10-12-1983

Los Angeles Community College District Board of Trustees and American Federation of Teachers College Guild, American Federation of Teachers, AFL-CIO, Local 1521 (1983)
Los Angeles Community College District Board of Trustees and American Federation of Teachers College Guild, American Federation of Teachers, AFL-CIO, Local 1521 (1983)

Keywords
collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

Comments
This digital collection is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial, educational use, only.

This article is available at DigitalCommons@ILR: https://digitalcommons.ilr.cornell.edu/blscontracts2/216
AGREEMENT

Between the

LOS ANGELES COMMUNITY COLLEGE DISTRICT

And the

AMERICAN FEDERATION OF TEACHERS COLLEGE GUILD
LOCAL 1521, CFT / AFT, AFL / CIO

October 12, 1983 through October 12, 1986
The officially executed agreement between the District and the AFT is on file in the Office of Staff Relations of the District and in the office of the AFT College Guild. This copy is provided for personnel use only. All official rulings and interpretations shall be made from the officially executed document.

CREDITS
Layout Design by Jim Hardesty
Printing by the Los Angeles Trade Technical College Printing Department
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Preamble</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Exclusive Representative</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>The Certificated Unit</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Academic Freedom</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Non-Discrimination</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>General Provisions</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>Board of Trustees' Rights and Responsibilities</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>AFT Rights</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>Work Environment</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>Calendar</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>Holidays and Vacation Days</td>
<td>7</td>
</tr>
<tr>
<td>12</td>
<td>Class Size</td>
<td>9</td>
</tr>
<tr>
<td>13</td>
<td>Assignments, Additional</td>
<td>11</td>
</tr>
<tr>
<td>14</td>
<td>Assignment and Load</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>Summer Session Assignment</td>
<td>24</td>
</tr>
<tr>
<td>16</td>
<td>Retention and Seniority, Hourly Rate</td>
<td>32</td>
</tr>
<tr>
<td>17</td>
<td>Department/Division/Cluster Chairs &amp; Departments</td>
<td>35</td>
</tr>
<tr>
<td>18</td>
<td>Reassigned Time</td>
<td>39</td>
</tr>
<tr>
<td>19</td>
<td>Evaluation</td>
<td>40</td>
</tr>
<tr>
<td>20</td>
<td>Resignations</td>
<td>48</td>
</tr>
<tr>
<td>21</td>
<td>Reappointment Rights</td>
<td>50</td>
</tr>
<tr>
<td>22</td>
<td>Retirement</td>
<td>50</td>
</tr>
<tr>
<td>23</td>
<td>Professional Growth</td>
<td>51</td>
</tr>
<tr>
<td>24</td>
<td>Personnel Files</td>
<td>52</td>
</tr>
<tr>
<td>25</td>
<td>Leaves</td>
<td>53</td>
</tr>
<tr>
<td>26</td>
<td>District Life Insurance Group Coverage</td>
<td>88</td>
</tr>
<tr>
<td>27</td>
<td>Hospital-Medical, Dental, Vision Group Coverage</td>
<td>92</td>
</tr>
<tr>
<td>28</td>
<td>Grievance Procedure</td>
<td>101</td>
</tr>
<tr>
<td>29</td>
<td>Salary</td>
<td>107</td>
</tr>
<tr>
<td>30</td>
<td>Wage-Step Placement</td>
<td>108</td>
</tr>
<tr>
<td>31</td>
<td>Column Placement</td>
<td>111</td>
</tr>
<tr>
<td>32</td>
<td>Committees</td>
<td>111</td>
</tr>
<tr>
<td>33</td>
<td>Replacement</td>
<td>111</td>
</tr>
<tr>
<td>34</td>
<td>Transfers</td>
<td>112</td>
</tr>
<tr>
<td>35</td>
<td>Reassignment</td>
<td>116</td>
</tr>
<tr>
<td>36</td>
<td>Employee Assistance Program</td>
<td>117</td>
</tr>
<tr>
<td>37</td>
<td>Agency Shop</td>
<td>117</td>
</tr>
<tr>
<td>38</td>
<td>Agreement Conditions and Duration</td>
<td>119</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>Calendars</td>
<td>120</td>
</tr>
<tr>
<td>APPENDIX B</td>
<td>Salary Schedules</td>
<td>123</td>
</tr>
<tr>
<td>APPENDIX C</td>
<td>Evaluation Forms</td>
<td>126</td>
</tr>
<tr>
<td>APPENDIX D</td>
<td>Employee Grievance Form</td>
<td>142</td>
</tr>
<tr>
<td>APPENDIX E</td>
<td>Fields of Instruction</td>
<td>143</td>
</tr>
<tr>
<td>APPENDIX F</td>
<td>Definitions</td>
<td>145</td>
</tr>
</tbody>
</table>
ARTICLE 1, PREAMBLE
The Los Angeles Community College District Board of Trustees (hereafter referred to as the Board) and the American Federation of Teachers College Guild, Local 1521, AFT/AFL-CIO, (hereafter referred to as the AFT) hereby enter this agreement in a spirit of mutual commitment to the enhanced welfare, excellence and prestige of the Los Angeles Community College District (hereafter referred to as the District) and join in dedication to the students and community we are pledged to serve.

ARTICLE 2, EXCLUSIVE REPRESENTATIVE
The Board of Trustees hereby recognizes that the AFT was certified by the Public Employment Relations Board as the exclusive representative for the certificated unit in accordance with the California Educational Employment Relations Act, Government Code Section 3540-3549.3.

ARTICLE 3, THE CERTIFICATED UNIT
The Certificated Unit shall include all full-time and part-time certificated employees including, but not limited to, those listed below and all substitute and other personnel who serve more than twenty consecutive working days during an academic year. The Certificated Unit may be modified in accordance with the rules and regulations of PERB. Any such approved modification automatically becomes a part of this Agreement.

0403 Consulting Instructor
0407 Consulting Instructor (SFP)
0467 Nurse
0561 Director, Child Development Ctr.
0563 Director, Child Development Ctr., Part-Time
0573 Child Development Ctr Tchr
0575 Child Development Ctr Tchr, Sub
0577 Child Development Ctr Tchr (intermittent)
0579 Child Development Ctr Tchr, Part-Time
0706 Counselor
0707 Instr-Advisor
0708 Counselor
0709 Instr
0711 Department Chairman
0715 Counselor (SFP)
0716 Counselor (SFP)
0719 Instr-Advisor (SFP)
0720 Instr-Advisor (SFP)
0722 Instr, Ltd Project (Summer)
0725 Counselor, Pre-School
0726 Counselor, Pre-School

