

AGREEMENT

between

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

and

CITRUS COMMUNITY COLLEGE DISTRICT

July 1, 2006 through December 31, 2008

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ARTICLE 1 – AGREEMENT

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

ARTICLE 2 – RECOGNITION

1. The Citrus Community College District hereby confirms its recognition of the Citrus College Adjunct Faculty Federation, which is a chapter of Local 6352, and is affiliated with the American Federation of Teachers, as the exclusive representative for the following academic unit.
2. Included: All academic part-time faculty teaching credit classes, counselors, librarians, “walk-on” head coaches and lab supervisors employed for 60% or less of a full-time load.
3. Excluded: All full-time regular faculty (teaching regular load or overload), contract faculty (teaching regular load or overload), noncredit instructors, substitutes, all management (performing a regular assignment or teaching overload), classified supervisors (performing regular assignment or teaching overload), confidential employees (performing regular assignment or teaching overload), Child Development Center permit teachers, specialists, and nurses, and all other non-academic personnel.
4. The Union and the District agree that this represents the appropriate unit. The Union and the District shall have the right to seek unit clarification by PERB proceedings on any new titles not specified in the above unit description. Nothing agreed to herein will prevent adjustments to the unit to be made upon mutual agreement of the District and the Union.
5. Disputes concerning this Article are not subject to the grievance provisions of this contract.

ARTICLE 3 – BOARD’S RIGHTS

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

ARTICLE 4 – UNION RIGHTS

Institutional Facilities

1. The Union shall have the right to use institutional bulletin boards, mailboxes, telephone voice mail, and email to distribute organizational messages and material to its Unit Members.
 - A. Union literature distributed through the District mail system shall identify the Union as sender and shall be dated.
 - B. The superintendent/president shall be included on the distribution list for all materials for faculty-wide distribution through the District's mailbox, voice mail, or email systems. Notice to the superintendent/president shall not be interpreted in a manner that infringes upon a Unit Member's free speech rights under the First Amendment to the U.S. Constitution.
2. The Union shall have the right to use institutional facilities subject to reasonable regulation by the District, for the purposes of conducting Union business. Access to, and use of, institutional facilities shall be subject to availability in accordance with site scheduling and reservation procedures.
3. Use or access to institutional bulletin boards, mailboxes, and facilities by the Union shall not interfere with or interrupt District operations, classroom activities, or the scheduled duties of employees. District supplies and materials shall not be used for organizational purposes. In cases of use or access that will result in costs to the District, the Union shall reimburse the District for such use or access.
4. The District will provide the Union with an official mailbox.

Information to Citrus College Adjunct Faculty Federation, Local 6352

5. By the fourth Monday of each semester, the District shall furnish the Union, without charge, a list of names and assignments for those Unit Members then currently employed.
6. By the fourth Monday of each semester, the District shall furnish the Union with a list of names, home addresses and telephone numbers of currently employed Unit Members, except for those Unit Members who have requested that such information not be disclosed.
7. The District shall provide to the Union the agenda for each meeting of the Board of Trustees, together with all available supporting documents that are not exempt from public disclosure under the California Public Records Act. Documents provided to the Union are those documents provided to all other members of the public, some of which may be available at the meeting. The agenda shall be placed in the Union's campus mailbox at the same time the agenda is placed in the mailboxes for all other individuals/groups on campus.

