assignment to any secondary assignment. For the purposes of this section, the primary assignment will be defined as the location where the majority of the assignment is taught in any given semester. The District will compensate faculty members for mileage based on the distance from the primary assignment to the secondary, and return, in accordance with the actual number of days that instruction is held.
3. Counseling Assignments. No member of the counseling staff will be required to be on counseling duty more than four (4) consecutive hours per day unless he/she specifically requests or agrees, in writing, to a different type of counseling schedule.
4. Elapsed Time Requirement. Faculty members shall be provided no less than twelve (12) consecutive hours elapsed time between the end of the last assigned class on one day, and beginning of the first assigned class on the following day.

- a. In the case of assigned teaching duties involving locations other than the primary assignment, a minimum of twelve (12) consecutive hours, including travel, shall elapse between the last class or the conclusion of travel on one day and the first class or the initiation of travel on the following day.
  - b. Faculty members shall not be assigned more than three (3) consecutive lecture class hours in a given work day, nor more than one (1) lecture class hour followed by one (1) three-hour laboratory period, nor more than two (2) consecutive three-hour laboratory periods. Exceptions to such consecutive assignments may be permitted in cases where a faculty member specifically requests or agrees in writing to a different form of consecutive assignments.
  - c. Exceptions to the elapsed time provision of Section 4 above may be permitted in cases where a faculty member specifically requests or agrees in writing to a different elapsed time period.
5. Advanced Scheduling. All full-time faculty members shall be notified in writing at least four (4) months in advance of a given academic session of their tentative course schedules for the ensuing academic period. When necessary, each faculty member shall meet with his/her supervising administrator, to modify or otherwise alter said schedule, and when possible to adopt a mutually agreeable final schedule for that academic period.

## **ARTICLE VIII**

### College Calendar

1. Board of Trustees' Right. The Board reserves the right to establish the dates of faculty employment for each school year. State-mandated holidays shall be observed. Any days of emergency closing of school by state or federal mandate shall be made up as allowed by state statute.
2. Length of Academic Year. The length of the academic year for regular contract faculty members shall be 175 days. The academic year for first-year contract faculty members or adjunct faculty members on contract may be extended an additional two (2) days without additional compensation at the discretion of the District.
3. Beginning and Ending Days of Instruction. Each year the beginning and ending days of instruction shall be determined by way of the collective bargaining process between the Association and the District. In the event a state or federal emergency creates interruption in the academic calendar that must be made up to comply with apportionment requirements, the days of make-up shall be carried out in any available non-teaching days or added to the end of the year.  
Such days of make-up shall be considered as part of the academic year.
4. Extended Calendar. Faculty members who are assigned work in excess of the academic year shall have their work year schedules established by the Board relative to the needs of the District. These

faculty members shall be compensated at the rate of 1/175 of their salary as determined by salary schedule placement for each day of service.

## ARTICLE IX

### Evaluation and Tenure

The purposes of evaluation: The evaluation of faculty is to assure effectiveness in and improvement of instruction and educational services. Evaluation to the extent possible shall include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

1. Scope of Evaluation: The evaluation of faculty shall be limited to the evaluatee's primary areas of responsibility. The main items for consideration in evaluation of faculty are:
  - a. Effectiveness in working with students.
  - b. Expertise in subject matter or areas of responsibility.
  - c. Techniques of instruction, counseling, student health services, or library practices.
  - d. Fulfill professional responsibilities
2. Forms: Forms developed for the purpose of evaluation and tenure shall be mutually agreed to by the Association and the District.
3. Frequency of Evaluations: Evaluations frequency will be in accordance with education Code 87663(a) relating to college faculty and evaluations.
  - a. Regular (Tenure) faculty: regular faculty will be evaluated every third year
  - b. Contract (Non-tenured, tenure track) faculty and temporary (long-term/one year) faculty: All contract and temporary faculty shall be evaluated in the first year of employment. Contract faculty shall be evaluated at least once a year for four years, unless tenure is granted earlier.
  - c. Temporary (Adjunct) faculty: Temporary faculty shall be evaluated in the first year of employment and thereafter at least once every six regular semesters.
4. Composition of Evaluation Teams: Evaluations shall be conducted through the team approach and will include student evaluations. Evaluation teams vary from one to three members. Regular (tenured) faculty shall be required to participate in up to two evaluations in their area of expertise each academic year. Additional participation shall be voluntary.
  - a. Only regular (tenured) faculty shall act as the faculty representative of an evaluation team for full-time faculty unless mutually agreed upon by the faculty member and the representative vice president. The evaluation team for regular (tenured) faculty will consist of one or more faculty members from an appropriate area of expertise chosen by the evaluatee. The immediate supervisor

of the evaluatee will initiate and monitor the evaluation process for timeliness and review the results.

- b. The evaluation team for contract (non-tenure, tenure track) and one year temporary faculty will be a Faculty Lead or a discipline faculty selected by the Faculty Lead, a faculty member from an appropriate area of expertise selected by the evaluatee, and the evaluatee's immediate supervisor or designee. The evaluatee shall be responsible for selecting a faculty member who is willing and able to serve as an evaluator.
- c. The evaluation team for adjunct faculty will consist of a regular or contract faculty designee from an appropriate area of expertise unless mutually agreed upon by the faculty member and the representative vice President.

The immediate supervisor of the evaluatee in coordination with the appropriate Faculty Lead will initiate and monitor the evaluation process for timeliness and review the results.

5. Evaluation procedure:

- a. The first step in the evaluation process is self-evaluation. It begins with the faculty member examining his/her education objectives and instructional, guidance or library methods of his/her program, and then deciding where his/her professional approach needs improvement or refinement.
- b. A pre-evaluation conference between the evaluation team and the evaluatee will be held to discuss goals and objectives of the employee and the procedures for evaluation. A written summary of areas of evaluation and expectations shall be developed by the evaluatee.
- c. A minimum of one observation shall be made and advance notification of the class to be observed shall be provided to the evaluatee.
- d. A student evaluation will be conducted.
- e. A summary evaluation document shall be prepared and it shall be signed by all members of the evaluation team, and presented to the evaluatee no later than the last week of the semester.
- f. A post evaluation conference shall be held between the team and the evaluatee wherein the elements of the evaluation shall be discussed and an opportunity for response by the evaluatee shall be provided, including the opportunity to respond in writing. These written comments will be attached to the evaluation and included in the personnel file.
- g. Either the administration or the evaluatee may request that a second evaluation be conducted if the first evaluation contains unsatisfactory recommendation(s). A second evaluation may be conducted in a timely manner by a different team if requested by either side. The second team will consist of a faculty member selected by the evaluatee, an administrator, and a faculty member mutually acceptable to the evaluatee and the division chair and area director.

6. Due Process Procedures: The purpose of evaluation is to identify outstanding performance as well as areas where improvement may be made. To that end, the following points will be incorporated in the evaluation process where there is need for improvement or unsatisfactory performance has been observed:
  - a. A clear explanation of the areas the employee needs to improve in order to perform effectively will be provided at the time the evaluation is discussed with the evaluatee.
  - b. An outline of assistance shall be provided by the team including suggestions for improvement and an affirmative plan to assist the employee toward improvement.
  - c. A reasonable timetable for the improvement shall be provided.
  - d. An acknowledgement by the team of areas of instruction that meet all standards/or are exemplary.
  - e. The employee reserves the right to representation during any meetings with the administration arising from an evaluation indicating unsatisfactory performance.
7. Tenure Determination: Consideration for tenure shall be consistent with the California Education Code 87607-87609 and Title 5. Recommendations for continued employment, tenure or termination will be made by the contract instructor's evaluation team in accordance with established time schedules and procedures. A recommendation for tenure normally shall be made by the last evaluation team in the four-year (4) tenure cycle. Upon the recommendation of any of the previous evaluation teams, however, an immediate tenure recommendation may be made to the Board of Trustees. Instructors who are denied tenure shall have appeal rights as specified in the California Education Code 87610.1 - 87611.

## ARTICLE X

### Workload

1. Full-time Faculty (Instructor) Load. A normal work year for full-time faculty shall consist of 175 duty days (with each duty day consisting of at least one hour of lecture, lab, or office) or 30 units.

A normal workweek for full-time faculty is forty (40) hours.

Full-time faculty (instructors) may spend part of the forty (40) hours at any convenient study location either on campus or off campus, preparing for classes, grading papers, and performing other related instructional activities.

A flex-time duty day for full-time faculty shall consist of at least six hours at the approved activity.

Full-time faculty are required as part of their professional responsibility to attend all contractual staff meetings and to fulfill all flex obligations. They are also required to attend commencement exercises unless excused in writing by the Superintendent/President. Full-time faculty are required to develop and assess student learning outcomes and contribute to program reviews. They are also required to contribute to the review, maintenance, and development of curriculum. Additionally, all faculty are required to maintain prudent and reasonable supervision of students at all times while in charge of a class, laboratory, shop, field trip, competition, or other authorized college activity.

In fulfillment of their professional responsibility, full-time faculty are expected to contribute regularly, actively and constructively to college governance. They are expected to participate in college committees, student activities, and business or community relations pertinent to their assignment. Full-time faculty are also expected to participate in other non-classroom activities that are directly related to their assignment or which bring benefit to the college.

A full-time teaching assignment in terms of units of teacher load is 30 units for an academic year. Whenever possible, the teaching assignment shall be distributed evenly over the academic year. The teaching assignment may be at any time regular College classes are offered.

2. Unit Load. Standards for minimum assignments of faculty are as follows:

<u>Semester Load Units</u>	<u>Hours/Week Per Semester</u>	<u>Activity</u>
1	1	Lecture Classes
2	3	Scheduled Laboratory Classes
2	3	Bio/AT Laboratory
2	3	Class in Athletics
1	2	Assigned Counseling
1	2	Assigned Supervision of Clinical Practice or Audio-Tutorial Lab
1	2	Non-Credit Instruction
1	-	Supervision of 15 Work Experience Students
To be determined by mutual agreement		Special Assignments
4	5	Clinical Instruction within a Health Care Facility (such as RN, LVN, CNA, Home Health Aide)

Merced College operates according to the 50-minute class hour as stipulated by Title V of the California Code of Regulations, section 58023. Class scheduling is done in accordance with the Attendance Accounting Manual published by the state Chancellor's Office.

3. Reduction in Load. No full-time faculty member will have fewer than thirty (30) units of assigned load per college year. However, a full-time faculty member and the District may negotiate a contract for reduced load. The full-time faculty member shall have representation by MCFA in

negotiating his or her reduced load contract. The contract salary and fringe benefit costs will correspond pro rata with the reduction in load. For example, a full-time instructor who negotiates an 80% load will receive 80% of his or her current salary. The full-time instructor will receive his or her full benefit package and be responsible for paying the pro rata difference (20% in this example) by authorized deduction from his or her salary warrant.

4. Reduced Teaching Load Option. The State Teachers' Retirement System provides that fully-time faculty may, under specified conditions, accrue full-time retirement benefits while teaching part-time. Under such a program, both the District and the employee would continue to make contributions to the State Teachers' Retirement System equal to what would be made if the employee were working full time. Prior approval from the Board must be obtained by persons who wish to participate in the program.
  - a. Merced College full-time faculty members may apply to earn full-credited service for part-time teaching with the following provisions:
    1. The full-time faculty member must be at least 55 years old.
    2. The full-time faculty member must have provided service in California public schools for at least five (5) years.
    3. The full-time faculty member must have been employed on a full-time basis during the preceding five years.
    4. The full-time faculty member must provide service of at least 15 units during the academic year. This teaching assignment may be completed in one semester or two semesters at the discretion of the faculty member.
  - b. Following approval by the Board, the program may continue for a period not to exceed five years.
    1. At the end of an academic year, the full-time faculty member shall be returned by his/her request to full-time status subject to District approval.
    2. The full-time faculty member must give to the District at least one semester's notice of intention to participate in this program.
    3. Any full-time faculty member who chooses to participate in this program will be granted the same fringe benefits as full-time faculty members.
5. Class Size. Class sizes shall not exceed 10% above the maximum established class sizes in effect during the 1976/77 academic year. Class sizes in courses established after 1976-77 shall not exceed 10 percent beyond the class maximum in effect in 1995-96. During the period of this agreement, changes in the class size of new courses shall be determined by the supervising administrator. The



voluntary written consent of the faculty member shall be required to exceed established class sizes.