Article 3
<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>0729</td>
<td>Instr, Pre-School Coaching</td>
</tr>
<tr>
<td>0730</td>
<td>Librarian</td>
</tr>
<tr>
<td>0741</td>
<td>Instr</td>
</tr>
<tr>
<td>0745</td>
<td>Instr, Admin Intern</td>
</tr>
<tr>
<td>0749</td>
<td>Instr (SFP)</td>
</tr>
<tr>
<td>0750</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>0753</td>
<td>Instr (Special Assign)</td>
</tr>
<tr>
<td>0759</td>
<td>Instr (Special Assign) (SFP)</td>
</tr>
<tr>
<td>0760</td>
<td>Counselor Sub, Half-Day Rate</td>
</tr>
<tr>
<td>0761</td>
<td>Counselor Sub, Full-Day Rate</td>
</tr>
<tr>
<td>0762</td>
<td>Counselor Sub, Half-Day Rate (SFP)</td>
</tr>
<tr>
<td>0763</td>
<td>Counselor Sub, Full-Day Rate (SFP)</td>
</tr>
<tr>
<td>0773</td>
<td>Instr, Sub, Half-Day Rate</td>
</tr>
<tr>
<td>0777</td>
<td>Instr, Sub, Full-Day Rate</td>
</tr>
<tr>
<td>0781</td>
<td>Counselor, Sub, Half-Day Rate</td>
</tr>
<tr>
<td>0782</td>
<td>Counselor, Sub, Full-Day Rate</td>
</tr>
<tr>
<td>0783</td>
<td>Counselor, Sub, Half-Day Rate (SFP)</td>
</tr>
<tr>
<td>0784</td>
<td>Counselor, Sub, Full-Day Rate (SFP)</td>
</tr>
<tr>
<td>0786</td>
<td>Librarian, Sub, Half-Day Rate</td>
</tr>
<tr>
<td>0787</td>
<td>Librarian, Sub, Full-Day Rate</td>
</tr>
<tr>
<td>0791</td>
<td>Nurse, Sub, Half-Day Rate</td>
</tr>
<tr>
<td>0792</td>
<td>Nurse, Sub, Full-Day Rate</td>
</tr>
<tr>
<td>0798</td>
<td>Department Chairman, B</td>
</tr>
<tr>
<td>0806</td>
<td>Instr, (Spec Assignment) Hourly Rate, Sub</td>
</tr>
<tr>
<td>0807</td>
<td>Instr, (Spec Assignment) Hourly Rate (SFP) Sub</td>
</tr>
<tr>
<td>0808</td>
<td>Instr, (Spec Assignment) Hourly Rate (SFP)</td>
</tr>
<tr>
<td>0809</td>
<td>Instr, (Spec Assignment) Hourly Rate (SFP)</td>
</tr>
<tr>
<td>0811</td>
<td>Instr, Hourly Rate</td>
</tr>
<tr>
<td>0814</td>
<td>Instr, Hourly Rate (Summer)</td>
</tr>
<tr>
<td>0816</td>
<td>Instr, Hourly Rate Sub</td>
</tr>
<tr>
<td>0819</td>
<td>Instr, Hourly Rate, SFP</td>
</tr>
<tr>
<td>0826</td>
<td>Instr, Hourly Rate, Sub (SFP)</td>
</tr>
<tr>
<td>0830</td>
<td>Counselor, Hourly Rate</td>
</tr>
<tr>
<td>0832</td>
<td>Counselor, Hourly Rate, Sub</td>
</tr>
<tr>
<td>0834</td>
<td>Counselor, Hourly Rate, SFP</td>
</tr>
<tr>
<td>0836</td>
<td>Counselor, Hourly Rate, Sub (SFP)</td>
</tr>
<tr>
<td>0838</td>
<td>Department Chairman, Hourly Rate</td>
</tr>
<tr>
<td>0839</td>
<td>Dept Chairman, Hourly Rate, Sub</td>
</tr>
<tr>
<td>0840</td>
<td>Instr-Advisor, Hourly Rate</td>
</tr>
<tr>
<td>0842</td>
<td>Instr-Advisor, Hourly Rate, Sub</td>
</tr>
<tr>
<td>0844</td>
<td>Instr-Advisor, Hourly Rate (SFP)</td>
</tr>
<tr>
<td>0846</td>
<td>Instr-Advisor, Hourly Rate, Sub (SFP)</td>
</tr>
<tr>
<td>0847</td>
<td>Dept. Chairman, Hourly Rate (SFP)</td>
</tr>
<tr>
<td>0848</td>
<td>Dept. Chairman, Hourly Rate, Sub (SFP)</td>
</tr>
<tr>
<td>0850</td>
<td>Librarian, Hourly Rate</td>
</tr>
<tr>
<td>0852</td>
<td>Librarian, Hourly Rate, Sub</td>
</tr>
<tr>
<td>0854</td>
<td>Librarian, Hourly Rate, (SFP)</td>
</tr>
<tr>
<td>0856</td>
<td>Librarian, Hourly Rate Sub (SFP)</td>
</tr>
<tr>
<td>0860</td>
<td>Nurse, Hourly Rate</td>
</tr>
<tr>
<td>0862</td>
<td>Nurse, Hourly Rate, Sub</td>
</tr>
<tr>
<td>0864</td>
<td>Nurse, Hourly Rate (SFP)</td>
</tr>
<tr>
<td>0866</td>
<td>Nurse, Hourly Rate, Sub (SFP)</td>
</tr>
</tbody>
</table>
ARTICLE 4, ACADEMIC FREEDOM
The Faculty shall have the Academic Freedom to seek the truth and guarantee freedom of learning to the students.

ARTICLE 5, NON-DISCRIMINATION
The Board and the AFT agree not to discriminate against any faculty member on the basis of race, color, creed, national origin, religion, sex, age, sexual preference, political beliefs, political activities, political affiliation, marital status or physical handicap. The Board and the AFT agree to comply with all federal and state laws regarding non-discrimination.

ARTICLE 6, GENERAL PROVISIONS
A. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary and mutual consent of the parties in a written and signed amendment to this Agreement.

B. All public Information of the District shall be made available to the Exclusive Representative upon request. All Information given general distribution to management necessary for the enforcement of the contract shall be provided to AFT upon issuance and/or distribution.

C. The Board shall not discriminate against faculty members or applicants for faculty positions because of their membership in the AFT or because of their exercise of other rights to meeting and negotiating as provided by law.

D. This Agreement shall modify, replace or add to any policies, rules, regulations, or procedures of the Board and the District which shall be contrary to or inconsistent with any provisions of this Agreement. The Board or its representatives shall take no action to adopt or modify any written policy, rule, regulation or procedure governing conditions of employment in effect at the time of this Agreement's execution and which is not superceded by this Agreement without consulting with the AFT in a good faith effort to reach agreement.
E. This Agreement is not intended to modify or replace by any of its terms the right of every faculty member in the bargaining unit under the law. Both parties agree to comply with state and/or Federal laws.

F. In the event that any provisions of this Agreement are or shall be at any time determined to be contrary to law by a court of competent jurisdiction, all other provisions of this Agreement shall continue in effect.

G. Rights and benefits of faculty members as set forth in this Agreement shall be made part of any individual contract of employment when and if issued to any faculty member.

ARTICLE 7, BOARD OF TRUSTEES RIGHTS AND RESPONSIBILITIES

The Board of Trustees of the Los Angeles Community College District has all the customary and usual rights, powers, functions, and authority established in California Government Code Sections 3540-3549.3. Except to the extent limited by the specific and express terms and conditions of this Agreement, the management, direction, supervision (including the right to observe classroom activity after prior notice is given to the instructor), and control of the Los Angeles Community College District operations, working force and facilities are vested in the Board of Trustees. Except to the extent limited by the specific and express terms and conditions of operations and working force; to hire, suspend, transfer, lay off, and to discipline or discharge employees; and the right to require employees to observe written rules and regulations not inconsistent with this Agreement, are all vested in the Board of Trustees of the Los Angeles Community College District.

The Board of Trustees may legally delegate or assign any Board rights or responsibilities to management or to such other official persons, divisions, departments and committees as it shall determine appropriate.

ARTICLE 8, AFT RIGHTS

A. Each member of the AFT shall be entitled to payroll deduction for membership dues to the AFT. Additional deductions shall be remitted by the District in accordance with law or mutual agreement of the parties. Such deductions shall include Tax Shelter Annuities (TSA), COPE, legal defense, and insurance. The AFT shall calculate the amount to be deducted and advise the District of that amount to be withheld in each particular case. Such deductions shall be effectuated as soon as it is administratively feasible.
B. The AFT shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities and equipment provided that such use or access shall not interfere with nor interrupt normal District or campus operations nor shall such use cause an additional or an increased maintenance cost to the District. In cases of use or access that will result in additional costs to the District, arrangements shall be made prior to use for reimbursement to the District by the AFT.

C. The AFT shall be entitled to representatives at all Board meetings and shall be allowed to speak on any item on any agenda in accordance with existing Board Rules. AFT shall be furnished Board agendas and minutes at the same time as such are made available to the public.

D. Subsequent to mutual agreement on the format, copies of this Agreement shall be printed at the shared expense of the parties within thirty (30) days after it becomes effective and a copy distributed by the AFT to each faculty member now employed. The District shall distribute a copy to new employees.

E. Upon written request of AFT, the Board shall furnish to the AFT all available information that is available to the public concerning items affecting the bargaining unit, including but not limited to financial reports and audits, rosters of all personnel, tentative budgetary requirements, allocation of State and Federal funds, student enrollment data, and such other information as will assist the AFT in developing intelligent, accurate, informed, and constructive programs on behalf of the faculty and students, together with information which may be necessary for the AFT to process any grievance or complaint. The Board shall also furnish to the AFT all names, telephone numbers and addresses of employees assigned to the certificated unit.

F. At the close of each pay period, the District shall provide the AFT with a list of all newly employed and newly terminated faculty members. Addresses, telephone numbers and location shall be provided to the AFT by the District as soon as possible.

G. Designated representatives of the Board and the AFT shall meet on a mutually agreed-upon date, place and time at least once every month for the purpose of reviewing the administration of the Agreement in force and attempting to resolve any other problems that may arise. Both parties may
submit an agenda for discussion.

H. The College President, or designee, and the designated campus AFT representative shall meet on a mutually agreed-upon date, place and time at least once a month for the purpose of reviewing the administration of the Agreement articles relating solely to campus matters. Both parties may submit an agenda for discussion.

I. Upon written request of the AFT at least six (6) weeks in advance of the beginning of any semester, the Board shall grant a maximum of 4 FTE, with a maximum of .6 FTE granted to any one individual, of released time with pay as designated by the AFT. Such reduced load privilege is for the purpose of facilitating the AFT's processing of grievances and the implementation of the Agreement.

ARTICLE 9, WORK ENVIRONMENT

A. The District shall make every reasonable effort to provide conditions for a safe and healthy work environment.

B. The District shall provide adequate restrooms, full-time faculty office space and, whenever possible, other comfort facilities, and office space for part-time faculty.

C. The District and the faculty shall conduct all activities on campus in accordance with established health, safety, fire, and applicable OSHA regulations.

D. Each campus shall establish a Work Environment Committee composed of five (5) faculty members designated by the College Academic Senate, two (2) administrators designated by the College President, and a representative of the AFT. The committee shall conduct surveys and make recommendations concerning office space, department student worker time requirements, comfort facilities for faculty (including part-time faculty), and improvements in health, safety, and sanitation. Such recommendations shall be considered for implementation in the development of the annual college budget.