8. The District will furnish new Unit Members a copy of this Agreement when they are hired.

Protection for Union Activity

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

Labor/Management Meetings

10. Upon request of either party, the parties shall meet up to twice per month for labor/management meetings.

ARTICLE 5 – ORGANIZATIONAL SECURITY

1. Except as expressly exempted herein, all bargaining unit employees who do not maintain membership in the Union are required as a condition of continued employment to pay service fees to the Union.
2. The Union has the exclusive right to have employee organization membership dues and service fees deducted by the District from the wages or salary of employees in the bargaining unit in accordance with the provisions of this Article.
3. The District will implement automatic payroll deductions for all current bargaining unit employees in accordance with the District's procedures and the Union's dues and service fees schedule or payments to a designated charitable fund in lieu of service fees in case of an employee's bonafide religious objection. Payroll deductions shall be processed in accordance with standard District operating procedures from the first day of the month following 45 calendar days after receipt by the District of the written notice as provided in Section 1. The District will implement automatic payroll deductions for new bargaining unit employees upon employment.
4. The Union may specify a change in the amount of the dues or service fees provided an authorized Union officer submits a written notice to the District for such adjustment. Revised payroll deductions will be processed in accordance with standard District operating procedures from the first day of the month following 45 calendar days after receipt by the District of the Union's written notice for adjustments.
5. The District shall, without charge, transmit to the Union the sums deducted under this Article, except that the District shall transmit to a designated charitable organization sums deducted in lieu of service fees in the case of an employee's bonafide religious objection.
6. An employee who has a bonafide religious objection, as defined by Government Code section 3546.3 to the payment of service fees in support of an "employee organization," as defined in Government Code section 3540.1(d), shall not be required to join, maintain membership in, or pay dues or service fees required as a condition of employment. However, such employee shall be required, in lieu of service fees required by this Article, to pay sums equal to such service fees to any one of the following three designated non-religious, non-labor, charitable funds exempt from taxation under section 501(c)(3) of Title 26 of the United States Internal Revenue Code:
 - A. Citrus College Foundation Scholarship Program
 - B. Citrus College Foundation
 - C. House of Ruth, Claremont

7. Any employee claiming this religious exemption shall, as a condition of continued employment, furnish to the Union and to the District a written statement of objection along with verifiable evidence of membership in a religious body whose traditional tenets of teachings set forth objections to joining or financially supporting employee organizations.
8. The Union shall establish internal complaint procedures for resolving issues such as the appropriateness of service fees. It shall be the sole responsibility of the Union to resolve such complaints, and it is the expressed intent of the parties that any such dispute or claim shall be specifically excluded from the grievance procedure as provided in this Agreement.
9. The Union agrees to indemnify and financially hold harmless the District, its Governing Board, officers and administrators against any and all claims, demands, costs, lawsuits, including attorney fees incurred in defending said persons or District, or any other form of liability or expense, including but not limited to, all court or administrative costs, that may arise out of or by reason of action taken by the District for the purpose of complying with this Article.

ARTICLE 6 – ASSIGNMENT AND SCHEDULING

1. The District agrees to use a form to solicit interest and availability from adjunct faculty for future assignments.
2. Assignments will be made as early as possible.
3. Whenever possible, names of those adjunct faculty members who are assigned will be printed in the class schedule and on the online class schedule.
4. The load of an adjunct faculty member will not exceed 60% without approval from the Board of Trustees.
5. A full-time faculty member may bump the assignment of an adjunct faculty member only if the class or classes are needed to fill out his/her full-time teaching load.
6. When scheduling adjunct assignments, the management supervisor shall consider the adjunct faculty member's successful prior performance at Citrus College, qualifications, preparation in the discipline, and skills required for the assignment.
7. Adjunct faculty are employed on a temporary basis from term to term and the District shall retain all customary and usual rights, powers, functions, and authority with respect to the employment, assignment, retention, and/or termination of temporary faculty members to the full extent of the law.