Minimum class size guidelines:

	<u>Regular Classes</u>	<u>Advanced Classes with Prerequisites</u>
Lecture	20	17
Labs	20	17
Seminars	20	17

**NOTE:** The above minimum class size policy recognizes the fact that there will be exceptions to these guidelines--when, at the discretion of the Office of Instruction, it is in the best educational interest of the student, the College, or the community, or because of restrictions in facilities, equipment, or program requirements.

For the period of this 2012-15 agreement, the District and MCFA agree to interpret and enforce class size maximums in mutual good faith, per the historical agreements and available historical information. The parties further agree to establish a committee or task force to study class size maximums, effective upon ratification of this agreement. The results of this study process will be taken up in negotiating the subsequent agreement, as long as either party opens the Workload article.

6. Counselors. Assignment of counselors to special projects or duties relating to counseling (i.e., orientations, school visitations) which cannot be completed during the counselor's scheduled counseling time shall be voluntary, with the compensation (either overload pay or compensatory time off) agreed to prior to the assignment.
7. Librarians and Media Center Faculty. Full-time Librarians and Media Center faculty shall have a maximum workload of 40 scheduled hours per week. Any assigned hours in excess of the maximum workload shall be considered overload, and shall be compensated at the appropriate hourly rate.
8. Office Hours. Instructor office hour requirements per week include any appropriate time periods of at least one-half hour for a total of one hour for every three hours of lecture, between the hours of 7:30 a.m. and 10:00 p.m., unless otherwise approved by the supervising administrator.
9. Annual Workload. The annual workload of each faculty member other than instructors, counselors, and librarians (including Media Center faculty) will be determined by mutual agreement between that faculty member and his/her supervising administrator as well as the approval of the Superintendent/President. The workload may include any combination of the following:
  - a. Length of contract - any number of days mutually agreed upon.
  - b. Release time - any number of units mutually agreed upon.
  - c. Stipend - any amount of compensation mutually agreed upon.

10. Assigned time. Authorized for the purpose of compensating faculty members who have assigned responsibilities which may require working extended and irregular hours.
11. Full-time Faculty Compensation for Comprehensive Program Review. Preparing a Comprehensive Program Review is not an annual task, but occurs on a multi-year timeline. Full-time faculty who prepare a Comprehensive Program Review shall be compensated by a \$1000 instructional stipend or 1.0 unit of reassigned time for one semester, with the choice of option at the discretion of the faculty member.
12. Special Assignments for Program Review, Curriculum and Related Workload.
  - a. Part-time Faculty Compensation for Program Review, Curriculum or Similar Work.

Part-time faculty who complete a comprehensive program review will be compensated with a stipend equivalent to that provided to full-time faculty. For commensurate work on curriculum, they will be compensated by a like amount. For lesser duties of this type, at its discretion, the District may provide part-time faculty with a lesser stipend. Assignments falling under this provision shall be made in a timely manner and may be required as part of the part-time faculty member's instructional assignment.
  - b. Compensation for Program Reviews with Multiple Degrees/Certificates.

This provision deals with those full-time faculty assigned to a program that has multiple degrees and certificates and therefore might be required to prepare program reviews for each of these multiple degree or certificate programs. In such cases, the lead full-time faculty member will be compensated for each additional comprehensive program review with a unit of reassigned time or a stipend of \$1000. For additional annual program reviews required in these circumstances, compensation will be a stipend of \$200 per additional annual program review (APR). APR work may be compensated by reassigned time using this stipend amount as a guideline if a feasible combination can be identified, at the discretion of the supervising dean. For purposes of this provision, "multiple degrees and certificates" shall be subject to the determination of the Vice President of Instruction, after review and recommendation by the supervising dean, with the intent being to address situations where the workload of completing all assigned program review would be unreasonably onerous. In cases where the full-time faculty member cannot perform these duties, they may be assigned to a part-time faculty member with compensation provided per section 10a above, provided the responsible dean excuses the full-time faculty member from these duties for compelling reasons. For programs for which there is no responsible lead faculty member, the Vice President of Instruction may assign this duty to any full-time faculty member who agrees to assume it or to any appropriately qualified part-time faculty member under the

provisions of 10a above; in these cases, compensation will be commensurate with related provision of the contract.

c. CAT's

Faculty who assume the duties of assisting other faculty with program review, student learning outcomes, learning assessment documentation and related matters, shall be compensated one hour per week at their overload/part-time rate for the duration of the CAT assignment, plus a stipend of \$25 per assigned Annual Program Review and \$50 per assigned Comprehensive Program Review. As a "trainer" assignment, this assignment will be considered instructional in nature.

13. WSCH/FTEF. Recognizing the need for fiscal stability, the District and the MCFA agree that it is in their mutual interest to pursue a goal of at least 500 Weekly Student Contact Hours per Full-Time Equivalent Faculty (WSCH/FTEF). It is recognized that this quotient represents an average of all faculty and that different disciplines may have quotients higher or lower than the average. The District and MCFA will pursue ways to increase current WSCH/FTEF by developing negotiated incentives to faculty to create large-enrollment classes, by way of additional readers, compensation, load, assistance to the faculty member's program, and/or other means.
14. Large Class Load. By mutual agreement with the supervising dean and the Office of Instruction, an instructor may schedule a class with a class maximum of 200% (double) the established class maximum. If the class enrollment reaches the target (200%) enrollment, the instructor may receive one of the two following options:
  - a. 175% of the normal load for the class.
  - b. 150% of the normal load for the class plus funds deposited in a program or area account which can be used for a reader or additional supplies or equipment. (The program/area funds will be equal to 25% of the cost of an hourly instructor at Class II, Step I for an additional section of the class.)

If the class does not reach the target (200%) enrollment but exceeds the normal established class maximum, the instructor will be compensated according to the following chart.

180% to 200% normal class maximum yields a load of 175%

160% to 179% normal class maximum yields a load of 150%

120% to 159% normal class maximum yields a load of 125%

Enrollments will be determined by the number of students recorded at the first census week, as reported by the college's registrar. In cases of lecture and laboratory classes, the respective load increment will be applied to the class approved for large load, i.e. lecture.

The target for large class size is 200%. However, under special circumstances, the instructor, supervising dean, and vice president of instruction may agree to schedule classes with a target less than 200%. In these cases, the load yields will be according to the chart above.

15. Flexible Work Schedule. By mutual agreement between a full-time faculty member and the District, the full-time faculty member will be provided the opportunity to schedule one or more of the required contract work days or portion of workload during any period of time not designated as part of the academic year as provided for in Article VIII, College Calendar. For each day worked or portion of workload completed, outside the academic year, the full-time counselor/advisor/teaching faculty shall have his/her work year reduced by an equal number of work days or workload units.
  - a. To exercise the option to utilize a flexible work schedule, a counselor or advisor shall, in mutual agreement with the Vice President of Student Services in consultation with the supervising dean/Area Director, develop a work schedule which reflects each of the following:
    1. The contract days to be worked during the academic year
    2. The extra days to be worked outside the academic year
    3. The flexible days to be worked outside the academic year
  - b. To exercise the option to utilize a flexible work load, full-time instructional faculty and librarians shall in mutual agreement with the Vice President of Instruction in consultation with the supervising dean/Area Director, develop a work load that reflects load as required by STRS (currently, 30 units and contract FLEX days), which may fall outside the academic year.
  - c. The weeks of Regular Summer Session will be excluded as an option for Flexible Scheduling for full-time instructional faculty.

## ARTICLE XI

### Salaries

1. Classification by Professional Preparation. Faculty shall be placed on the appropriate class of the salary schedule in accordance with the degrees and advance preparation they have completed. Reassignment to a higher classification shall become effective at the beginning of the next semester after the new classification requirements have been met. It shall be the responsibility of the faculty member to notify the District of his/her eligibility for reclassification no later than the first day of the semester.
2. Initial Step Placement. Full-time faculty shall be given credit on a year-for-year basis up to and including 5 years at the time of initial placement on the salary schedule for previous relevant full-time work or teaching experience. After five years' credit, by recommendation of the

Superintendent/President, full-time faculty may be allowed one year of credit for two years of previous relevant full-time work or teaching experience up to and including 4 additional years at the time of initial placement on the salary schedule. Part-time faculty may be given credit on a year-for-year basis up to and including five (5) years at the time of initial placement on the salary schedule for previous relevant work or teaching experience.

3. Professional Growth Increments.

a. The advancement on the full-time salary schedule shall be at the rate of one step for each year of teaching experience. If the full-time faculty member is employed for at least 75% of the total teaching days of an academic year, he/she shall be given credit for a full year's experience for salary schedule advancement purposes. Two one-half academic years shall count as a full year. After a full-time faculty member reaches Class V, Step 14, on the salary schedule, he/she shall be awarded one vertical increment in Class V beginning the 18th, 22nd, 26th, 30th, etc., until he/she officially retires.

b. Part-time faculty vertical advancement occurs after completing instruction of 30 units or 6 semesters, whichever comes first.

4. Salary Advancement: Faculty members fulfilling the requirements of this section are eligible for salary advancement. Fifteen (15) units are required for horizontal progression on the salary schedule. Units may be earned by successfully completing college courses, by approved equivalent alternative methods, or by work experience.

A unit is a semester unit granted by an accredited collegiate institution approved by the United States Department of Education or Council of Higher Education Accreditation. Units earned on the quarter system count as  $\frac{2}{3}$  of a semester unit. Coursework completed in a foreign country must be assessed by an approved agency recognized by Human Resources prior to the applicant applying for salary advancement. Units may be undergraduate, graduate or equivalent alternative methods. Undergraduate units and work experience require preapproval; graduate or equivalent alternative methods may seek preapproval. To be approved for advancement on the salary schedule, units must be directly related to the faculty member's professional assignment, or be of direct benefit to the college, or meet a college need to improve student success. All units earned while qualifying for the Bachelor's Degree shall be counted only in Class I; such units are not applicable for advancement on the schedule to a higher level.

a. Application Process:

1. Applications for salary advancement can be obtained online. Faculty interested in having his/her units approved for salary advancement must submit their application to the Vice President of Instruction (VPI) by November 30 for the Fall semester or April 30 for the

Spring semester if seeking preapproval. For post approval and possible inclusion for the next salary year, the application must be submitted by April 30.