ARTICLE 10, CALENDAR

A. Attached are the calendars for 1983-84, 1984-85, and 1985-86. See Appendix A.

B. Flex Days

1. 1983-84 calendar includes two (2) flex days.

Article 10
2. 1984-85 calendar includes five (5) flex days.
3. 1985-86 calendar includes five (5) flex days.
4. The flex days shall be planned as follows:

a. The Flex Calendar Committee shall consist of one (1) member appointed by AFT, one (1) by the District Senate, a College President and Vice President of Academic Affairs chosen by the District, one (1) student appointed by the Student Trustee, and one (1) District Office Educational Services Representative who shall chair the Committee.

b. The above Committee shall recommend flex day programs and/or activities for the approval of the parties.

c. In the event that this proposal is not approved by the State, the parties shall renegotiate a new flex day proposal while maintaining the same calendar.

ARTICLE 11, HOLIDAYS AND VACATION DAYS


B. Authorized Vacation Days: Friday and Saturday following Thanksgiving, Winter Vacation, Spring Vacation, and at least two other days as indicated on the college calendar.

C. Commemorative Days: The Board and AFT jointly agree to recognize and observe commemorative days for individuals and/or groups who historically have rendered service to humanity. These days shall include Japanese Relocation Memorial Day (February 19), Black American Day (March 5th), Cinco de Mayo (May 5), Warsaw Ghetto Day (May 8), International Women's Day (August 26), and Asian New Year (relocatable). Additional commemorative days may be added to the above list subject to the approval of the Board.

D. Monthly and Hourly Rate Employees (other than substitute)

1. A certificated employee shall receive pay in a regular assignment, or in an assignment in lieu of his/her regular assignment as a temporary consultant, acting employee, or as a substitute in a higher class than...
that of the regular assignment for holidays and vacation days listed in Section A and B and for other holidays or vacation days authorized by the Board for employees on his/her assignment code basis, If:

a. The holiday/vacation day is one of his/her regular assigned days, and

b. He/she has been in paid status during any portion of either the last working day of his/her assignment before the holiday/vacation day or on the first working day of his/her assignment after the holiday/vacation day.

2. Employees on Illness leave on either side of a holiday/vacation day will receive holiday/vacation pay, if eligible, without having the time charged to Illness pay allowances. Employees on sabbatical leave receive the same pay for holidays/vacation days as for working days.

3. Compensatory Time Off: Any certificated employee who agrees to work and is assigned by the College President or Division Head to perform necessary services during a holiday or vacation day will be allowed compensatory time off after the service has been rendered. Such time off must be during the same academic year in which the service was rendered and must be at a time approved by the President or Division Head; no substitute will be provided during the period of compensatory time off for non-classroom employees. Substitutes will be assigned for classroom employees. The employees requested to work by administrator, supervisor or management shall not be entitled to receive cash payment in lieu of taking compensatory time for working on a holiday or vacation day. However, if the employee is not granted compensatory time off prior to the end of the academic year, the employee shall be paid for the service rendered at his/her rate of pay.

E. Substitute Employees: A substitute employee with substitute status only or on leave from regular status to serve as a substitute receives pay for holidays or vacation days if:

1. The holiday/vacation day is one of the assigned days of the regular employee in whose place the substitute is serving, and

2. The substitute employee has status as a substitute on the holidays/vacation days for which salary is received, and
3. For holidays/vacation days of one or two days, the substitute employee must serve as a substitute for the same regular employee on a portion of the last working day of that employee's assignment before the holiday/vacation day and on any portion of the first working day of that employee's assignment after the holiday/vacation day or

4. Holidays or vacation days of more than two days:
   a. For holiday/vacation day pay for the Winter Vacation period, the substitute must have been paid for at least the number of hours corresponding to sixty (60) days within the B, C, or D assignment basis during the current academic year up to and including the last working day prior to the Winter Vacation. The (60) days include pay for holidays/vacation days during the first, second, and third school months, but exclude prospective pay during the fourth school month, whether or not there are working days after the holiday/vacation day.
   b. For the Spring Vacation period, the substitute must have been paid for at least the number of hours corresponding to thirty (30) days from the beginning of the sixth school month up to and including the last working day of the week prior to the Spring Vacation.

F. Change of Status: A substitute who is made probationary or permanent immediately following a holiday or vacation day shall receive holiday/vacation pay at his/her substitute rate if he/she serves as a substitute for a regular employee on the last day of that employee's assignment before the holiday/vacation day or on the first day of his/her own assignment after the holiday/vacation day and the holiday/vacation day is one of his assigned days. For holidays or vacation days of more than two days, payment is based on the requirements listed in E.4. above.

G. All fulltime certificated employees assigned to non-classroom teaching duties may elect, subject to the approval of the College President or Division Head, to take vacation days at a time other than when the vacation day is scheduled. These vacation days must be taken during the period of time such an employee is normally assigned.

ARTICLE 12, CLASS SIZE

A. Each department shall, as a goal, maintain an average class
size of 34 students at the first census.

B. The average class size may be reduced if:

1. State or Federal laws or regulations restrict the teacher-student ratio for all classes offered by the department, or

2. The facilities of the department restrict the size of the classes, or

3. The Chancellor grants an exception based upon the recommendation of the College President or his/her designee.

C. Departments excepted from the average class size under Section 2 shall have their new average class size approved by the College President and provided to the AFT.

D. The President may take such steps as are reasonably necessary to insure compliance with this Article which are not otherwise inconsistent with the terms and conditions of this Agreement.

E. The President or his/her designee shall establish class section enrollment limits in excess of the average class size to insure compliance with this Article.

F. Classes of fourteen (14) or less enrollment may be cancelled prior to the first class meeting. Classes with fourteen (14) or less students in attendance may be cancelled during the first two weeks of the semester. The cancellation(s) shall be done by the Vice President of Academic Affairs or his/her designee after consultation with either the Department Chair or the faculty member involved, whenever possible. Classes of 15 or more students shall not be cancelled due to lack of enrollment. No class shall be cancelled after the first two weeks of the semester except in cases of emergency defined as an act of God, death, or other highly unusual physical situation or calamity.

G. Advanced classes, as determined by mutual agreement of the parties or their designees, may be cancelled prior to the first class meeting if seven (7) or less are enrolled. Advanced classes shall not be cancelled if at least eight (8) students are enrolled at the first class meeting or are attending as of the close of the second week of class meetings.

H. Departments currently meeting or exceeding class size goals have the right to schedule their own classes with consultation with the Vice President of Academic Affairs or his/her
designee. Scheduling in departments not meeting class size goals shall be done with the approval of the Vice President of Academic Affairs or his/her designee.

ARTICLE 13, ASSIGNMENTS, ADDITIONAL

A. An additional assignment is an assignment given to a faculty member in addition to his/her basic assignment.

B. Full-time faculty members may accept or reject the offer of an additional assignment.

C. Additional assignments include, but are not limited to, assignments as a classified employee, an unclassified employee, an hourly rate assignment, a professional expert, a community services employee, or a child development center employee.

D. Pay for additional assignments shall be in accordance with the appropriate District salary schedule for additional assignments.

E. Athletic Coaching

1. Regular (permanent) and contract (probationary) faculty members assigned to Athletic Coaching as Head Coaches or Assistant Coaches shall:

   a. Receive coaching pay as limited by Section E.4. of this Article for ten (10) hours per week for the number of weeks the sport is officially sanctioned during the academic year. The coaching pay is equal to the rate listed on the District's salary schedule for Supplemental Instructors.

   b. Receive Preparation Salary Schedule pay for the number of weekdays, exclusive of holidays, that the sport is officially sanctioned to begin practice prior to the beginning of the academic year.

   c. Have the class that is scheduled for the team sport to be counted as five (5) hours of physical education towards their teaching load for only one semester per academic year for each sport.

2. Head Athletic Coaches who are not regular (permanent) or contract (probationary) faculty members shall, for the period the sport is officially sanctioned to begin practice up to the start of the semester the sport is officially scheduled, be designated as unclassified Athletic Coaches, but shall receive pay equal to their...
hourly rate of pay, for a total of ten (10) hours per week. Upon the start of the semester, said Head Athletic Coaches shall be designated as hourly rate Instructors and shall receive pay for a total of ten (10) hours per week for teaching and coaching physical education intercollegiate sports classes for the number of weeks the sport is officially sanctioned during the academic semester. The hourly rate pay will be in accordance with the District's Hourly Rate Schedule for Part-Time Teaching Employees. Article 14, Section C, does not apply to assignments for teaching and coaching physical education intercollegiate sports classes.

3. Athletic coaches who are not regular (permanent) or contract (probationary) faculty members who are assigned as Assistant Coaches shall receive coaching pay for ten (10) hours per week for intercollegiate athletics for the number of weeks the sport is officially sanctioned to begin practice through the completion of the season. Such coaches serve in unclassified assignments and the salary paid is the amount listed on the District's unclassified salary schedule for Athletic Coaching. Unclassified Assistant Coaches paid in accordance with this section may resolve Article 13, Section E, disputes through Article 28, Grievance Procedure. An unclassified Assistant Coach may not file a grievance over any other term of this Agreement.