ARTICLE 7 – PERSONNEL FILES

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

ARTICLE 8 – EVALUATIONS

1. Unit Members will be evaluated once during their first semester of service and at least once every six semesters thereafter (*Appendix A - Performance Evaluation - Instructor; Appendix B - Performance Evaluation - Counselor; Appendix C - Performance Evaluation - Librarian; Appendix D - Performance Evaluation - Walk-on Head Coach*).
2. For teaching faculty, evaluation visits shall not be conducted during the first class meeting or the last two class meetings. For non-teaching faculty, evaluations shall not be conducted during the first week or last two weeks of the semester.
3. Unit Members will be given advance notice of the evaluation criteria, identity of the evaluator, and a two-week time span during which the evaluation will be conducted.
4. Either at the request of the immediate management supervisor or on a voluntary basis, the Unit Member will submit a Professional Growth Report to be included and filed with the evaluation (*Appendix E - Professional Growth Report*).
5. The Unit Member's immediate management supervisor shall ensure that each Unit Member is evaluated as provided in this Agreement. As required by Education Code Section 87663(c), Unit Member evaluations shall include a peer review process.
 - A. A full-time faculty member within the Unit Member's division shall perform one of the following peer review options as a part of the Unit Member's evaluation:
 - 1) Classroom, library or counseling observation of student contact activities for at least forty (40) minutes; or
 - 2) Review of course documents, including but not limited to, the class syllabus, handouts, tests, quizzes and/or lesson plans.
 - B. If a full-time faculty member from within the Unit Member's division is not available to perform the peer review, the District and the Union shall agree upon an ad hoc process to select an evaluator to perform the peer review for that individual evaluatee. Such ad hoc process shall not be a binding precedent for selecting evaluators for other Unit Members. Should an adjunct faculty member serve as the peer review evaluator, he or she shall be compensated for one hour at his or her lecture hourly rate.
6. All evaluations shall result in an overall performance rating of "superior", "satisfactory" or "unsatisfactory."
7. There may be a student component included in the evaluation (*Appendix F - Performance Evaluation - Student*).

8. Within two weeks after all evaluation components have been completed, the immediate management supervisor shall contact the Unit Member to schedule a conference date and time to discuss the results of the evaluation.
9. The Unit Member's immediate management supervisor shall prepare the final evaluation report which shall include the peer review report, the observation report of the immediate management supervisor (if any), and a summary of student evaluations (if any).
10. Once an evaluation review conference has occurred, a copy of the evaluation shall be given to the Unit Member, and the original signed evaluation will be kept in the Unit Member's personnel file. The Unit Member's signature shall indicate receipt of a copy of the evaluation, but not necessarily agreement with any conclusions therein.
11. A Unit Member who has received two superior and/or satisfactory evaluations and who subsequently receives an unsatisfactory evaluation shall have the right to receive a reevaluation the following semester in the event they are assigned a class.
12. Each Unit Member shall submit to his or her immediate management supervisor a syllabus for each teaching assignment no later than two weeks into the term, regardless of whether they are to be evaluated that term. The District shall inform the Unit Member before their first class session of their responsibility to comply with this request.

ARTICLE 9 – LEAVES

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

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

ARTICLE 10 – SALARY

1. Adjunct faculty salaries are implemented in accordance with the Adjunct Faculty Salary Schedule and all the terms included on the schedule (*Appendix G - Salary Schedule - Effective February 19, 2008; Appendix H - Salary Schedule - Effective June 23, 2008; Appendix I - Lab Supervisor Salary Schedule - Effective February 19, 2008; Appendix J - Lab Supervisor Salary Schedule - Effective June 23, 2008; Appendix K - Walk-on Head Coach Salary Schedule - Effective February 19, 2008; Appendix L - Walk-on Head Coach Salary Schedule - Effective June 23, 2008*).
2. Units counted toward advancement on the salary schedule must be graduate units earned at an institution accredited by one of the regional associations such as, Western Association of Schools and Colleges. Undergraduate units, which have been given prior approval by the appropriate vice president, may also be counted toward advancement. Graduate units earned at foreign colleges or universities must be approved in advance by the appropriate vice president. Foreign transcripts must be translated and evaluated for equivalency by a bonafide U.S. evaluation service.
3. Unit Members who plan to advance from one salary classification (column) to another must notify the Human Resources Office at the time the advancement is to become effective. The salary will not be changed until all units claimed for the change are officially verified. A change will be made in salary advancement due to the accumulation of units on the first of the month following verification.
4. It is the responsibility of the Unit Member to notify the Human Resources Office of any error in placement on the salary schedule. Errors in salary placement or payment(s) discovered either by the Unit Member or by the District will be corrected. The recovery of any underpayment or overpayment of funds shall be made as permitted by law.
5. Each Unit Member shall be granted one increment (one step) on the Adjunct Faculty Salary Schedule for each year of satisfactory service until the maximum number of increments (steps) is reached. Satisfactory service shall be defined as having received no evaluation less than “satisfactory” during the year of service.
6. Whenever, for any cause, the work of a Unit Member is designated as “unsatisfactory” on the Unit Member’s evaluation, class (column) or step increments may be withheld until improvement is effected.
7. In moving from any salary class (column) to another, a Unit Member may not advance more than once each year. In moving from any salary step to another, a Unit Member may not advance more than once each year.
8. The District shall pay the administrative costs associated with direct deposit of pay warrants to all participating financial institutions for all Unit Members who elect to subscribe to such service. The District shall not be responsible for errors or missed