2. It is the faculty member's responsibility to follow the prescribed process, including the need to insure the application is completed, submitted by the deadline, and all supporting documentation is attached. If the deadline is missed the faculty member may re-apply during the next academic year.
  3. The VPI will forward complete applications to the Salary Advancement Committee for their recommendation.
  4. The Salary Advancement Committee will submit their recommendation to the appropriate Vice President for approval. The Vice President will notify the applicant, Salary Advancement Committee, and Director of Human Resources of his/her decision.
  5. Upon successful completion of the units, the faculty member must submit the appropriate documentation, (e. g., official transcripts) to the Director of Human Resources for processing. Applicants seeking post approval must submit documentation of successful completion of the units.
  6. The units will not apply for salary advancement if the faculty member failed to successfully complete the units.
  7. Units will be awarded for the completion of the initial course(s), seminars, workshops, or work experience. No units are awarded for repeating the same or similar course(s), seminars, workshops or work experience previously used for salary advancement.
  8. An applicant may appeal an unfavorable decision to the Superintendent/President within 10 working days of notification of the decision for final resolution of the dispute.
- b. Salary Advancement Committee: The Salary Advancement Committee will review all applications for salary advancement. The Salary Advancement Committee is composed of two (2) academic managers appointed by the Superintendent/President, and three (3) faculty members appointed by MCFA. If a faculty member serving on the committee applies for salary advancement during his/her tenure, a substitute shall be placed on the committee by the MCFA President for the purpose of approving or disapproving that member's application for salary advancement. The Salary Advancement Committee is responsible for meeting in December and May (and additionally if needed) to review applications for salary advancement units. Recommendations to approve or disapprove applications for salary advancement will be submitted to the applicant's Vice President within 14 days of a decision.

c. Undergraduate Units:

1. Applications for undergraduate units must be approved through the application process.
2. To qualify for salary advancement, undergraduate units must be directly related to the faculty member's professional assignment, or be of direct benefit to the college, or meet a college need to improve student success.
3. A grade of C or higher must be earned for the units to be applied for salary advancement.
4. Up to fifteen (15) units of undergraduate courses are applicable for an individual faculty member's career salary advancement..
5. In order for the units to apply toward salary advancement, an official transcript with the grade must be submitted to the Director of Human Resources.

d. Graduate Units:

1. Although graduate units do not need preapproval, they must be approved through the application process prior to being accepted. To assure the units will be credited toward salary advancement, it is recommended that the faculty member obtain preapproval.
2. To qualify for salary advancement, graduate units must be directly related to the faculty member's professional assignment or be of direct benefit to the college, or meet a college need to improve student success
3. A grade of B or higher must be earned for the units to be applied for salary advancement.
4. In order for the units to apply toward salary advancement, an official transcript with the grade must be submitted to the Director of Human Resources.

e. Alternative Methods of Earning Units:

1. Workshops and Seminars:
  - i. Application for the alternative workshops and seminars method to earn units must be preapproved.
  - ii. Applications must include the appropriate documentation; e.g., course description, accreditation of institution, and instructor qualifications.
  - iii. To qualify for salary advancement, workshops and seminars must be directly related to the faculty member's professional assignment and grant a certificate of completion, or must be sponsored by an approved organization. The certificate of completion or other evidence of attendance and a description of the organizations professional qualifications must be submitted to the Salary Advancement Committee and Director of Human Recourses.

- iv. The alternative workshops and seminars method to earn units must have a minimum of eighteen (18) hours of contact or synchronous instruction for a specific topic or course to equal one (1) unit. Alternative workshop and seminar methods of earning credit having less than eighteen (18) hours may not be accumulated. It is recommended that for the shorter workshop and seminar alternative methods, the faculty member review the information for possible use as FLEX activity.
  - v. Only three (3) units of alternative method courses are applicable per salary advancement. Faculty in which the terminal degree is not a master's degree, e. g., the career technical area, may petition to the Salary Advancement Committee to have more than 3 units be alternative method units. The petition will follow the normal process for approval or disapproval.
2. Work Experience: Application for the alternative work experience method to earn units must be preapproved through the application process. The most common use of work experience is for career technical fields in which the technology or certification/licensing requirements change, requiring faculty members to return to the field to update their license or competency in his/her professional assignment. Because of the numerous hours required for work experience, the most common time to obtain the experience is during the summer.
- i. To qualify for salary advancement, work experience must relate to the faculty member's need to update their competency in his/her professional assignment.
  - ii. The work experience must be performed under the supervision of professionals qualified to provide the appropriate work experience supervision.
  - iii. Faculty members seeking to participate in work experience must submit a narrative identifying the specific objective(s)/outcome(s) to be accomplished by the experience. Applications must include:
    - 1. The appropriate documentation, e. g., copies of: description of work experience, name of business or agency the work experience is to be performed, accreditation of the business or agency, if applicable, instructor qualifications, and benchmarks that will be used to measure outcome success etc.
    - 2. A letter from the business or agency accepting you and agreeing to allow you to perform the tasks associated with your work experience at their institution.
  - iv. The alternative work experience method to earn units is a laboratory type of experience and the faculty member must have a minimum of fifty-four (54) hours of supervised experience to earn one (1) unit.



- v. A report demonstrating the successful outcomes as described in the application must be submitted to the appropriate Vice President and forwarded to the Director of Human Resources upon approval. The report must be signed by the faculty members' approved trainer and the applicant.
  - vi. Only three (3) units of work experience are applicable per any one salary advancement. Faculty in which the terminal degree is not a master's degree, e. g., the career technical area, may petition to the Salary Advancement Committee to have more than 3 units be work experience units. The petition will follow the normal process for approval or disapproval.
- f. Activities not eligible to earn units toward salary advancement
- 1. Courses taken to maintain a certification/license/registration required for the faculty member's assignment and which are not a new requirement by licensing agency or law.
  - 2. Courses taken to obtain a certificate/license/registry that do not benefit the faculty member's assignment.
  - 3. Courses used for FLEX activity.
  - 4. Undergraduate courses that the applicant already teaches or has a faculty service area (FSA) qualification to teach.
  - 5. Courses for which the person has already received salary advancement.
  - 6. Courses for which a stipend or other compensation has been awarded by the college.
5. Salary Schedule: Salary schedule will be increased according to the attached formula (appendix C) to determine parity for the Central 14 Districts.

For the 2003-2004 year, the District will pay a one-time payment equal to 1.25% to all fulltime faculty employed during that year.

For 2004-05 year, the District will increase the fulltime salary schedule by 2.7% retroactive to July 1, 2004. The District will provide a one-time bonus to the overload salary schedule equal to the percentage provided to the adjunct faculty from State augmentation funds for part-time faculty parity for 2004-2005.

For the 2005-06 year, the District will increase the fulltime salary schedule by 2.7% effective July 1, 2005.

For 2005-06, the District will increase the adjunct and overload salary by 5.4% effective July 1, 2005.

In March 2005, based on the information in effect on March 1, the District and MCFA will calculate the mean of the Central 14 comparison Districts in total compensation including salary and benefits to determine the relationship of total compensation of Merced College to the rest of the

Central 14. In the event that the calculations determine that Merced College is below the mean of the Central 14 in total compensation, an adjustment will be made to bring Merced College to the mean. The current faculty schedule shall be affixed to this agreement as Appendix A.

For the 2006-2007 year, the District will provide the mean of the Central 14 in total compensation retroactive to July 1, 2006. The salary schedule will be increased by 2.93%. The fringe benefit increase equates to an increase of 2.08% bringing the increase in total compensation to 5.01%

For the 2006-2007 academic year, the District will provide a 5% increase to the part-time faculty salary schedule effective March 26, 2007. Stipends for coaches and division chairs will be provided at the same annual increase as the full-time faculty for the duration of this contract.

For the 2007-2008 year, the total compensation which shall equate to the mean of the Central 14 shall be calculated on the last instructional day of the fall semester for full-time faculty retroactive to July 1. Part-time faculty hourly salaries will be increased by the same percentage as full-time.

For 2008-2009, the negotiated goal is the Central 14 mean for total compensation.

The full-time faculty salary schedule was recalculated on December 15, 2011. The full-time salary schedule was slightly above the mean of the Central 14, and there will be no increase in pay. As of January 1, 2012, there will be a 1% longevity increase for classes I-IV after an employee reaches the maximum of his/her range.

The one mode part-time salary schedule (see appendix B) will be adopted beginning January 1, 2012.

For 2012-2013, no salary increase for 2012-2013.

For 2013-2014, there will be a salary recalculation on April 15, 2014 using the traditional calculation to determine the mean of the Central 14 using total compensation (salary, benefits, and GASB).

- a. If salary is above the mean of the C-14 no change in pay
- b. If salary is below the mean of the C-14, the appropriate raise will become effective for the full-time faculty salary schedule on 8-1-14 for the 2014-2015 school year.

For 2014-2015, there will be a salary recalculation on April 15, 2015 using the traditional calculation to determine the mean of the Central 14 using total compensation (salary, benefits, and GASB).

- a. If salary is above the mean of the C-14, no change in pay.
- b. If salary is below the mean of the C-14, the appropriate raise will become effective for the full-time faculty salary schedule on 8-1-15 for the 2015-2016 school year.

Effective on 1/1/15, a 1% longevity mini-step will be added to the full-time salary schedule if the ending fund balance is at least 10% based on the most recent filing of the Chancellor's Office Year End Financial and Budget Report (Form 311) filing. This longevity mini-step would add a step 12 in class one, a step 13 in class two, a step 14 in class three, a step 15 in both classes four and five.

Effective on 1/1/16, a 1% longevity mini-step will be added to the full-time salary schedule if the ending funds balance is at least 10% based on the most recent 311 filing. This longevity mini-step would add a step 13 in class one, a step 14 in class two, a step 15 in class three, a step 16 in both classes four and five.

Effective on 1/15/14, the part-time/overload salary schedule will have one dollar added to all pay cells if the ending fund balance is at least 10% or more based on the most recent 311 filing, and provided we have not exceeded the defined parity level of full-time faculty salary. The District and the Association agree to convene a task force for allocation of part-time parity dollars.

6. Hourly Salaries. The district and the Association agree to adopt the part-time/overload salary schedule attached as Appendix B. Definitions of Modes of Service for Part-time and Overload Salary Schedules are as follows:

- a. Lecture/Discussion Mode: This mode of service includes lectures and discussion/recitation types of classes; direct involvement of the unit member in the delivery of information and direction of class discussions; outside preparation by students, i.e., homework; tests, quizzes, and final examinations; student reports and projects submitted to the faculty for evaluation.
- b. Scheduled Lab/Shop/Clinic: The faculty member provides instruction and supervision of students in lab/shop/clinic settings. This mode includes activities such as tests, quizzes, final exams, and student reports and projects submitted to the faculty member for evaluation. The unit member has responsibility for developing, modifying and preparing classroom for planned activities. For the purpose of this agreement, Bio/AT Lab and the open computer studies lab will be considered under scheduled Lab/Shop/Clinic mode.
- c. Other Modes of Service: The faculty member provides individual attention, supervision, counseling or any other form of professional service for the benefit of students in settings other than those listed above. Examples would be librarians, program and assessment coordinators, counselors, and supervision of clinical practice and audio-tutorial lab.
- d. Non-Credit: The faculty member provides instruction and supervision of students in classes which receive non-credit apportionment from the state. This mode excludes requirements for grades, final exams, progress reports and other projects submitted to the faculty member for grade

evaluation purposes. This mode includes preparation of classroom activities appropriate to the subject matter.

e. Faculty members who teach hourly Cooperative Education will be paid three hours for each student at the "counseling and other modes" rate.

7. Field Trips. Faculty members who participate in field trips and excursions shall be compensated at the rate of 1/350th of their annual salary for each 24-hour period worked in addition to the 175 days identified in the College calendar.

8. Coaching Compensation.

a. Head Coaches

Sport Level I

Baseball

Basketball M/W

Swimming M/W

Football

Softball

Volleyball, W

Water Polo

Track & Field M/W

1. Full-time/with load \$3,325

2. Full-time/without load \$8,311

3. Part-time/with load \$4,987 +7 units paid hourly

b. Associate coaches are full-time or part-time faculty members who meet minimum qualifications in the identified sport. When associate coaches are needed to support the instructional program related to athletics, they will be recommended by the Athletic Department and shall receive as compensation up to four (4) units of load credit. The level of load/compensation will be recommended in writing by the head coach of the involved sport, the athletic director, and the responsible administrator. The recommended compensation level will be reviewed by Human Resources for consistency with best practice. Any questions will be resolved by the Superintendent/President.

c. Assistant coaches who are identified as unit members are normally identified as temporary support personnel. Assistant coaches may be full-time or adjunct faculty. Those who are adjunct faculty shall meet minimum requirements for the sport of assignment and shall be compensated based on stipends recommended in writing by the head coach of the involved sport, the athletic director, and the responsible administrator. For faculty assistant coaches, total

compensation shall not exceed 50% of the total compensation allocated to a part-time head coach with load. (See Column I, Item 3)

## **ARTICLE XII**

### **Professional Travel**

1. **Per Diem.** Faculty members shall receive a per diem allowance for room, board, and other related expenses based on circumstances of travel for all approved trips outside the area served by the College. Expenses incurred by a faculty member necessary to the trip shall be reimbursed at the prevailing rate.
2. **Use of Private Vehicle.** The District will not require faculty members to use their personal vehicles on District business. If a faculty member uses a private car by choice for an approved College trip when a College car is available, the faculty member is to be reimbursed for transportation at the prevailing rate.
3. **Licensing.** If special California driver's license and/or special requirement for licensing are required in order for the faculty member to fulfill his/her assigned duties, the Board shall pay all costs involved in obtaining these licenses and/or fulfilling these requirements.