4. Athletic coaches shall not receive coaching pay or hourly rate pay for a second coaching assignment if the seasons of the two or more sports the coach is coaching are scheduled during the same calendar period.

5. Each team shall have assigned one Head Coach. Assistant Coaches shall be assigned upon the recommendation of the Head Coach up to but not to exceed the maximum listed below:
   a. Football - four
   b. Basketball - one
   c. Track - one
   d. Baseball - one
   e. Softball - one

6. Coaching and Assistant Coaching assignments are temporary assignments made by the Athletic Director subject to the approval of the College President and may be terminated at any time by the College President. The reason(s) for termination shall be stated in writing.

F. Head Coaches
1. If a campus schedules a men's and women's intercollegiate athletic team in the same sport and all aspects (sanctioned season, practice periods, and competitive schedules) of the teams are the same, the campus may assign one head coach to teach and coach both teams. Such assignment shall be made only with the approval of the College President, Men's Athletic Director, Women's Athletic Director, and the coaches involved.

2. If one person is assigned as the head coach for a men's and women's team in the same sport as indicated above, an assistant coach may be assigned as per the following examples:
   a. Men's and women's cross-country teams that have the exact same schedule for all activities may assign one person as the head coach for both teams and another person as an assistant coach. The cross-country teams are entitled to two coaches, either two head coaches or one head coach and one assistant coach.
   b. Men's and women's track and field teams that have the exact same schedule for all activities may assign one person as the head coach for both teams. Each track and field team is entitled to a head coach as well as an assistant coach equaling four coaches. If one person is assigned as the head coach, the campus may assign three assistant coaches.

3. If one coach is assigned as a head coach for a men's and women's team in the same sport as indicated in F.1. above, the sport shall be counted as a sport for both the men's and women's intercollegiate athletic program. Therefore, a men's and women's team coached by one coach shall count for an athletic director position in both the men's and women's program.

G. Athletic Director

1. Colleges with a men's intercollegiate athletic program of four or more teams are entitled to a men's athletic director who:
   a. Shall receive pay in accordance with Section 5 of this Article.
   b. Have his/her teaching load reduced .4 FTE per week.
2. Colleges with a women's intercollegiate athletic program of four or more teams are entitled to a women's athletic director who:
   a. Shall receive pay in accordance with Section 5 of this Article.
   b. Have his/her teaching load reduced .4 FTE per week.

3. Athletic Directors may also be Athletic Coaches. If such an assignment is made, the Athletic Director shall:
   a. Not be eligible for coaching pay as an Athletic Coach.
   b. Have the athletic team scheduled as part of his/her teaching load.

4. Athletic Director assignments are temporary assignments made by the College President and may be terminated at any time by the College President. The reason(s) for termination shall be stated in writing.

H. Supplementary Pay

The College President may make additional assignments for supplementary pay for activities other than athletics. The supplementary pay rate shall be in accordance with the District's salary schedule for supplementary pay.

I. Additional assignments shall be limited to a maximum of forty (40) hours per pay period which includes Hourly Rate Assignments. Exceptions to the forty hour limit may be made upon request by the College President and approved by the Vice Chancellor, Personnel Services.

J. The parties agree to establish a committee to study and recommend changes relating to coaching assignments. Said changes shall become effective the date approved by the parties.

ARTICLE 14, ASSIGNMENT

A. Assignment, Full Time

1. Teaching Faculty Members. Monthly rate faculty members paid on the Certificated Preparation Salary Schedule who are assigned to full time teaching positions shall render service to the District for 30 hours per week.
exclusive of duty-free mealtimes with discipline teaching hours in accordance with Table A.

2. **Librarians.** Monthly rate Librarians paid on the Certificated Preparation Salary Schedule who are assigned to full time positions shall render service to the District for 30 hours per week exclusive of duty-free mealtimes.

3. **Counselors and Instructor Advisors.** Monthly rate Counselors and Instructor Advisors paid on the Certificated Preparation Salary Schedule who are assigned to full time positions shall render service to the District for 35 hours per week exclusive of duty-free mealtimes.

4. **College Nurses.** Monthly rate College Nurses paid on the Certificated Preparation Salary Schedule who are assigned to full time positions shall render service to the District for 35 hours per week exclusive of duty-free mealtimes.

5. **Consulting Instructors.** Monthly rate Consulting Instructors paid on the Certificated Preparation Salary Schedule who are assigned to full time positions, except those assigned to the Campus Learning Skills Center, shall render service to the District for 35 hours per week exclusive of duty-free mealtimes.

6. **Instructor Special Assignment.** Monthly rate Instructors Special Assignment paid on the Certificated Preparation Salary Schedule who are assigned to full time positions, except those assigned to the Campus Learning Skills Center, shall render service to the District for 35 hours per week exclusive of duty-free mealtimes.

7. **Faculty Members Assigned to Teach in the Campus Learning Skills Center.** Monthly rate faculty members paid on the Certificated Preparation Salary Schedule who are assigned to teach courses scheduled in an individualized mode in the Campus Learning Skills Center shall be 25 hours per week and shall render service to the District for 30 hours per week exclusive of duty-free mealtimes.

8. **Child Development Center Directors and Teachers.** Monthly rate Child Development Center Directors and Teachers paid on the Preparation Salary Schedule for Child Development Centers who are assigned to full time positions shall render service to the District for 35 hours per week exclusive of duty-free mealtimes.
9. **Instructional Television.** Faculty assigned to Instructional Television courses shall be considered a full time assignment. Courses with less than 200 enrollments as of the close of the first week before the beginning of a semester in which the course appears on TV may be cancelled and the teaching assignment terminated. The instructor shall be re-assigned if regular or contract status is held.

B. Assignments, Fractional

Monthly rate employees who are assigned for less than full time shall render service for the number of hours based upon the proportion that their fractional assignment is to a full assignment.

C. Assignments, Hourly Rate

The basic hourly rate assignment shall be seven (7) hours per week or less. The basic hourly rate assignment may be increased to a maximum of sixty percent (60%) of a full assignment per week upon application to the College President by the Department, recommendation of the College President, and approval of the Vice Chancellor of Personnel Services. Faculty members in departments whose teaching assignment is less than fifteen (15) hours per week shall be limited to a maximum of seven (7) hours per week.

D. Assignments, Conditions and/or Exceptions

1. **Traditional Assignment.** A traditional full time assignment shall be served between 7 a.m. and 4 p.m. during a Monday through Friday time span. No faculty member shall be assigned with a teaching break of more than three (3) hours in a given day unless the reasons for such assignment are provided in writing to the employee so assigned.

2. **Non-Traditional Assignment.**
   a. A non-traditional assignment may be served in one of the following manners:
      (1) A full assignment of four days and/or evenings.
      (2) A split assignment requiring both day and evening campus assignments for a full teaching assignment.
      (3) Saturday or Outreach assignments.
4. Traveling teacher assignment - a full assignment which includes more than one campus in the District.

b. If an involuntary non-traditional assignment is made, it shall be made in reverse department/discipline seniority order. No faculty member may be given a second involuntary non-traditional assignment until all other members of the department/discipline have been so assigned.

c. A non-traditional assignment shall not be made unless the reasons for such assignment are provided in writing to the employee being so assigned.

3. Teaching Hours. Effective the Fall 1983 semester the teaching hours assignment of each full-time monthly rate faculty member except those assigned to teach instructional television, or courses offered in an individual study mode shall be the number of hours listed for the discipline in Table A. The teaching hours may be averaged over the life of this Agreement but may never vary by more than a total accumulated sum of three (3) hours. In the event that a faculty member who has a teaching assignment to be averaged over the life of the Agreement falls to have his/her load averaged, he/she may choose to be paid at the hourly salary rate in effect at the conclusion of the Agreement, or upon retirement or separation from service, or extend the averaging into the next Agreement. In the event that a faculty member who has a teaching assignment to be averaged over the life of this Agreement goes on leave, the substitute, if any, may be assigned the teaching hours which would have been assigned to the faculty member on leave.

4. Contract Courses. All faculty members assigned in programs for which the costs are fully or partially paid under contracts between the District and another party shall be assigned in accordance with the provisions of this Article.

5. Teaching Hours in New Disciplines. The teaching hours in disciplines not listed in Table A shall be established as a result of negotiating between the Board and the AFT.

6. Related Duties

a. All monthly rate faculty assigned to teaching duties shall maintain a posted schedule of office
hours per week at a reasonable time for student consultation as indicated below. A copy of the office hours shall be given to the Vice President of Academic Affairs.

Table A

<table>
<thead>
<tr>
<th>Teaching Hours</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 to 15</td>
<td>5</td>
</tr>
<tr>
<td>16</td>
<td>4</td>
</tr>
<tr>
<td>17</td>
<td>3</td>
</tr>
<tr>
<td>18</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>1</td>
</tr>
<tr>
<td>20 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

b. All monthly rate faculty assigned to teaching duties shall be available for student consultation by appointment, upon request by the student.

c. It is the responsibility of all monthly rate faculty assigned under the provision of this Article to be involved in college activities. These activities may include, but are not limited to, curriculum development, sponsorship of co-curricular groups, college or District committee work, faculty meetings, or in-service training or staff development. The responsibility for involvement in college activities and assignments shall not exceed the total hours indicated in Section A of this Article.

d. All faculty shall maintain accurate records of grades, attendance, and class exclusions in accordance with District policy, rules, regulations and procedures.

e. Permanent rosters, grade report forms, and exclusion rosters shall be given to the appropriate college administrator on or before the due dates established by the College President. The due date for the above mentioned rosters and forms shall not be less than eight (8) calendar days after the rosters and forms are distributed to the faculty.