deadlines that might occur between the Los Angeles County Office of Education and the employee's financial institution. If an error occurs, the District will assist the employee in getting the direct deposit error corrected.

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

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

10. Salary Schedules shall be as follows:
 - A. Effective February 19, 2008, Salary Schedules in Appendices H through L of the 2003-2006 Agreement shall be increased by 12.98%.
 - B. Effective June 23, 2008, Salary Schedules, as enhanced in updated Appendices H through L (as reflected in 10.A. above) shall be increased by 1.55%.
11. Any remaining undisbursed funds shall be used in accordance with the guidelines from the California Community Colleges Chancellor's Office.
12. Effective June 23, 2008, eliminate Step 1 of Appendix H (as reflected in 10.A. above) and renumber the remaining sections as 1 through 6.
13. The Lecture Hour Equivalent (LHE) conversion will be implemented beginning with the first semester scheduled after the enrollment at the District reaches 12,347 FTES, as measured at P-2:
 - A. At the time this section is effective, all the "Lab Rate" columns/steps shall be removed from the Salary Schedule referenced in Section 10, B. above, and the Lecture/Lab LHE Factors shall be implemented as Appendix M.

ARTICLE 11 – OFFICE HOURS

1. For Fall and Spring semesters, effective Fall 2008, unit members shall hold office hours for students one-half hour each week.
2. Unit members shall list such office hours on their syllabi.

ARTICLE 12 – MEDICAL BENEFITS

1. The District will allocate a portion of the available State Equity Funds to fund a Medical Benefits Program for adjunct faculty as long as state equity funds continue to be available. Half of the allocation is to be used for the fall semester and half for the spring semester. When the allotment has been exhausted, medical benefits reimbursement will no longer be funded. This reimbursement will be on a first come-first served basis.
2. Unit Members are eligible to participate in the Medical Benefits Program if they:
 - A. have a faculty assignment equal to or at least a 40% load during each semester of their participation; and,
 - B. have had faculty assignments at the District for at least three full semesters prior to the first semester of their participation.
3. The District will reimburse the Unit Member up to \$500 per semester for the cost of medical benefits with appropriate application and verification. The application must be submitted to the District on or before June 30 to qualify for reimbursement for the immediately preceding Fall and Spring semesters.
4. Printed materials will be provided each Unit Member describing the procedures for medical benefits reimbursement.
5. The District agrees to request reimbursement from the State's "Part-Time Faculty Health Insurance Benefits Fund" and to put those reimbursement dollars back into this Adjunct Faculty Medical Benefits Program.

ARTICLE 13 – WORKING CONDITIONS

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

ARTICLE 14 – NON-DISCRIMINATION

The District and the Union agree to cooperate in a policy of non-discrimination against employees and students. The District shall not discriminate against any employee with regard to race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS) or mental disability, sexual orientation, gender identity and/or expression, or military status as a Vietnam-era veteran.