## **ARTICLE XIII**

### **Transfers**

1. **Voluntary.** The Association agrees that the Superintendent/President is authorized under the Education Code to make assignments of all qualified employees to vacant positions based upon the needs of the District. A bargaining unit employee may request a voluntary transfer to a position for which he or she meets minimum qualifications or equivalency. The District shall attempt to honor requests for voluntary transfers when the training, experience, and the abilities of the requesting employee match the vacant position job specifications. As part of the decision-making process, the District shall consider requests for transfers based on factors including but not limited to, the training, experience and ability of the requesting employee, and upon the needs of the District. Nothing in this article is intended to diminish the District's right of assignment.
2. **Involuntary.** Involuntary transfers may be made, based upon the needs of the District as determined by the Superintendent/President or his designee. The District shall consider the preferences of the involuntary transferee when making such an assignment. However, the needs of the District shall be paramount and shall take precedent over the preference of the involuntary transferee.

## ARTICLE XIV

### Faculty Lead

1. Selection: Each Cohort shall have one (1) Faculty Lead (a total of 3 units of reassigned time), except for the English Cohort and the Counseling Cohort which have two (2) Faculty Leads (a total of 6 units of reassigned time). Los Banos (LB) will have (1) Faculty Lead (a total of 3 units). The responsibility for the LB Lead is unique as defined below (see Article XIV, section 3.h). Librarians will participate in the Counseling cohort for the purpose of electing and representation by a lead.

Each Cohort shall select by secret ballot a Faculty Lead for two academic years. Cohorts are permitted to run elections internally unless any one member requests that the election be conducted by a representative of Association. Elections are to take place prior to the creation of load sheets for the following academic year. To be selected, a candidate must receive a simple majority of the votes cast. All candidates must be tenured faculty members. Only a full-time faculty member may vote in the election of a Faculty Lead. A fulltime faculty member may cast a total vote of one (1) in his/her primarily assigned Cohort only. If a faculty member is assigned to more than one Cohort, their primarily assigned Cohort for the purpose of voting for leads is that within which they teach a greater percentage of their assigned load. If the assignment is equal in both cohorts, the faculty member may select which cohort he/she wishes to cast a ballot.

The Faculty Lead of a Cohort does not necessarily have to be a member of the Cohort.

The term of the Faculty Lead shall be for two (2) years.

The term of a newly elected Faculty Lead shall begin on July 1 of each academic year and end on June 30 of the academic year within which the term expires.

The Faculty Lead may serve two consecutive terms and may serve a third or more consecutive term(s) only with a 2/3 approval vote of the cohort.

If the Faculty Lead is permanently vacated, a special election will be held and the newly elected Faculty Lead will serve the duration of the original term.

2. Annual Workload and Compensation: The annual workload and compensation shall be standard for all Faculty Leads and is comprised of the following:
  - a. Length of contract – 175 days per year, corresponding to instructional days. The Faculty Lead (or designee) and the Dean may determine up to eighteen (18) hours per year to be worked during the summer break and/or winter break. These hours will be counted toward the faculty member's flex hour obligation and therefore will be voluntary on the part of the Faculty Lead (or designee)
  - b. Compensation – 3 units of reassigned time per semester. A Cohort may decide to split the three (3) units amongst two Faculty Leads @ 1.5 units per Faculty Lead, or may split the three (3) units

amongst three Faculty Leads @ one (1) unit per Faculty Lead. The decision to split the Faculty Lead position must be decided by a majority of the Cohort members.

If a Cohort votes to have more than one Faculty Lead, with the exception of 3.e. (serve as liaison between faculty and dean), the duties listed below may be divided up amongst the Faculty Leads of the Cohort.

3. Responsibilities: The Faculty Lead will:

- a. Participate in evaluations of full-time tenure track faculty. The Faculty Lead will serve as a member of the evaluation team for at most three tenured or tenure-track faculty members per semester. If more than three of this type of evaluation opportunity arises, the Faculty Lead may indicate a discipline designee to take his/her place on the evaluation team.
- b. Coordinate evaluations for adjunct faculty consistent with Article IX. The following represents the process regarding Adjunct Evaluation and the Faculty Lead:
  - 1) The Dean submits a list to the Faculty Lead indicating adjunct faculty to be evaluated.
  - 2) The Lead seeks faculty volunteers from an appropriate area of expertise for these evaluations.
  - 3) The Lead sends the list of the volunteers to the Dean. If necessary, the Dean assigns faculty volunteers from an appropriate area of expertise to fill vacant evaluator positions. The Dean sends notification to those faculty members being evaluated.
  - 4) The evaluator sets a time to meet with the adjunct faculty member and follows through with the process, submitting results to the Dean in a timely manner.
  - 5) The Dean monitors the entire process and ensures that all paperwork is complete.
- c. Work in consultation with the Dean and in conjunction with discipline faculty in the development of faculty workload, faculty class schedules, resource allocation, and the schedule of courses.
- d. Participate in hiring adjunct and contract faculty. The Faculty Lead or designee participates in the hiring of adjunct faculty.
- e. Serve as a liaison between the faculty and Dean. The Faculty Lead shall meet on a regular basis and as needed with his/her Area Dean. Any pertinent information gained through meetings or other means of communication, e.g. emails from the Dean/Administration will be forwarded in a timely manner by the Faculty Lead to the Cohort members.
- f. The Faculty Lead or designee shall attend the monthly Instructional Council meeting and report back information to the Cohort members via email or through a meeting.
- g. The (LB) Lead acts as a liaison between the Area 7 Dean and LB faculty, and when issues necessitate includes the discipline specific Area deans and leads from the main campus. Issues pertaining specifically to the LB campus include scheduling of classes. All general college issues,

(e. g., curriculum, faculty hiring, evaluations of faculty) will include the respective discipline cohort.

4. Guidance for cohort meetings. To provide guidance regarding attendance at cohort meetings, the District and MCFA have mutually agreed to the following guidelines.
  - a. Faculty leads, in consultation with cohort faculty, are to schedule three (3) meetings per semester (six total (6) at the beginning of the academic year or at the beginning of each semester or soon after. These meetings are in addition to voluntary discipline meetings and/or a discipline task force. Fridays from 3-5 p.m. have been designated as the “college hour” for meetings; however, cohorts may elect to meet at another time that is convenient for the members.
  - b. Cohort meetings are not considered staff meetings for the purpose of Article X “Workload”; however, faculty attendance is an expectation. This means that attendance at these meetings is required unless more pressing approved District business makes that impossible. Examples of approved business include, but are not limited to, master planning committees, budget meetings, teaching and labs, and conference attendance. Pressing district business does not include preparing for classes, grading papers, and performing other related instructional activities.

Cohorts have the option of scheduling more than the three (3) required meetings per semester at the discretion of the Lead and the cohort; however, attendance at these meetings will be optional. To foster improved communication and dissemination of information, faculty members are encouraged to make every effort to attend the optional meetings.
  - c. For record-keeping purposes related to accreditation and for historical continuity, area secretaries are available for documenting cohort agendas and approved meeting notes.
  - d. Due to the opportunities offered by technology, the District and MCFA have agreed to flexible modalities that are at no additional cost to the District to assist faculty with synchronous engagement. Members requesting alternate attendance will coordinate with the faculty lead at least (5) five business days prior to the scheduled meeting. Cohorts and cohort members may employ any of the following forms of technology to meet attendance criteria:
    - CCC Confer
    - Skype
    - Polycom
    - Speaker Phone
5. Recall and Resignation. A Faculty Lead may resign at any time or may be relieved of his/her duties by:
  - b. The Superintendent/President of the college with the approval of the majority of the cohort and/or the approval of the Board of Trustees.



- b. The majority vote by secret ballot of the cohort with the approval of the Superintendent/ President and/or the Board of Trustees.

## **ARTICLE XV**

### Safety and Health

Compliance with federal regulations and the California State Occupational Safety and Health Act is the responsibility of the District. The District will maintain a safe and healthful place of employment.

## **ARTICLE XVI**

### Effects of Layoff

1. Agreement:

When the Board of Trustees deems that a layoff of faculty is to be implemented, the District and Chapter agree that the provisions of the Education Code as currently stated shall prevail in layoffs or reduction in force. The following agreed procedures and guidelines will be observed regardless of subsequent code changes:

2. Definitions:

- a. "Layoff" means certificated termination of services either for a reduction in attendance or reduction or discontinuance of a particular kind of service (PKS) as currently provided in Section 87743 of the Education Code (E.C.). Layoff does not include termination for cause.
- b. "Seniority" means the consideration afforded an employee on the basis of greatest length of service to the District as a regular employee to carry on credentialed activities based on service date of hire. Classification is retained as classroom instructor.
- c. "Date of Hire" means the first day of employment in a contract position as currently in E.C. 87414.
- d. "Bumping" applies only to layoff and means a permanent employee with greater seniority is assigned duties a less senior employee has been carrying out that the senior employee is capable and certificated to perform thereby leaving the less senior employee subject to earliest layoff.
- e. "Seniority list" shall include all faculty members except temporaries. The District shall develop and maintain a seniority list including all faculty except temporaries. Faculty in categorically funded programs may be terminated rather than laid off. In case of identical first date of paid service for one or more employees, the order of seniority shall be determined by name drawing. Employees shall cooperate by annually verifying in writing their dates of employment, credentials held, prior experience and preparation, which information, if agreed as accurate, will

be used in the event of layoff. Contents of this list shall be made available to the bargaining unit annually upon request.

3. Identifying Faculty to be Noticed: After the Board of Trustees has determined which programs or services are to be discontinued, the following method of determining who will be given layoff notice will be followed:

ADA layoff notice will be sent to the number of persons at the bottom of the seniority list (last hired) equivalent to the number of persons allowed by the ADA calculations. The District may skip employees if they possess special competencies or credentials essential to the District as long as no more senior employee being laid off has those credentials and competencies.

PKS layoff notice will be sent to the number of persons at the bottom of the seniority list within the persons performing each service equivalent to the number of persons authorized for layoff except those most junior in each service that would be laid off from that service will have their records reviewed, in seniority order, to see if they may bump more junior employees in other areas not directly affected.

Primarily, the order of layoff shall be determined on the basis of seniority and credentialing.

4. Teaching Assignment:

- a. All faculty will be assigned the Faculty Service Area of Community College Instruction/Service.

- b. Current preparation is weighed in four components. The first is minimum qualifications according to the Disciplines List of the Academic Senate for the California Community Colleges or the equivalent (as determined by Merced College's equivalency process); second is the authorization or credential issued by the State of California; third is academic preparation in major fields, minor fields, and special interest areas of aptitude or preparation; and fourth is consideration of occupational experience and/or classroom instructional experience in special aptitude or interest areas. For purposes of layoff seniority, authorization by the general secondary credential is judged to exist in major and minor fields and subject areas previously taught in the professional experience of the instructor. Authorizations by other types of credentials are as provided specifically by the authorization stated on the credential and within the preparation or specialization of the faculty member.

The faculty member will be considered qualified to render service by being in possession of minimum qualifications according to the Disciplines Lists of the Academic Senate for California Community Colleges or the equivalent (as determined by Merced College's equivalency process), or of an appropriate credential plus completion of appropriate academic preparation at the time of submission of notices of layoff. The employee shall be considered qualified to serve the District in

any capacity for which he or she has had successful classroom or other appropriate experience in the subject, subject area, or closely related subject areas that by present and/or past assignment provide a basis for becoming qualified at the time of submissions of notices of layoff, or March 1st, whichever is later.

Nothing in this Article shall in any way reduce or modify any rights of the employee under the law.