7. **Contract Faculty Members.** Contract faculty members hired from specific eligible lists shall be assigned in their eligible subject fields only.

8. **Regular Faculty Members.** A regular faculty member may be assigned to serve in a discipline other than the one in which such faculty member was hired provided the
9. Only regular faculty members and second year contract
   faculty members shall be eligible for assignment as
   Consulting Instructor or Instructor Special Assignment.

10. Regular faculty members and second year contract facul-
    ty members shall be eligible for assignment as Consult-
    ing Instructor or Instructor Special Assignment in
    Specially Funded Programs.

11. Other faculty members may be initially hired and as-
    signed as Consulting Instructor or Instructor Special
    Assignment in Specially Funded Programs. No faculty
    member so initially hired and assigned shall be granted
    contract status based upon service in such a position.

### TABLE A

**Standard Teaching Hours**

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>Teaching Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>15</td>
</tr>
<tr>
<td>ADMINISTRATION OF JUSTICE</td>
<td>15</td>
</tr>
<tr>
<td>ADMINISTRATIVE HOUSEKEEPING</td>
<td>15</td>
</tr>
<tr>
<td>AFRO-AMERICAN STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>AGRICULTURAL ENGINEERING</td>
<td>18</td>
</tr>
<tr>
<td>AGRICULTURE</td>
<td>18</td>
</tr>
<tr>
<td>AGRICULTURE BUSINESS</td>
<td>18</td>
</tr>
<tr>
<td>AIR COOLED ENGINE PRODUCTS REPAIR</td>
<td>21</td>
</tr>
<tr>
<td>AIR CONDITIONING AND REFRIGERATION</td>
<td>15</td>
</tr>
<tr>
<td>AIR CONDITIONING TECHNIQUES-BASIC</td>
<td>21</td>
</tr>
<tr>
<td>AIR CONDITIONING &amp; REFRIGERATING TECHNOLOGY</td>
<td>21</td>
</tr>
<tr>
<td>REFRIGERATION &amp; AIR CONDITIONING MECHANICS</td>
<td>21</td>
</tr>
<tr>
<td>AIR CONDITIONING/REFRIGERATION-APREN</td>
<td>21</td>
</tr>
<tr>
<td>AIRCRAFT ELECTRONICS TECHNOLOGY</td>
<td>21</td>
</tr>
<tr>
<td>AIRCRAFT PRODUCTION SKILLS</td>
<td>21</td>
</tr>
<tr>
<td>ALCOHOL STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>AMERICAN CULTURAL STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>ANATOMY</td>
<td>15</td>
</tr>
<tr>
<td>ANIMAL HUSBANDRY</td>
<td>18</td>
</tr>
<tr>
<td>ANTHROPOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>ARABIC</td>
<td>15</td>
</tr>
<tr>
<td>ARCHITECTURAL DRAFTING</td>
<td>21</td>
</tr>
<tr>
<td>ARCHITECTURE</td>
<td>15</td>
</tr>
<tr>
<td>ARMENIAN</td>
<td>15</td>
</tr>
<tr>
<td>ART</td>
<td>15</td>
</tr>
<tr>
<td>VOCATIONAL ART FUNDAMENTALS</td>
<td>21</td>
</tr>
<tr>
<td>ASIAN-AMERICAN STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>Program</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>ASTRONOMY</td>
<td>15</td>
</tr>
<tr>
<td>AUTO BODY &amp; FENDER</td>
<td>21</td>
</tr>
<tr>
<td>AUTOMATIC SPRINKLER FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>AUTOMATIC VENDING MACHINE TECHNICIAN</td>
<td>21</td>
</tr>
<tr>
<td>AUTOMOTIVE MECHANICS</td>
<td>21</td>
</tr>
<tr>
<td>AUTOMOTIVE MECHANICS FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>AUTOMOTIVE SERVICE TECHNOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>AUTOMOTIVE SERVICE</td>
<td>21</td>
</tr>
<tr>
<td>AUTOMOTIVE TECHNOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>AVIATION MAINTENANCE TECHNICIAN</td>
<td>21</td>
</tr>
<tr>
<td>BAKING, PROFESSIONAL</td>
<td>21</td>
</tr>
<tr>
<td>BIO-MEDICAL TECHNOLOGY</td>
<td>21</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>BOTANY</td>
<td>15</td>
</tr>
<tr>
<td>BRICKMASONRY</td>
<td>21</td>
</tr>
<tr>
<td>BROADCASTING</td>
<td>15</td>
</tr>
<tr>
<td>BUILDING &amp; GROUNDS MANAGEMENT</td>
<td>21</td>
</tr>
<tr>
<td>BUILDING CONSTRUCTION TECHNIQUES</td>
<td>21</td>
</tr>
<tr>
<td>BUSINESS</td>
<td>15</td>
</tr>
<tr>
<td>BUSINESS DATA PROCESSING</td>
<td>15</td>
</tr>
<tr>
<td>CABINETMAKING FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>CABINETMAKING &amp; MILLWORK</td>
<td>21</td>
</tr>
<tr>
<td>CANCER PROGRAM MANAGEMENT</td>
<td>15</td>
</tr>
<tr>
<td>CARPENTRY</td>
<td>21</td>
</tr>
<tr>
<td>CARPENTRY APPRENTICE</td>
<td>21</td>
</tr>
<tr>
<td>CATERING ARTS</td>
<td>21</td>
</tr>
<tr>
<td>CERAMICS TECHNOLOGY</td>
<td>21</td>
</tr>
<tr>
<td>CHEF TRAINING</td>
<td>21</td>
</tr>
<tr>
<td>CHEF TRAINING FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>CHEMICAL TECHNOLOGY</td>
<td>18</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>15</td>
</tr>
<tr>
<td>CHICANO STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>CHILD DEVELOPMENT</td>
<td>15</td>
</tr>
<tr>
<td>CHINESE</td>
<td>15</td>
</tr>
<tr>
<td>CINEMA</td>
<td>15</td>
</tr>
<tr>
<td>CLOTHING MANUFACTURER'S ASSISTANT</td>
<td>21</td>
</tr>
<tr>
<td>COMMERCIAL ART</td>
<td>21</td>
</tr>
<tr>
<td>COMMUNITY CARE FACILITY MANAGEMENT</td>
<td>15</td>
</tr>
<tr>
<td>COMMUNITY DEVELOPMENT</td>
<td>15</td>
</tr>
<tr>
<td>COMPUTER MAINTENANCE TECHNICIAN</td>
<td>21</td>
</tr>
<tr>
<td>COMPUTER SCIENCE-INFORMATION TECHNOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>COMPUTER TECHNOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>CONSUMER STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>COOK, ASSISTANT</td>
<td>21</td>
</tr>
<tr>
<td>COOKING, INSTITUTIONAL</td>
<td>21</td>
</tr>
<tr>
<td>COOPERATIVE EDUCATION</td>
<td>21</td>
</tr>
<tr>
<td>CORRECTIONS</td>
<td>15</td>
</tr>
<tr>
<td>COSMETOLOGY</td>
<td>21</td>
</tr>
<tr>
<td>DAIRY HUSBANDRY</td>
<td>18</td>
</tr>
<tr>
<td>DENTAL ASSISTING</td>
<td>18</td>
</tr>
<tr>
<td>DENTAL HYGIENE</td>
<td>18</td>
</tr>
<tr>
<td>DENTAL TECHNOLOGY</td>
<td>18</td>
</tr>
</tbody>
</table>