1. Sexual harassment shall be considered discrimination under this Article.
2. Disciplinary action will be taken against any employee who engages in any activity prohibited under this Article.
3. The District agrees to take corrective action to ensure that such practices are remedied and that such discrimination does not continue. Reprisal against adjunct faculty serving as witnesses is prohibited.
4. Any charges by a Unit Member of discrimination relating to the categories enumerated in this Article will be adjudicated through the District's discrimination complaint procedure and/or the appropriate governmental agency, and shall remain outside any contractual grievance process.

ARTICLE 15 – GRIEVANCE

Definitions

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

Purpose

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

grievance has become moot, or that a party has breached the confidentiality provisions, then such a claim shall, at the option of the District, be considered closed. If the District should choose to refuse to hear a grievance, nothing in this Article shall preclude the aggrieved person from seeking, through appropriate administrative or judicial proceedings, to compel the District to proceed to Level Three.

Procedure

Level One

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

Level Two

12. If the aggrieved person is not satisfied with the disposition of the grievance at Level One, the aggrieved person may file the grievance in writing, on the appropriate District form from the Office of Human Resources, with the appropriate vice president within ten (10) working days following the written, dated decision at Level One.
13. A Level Two meeting will take place between the grievant and the appropriate vice president in an effort to resolve the grievance.
14. A written decision by the appropriate vice president will be provided within ten (10) working days after the Level Two grievance meeting.

Level Three

15. If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within the ten (10) working days, the grievant may file a Level Three grievance with the superintendent/president not more than twenty (20) working days beyond the Level Two meeting.
16. A Level Three meeting will take place between the grievant and the superintendent/president within fifteen (15) working days from the filing of the Level Three grievance.
17. A written decision by the superintendent/president shall be provided within ten (10) working days from the Level Three grievance meeting. The superintendent/president's decision shall be final with no further local avenue of appeal.
18. The exception to this provision is a grievance filed because of action or inaction of the superintendent/president. This grievance will start at Level Two with the superintendent/president. Level Three of this process would then be addressed to the President of the Board of Trustees. The decision by the Board of Trustees shall be final with no further local avenue of appeal.

Miscellaneous

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

ARTICLE 16 – DURATION OF CONTRACT

The term of this Agreement shall be from July 1, 2006, through December 31, 2008. There will be no re-openers during the term of this Agreement.

APPENDICES

Employee Name _____ Campus _____

Division _____ Department _____ Date of Evaluation _____

PART I. Performance Standards

Evaluator appraisals of performance are indicated by the following symbols:

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

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

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

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

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

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

2. Proficiency in written and oral communications.

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

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

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

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

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

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

Rating Comments and recommendations

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating Comments and recommendations

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating Comments and recommendations

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating Comments and recommendations

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating Comments and recommendations

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating Comments and recommendations

- E** _____
- S** _____
- U** _____
- N/A** _____

Employee Name _____ Campus _____

Division _____ Department _____ Date of Evaluation _____

PART I. Performance Standards

Evaluator appraisals of performance are indicated by the following symbols:

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

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

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

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

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

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

2. Proficiency in written and oral communication to students.

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

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

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

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

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

Page 2 Employee Name _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

Employee Name _____ Campus _____

Division _____ Department _____ Date of Evaluation _____

PART I. Performance Standards

Evaluator appraisals of performance are indicated by the following symbols:

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

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

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

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

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

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

2. Proficiency in written and oral communications to students.

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

3. Effective bibliographic instruction, including reference interview techniques.

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

4. Worksite control appropriate to the library environment.

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

Page 2 Employee Name _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

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

Rating **Comments and recommendations**

- E** _____
- S** _____
- U** _____
- N/A** _____

Adjunct Faculty Performance Evaluation Walk-On Head Coach

(Document unavailable)

Appendix D - Performance Evaluation - Walk-On Head Coach

Citrus College **ADJUNCT FACULTY PROFESSIONAL GROWTH REPORT**

NAME: _____ **DISCIPLINE:** _____

SEMESTER: _____ **DEPARTMENT:** _____

PROFESSIONAL RESPONSIBILITIES:

Describe your professional responsibilities at Citrus College

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

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

SERVICE TO CITRUS COLLEGE

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

EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

Describe recent educational activities (i.e., courses taken, degree(s) attained).