5. Notice of Layoff: All notifications shall meet the provisions of the now current Education Code. No later than March 15, written notice of intention to lay off employees for the ensuing school year will be provided by the Superintendent or his/her designee to each employee to be laid off and to the governing board. Notice shall include the effective date, seniority, reemployment rights and instructions for requesting a hearing. The District and the Chapter shall meet upon request of the Chapter after any notice of layoff has been sent, to discuss the rights of such layoffs on affected employees.
6. Retirement in Lieu of Layoff: Affected employees who elect service retirement from the State Teachers' Retirement Service (STRS) shall be placed on the reemployment list and shall be offered reemployment in the proper order of reinstatement. If the offer of reinstatement is accepted in writing, the district shall allow time for STRS to process the reinstatement from retirement. Any election to retire after being laid off shall be treated as retirement in lieu of layoff within the meaning of this section.

An employee subject to this section who retires and is eligible for reemployment and declines an offer of reinstatement shall be deemed to be permanently retired.

7. Reduced Workload: A faculty member, when offered, may accept a reduced load in lieu of layoff. Such employee shall be paid pro-rata on the percentage of a full load. The employee's position on the salary schedule shall not be affected.
8. Reemployment Rights: Contract and regular faculty who have been laid off have preferential reemployment rights if the number of employees is increased or a discontinued service is re-established. Reemployment rights also include first refusal in substitute or part-time service. Regular employees have reemployment rights for 39 months from date of layoff, contract employees for 24 months.

Reinstatement following layoff shall be in the original order of employment. An offer of reinstatement must be accepted in writing within 30 days by the affected employee or his/her attorney-in-fact. Failure to accept or appear for service on the date specified shall render the offer null-and-void, and shall permit the district to offer reinstatement instead to the next eligible instructor or outside applicant. Failure to accept reinstatement shall not otherwise affect the

eligibility for any subsequent reinstatement; however, the reinstated employee may not later be bumped by the senior employee(s) refusing reinstatement. Should an employee on layoff refuse reinstatement and the District hire a contract instructor for the assignment, the contract instructor may not be bumped by the employee(s) refusing reinstatement.

Exception 1: Should an employee become eligible for reinstatement after the academic year has started but due to inability to gain release from contract obligation in another district be unable to immediately return, the position shall be filled by substitution of a less senior faculty member on layoff and available for assignment or by other substitute and the eligible employee shall be returned for the next subsequent academic year after fulfilling his/her obligation in the other district. Three refusals to return to the position from which laid off shall result in removal from the reemployment list and the District shall no longer be obligated to notify or reemploy that faculty member.

Exception 2: Should subsequent layoffs by the District take place, reinstatements shall maintain the order of seniority. All reinstatements shall follow the above provisions beginning again with the latest date of layoff.

9. Reemployment Roster: The District will maintain a roster of faculty terminated through layoff for 39 months, as required by the Education Code. Records shall also be kept on seniority information and a valid address provided by the terminated employee. The employee shall be responsible for informing the District of any change of address for notification of employment opportunity in the District. Failure to provide such address shall allow the District to otherwise fill the position.

An employee's name shall be removed from the roster in the event of written request by the terminated employee, death, three refusals to return to the original position of termination, or end of the 39-month period.

The District shall provide the Association with a current copy of the roster annually in August or when major changes occur.

10. Maintenance of Seniority During Layoff: During layoff and after return to work, the terminated employee will retain the full seniority status enjoyed prior to layoff.
11. Management Rights of Assignment: After any layoffs have been carried out in accordance with provisions of this Article and statutes current with the writing of this agreement, management may exercise its right of assignment of faculty duties to the remaining faculty.
12. Bargaining Unit Option: The bargaining unit may opt for reductions in wages, benefits and increased or decreased workloads in order to offset layoffs. Such option shall reflect the principle of seniority and shall be at no extra cost for the District than the implementation of layoff would be. Such action would require a year-by-year arrangement of mutual agreement.

13. Fringe Benefit Option: Faculty on layoff shall have medical, dental, vision and life insurance coverage on the same bases as required of other members of the faculty unit until September 30 of the year of layoff. Such coverage shall be terminated earlier at the request of the laid-off employee. Retirees are entitled to coverage as provided elsewhere by this Agreement and Board policies. The laid-off employee may retain his fringe benefits for the balance of the 39 months upon payment of full cost to the District.
14. Site of Assignment: In minimizing the necessity for layoffs, it may be necessary to transfer faculty to other District job sites than those upon which they have worked the majority of time for the prior three years or part thereof. If the distance to the new job site is more than 5 miles from the current site, the District shall pay non-instructional hourly plus mileage at the District travel rate for the weekly travel time and distance. The District shall make every effort to reinstate the entire assignment to the original location at the earliest possible date. The District and CTA shall meet annually to review the necessity for assignments away from the primary place of assignment when such involuntary transfers are in existence.
15. Resolution of Disagreement: Any disagreement in the interpretation of this Article that cannot be resolved short of litigation shall be resolved on the basis of current Education Code provisions.

## **ARTICLE XVII**

### Savings

1. Severability. If any provision of this agreement or any application of this agreement to any employee or group of employees is held invalid by operation of law or by a court or other tribunal of competent final jurisdiction, such provision shall be modified in accordance with that decision, but all other provisions shall not be affected thereby and shall continue in full force and effect.
2. Reinstatement. If any provision of this agreement, which is deleted in accordance with section 1 of this article, is later deemed to be valid by operation of law or by a court or other tribunal of competent final jurisdiction, then both parties agree to commence negotiations on that provision within ten (10) days.

## **ARTICLE XVIII**

### Grievance Procedure

1. Purpose. The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to problems which may from time to time arise to affect the welfare of faculty.
2. Definitions.

- a. For the purpose of this Agreement, a grievance shall be any claim by a member of the bargaining unit that there is alleged to have been a violation, misapplication, or misinterpretation of the Agreement.
- b. A "day" for the purposes of this grievance policy is any day on which the administrative offices of Merced College are open for business.

3. Limits

- a. Nothing in this article will be construed as limiting the right of any member of the bargaining unit having a grievance to discuss the matter informally with any appropriate member of the management team and to have the grievance resolved without intervention by the Association, provided that the resolution of the grievance is not inconsistent with this Agreement.
- b. Notwithstanding paragraph "a" above, the Association may file a grievance on behalf of a unit member or a group of unit members if the unit member or a majority of the group of unit members consent.
- c. Nothing in this article will be construed as limiting the right of a member of the bargaining unit to pursue the resolution of any grievance through legal channels.
- d. The response days cited under "Procedure" are maximum limits only and every attempt should be made to expedite the processing of a grievance in the smallest number of days. However, nothing in this Article would prevent the extension of a deadline if such is agreeable to both parties.

4. Time Lines.

- a. In the event a grievance cannot be processed through all steps by the end of spring semester, it may be continued at the beginning of the fall semester. Continuation of the process through the summer vacation may proceed if agreeable to all participants.
- b. Failure of the representative of the District to adhere to the deadlines in the grievance levels shall allow the grievant the right to appeal to the next level. Failure of the grievant to adhere to the deadlines in grievance levels means that the right to appeal to the next level is waived.

5. Procedure.

a. Level I - Informal

1. Before filing a grievance, and within ten (10) days following knowledge of the act or condition which is the basis of the complaint, the grievant shall meet with his/her immediate supervisor to discuss the grievance and solve the problem at the lowest level, clarify issues, state the solution, and work cooperatively toward settlement. If the issue cannot be resolved, both parties can mutually agree to engage Human Resources to assist in obtaining successful resolution of the dispute.

b. Level II - Formal

1. If the grievant is not satisfied with the disposition of the grievance at Level I, the grievant may submit a written grievance to his/her appropriate Vice President and copy to immediate supervisor and Human Resources. Such appeal must be made within ten (10) days after presentation of the grievance at Level I. The written information shall include: (a) a clear statement of the occurrence of an act or omission or any other circumstance giving rise to the grievance, including names, dates, and places necessary for a complete understanding of the grievance; (b) a listing of the specific provisions of this Agreement which are alleged to have been violated or misapplied; (c) a summary of Level I discussion and why the proposed resolution of the problem is unacceptable; and (d) the specific remedy sought.
2. The Vice President or designee shall communicate in writing his/her decision within ten (10) days.

c. Level III - Formal

1. If the grievant is not satisfied with the decision at Level II, he/she may appeal to the President or designee. Such appeal must be made within ten (10) days from the time of receipt of the Vice President's or designee's decision. The written information shall include all that which was submitted for Level II above, a copy of the Vice President's or designee's decision at Level II, and a listing of the specific reasons why the Level II decision is unacceptable, if it is different from the proposed resolution of the problem at Level I.
2. The President or designee shall communicate in writing his/her decision within ten (10) days of receipt of the Level II appeal by the grievant.

d. Level IV - Formal

1. If the grievant is not satisfied with the decision at Level III, he/she may appeal to the Board of Trustees. Such appeal must be made within ten (10) days from the time of receipt of the President's decision. The written information shall include all that which was submitted for Level III above, a copy of the President's decision at Level III, and a listing of the specific reasons why the Level III is unacceptable, if it is different from the proposed resolution of the problem at Level II.
2. The Board will hold a closed session hearing in order to address the grievance at or before its next scheduled public meeting (the grievant may request, in writing, to have an open hearing). By mutual agreement the grievance hearing may be delayed. Within five (5) days of the hearing the Board will communicate, in writing, its decision to the grievant.

e. Level V – Binding Arbitration

If the grievant, or Association in cases when submitted on behalf of a group or the Association, is not satisfied with the decision at Level IV, he/she or the Association may submit his/her grievance to arbitration. The District shall, by written notice to the President of the Board of Trustees within 15 days after receipt of the decision at Level IV, submit the grievance to the State Mediation and Conciliation Service or other mutually agreed to agency or binding arbitration. The cost shall equally be split between the District and Association (50%/50%). If any question arises as to the validity of the grievance, such question will be ruled upon by the arbitrator only after he/she has had an opportunity to hear the merits of the grievance. A list of reputable arbitrators will be provided to the District and the Association for review. The arbitrator selected shall be mutually agreed upon by both parties.

6. Rights of Faculty Members

- a. No reprisals of any kind will be taken by the Board, the President of the College, or by any member or representative of the administration of the College, against any aggrieved person, any party in interest, any member of the Association, or any other participant in the grievance procedure.
- b. A unit member may be represented at all stages of the grievance procedure by himself/herself and/or any representative, selected by the faculty member and/or a representative provided by the Association. An employee requested to appear as a witness in conjunction with this Article shall suffer no loss of pay.

## **ARTICLE XIX**

### Management Rights

1. Power and Authority. It is understood and agreed that the District retains all of its powers and authority to direct, manage and control in conformance with the law.
2. Limitation. In the exercise of the power and authority expressed in provision #1 above, the District shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.
3. Emergency. An emergency, as referred to herein, shall be considered as a momentous, tragic, sudden event which disrupts the operation of the District. In the event the District declares an emergency exists (and such shall not be done arbitrarily or capriciously), and such action required by an emergency situation impinges on the rights of the Association or its bargaining unit members as stated in this Agreement, such action will be restricted to the period in which the emergency



exists. Nothing herein shall preclude the Association from seeking injunctive relief if it feels the District's action is inappropriate to the circumstance.

4. Past Practice. The failure of the District to insist upon strict compliance or performance of any of the terms and conditions of the Agreement is not deemed a waiver of any rights or remedy the district may have for any subsequent breach or default of such terms and conditions.

## **ARTICLE XX**

### Distance Education

#### 1. Definition of Terms:

- a. Distance Education (DE) means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. (Title 5, Section 55200). A course is considered distance education if any part of the course is conducted through the assistance of communication technology.
- b. Online Class is taught 100% through the assistance of communication technology.
- c. Hybrid Class has at least one meeting where the student and instructor meet face to face and the remainder of the class is taught through the assistance of communication technology.
- d. Experimental DE course is the initial (first time) approval of a course by the curriculum committee to be taught as distance education.
- e. Initial Instruction represents the first time a professor has taught a distance education course. The professor has no training in or experience teaching distance education at Merced College or any other institution.
- f. Permanent DE Course is a course that has been taught for three (3) semesters as an experimental course and has been approved by the curriculum committee as a regular ongoing DE course.
- g. Appropriate technology is the technology the district uses for Distance Education.
- h. Appropriate training represents appropriate technology training earned from an approved institution or organization.