Article 14
<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERMAN</td>
<td>15</td>
</tr>
<tr>
<td>GLAZING</td>
<td>21</td>
</tr>
<tr>
<td>GRAPHIC ARTS</td>
<td>15</td>
</tr>
<tr>
<td>HEALTH</td>
<td>15</td>
</tr>
<tr>
<td>HEALTH OCCUPATIONS CORE.</td>
<td>21</td>
</tr>
<tr>
<td>HEALTH SERVICES MANAGEMENT</td>
<td>15</td>
</tr>
<tr>
<td>ALLIED HEALTH</td>
<td>15</td>
</tr>
<tr>
<td>HEBREW</td>
<td>15</td>
</tr>
<tr>
<td>HISTORY</td>
<td>15</td>
</tr>
<tr>
<td>HOTEL AND MOTEL MANAGEMENT</td>
<td>21</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>15</td>
</tr>
<tr>
<td>IMPORT AUTOMOBILE TECHNOLOGY</td>
<td>20</td>
</tr>
<tr>
<td>INDUSTRIAL ARTS</td>
<td>15</td>
</tr>
<tr>
<td>INDUSTRIAL SEWING</td>
<td>21</td>
</tr>
<tr>
<td>INSPECTION TECHNOLOGY</td>
<td>21</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>15</td>
</tr>
<tr>
<td>ITALIAN</td>
<td>15</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>15</td>
</tr>
<tr>
<td>JEWISH STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>JOURNALISM</td>
<td>15</td>
</tr>
<tr>
<td>KOREAN</td>
<td>15</td>
</tr>
<tr>
<td>LABOR STUDIES</td>
<td>15</td>
</tr>
<tr>
<td>LANDSCAPE GARDENING FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>LATHING COURSES FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>LATIN</td>
<td>15</td>
</tr>
<tr>
<td>LAW</td>
<td>15</td>
</tr>
<tr>
<td>LEARNING SKILLS</td>
<td>15</td>
</tr>
<tr>
<td>LIBRARY/MEDIA TECHNOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>LINGUISTICS</td>
<td>15</td>
</tr>
<tr>
<td>LITHOGRAPHY COURSES FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>MACHINE SHOP</td>
<td>21</td>
</tr>
<tr>
<td>MACHINE TOOLS TECHNOLOGY FOR APPRENTICES</td>
<td>21</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>15</td>
</tr>
<tr>
<td>MANICURING</td>
<td>21</td>
</tr>
<tr>
<td>MARINE TECHNOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>MARKETING</td>
<td>15</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>15</td>
</tr>
<tr>
<td>MEASUREMENT SCIENCE</td>
<td>15</td>
</tr>
<tr>
<td>MECHANICAL ASSISTANT</td>
<td>21</td>
</tr>
<tr>
<td>MECHANICAL DRAFTING</td>
<td>21</td>
</tr>
<tr>
<td>MEDICAL ASSISTING</td>
<td>15</td>
</tr>
<tr>
<td>MEDICAL RECORD SCIENCE</td>
<td>15</td>
</tr>
<tr>
<td>VISUAL MERCHANDISING AND DISPLAY</td>
<td>21</td>
</tr>
<tr>
<td>METALLURGICAL TECHNICIAN</td>
<td>21</td>
</tr>
<tr>
<td>METALLURGICAL TECHNICIAN - APPRENTICE</td>
<td>21</td>
</tr>
<tr>
<td>METEOROLOGY</td>
<td>15</td>
</tr>
<tr>
<td>MICROBIOLOGY</td>
<td>15</td>
</tr>
<tr>
<td>MILLWRIGHTING</td>
<td>21</td>
</tr>
<tr>
<td>MINERALOGY</td>
<td>15</td>
</tr>
<tr>
<td>MOTORCYCLE REPAIR MECHANIC</td>
<td>21</td>
</tr>
<tr>
<td>MUSIC</td>
<td>15</td>
</tr>
<tr>
<td>NATURAL RESOURCES MANAGEMENT</td>
<td>15</td>
</tr>
</tbody>
</table>
ARTICLE 15, SUMMER SESSION ASSIGNMENT

A. Definition and Conditions of Assignment

1. A Summer Session Assignment is an extra or temporary assignment of a qualified candidate to serve during an authorized summer session. This assignment is outside of the regular assignment basis and may be authorized only for the period between the last day of the spring semester and the first day of the next fall semester.

2. Summer Session Assignments are limited to one full assignment or one class, whichever is greater.

3. When possible, original offers of employment for summer
Session shall be made no later than April 15. Faculty members receiving offers by April 15 shall either accept or decline an original offer for a summer session assignment in a specific college on or before May 1. Faculty members who receive a subsequent offer of employment for summer session after April 15 shall accept or decline the offer on or before June 1st. Refusals subsequent to an acceptance that occur after the deadlines will be counted as though assigned in establishing subsequent summer session priorities.

4. Time served on summer assignments does not count toward tenure, salary advancement or service requirements before or after a leave of absence, or retirement.

5. All Summer Session instructors shall be paid at the Preparation Salary Rate as indicated in Article 29.

6. Summer Session assignments for travel/study programs shall be made for classes in which 15 students or more are enrolled. An enrolled student is one who has registered for a travel/study course and paid in full all travel and other charges. The administrator in charge of travel/study programs shall have the right to cancel at any time prior to the starting date of the class.

B. Priority

Summer Session Assignments shall be made in the following priority order and shall provide each person assigned with an opportunity for a full assignment in priority order:

1. Monthly rate contract, regular, and post 70 faculty on the campus in a given discipline.

2. Monthly rate contract, regular and post 70 faculty on another campus in the District in a given discipline.

3. Hourly rate faculty on the campus in a given discipline.

4. Hourly rate faculty on another campus in the District in a given discipline.

5. Any other qualified monthly rate contract, regular and post 70 faculty member, in the above order, in another discipline.

6. Any other qualified candidate hired in accordance with District hiring procedures.
7. Within each of the above categories the priority rank of the individual faculty member will be determined as follows:

a. Base salary for the purposes of this Article shall be 150% of the employee's monthly rate.

b. Any assignment in the Los Angeles Community College District in the summer between regular semesters for which the District pays between 40% and 60%, inclusive, of the employee's regular base salary shall be deemed to be one-half summer assignment in computing priority. Any such assignment which is less than 40% but more than zero percent shall be deemed to be one-fourth summer assignment in computing priority. When the District pays more than 60% of his/her regular salary, he/she will be charged for a full assignment. An assignment in the District wholly or in part at another campus or location, an assignment outside of the faculty member's regular teaching field, or a non-teaching assignment shall be treated in the same manner as an assignment on campus, except as noted in d.(1).

c. In establishing eligibility for summer assignments, priority positions shall be given to those faculty members who have been without a summer assignment in the department for the greatest number of years, according to the following chart.

**EXAMPLES OF SUMMER SESSION PRIORITY**

1 Indicates faculty member is charged with having taught full-time according to the above policy.

1/2 Indicates faculty member is charged with having taught one-half time.

1/4 Indicates faculty member is charged with having taught one-fourth time.

0 Indicates faculty member is not charged with having taught.
<table>
<thead>
<tr>
<th>Three Years Ago</th>
<th>Two Years Ago</th>
<th>One Year Ago</th>
<th>Priority Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>1/4</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>0</td>
<td>1/4</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>1/4</td>
<td>4</td>
</tr>
<tr>
<td>1/2</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>1/4</td>
<td>0</td>
<td>1/4</td>
<td>7</td>
</tr>
<tr>
<td>0</td>
<td>1/2</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>0</td>
<td>1/4</td>
<td>1/4</td>
<td>9</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>1/2</td>
<td>10</td>
</tr>
<tr>
<td>1/2</td>
<td>1/4</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>1/4</td>
<td>1/2</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>1/2</td>
<td>0</td>
<td>1/4</td>
<td>13</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/4</td>
<td>14</td>
</tr>
<tr>
<td>1/4</td>
<td>0</td>
<td>1/2</td>
<td>15</td>
</tr>
<tr>
<td>0</td>
<td>1/2</td>
<td>1/4</td>
<td>16</td>
</tr>
<tr>
<td>0</td>
<td>1/4</td>
<td>1/2</td>
<td>17</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>1/2</td>
<td>1/2</td>
<td>0</td>
<td>19</td>
</tr>
<tr>
<td>1/2</td>
<td>1/4</td>
<td>1/4</td>
<td>20</td>
</tr>
<tr>
<td>1/2</td>
<td>0</td>
<td>1/2</td>
<td>21</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>1/4</td>
<td>1/2</td>
<td>1/4</td>
<td>23</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1/2</td>
<td>24</td>
</tr>
<tr>
<td>0</td>
<td>1/2</td>
<td>1/2</td>
<td>25</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>1</td>
<td>26</td>
</tr>
<tr>
<td>1</td>
<td>1/4</td>
<td>0</td>
<td>27</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>1/4</td>
<td>28</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>0</td>
<td>29</td>
</tr>
<tr>
<td>1/2</td>
<td>1/2</td>
<td>1/4</td>
<td>30</td>
</tr>
<tr>
<td>1/2</td>
<td>1/4</td>
<td>1/2</td>
<td>31</td>
</tr>
<tr>
<td>1/4</td>
<td>1/2</td>
<td>1/2</td>
<td>32</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>1/4</td>
<td>33</td>
</tr>
<tr>
<td>1/4</td>
<td>0</td>
<td>1</td>
<td>34</td>
</tr>
<tr>
<td>0</td>
<td>1/4</td>
<td>1</td>
<td>35</td>
</tr>
<tr>
<td>1</td>
<td>1/2</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>1</td>
<td>1/4</td>
<td>1/4</td>
<td>37</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>0</td>
<td>38</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>1/2</td>
<td>39</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>1/4</td>
<td>40</td>
</tr>
<tr>
<td>1/2</td>
<td>1/2</td>
<td>1/2</td>
<td>41</td>
</tr>
<tr>
<td>1/2</td>
<td>0</td>
<td>1</td>
<td>42</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>1/2</td>
<td>43</td>
</tr>
<tr>
<td>1/4</td>
<td>1/4</td>
<td>1</td>
<td>44</td>
</tr>
<tr>
<td>0</td>
<td>1/2</td>
<td>1</td>
<td>45</td>
</tr>
<tr>
<td>1</td>
<td>1/2</td>
<td>1/4</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1/4</td>
<td>1/2</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1/4</td>
<td>1/2</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>1/2</td>
<td>1</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1/4</td>
<td>1</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>1/2</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1/2</td>
<td>1/2</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1/2</td>
<td>1</td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1/4</td>
<td>1</td>
</tr>
<tr>
<td>1/4</td>
<td>1</td>
<td>1</td>
<td>1/2</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1/2</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1/2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

The above chart shall be projected backward until priorities are in accordance with B.7.c.