ADJUNCT FACULTY PROFESSIONAL GROWTH REPORT

Page 2

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

Describe your recent public or community service activities (i.e., participation in local, state, or national civic organizations and events).

Publications you have recently authored (i.e., books, articles, monographs).

Research you have recently conducted (i.e., basic scientific investigations (both theoretical and applied), educational, relevant problems).

Describe your recent participation in the arts (i.e., recitals, staging, directing, acting, theatrical or dance, productions, exhibitions, or other creative arts).

Describe how you are using your discipline expertise in the commercial/business environment (i.e., employment in the field, facilitating/presenting workshops in a business setting).

Signature

Date

Citrus College

CLASSROOM INSTRUCTION EVALUATION

INSTRUCTIONS

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

SELECT TERM:

FALL WIN SPR SUM

YEAR:

CRN:

		RATING					
		STRONGLY AGREE	AGREE	NO OPINION	DISAGREE	STRONGLY DISAGREE	NOT APPROPRIATE
		1	2	3	4	5	6
1.	My reading ability was adequate for this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	My writing ability was adequate for this course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	I was rarely absent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	My grades in this class reflect the level of my effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The instructor came to class prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The instructor explained the material clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The instructor listened and communicated effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The instructor was well informed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	The instructor stressed understanding as well as facts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	The instructor checked to see if students understood the material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	The instructor's system of grading was fair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	The instructor was open to viewpoints other than his/her own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The instructor encouraged questions and discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	The instructor stimulated interest in the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	The instructor was available for consultation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The instructor met the class regularly/made good use of instructional time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	The instructor set and maintained high standards of achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	The instructor was enthusiastic in his/her classroom presentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	The required reading was a meaningful part of the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	The writing assignments have been useful learning experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	The exams were fair and understandable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	The course syllabus (outline) was clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	This course was well organized, understandable and effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CITRUS COMMUNITY COLLEGE DISTRICT
Adjunct Faculty Salary Schedule (including intersession)
SPRING 2008

STEP	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356		Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree		Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree		Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree	
	CLASS I		CLASS II		CLASS III		CLASS IV	
	LEC	LAB	LEC	LAB	LEC	LAB	LEC	LAB
1	\$1,009	\$757	\$1,061	\$795	\$1,112	\$830	\$1,165	\$874
2	\$1,009	\$757	\$1,061	\$795	\$1,112	\$830	\$1,165	\$874
3	\$1,009	\$757	\$1,061	\$795	\$1,112	\$830	\$1,165	\$874
4	\$1,009	\$757	\$1,061	\$795	\$1,112	\$830	\$1,165	\$874
5	\$1,009	\$757	\$1,061	\$795	\$1,112	\$830	\$1,165	\$874
6	\$1,056	\$791	\$1,103	\$828	\$1,160	\$869	\$1,215	\$909
7	\$1,102	\$826	\$1,156	\$863	\$1,211	\$907	\$1,261	\$946

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitutes \$44.21

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

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

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

Effective February 19, 2008

Appendix G - Salary Schedule - Effective February 19, 2008

CITRUS COMMUNITY COLLEGE DISTRICT
Adjunct Faculty Salary Schedule (including intersession)
2008