#### 2. Compensation for Approved Technology Training:

A professor who has never taught using the appropriate technology or had appropriate training in teaching distance education is awarded a stipend of \$850 for the initial instruction of a course that is either an experimental or permanent course. The stipend will be paid at the end of the semester the professor taught the class.

#### 3. Voluntary:

For the duration of this contract, all instruction on the Internet will be voluntary.

4. Right of First Refusal:

Subject to the District's rights of assignment, faculty who have developed a Distance Education course in the experimental phase and have subsequently taken the course through the curricular process to be offered as a permanent online course offering shall have the first right of refusal for teaching the course for the first two semesters following the change in permanent status.

5. Limits on Online Units:

Faculty may teach no more than nine (9) units online per semester, except for compelling reasons approved by the Vice President of Instruction.

6. Online Class Size:

Class maximums are the same as for face-to-face classes, but not to exceed a maximum of forty-nine (49).

7. Office Hours:

Office hour obligation is the same as Article 10, number 8. Office hours must be performed on campus.

8. Faculty Evaluation for Distance Education Courses:

If an instructor elects to have a distance education course be part of his/her faculty evaluation, the peer evaluator must contact the Online Systems Manager to be added as an auditor to the course for the duration that the course is being evaluated. The process and form used for the evaluation are in accordance with Article IX of this contract.

## ARTICLE XXI

### Intellectual Property

Intellectual Property Rights: The District and the Association recognize the significance of intellectual property rights. The District and the Association both encourage faculty to engage in the production of scholarly works, creative publications, and technology-based material. Furthermore, the District and the Association discourage piracy, plagiarism, and misappropriation of original materials. The District and the Association recognize that property rights need to be fairly balanced between the interest of the faculty and the interests of the District through mutual agreement. Intellectual property can include inventions, discoveries, works of authorship and/or other creative works that may be subject to protection under federal or state patent, copyright, trademark, and/or trade secret laws arising from or related to the works or efforts of the faculty as provided in Board Policy 3710.

## ARTICLE XXII

### Employee Discipline, Personnel Files, Student/Public Charges

#### 1. Employee Discipline:

In cases when the District asserts grounds for employee discipline of unit members, the following conditions shall prevail pursuant to Education Code 87732:

- a. All Discipline or warnings/notices of discipline are subject to just cause as determined by an investigation to determine if the discipline is justified.
- b. Discipline or warning/notices of discipline are subject to due process. Due process includes notification of the rule alleged to have been violated and the likely penalty if the rule has been violated. Due process also includes the right to legal and/or Association representation during meetings with the unit member regarding potential discipline.
- c. It is recognized that emergency situations can occur involving the health and welfare of students or employees. If the employee's presence could lead to a clear and present danger to the lives, safety or health of students or fellow workers, the District may take immediate disciplinary action with appropriate documentation placed in the personnel file.
- d. Discipline or warnings/notices of discipline are subject to progressive measures. Progressive measures require the application of the least severe penalty reasonably necessary to correct errant behavior or to protect the safety of students/employees.

Progressive discipline steps are defined as:

- e. A verbal warning from the supervisor that includes recommended corrective measures.
- f. A letter of warning from the supervisor that includes a summary of the initial verbal warning and informs the faculty of concerns and/or deficiencies. This warning does not become part of the personnel file; however, an informational copy is sent to the Vice President of Instruction.
- g. A letter of reprimand from the supervisor. Copies are sent to both the Vice President of Instruction and to the Office of Human Resources for insertion into the faculty's personnel file.
- h. A letter of intent from the supervisor which would detail recommended action to be taken against the faculty. Should disciplinary action be recommended, the faculty shall retain appropriate due process and appellate rights.

All discipline procedures are subject to appeal through the agreements grievance procedure as established in Article XVIII.

#### 2. Personnel Files

- a. The official personnel file of a unit member shall be maintained at the District's Office of Human Resources.

- b. Personnel files shall be available for inspection during regular office hours each day the Office of Human Resources is open for business. Unit members may review and obtain a copy of personnel file materials within three working days of their written request. A named representative may, with non-continuing written authorization from the unit member, view the file in the absence of the employee.
- c. In addition to the named person, only persons who have a legal authorization to review file contents may access the personnel files.
- d. With the exception of those responsible for maintaining the official file, the District shall keep a log of the persons who have examined a personnel file or who have requested information contained in a personnel file as well as the date such examinations or requests were made. Such log and the employee's personnel file shall be available for examination by the employee or her/his Association representative if authorized in writing by the employee. The log shall be maintained in the employee's personnel file.
- e. All material placed in the personnel file shall indicate the date it was prepared and placed in the file and who was responsible for its preparation. Written statements of a positive nature pertaining to employment performance of a unit member shall be placed in the member's file upon the unit member's request.
- f. Information of a derogatory nature shall not be entered or filed for fifteen (15) days after the unit member is given written notice and the opportunity to review and respond in writing thereon. A unit member shall have the right to enter, and have permanently attached to any derogatory statement, his/her own comments thereon. Derogatory information placed in the personnel file shall identify the source(s) of such information. If subsequent to the entry of derogatory information into the personnel file, a District investigation determines that the information is inaccurate in a material respect or unsubstantiated, it shall be removed from the file and shall not be used in any decision affecting the discipline, employment status or assignment of the unit member.

### 3. Student Complaints/Public Charges

Student complaints/Public charges shall not be entered into personnel files until and unless a District investigation has taken place regarding the complaint and a conference with the employee has been completed. If action is to be taken based on a complaint or if record of the complaint is to be placed in the personnel file, it must be verified through investigation and by a preponderance of evidence. The faculty member shall be allowed to be present with legal and/or Association representation at all meetings during which potential discipline is being discussed.

The complaint will be treated as derogatory material and is subject to those provisions stated in this Article.

## GLOSSARY

1. "Academic Year" means the school year and shall cover a time period from the start of the fall term to the end of the following spring term during which regular day school is maintained. This period must include not less than the number of days of teaching required to entitle the District to apportionment of state funds.
2. "Administration" means the District Superintendent/College President, Vice-Presidents, Deans, and other persons having managerial responsibilities in areas covered by this Agreement.
3. "Association" shall be interpreted as the Merced College Faculty Association (MCFA-Chapter 770 CTA/NEA), the California Teacher's Association, and the National Education Association; likewise, references to any or all of these (MCFA/CTA/NEA) shall be interpreted as the Association.
4. "Bargaining Unit Member" means the same as a faculty member.
5. "Daily Rate of Pay" means the annual contract salary divided by 175 days.
6. "Days" means calendar days during which students may be required to be in attendance plus calendar days when faculty members may be required to attend meetings or participate in College activities. A) "Day(s)" for full-time faculty would be their normal assigned load for an instructional day or a minimum of six hours for a staff development "flex" day. B) "Day(s)" for a part-time faculty member would be their normal contract hours for an instructional day.
7. "Division Chairperson" means any faculty member in a position covered by Article XIV - Division Chairpersons.
8. "Faculty" refers to all employees who are included in the appropriate unit as defined in Article II and therefore covered by the terms and provisions of this Agreement. a) regular employees, b) contract employees, tenure track, c) contract employees, non-tenure track, (d) temporary full-time, non-tenure track, e) part-time adjunct employees.
9. "Faculty Member" refers to any individual employee who is included in the appropriate unit as defined in Article II and therefore covered by the terms and provisions of this Agreement.
10. "Family" means husband, wife, mother, father, sister, brother, son, daughter, son-in-law, daughter-in-law, grandchild, grandfather, grandmother, mother-in-law, father-in-law, and dependent relatives of the employee or the employee's spouse, or any relative of either spouse mutually deemed by the employee and Personnel Office to have a close family relationship.
11. "Paid Leave" means that a faculty member shall be entitled to (a) receive appropriate wages and all benefits as provided for in this Agreement; (b) determine the assignment he/she will return to in accordance with the provisions of this Agreement; and (c) receive credit for annual salary increments provided during the paid leave.
12. "Unpaid Leave" means that a faculty member prior to the leave shall be entitled to determine by mutual agreement with the Board (a) the assignment he/she will return to in accordance with the provisions of this Agreement; (b) the continuation of any or all benefits provided for in this Agreement; and (c) credit for professional growth increments.

Merced Community College District  
 Faculty Salary Schedule 2013-2014  
 (Effective 1/1/12)

Appendix A

	B.A. or Partial CCI Cred. Based on Occp. Exp. w/o B.A.	M.A. or Partial CCI Cred. Based on Occup. Exp. incl. B.A. or Full CCI Cred. based on Occup. Exp.	B. A. +45 units incl. M.A. or M.A. +15 or Full CCI Cred based on Occup. Exp. incl. B.A.	B.A. +60 units incl. M.A. or M.A. + 30 or Full CCI Cred. based on Occup. Exp. incl. B.A. +15	B.A. +75 units incl. M.A. or M.A. + 45 or Class IV plus 15 w/ M.A. included
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>	<b>CLASS V</b>
1	45,757	50,339	52,626	54,911	57,191
2	48,039	52,626	54,911	57,191	59,485
3	50,339	54,911	57,191	59,485	61,769
4	52,626	57,191	59,485	61,769	64,065
5	54,911	59,485	61,769	64,065	66,361
6	57,191	61,769	64,065	66,361	68,746
7	59,485	64,065	66,361	68,746	71,135
8	61,769	66,361	68,746	71,135	73,544
9	64,065	68,746	71,135	73,544	75,948
10	66,361	71,135	73,544	75,948	78,353
11		73,544	75,948	78,353	80,775
12			78,353	80,775	83,193
13				83,193	85,634
14					88,078
18					90,531
22					93,155
26					95,853
30					98,632
34					101,495
38					104,454

A faculty member having an earned doctorate shall be advanced two (2) additional steps on the salary schedule. Faculty members having an earned doctorate who have advanced to Step 13 or beyond in Class V will receive a stipend of \$4,885 which is equal to the difference between Step 12 & 14 in Class V.

A longevity increase of 1% will be added to Step 11 in Class I, Step 12 in Class II, Step 13 in Class III, and Step 14 in Class IV effective January 1, 2012.

Merced Community College District  
 Part-Time/Overload Salary Schedule 2013-14  
 (Effective 1/1/12)

Appendix B

	B.A. or Partial CCI Cred. Based on Occp. Exp. w/o B.A.	M.A. or Partial CCI Cred. Based on Occup. Exp. incl. B.A. or Full CCI Cred. based on Occup. Exp.	B. A. +45 units incl. M.A. or M.A. +15 or Full CCI Cred based on Occup. Exp. incl. B.A.	B.A. +60 units incl. M.A. or M.A. + 30 or Full CCI Cred. based on Occup. Exp. incl. B.A. +15	B.A. +75 units incl. M.A. or M.A. + 45 or Class IV plus 15 w/ M.A. included
<b>STEP</b>	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>	<b>CLASS V</b>
LECTURE/DISCUSSION MODE LAB/SHOP/CLINIC MODE COUNSELING & OTHER MODES NON-CREDIT MODE					
1	46.13	47.95	49.77	51.59	53.41
2	47.06	48.88	50.70	52.52	54.34
3	47.99	49.81	51.63	53.45	55.27
4	48.92	50.74	52.56	54.38	56.20
5	49.85	51.67	53.49	55.31	57.13
6	50.78	52.60	54.42	56.24	58.06
7	51.71	53.53	55.35	57.17	58.99
8	52.64	54.46	56.28	58.10	59.92

Vertical advancement to occur after completing instruction of 30 units or 6 semesters, whichever comes first.