Any contract faculty member with less than one calendar year of service as of March 15 will be placed at the bottom of the priority list. If there is more than one faculty member in this category in a given department, the tie will be broken in the following sequence: If there are any summer session assignments as a probationary, conditional or substitute, these can be first compared on a three year basis as to number and then to recency. If this fails to break the tie, then the standard procedure used in Priority Rank will be applied. After having taught one full year, any contract faculty member will be assigned a priority on the basis of being charged for those summers he has taught in the Los Angeles Community College District.

d. If the above criteria fail to determine priority in a department, priority rank will be awarded by applying the following rules in the order listed:

1. The faculty member who accepted an assignment at another location in the District shall have priority over one assigned at his/her own College for the next three years only.

2. The faculty member who did not have an assignment when compared on a year to year basis beyond three years shall have priority over the one having an assignment the same year. If this procedure reaches the point...
where one of the instructors was not an employee of the College District, the decision is made using the following step (3) if needed.

(3) The faculty member with the greater length of service in the Los Angeles Community College District shall have priority.

(4) In case of an unresolvable tie a drawing will be held by the Dean of Summer Session and the faculty member concerned will be present.

e. "Bumping" Privilege: "Priority" as used in this policy applies to the right of a faculty member to choose the class or classes from the established summer session schedule which are to constitute his summer assignment; "priority" as used in this policy does not include the right of a faculty member to "bump" or replace another faculty member who has a lower priority.

3. Eligibility for Assignment

A priority list of faculty will be established for each discipline by the Department Chair. A copy will be forwarded by the Department Chair to the administrator in charge of summer session. Each faculty member will have the opportunity to accept or refuse an assignment as his/her priority rank is reached. However, he/she will be expected to make this decision within a reasonable time in order that schedules may be printed and those lower on the eligibility list may plan accordingly. Any faculty member who wishes to be considered for a summer assignment shall, upon request, make this intention known to the Summer Session Administrator not later than March 15. (See 7. below for condition for withdrawal).

1. In those departments which have distinct disciplines, a faculty member's name shall appear on only one discipline priority list. For the purpose of determining priority, counselors and librarians shall be considered as members of the Counseling Department and Library Department, respectively.

   a. If a position is open for which no one is available from the subject priority list, the assignment will be made on the basis of the individual qualifications of those desiring the assignment.

   b. Any such assignment which is accepted shall be counted for subsequent priority purposes in the
same manner as those made to faculty members on
the regular priority lists.

2. A faculty member who voluntarily passes (or refuses) a
summer assignment in his/her subject field shall be
placed in the same category as those for whom no as­

signment is available, regardless of his/her reason for
such refusal. (This includes faculty members on leave
of absence.)

3. No faculty member shall be eligible to teach a course
in summer session if he/she refused, on the basis of
subject matter, to teach the same course in regular
session (assuming that he/she was eligible and qual­

fied to do so).

4. A faculty member, in order to be eligible for summer
assignment, must teach the full year preceding the
summer session concerned.

Exception: A faculty member on sabbatical or other
leave or absence of one year or less shall be consi­
dered as teaching on campus, for purposes of priority
determination. (In other words, a faculty member on
leave shall be given the same priority rank that he/she
would have received had he/she been teaching at his/her
college during the same period.)

5. A faculty member appointed to a college within the year
preceding the summer session concerned (other than a
transfer from another college in the District) will be
placed on the bottom of the priority list (as indicated
in Section B.7.c. of this Article).

6. A faculty member who transfers to a college from
another college in the district shall be subject to the
same priority rules as though his/her community college
teaching had been all at his/her current assignment.

7. A faculty member who withdraws from a previously ac­
cepted assignment later than May 1 will have this
previous acceptance counted in establishing subsequent
priority lists unless adequate reasons for this action
are submitted in writing and approved by the Summer
Session Committee. These reasons would include emer­
gencies or professional employment opportunities which
the faculty member could not have known about at an
earlier date.

D. Summer Session Committee

A campus Summer Session Committee shall be established on
each campus. It shall consist of no less than two (2) faculty members as determined by campus representatives of the bargaining agent and no less than three (3) administrators as determined by the College President. It shall serve as an appeals committee to hear and rule upon assignment priority matters.

E. Notwithstanding all other sections of this Article, the Travel Study Program Summer Session Assignment shall be made in the following manner:

1. Selection criteria reflecting the requirements of individual courses and countries will be clearly spelled out and announced throughout the District by the Vice Chancellor of Educational Services.

2. Applications shall be sent to the Vice Chancellor of Educational Services and forwarded to the International Education Committee.

3. Only members of the bargaining unit shall be eligible to apply.

4. Selection of instructors for the travel/study program shall be under the direction of the Vice Chancellor of Educational Services. The Selection Committee for each class shall consist of one administrator appointed by the Vice Chancellor of Educational Services, one faculty member from the International Education Committee, one faculty member selected by the bargaining agent, one member from the District Academic Senate selected by the District Senate, and one member from the college department/division that will offer credit for the class selected by the department/division.

5. In selecting travel/study program instructors, members of the Unit submitting travel/study program proposals for the specific travel/study class shall be given priority for assignment for the first two summer sessions of the class, provided that the program is offered a second time within three years. If no instructor has priority for the travel/study program, the selection shall be made by the selection committee as indicated in Section E.4. of this Article.

6. A travel/study summer session assignment shall count as a regular on-campus summer session assignment for purposes of establishing subsequent summer session priority.

7. If disputes arise relating to travel/study summer session assignment, the summer session committee shall
serve as an appeals committee to hear and rule upon travel/study assignment matters.

ARTICLE 16, RETENTION AND SENIORITY, HOURLY RATE

The right to continue in hourly rate employment is extended to each hourly rate employee at the campus or location the individual is assigned and in the discipline to which assigned in seniority order and in accordance with the provisions of this Article.

A. Obtaining Seniority and Retention Rights

1. Except as noted in Section C. of this Article, an hourly rate certificated employee on a given campus in a given discipline shall be continued in his/her assignment as long as the need for that assignment continues as determined by the College President. Assignment is defined as one class for teaching assignments, same number of hours for non-teaching assignments, same day(s) of the week, and the same time. An employee may have more than one assignment.

2. Whenever possible hourly rate employees shall be assigned to the same assignment as the previous semester. If it is not possible to assign the employee to the same assignment the hourly rate employee shall be assigned to a comparable position. A comparable position means the same number of hours.

3. Written offers of hourly rate assignment shall be made to individuals based on seniority lists developed by the Department Chair. Seniority lists shall be updated each semester by the third week of the semester. Copies of the lists shall be delivered by the Chair to the appropriate administrator who shall forward copies to the campus AFT by the Friday of the fourth week of the semester. The Department Chair shall also deliver a copy of the seniority lists to all department members and those listed on the lists. These lists shall be provided to each hourly rate faculty member by the Department Chair.

4. Offers of hourly rate employment shall be made in accordance with this Article to individuals in seniority order based on the discipline seniority list. Those individuals not assigned shall be informed in writing by the Department Chair prior to the start of the semester.

After all individuals on a seniority list have been
assigned or have refused an assignment and additional assignments are available, additional assignments shall be offered to the individuals on the seniority list who have previously had more than one assignment. Offers shall be made in seniority order of obtaining the second assignment.

B. Calculating Seniority

1. The number of semesters of seniority accruing to each hourly rate employee employed or on leave of absence during the Spring semester 1983, shall be transferred to the Fall, 1983, seniority list. Additional semesters of seniority credit shall be calculated and added to that base number according to the provisions of this Article.

2. Seniority shall be calculated for each hourly rate employee teaching assignments on the hourly rate. Monthly rate employees also assigned hourly rate shall have seniority calculated on the same basis as the aforementioned. All employees assigned hourly rate shall appear on a blended seniority list.

3. Discipline is defined as a subject or service area as listed on District Form C207-19 (Appendix E). New disciplines may be added to the list by the District. An existing discipline may be divided into more than one discipline or a new discipline may be created for the purpose of hourly rate assignment and seniority by the mutual consent of the parties.

4. An hourly rate employee may have a number of "seniorities," i.e. he/she may be assigned on more than one campus or in more than one discipline or in more than one class.

5. An hourly rate employee on a paid leave of absence shall remain on the seniority list(s) during that semester. Hourly rate employees with a break in service (names removed from the seniority list(s)) shall not recapture past seniority if rehired. Paid leaves of absence or refusal do not constitute a break in service. An hourly rate employee shall lose all seniority rights and his/her name shall be removed from the seniority list(s) if he/she refused to accept an assignment for three consecutive semesters or for four semesters out of five consecutive semesters.