STEP	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356		Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree		Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree		Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree	
	CLASS I		CLASS II		CLASS III		CLASS IV	
	LEC	LAB	LEC	LAB	LEC	LAB	LEC	LAB
1	\$1,025	\$769	\$1,077	\$807	\$1,129	\$843	\$1,183	\$888
2	\$1,025	\$769	\$1,077	\$807	\$1,129	\$843	\$1,183	\$888
3	\$1,025	\$769	\$1,077	\$807	\$1,129	\$843	\$1,183	\$888
4	\$1,025	\$769	\$1,077	\$807	\$1,129	\$843	\$1,183	\$888
5	\$1,072	\$803	\$1,120	\$841	\$1,178	\$882	\$1,234	\$923
6	\$1,119	\$839	\$1,174	\$876	\$1,230	\$921	\$1,281	\$961

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitutes \$44.90

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

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

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

Effective June 23, 2008

Appendix H - Salary Schedule - Effective June 23, 2008

CITRUS COMMUNITY COLLEGE DISTRICT
Lab Supervisor Salary Schedule
for Part-Time Faculty (including intersession)
SPRING 2008

	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	\$27.26	\$29.00	\$30.74	\$32.50
2	\$28.84	\$30.61	\$32.33	\$34.07
3	\$30.43	\$32.19	\$33.92	\$35.68

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

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

Effective February 19, 2008

Appendix I - Lab Supervisor Salary Schedule - Effective February 19, 2008

CITRUS COMMUNITY COLLEGE DISTRICT
Lab Supervisor Salary Schedule
for Part-Time Faculty (including intersession)
2008

	LIFE Credential OR Minimum Qualifications as defined by Education Code Sections 87355 and 87356	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	\$27.68	\$29.45	\$31.22	\$33.00
2	\$29.29	\$31.08	\$32.83	\$34.60
3	\$30.90	\$32.69	\$34.45	\$36.23

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

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

Effective June 23, 2008

Appendix J - Lab Supervisor Salary Schedule - Effective June 23, 2008

CITRUS COMMUNITY COLLEGE DISTRICT
Adjunct Walk-On Head Coach
Salary Schedule
SPRING 2008

	Bachelor's Degree or Special Credential	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	\$7,903	\$8,130	\$8,349	\$8,575
2	\$8,105	\$8,330	\$8,556	\$8,779
3	\$8,301	\$8,533	\$8,758	\$8,980

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

Effective February 19, 2008

Appendix K - Walk-On Head Coach Salary Schedule - Effective February 19, 2008

CITRUS COMMUNITY COLLEGE DISTRICT
Adjunct Walk-On Head Coach
Salary Schedule
2008

	Bachelor's Degree or Special Credential	Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree	Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree
STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	\$8,025	\$8,256	\$8,478	\$8,708
2	\$8,231	\$8,459	\$8,689	\$8,915
3	\$8,430	\$8,665	\$8,894	\$9,119

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

Effective June 23, 2008

Appendix L - Walk-On Head Coach Salary Schedule - Effective June 23, 2008

CITRUS COMMUNITY COLLEGE DISTRICT
Faculty Lecture Lab LHE Factors

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

Appendix M - Faculty Lecture Lab LHE Factors

APPROVALS

APPROVED

By: Edward Ostett Date: 5/27/08
President, Board of Trustees
Citrus Community College District

By: Sandra Lindaefer Date: 5/27/08
Chief Negotiator for Board of Trustees
Citrus Community College District

By: [Signature] Date: 5/27/08
President
(ADFAC)/AFT Local 6352

By: Peter Q. Nguyen Date: 5/27/08
Chief Negotiator
(ADFAC)/AFT Local 6352

Approved by the Board of Trustees
Citrus Community College District Date: 5/27/08

Ratified by the (ADFAC)/AFT
Local 6352 Date: May 23, 2008

Collective Bargaining Contract between Citrus Community College District and (ADFAC)/AFT Local 6352 --
January 1, 2006 through December 31, 2008.