**2005-2006 Salary Calculation**

On March 1, 2006, members of the District and at least two MCFA members will compare the Merced College faculty total compensation package to the mean of the faculty compensation packages in the other 13 districts of the Central 14 using the following procedure:

- A. Determining the Mean Salary Figure for the other 13 districts of the Central 14**
1. Collect from all districts the available salary schedules in effect on March 1, 2006.
  2. For each of the new salary schedules for the current year, identify the salary figure located at the tenth step of the BA+60 (including MA) or MA+30 column.
  3. Determine the mean of the 13 districts for that salary cell by totaling all tenth-step figures (A-2) and dividing by the number of districts used in the study.
  4. The resulting figure represents the mean salary figure for the other 13 districts.
- B. Determining the Mean Benefit Costs for the other 13 districts of the Central 14**
1. Collect available data regarding benefit costs per faculty member from the other 13 districts of the Central 14.
  2. Compute the mean per faculty cost of comparable benefit plans using the process described in A-3 above.
  3. The resulting figure represents the mean benefit cost per faculty for the other 13 districts.
- C. Calculating Percentage Difference Between MC Total Compensation and Total Compensation Mean of other 13 districts**
1. Add the figures from A-4 (mean salary) and B-3 (mean benefit cost). This resulting figure represents the mean of total compensation for the other 13 districts in the Central 14.
  2. Compute the Merced College faculty total compensation figure by adding the current selected salary cell (Column 4; BA+60/MA+30; step 10) to the current benefit costs per MC faculty member as of March 1, 2006.
  3. Compute the difference from the C-1 figure (Cent. 14 total compensation mean) less the C-2 figure (MC total compensation).
- D. Applying Percentage Difference to Merced College Faculty Salary Schedule**
1. If this C-3 calculation results in a negative figure, no further salary schedule adjustment is made.
  2. If the C-3 calculation results in a positive number, this figure is then added to the selected MC salary cell (Col. 4, step 10) and then divided by same cell figure to determine the percentage increase to be applied to the current MC Faculty Salary Schedule.
  3. The resulting adjustment to the MC Faculty Salary Schedule will be considered retroactive to July 1, 2005 and will be included in the April 30, 2006 payroll disbursement.

### 2006-2007 and 2007-2008 Salary Calculation

On the last day of the fall semester, members of the District and at least two MCFA members will compare the Merced College faculty total compensation package to the mean of the faculty compensation packages in the other 13 districts of the Central 14 using the following procedure:

**A. Determining the Mean Salary Figure for the other 13 districts of the Central 14**

1. Collect from all districts the available salary schedules in effect on the last day of the fall semester.
2. For each of the new salary schedules for the current year, identify the salary figure located at the tenth step of the BA+60 (including MA) or MA+30 column.
3. Determine the mean of the 13 districts for that salary cell by totaling all tenth-step figures (A-2) and dividing by the number of districts used in the study.
4. The resulting figure represents the mean salary figure for the other 13 districts.

**B. Determining the Mean Benefit Costs for the other 13 districts of the Central 14**

1. Collect available data regarding benefit costs per faculty member from the other 13 districts of the Central 14.
2. Compute the mean per faculty cost of comparable benefit plans using the process described in A-3 above.
3. The resulting figure represents the mean benefit cost per faculty for the other 13 districts.

**C. Calculating Percentage Difference Between MC Total Compensation and Total Compensation Mean of other 13 districts**

1. Add the figures from A-4 (mean salary) and B-3 (mean benefit cost). This resulting figure represents the mean of total compensation for the other 13 districts in the Central 14.
2. Compute the Merced College faculty total compensation figure by adding the current selected salary cell (Column 4; BA+60/MA+30; step 10) to the current benefit costs per MC faculty member as of the last day of the fall semester.
3. Compute the difference from the C-1 figure (Cent. 14 total compensation mean) less the C-2 figure (MC total compensation).

**D. Applying Percentage Difference to Merced College Faculty Salary Schedule**

1. If this C-3 calculation results in a negative figure, no further salary schedule adjustment is made.
2. If the C-3 calculation results in a positive number, this figure is then added to the selected MC salary cell (Col. 4, step 10) and then divided by same cell figure to determine the percentage increase to be applied to the current MC Faculty Salary Schedule.
3. The resulting adjustment to the MC Faculty Salary Schedule will be considered retroactive to July 1, of the contract year and will be included in the January payroll disbursement.

ACADEMIC YEAR 2013-2014

Appendix D

SUMMER 2013 SESSION

JUNE 2013						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10 Start 6 & 8 wk Summer Sessions

JULY 2013						
S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Holiday, Independence Day  
18 End of 6 week Summer Session

AUGUST 2013						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 End 8 wk Summer Session  
8 - 9 FLEX  
12 Start of 18 and first 9 wk sessions

SUM 13	
6wk	8wk
M	6 8
T	6 8
W	6 8
TH	5 6
MW	12 16
TTH	11 14
MTW	18 24
TWTH	17 22
MTWTH	23 30

FALL 2013 SEMESTER

AUGUST 2013						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 End of 8 week Summer Session  
8-9 FLEX  
12 Start of 18 & first 9 week sessions

SEPTEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Holiday, Labor Day  
3 Census, 18 wk session

OCTOBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11 End First 9 week session  
14 Start Second 9 week session

NOVEMBER 2013						
S	M	T	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Holiday, Veteran's Day  
28-30 Holiday, Thanksgiving Break  
30 No Saturday Classes-College Closed

DECEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 End Instruction part of 18 wk classes  
6-12 Final exams 18 wk session  
12 End Second 9 wk session  
14 No Saturday Classes for second 9 weeks  
16-20 College opened-no classes limited services  
23-31 College closed, Christmas, winter break

SPRING 2014 SEMESTER

JANUARY 2014						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Holiday, New Year's Day  
9 & 10 FLEX  
13 Start of 18 & first 9 wk sessions  
20 Holiday, MLK Jr.

FEBRUARY 2014						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

3 Census, 18 wk session  
14 Holiday, Lincoln  
15 No Saturday Classes-College Closed  
17 Holiday, President's Day

MARCH 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14 End First 9 week session  
17 Start Second 9 week session

APRIL 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 Spring Break Day (Good Friday College Closed)  
21-25 Spring Break wk-No Classes College opened, limited services  
26 No Saturday classes

MAY 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 End Instructional 18 wk classes  
19-23 Final exams 18 wk session  
23 Commencement  
23 End Second 9 week session  
26 Holiday, Memorial Day

SUMMER 2014 SESSION

JUNE 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9 Start Summer 6/8 wks Sessions

JULY 2014						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Holiday, Independence Day  
17 Six week session ends  
31 Eight week session ends

FLEX		
Date	Day	
Fall	8/8	Th
	8/9	F
Spring	1/9	Th
	1/10	F

18 Week			
Day	SU 13	F 13	SP 14
M	8	16	16
T	8	18	18
W	8	18	18
TH	7	17	18
F	0	16	16
S	0	16	15
FLEX	0	2	2
Total	31	87	88

SUM 14		
Day	6wk	8wk
M	6	8
T	6	8
W	6	8
TH	6	8
MW	12	16
TTH	12	16
MTW	18	24
TWTH	18	24
MTWTH	24	32

First 9 wks			Second 9 wks		
Day	F 13	SP 14	Day	F 13	SP 14
M	8	7	M	8	9
T	9	9	T	9	9
W	9	9	W	9	9
TH	9	9	TH	8	9
F	9	8	F	7	8
S	9	8	S	7	7

Final Exam week	
Fall 13	12/6 (Fri)-12/12 (Th)
SP 14	5/19 (Mon)-5/23 (Fri)

LEGEND

- First Day of Classes for Semester
- Commencement/last day final exam
- First/Last Day of Short term session
- FLEX
- Final exam week
- HOLIDAY or no classes, College Closed
- College Open, limited service-No Classes
- Summer Session
- Census

AGREEMENT BETWEEN THE  
MERCED COMMUNITY COLLEGE DISTRICT  
and  
MERCED COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION  
July 1, 1990 to June 30, 1992

ADDENDUM TO MEDICAL BENEFIT PROVISIONS

Graduated reimbursement for payment of deductibles under the \$100 deductible plan.

Employees earning \$20,000 or less can claim up to 100% of deductible amounts up to \$300 of covered costs.

Employees earning \$20,001 to \$39,999 can claim up to 50% of deductible amounts up to \$300 of covered costs.

Employees earning \$40,000 or more cannot ask for reimbursement.

(Salary amounts include tax-sheltered annuities, but not extra pay. The individual's reimbursement will be based upon the salary in place on the first day of the reimbursement period.)

First claim date for reimbursement will be January 1992.

ARTICLE VI - FRINGE BENEFITS AND ARTICLE XI - SALARIES  
FOR 1996-97 NEGOTIATIONS

In maintaining the interests and commitment on the part of the District and MCFA to reach the Mean of the Central 14 in total compensation for Merced College Faculty, the following is agreed to by both parties to settle negotiations for the 1996-97, 97-98 and 98-99 academic years for Article VI - Fringe Benefits and Article XI - Salaries.

Salaries - For the 1996-97 academic year the District will provide an increase to the full-time and part-time salary schedules in the amount of 7.31 percent retroactive to July 1, 1996. (This amount includes the COLA of 3.06 percent plus an additional increase of 4.25 percent beyond the COLA).

For the 1997-98 and 98-99 academic years, the District will increase the full-time and part-time salary schedules by a percentage amount equal to the COLA (Cost of Living Adjustment) provided to the District upon approval of the State Budget.

In each of these two years (1997-98 and 1998-99) the District and MCFA will meet in the Spring following the submission of the CCFS 320, which reflects PII enrollment figures, to determine the financial condition of the District and the availability of unallocated growth dollars, a portion of which will be available for an additional percentage increase over COLA for full-time and part-time faculty salary schedules retroactive to July 1. At the same time, using the methodology adopted during the 1996-97 negotiations, the District and MCFA will recalculate the mean of the Central 14.

In 1997-98 and 98-99, if the State Budget is adopted by the statutory deadline on June 30, the COLA percentage increase will be effective immediately as of July. In the event that the State Budget is adopted after the June 30 deadline, the COLA percentage increase in the salary schedules will be made immediately upon adoption of the State Budget and will be retroactive to the 1st of July.

Benefits - For the 1996-97 academic year and the 1997-98 and 98-99 academic years, the District will contribute the full premium, less \$120, towards the payment of the health, dental and vision plans as currently provided for in the agreement. Any increases in the plans for the term of this agreement will be the responsibility of the District.

RE: FLEXIBLE CALENDAR AND LOAD BANKING

The District and MCFA agree in concept to formulate language that will be agreeable to both parties in the areas of Flexible Calendar and Load Banking by March 1, 1997.

### Flexible Calendar

In the area of Flexible Calendar, the District and MCFA agree to write guidelines that will allow faculty to work outside the regular workdays, in an optional, nontraditional work-year calendar for the benefit of the students, community and college programs.

In the interim and prior to the inclusion of contract language in the agreement, the administration and individual faculty members can mutually develop and agree to alternative work year schedules which benefit students, the community and college programs. Such work schedules will comply with legal requirements, the bargaining agreement, and district policy.

### Load Banking

It is agreed to by MCFA and the District that both parties will work together in formulating guidelines, procedures, and timelines, as well as resolving record keeping, that will allow faculty to bank their overload hours to be used toward part of their load in the future.

It is further agreed that a subcommittee of representatives from MCFA and the District will meet to develop contract language, procedures and a timeline for implementation for both the Flexible Calendar and Load Banking.

**MEMORANDUM OF UNDERSTANDING**

Between  
Merced Community College District  
And the  
Merced College Faculty Association

In the 2001 Budget Act Appropriation for Part-Time Faculty Compensation, the State of California, provided Fifty-Seven Million Dollars (\$57,000,000) for community college districts to make part-time faculty compensation more comparable to full-time faculty compensation for similar work as determined through the local collective bargaining process; and

These funds are to be distributed to community college districts as a Part-Time Faculty Compensation Allocation based upon each district's total actual 2000-01 Full Time Equivalence Students served ("FTES"); and

The 2001-02 Part-Time Faculty Compensation Allocation for Merced College is currently estimated to be Four Hundred Fifty-Eight Thousand Seven Hundred and Fifteen Dollars (\$458,715); and

The Part-Time Faculty Compensation Allocation shall not supplant the resources a community college district expends in compensating its part-time faculty and shall not be used to exceed parity between part-time faculty and full-time faculty; and

Merced College has submitted to the Fiscal Services Unit of the Chancellor's office a "Request for Allocation of Part-Time Faculty Compensation Funds 2001-02 Fiscal Year", certifying that Merced College will determine through the collective bargaining process the specific definitions and amounts needed to achieve parity in compensation between part-time and full-time faculty for similar work; and

This Memorandum of Understanding is entered into as a result of the local bargaining process by and between Merced College and the exclusive bargaining representative of Merced

College's part-time faculty, Merced College Faculty Association, (MCFA), for the purpose of establishing the percentage of work that is comparable between part-time and full-time faculty.

Merced College and MCFA agree as follows:

1. In calculating the percentage of work that is comparable as between full-time faculty and part-time instructors, the parties agree parity is 76% of the workload for full-time faculty.
2. For the 2001-2002 year, the District agrees to provide additional compensation, separate from, and in addition to the compensation payable pursuant to the adjunct faculty/overload salary schedule, to bargaining unit members on an hourly basis, exclusive of those bargaining unit members who serve in full-time positions, thus creating an adjunct faculty schedule. The compensation would equal  $(\$458,715 \div \text{total adjunct pay}) \times \text{individual adjunct faculty member pay}$ .
3. The parties specifically acknowledge and agree that if the funds are not reapportioned in future years, the District will not be obligated to the terms of this agreement.
4. The additional compensation for part-time faculty is retroactive in effect to August 17, 2001 and shall be paid no later than August 15, 2002. Time submitted subsequent to June 25, 2002, shall not be included in these calculations.
5. MCFA and Merced College further agree to cooperate in preparing any documentation or in taking any action necessary to receive an Allocation of



Part-Time Faculty Compensation Funds for fiscal year 2001-02, whether now and/or in the future.

6. All summer school pay will be paid on the established District part-time/ salary schedule beginning in the summer of 2003.

7. Relationship to Parity:

A. Average full-time faculty pay = Step 5, Class IV

B. Average full-time faculty hourly pay =  $\frac{\text{Step 5, Class IV}}{525}$

C. Comparable pay =  $\frac{\text{Step 5, Class IV} \times .76}{525}$

D. Average part-time faculty pay =  $\frac{\text{Sum of (Step 2, Class II for each mode)}}{4}$   
- PT/overload schedule -

E. Gap = C-D and  $\frac{D}{C}$  = percent of parity reached

F. Contact Hours (PT) Faculty x Gap = Cost of Closing the Gap

Date: 17 June 2002

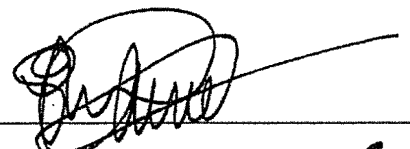
Date: 06-17-02

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Faray Johnson

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\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

Between  
Merced Community College District  
And the  
Merced College Faculty Association

In the SB18X mid-year reduction for Part-Time Faculty Compensation, the State of California, provided Fifty-Seven Million Dollars (\$57,000,000) for community college districts to make part-time faculty compensation more comparable to full-time faculty compensation for similar work as determined through the local collective bargaining process; and

These funds are to be distributed to community college districts as a Part-Time Faculty Compensation Allocation based upon each district's total Full Time Equivalent Students served ("FTES"); and

The 2002-03 Part-Time Faculty Compensation Allocation for Merced College is currently estimated to be Four Hundred Fifty-Eight Thousand Seven Hundred and Fifteen Dollars (\$458,715); and

The Part-Time Faculty Compensation Allocation shall not supplant the resources a community college district expends in compensating its part-time faculty and shall not be used to exceed parity between part-time faculty and full-time faculty; and

This Memorandum of Understanding is entered into as a result of the local bargaining process by and between Merced College and the exclusive bargaining representative of Merced College's part-time faculty, Merced College Faculty Association, (MCFA), for the purpose of establishing the percentage of work that is comparable between part-time and full-time faculty.

Merced College and MCFA agree as follows:

1. In calculating the percentage of work that is comparable as between full-time faculty and part-time instructors, the parties agree parity is 76% of the workload for full-time faculty.
2. For the 2002-2003 year, the District agrees to provide additional compensation, separate from, and in addition to the compensation payable pursuant to the adjunct faculty/overload salary schedule, to bargaining unit members on an hourly basis, exclusive of those bargaining unit members who serve in full-time positions, thus creating an adjunct faculty schedule. The compensation would equal  $(\$458,715 \text{ less benefit cost} \div \text{by total adjunct pay}) \times$  individual adjunct faculty member pay.
3. The parties specifically acknowledge and agree that if the funds are not reapportioned in future years, the District will not be obligated to the terms of this agreement.
4. The additional compensation for part-time faculty is retroactive in effect to August 18, 2002 and shall be paid no later than August 15, 2003. Time submitted subsequent to June 25, 2003, shall not be included in these calculations.
5. MCFA and Merced College further agree to cooperate in preparing any documentation or in taking any action necessary to receive an Allocation of Part-Time Faculty Compensation Funds, whether now and/or in the future.
6. All summer school pay will be paid on the established District part-time/ salary schedule beginning in the summer of 2003.
7. Relationship to Parity:

A. Average full-time faculty pay = Step 5, Class IV

B. Average full-time faculty hourly pay =  $\frac{\text{Step 5, Class IV}}{525}$

C. Comparable pay =  $\frac{\text{Step 5, Class IV} \times .76}{525}$

D. Average part-time faculty pay =  $\frac{\text{Sum of (Step 2, Class II for each mode)}}{4}$   
- PT/overload schedule -

E. Gap = C-D and  $\frac{D}{C}$  = percent of parity reached

F. Contact Hours (PT) Faculty x Gap = Cost of Closing the Gap

Date: May 28, 2003

Date: May 28, 2003

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Mary N. V. [Signature]  
[Signature]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEMORANDUM OF UNDERSTANDING  
Between  
Merced Community College District  
And the  
Merced College Faculty Association

In the SB18X mid-year reduction for Part-Time Faculty Compensation, the State of California, provided Fifty-Seven Million Dollars (\$57,000,000) for community college districts to make part-time faculty compensation more comparable to full-time faculty compensation for similar work as determined through the local collective bargaining process; and

These funds are to be distributed to community college districts as a Part-Time Faculty Compensation Allocation based upon each district's total Full-Time Equivalent Students served ("FTES"); and

The Part-Time Faculty Compensation Allocation shall not supplant the resources a community college district expends in compensating its part-time faculty and shall not be used to exceed parity between part-time faculty and full-time faculty; and

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2. For the 2002-2003 year, the District agrees to provide additional compensation, separate from, and in addition to the compensation payable pursuant to the adjunct faculty/overload salary schedule, to bargaining unit members on an hourly basis, exclusive of those bargaining unit members who serve in full-time positions, thus creating an adjunct faculty schedule. The compensation would equal  $(\text{Part-time faculty compensation allocation less benefit cost} \div \text{total adjunct pay}) \times \text{individual adjunct faculty member pay}$ .
3. The parties specifically acknowledge and agree that if the funds are not reapportioned in future years, the District will not be obligated to the terms of this agreement.
4. The additional compensation for part-time faculty shall be paid no later than August 15, subsequent to the academic year the work was performed. Time submitted subsequent to June 25, of the academic year, shall not be included in these calculations.
5. MCFA and Merced College further agree to cooperate in preparing any documentation or in taking any action necessary to receive an Allocation of Part-Time Faculty Compensation Funds, whether now and/or in the future.
6. All summer school pay will be paid on the established District part-time/salary schedule beginning in the summer of 2003.

7. Relationship to Purity:

A. Average full-time faculty pay = Step 5, Class IV

B. Average full-time faculty hourly pay =  $\frac{\text{Step 5, Class IV}}{525}$

C. Comparable pay =  $\frac{\text{Step 5, Class IV} \times .76}{525}$

D. Average part-time faculty pay =  $\frac{\text{Sum of (Step 2, Class II for each mode)}}{4}$   
-PT/overload schedule-

E. Gap = C-D and  $\frac{D}{C}$  = percent of parity reached

F. Contact Hours (PT) Faculty x Gap = Cost of Closing the Gap

Date: 5/25/07

For MCHA [Signature] CHIEF NEGOTIATOR

Date: 5/25/07

For MCHA [Signature]

Date: 5/30/07

[Signature]

Date: 5/30/07

[Signature]

MEMORANDUM OF UNDERSTANDING

Between


Merced Community College District

and

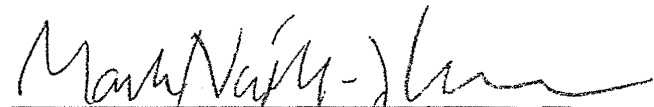
Merced College Faculty Association

The parties agree to establish within the term of the agreement committees composed of representatives from the Faculty Association and the District to explore a revision of:

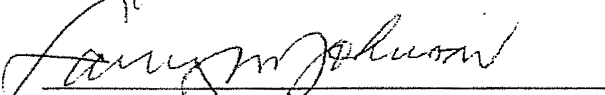
- a) Article IX: Evaluation and Tenure,
- b) Article XVII: Effects of Layoff, and
- c) Benefits Committee - By May 27, 2005, the District and MCFA by mutual agreement will establish a committee structure and the charge to that committee will be to review the current health plan and develop any reasonable alternatives for the purposes of containing the rapid increase in health plan premiums. The committee is to complete its work and provide a report and committee recommendations to the District and MCFA negotiating teams no later than February 15, 2006.

  
\_\_\_\_\_  
District Representative

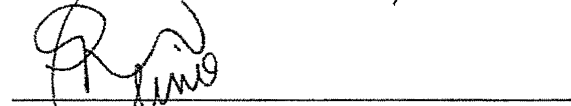
Date \_\_\_\_\_

  
\_\_\_\_\_  
Faculty Association

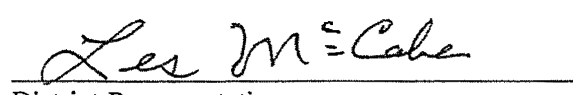
Date 17 Nov 2005

  
\_\_\_\_\_  
District Representative


Date 11-17-05

  
\_\_\_\_\_  
Faculty Association

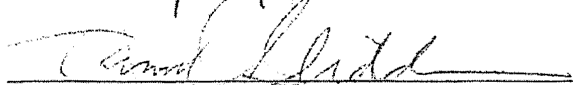
Date 17 Nov. 2005


  
\_\_\_\_\_  
District Representative

Date 11/21/05

  
\_\_\_\_\_  
Faculty Association

Date 11/17/05

  
\_\_\_\_\_

  
Nov 17, 2005



MERCED COMMUNITY COLLEGE DISTRICT  
SIDE LETTER - A

If any other bargaining unit, or management, receives a higher across-the-board salary schedule improvement or off-the-schedule increase, then the faculty bargaining unit will receive the same percentage improvement for the 1992-93 and 1993-94 academic year.

MERCED COMMUNITY COLLEGE DISTRICT  
SIDE LETTER - B

The District agrees that it will repeal Board Policy 4032, Certificated Management Retirement with Continued Earnings, effective July 1, 1992. This action will have no effect on extended earnings contracts entered into by the District prior to its effective date.

HEALTH BENEFITS COMMITTEE  
SIDE LETTER - C

The parties agree to establish a committee containing equal representation from management and the bargaining units, including representatives of the CSEA, to explore health benefits coverage, cost and funding. The committee will issue ongoing reports during the year.

## RETIREE BENEFITS COMMITTEE

### SIDE LETTER - D

The District and MCFA will join in formation of a committee, along with representatives of CSEA, if it agrees, to study the funding of future retiree health benefits. The committee will consist of an equal number of management and bargaining unit representatives. The committee will recommend the retention of an actuary at the District's expense to provide an estimate of the annual cost of funding such benefits. The committee will convene at the beginning of the 1992-93 school year and make non-binding recommendations based thereon to the parties.

DISTANCE LEARNING COMMITTEE  
SIDE LETTER - E

The District and MCFA have agreed to work together in formulating guidelines, procedures, and timelines related to Distance Learning. It is further agreed that a subcommittee of representatives from MCFA and MCCD will meet to develop recommendations related to Distance Learning issues outside the formal negotiation process in the spring of 2000. In the meantime, mutually accepted agreements will continue to be developed between the individual instructor and the Office of Instruction.