6. Hourly rate Chair's time shall be credited toward discipline seniority.
7. There shall be no ties on the seniority list. If a tie in the number of semesters served exists, the tie shall be broken by lot.

8. An hourly rate employee gains a semester of seniority when he/she accepts an hourly rate assignment.

9. Disputes relating to the seniority list(s) shall be resolved by the appropriate administrator.

C. Termination: Reduction in Force and Dismissal

1. Whenever in a discipline on a given campus it shall become necessary to reduce the number of hourly rate employees between semesters or years or within a given semester, the total number of semesters of credited hourly rate assignment of the employee in a given discipline on a given campus shall determine which employee(s) shall be terminated. All employees with two classes shall be reduced to one class before the least senior person on the seniority list is terminated. Such reduction shall be made in reverse order of the length of semesters accumulated.

2. An hourly rate employee shall be notified in writing of the reasons for termination due to reduction in force.

3. An hourly rate employee not assigned a class due to reduction in force shall remain on the seniority list and shall retain the right to be continued for three semesters.

4. If, after an hourly rate employee is removed from the seniority list and is subsequently rehired, he/she shall not recover any of his/her past seniority.

5. An hourly rate employee may be dismissed for reasonable cause and be entitled to a hearing pursuant to the Grievance Procedure, Article 28, within the limitations as indicated below:

   a. First year hourly rate employees shall not be entitled to a hearing. In order to be dismissed, he/she must have received an overall evaluation of "Unsatisfactory."

   b. After one year of service, an hourly rate employee shall be entitled to a hearing. In order to be dismissed, he/she must have received two evaluations indicating an overall evaluation of "Unsatisfactory."
c. Hourly rate employees may also be dismissed pursuant to the Additional Evaluation section (Article 19, Section 1) of this contract. If an hourly rate employee is dismissed in accordance with the Additional Evaluation section, he/she shall be entitled to a hearing dependent upon the number of years of service as indicated in a. or b. above.

D. Hourly Rate/Monthly Rate - Bumping

1. Any monthly rate employee may bump an hourly rate employee if the monthly rate employee must teach an hourly rate class in order to obtain a full schedule. The hourly rate employee bumped shall be entitled to bumping rights.

2. If an hourly rate employee loses his/her assignment, he/she shall have a right to bump another hourly rate employee as indicated in this Section.

3. Every effort shall be made to bump the employee with the least seniority.

4. An hourly rate employee who loses his/her assignment due to being bumped shall be granted a semester of seniority and shall remain on the seniority list.

5. Bumping shall be limited to the first two weeks of the semester. Notification and changes due to bumping must be completed before the class meets during the third week.

6. The Department Chair shall maintain records of all bumps and those records may be viewed by the AFT.

7. An hourly rate employee shall be paid for the service rendered.

ARTICLE 17, DEPARTMENT/DIVISION/CLUSTER CHAIRS AND DEPARTMENTS

A. Department/Division/Cluster Structure

1. A department shall be composed of one or more disciplines.

2. All faculty members shall be assigned to departments except those assigned as Instructors Special Assignment, Consulting Instructors and College Nurse.

3. The Assistant Dean assigned the supervisory responsi-
bility for a department without a Department Chair position shall assume the responsibilities delegated to the Department Chair.

4. The Child Development Center Director shall assume the responsibilities delegated to the Department Chair for the Child Development Center teachers.

B. Selection of Certificated Department Chairs

Department Chairs shall be elected by the department and appointed by the College President as follows:

1. Eligibility

   a. All regular and contract faculty members of a department may be considered for the Department Chair position.

   b. All regular and contract faculty members assigned 50% or more of a full time regular workload in the department are eligible to vote for Chair.

   c. A faculty member may be considered a member of only one department for the purpose of eligibility for voting. Each monthly rate faculty member assigned 50% each in two departments shall select his/her department. Once that selection has been made, it may not be changed.

   d. Faculty members on position leave to serve in a management position are not eligible to vote.

   e. Every eligible member of the department may be considered for Department Chair. The ballot will include the names of all eligible department members who confirm their candidacy, in writing, to the President prior to the time of election, except in cases arising under Section B.3.

2. Voting

   a. The vote shall be conducted by the exclusive representative and the office of the College President or designee at a special meeting scheduled at least three (3) weeks in advance for the purpose of selecting a Department Chair.

   b. All voting shall be by secret ballot.

   c. To be elected, a candidate must receive a majority of the votes of the eligible voters in the depart-
ment present and voting.

d. The candidate(s) receiving the fewest votes shall be eliminated and voting shall continue until one candidate receives a majority of the votes.

e. In the event that the two final candidates tie, and the tie cannot be broken, selection shall be determined by lot.

3. Voting - Third Consecutive Terms

a. To be elected to a third consecutive term, a Department Chair must receive 2/3 or more of the votes on the first ballot. If he/she does not receive 2/3 or more of the votes on the first ballot, his/her name shall be removed from the ballot.

b. If the Department Chair does not receive 2/3 or more of the votes on the first ballot, the ballot shall be open to all eligible candidates confirming their candidacy and balloting shall continue in accordance with Section B.2. of this Article.

4. Selection

a. The name of the department member elected shall be forwarded to the College President. The College President shall appoint the elected department member Department Chair.

b. If the department is unable or refuses to elect a Department Chair, the College President shall appoint a Department Chair.

5. Term of Office

a. The term of office is 3 years commencing July 1 of the year selected.

b. In the event that a Department Chair does not complete his/her term of office, a new Chair shall be selected, in accordance with this Article, to serve for the remainder of the unexpired term.

6. Department Chair Recall/Removal

a. A Department Chair may be removed by the College President. The reasons for removal must be stated in writing.
b. A Chair may be recalled by the department by a 2/3 vote of the department. Such recall election may be instituted by a petition signed by 40% of the department and filed with the Office of Instruction. The reasons for recall must be stated in writing. The Department Chair shall have a chance at a department meeting to answer to the reasons for recall before voting takes place.

c. Recall/removal may be instituted no sooner than one semester after the Chair takes office.

d. A Department Chair recalled shall not be eligible for the position of Department Chair until another Chair has served in that position.

e. A Department Chair removed shall not be eligible for the position of Department Chair for a period of one year.

C. Released Time for Department Chairs

Department Chairs shall be released from classroom teaching assignments within the limits indicated below. Each full-time regular or contract employee shall count as one and each full-time classified employee assigned to the department shall count as two.

<table>
<thead>
<tr>
<th>Department Size</th>
<th>Released FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>According to Weighing Above</td>
<td></td>
</tr>
<tr>
<td>3 or less</td>
<td>0</td>
</tr>
<tr>
<td>4 - 10</td>
<td>.2</td>
</tr>
<tr>
<td>11 - 16</td>
<td>.4</td>
</tr>
<tr>
<td>17 and over</td>
<td>.6</td>
</tr>
</tbody>
</table>

D. Department Chairs Duties

The released time, indicated in Section C., is granted so that the Department Chair will be able to fulfill the Chair's responsibilities assigned by the appropriate administrator and will be able to conduct departmental business.

E. Salary Differential

1. Each Department Chair granted released time in accordance with this Article shall receive a responsibility differential in addition to any other differential currently being received.

2. Department Chairs granted 0.6 FTE released time shall

Article 17 38
be assigned for two weeks prior to the start of the Fall semester at Preparation Salary rate.

3. Chairs of departments offering hourly rate classes taught by faculty paid on an hourly rate basis shall receive non-teaching hourly rate pay as calculated according to the number of hourly rate employees assigned in the department as of the first census week as indicated below:
   a. Allow 0.5 hours for each hourly rate employee in the department with EX (extra) status.
   b. Allow 2.5 hours for each hourly rate employee in the department with LT (limited) status.
   c. Combine the amounts in a. and b. and round off to the closest hour.

F. Department Vice-chair
   1. Departments with scheduled classroom hours of hourly rate classes taught by hourly rate faculty may elect one or more Vice-chairs.
   2. The Vice-chair shall be delegated the responsibility to assist the Chair in the scheduling, supervision and evaluation of the hourly rate faculty.
   3. The Vice-chairs shall receive the hourly rate pay that would have otherwise been paid to the Chair for that portion of the responsibility the Vice-chair assumes.

G. Student Workers
   Whenever possible, the District shall provide each department with student workers within the limits established by the Work Study and/or E.O.P.S budgets. The District may budget other funds for student workers if the District so wishes.

H. Clerical Assistance
   Whenever possible, each campus shall provide clerical assistance to all departments with a Chair receiving released time.

ARTICLE 18, REASSIGNED TIME

A. The College President, subject to the approval of the Chancellor or his designee, may release a faculty member
from a part or all of his/her regular assignment to perform other assigned duties.

B. All released/reassigned time referred to in this Agreement as a fractional portion of a F.T.E. shall be granted as follows:

1. The employee receiving the released/reassigned time shall have his/her scheduled assignment adjusted so that the amount of released/reassigned time computed by the fractional portion of a F.T.E., as indicated in this Agreement, and the remaining time of his/her assignment are equal to one full-time assignment.

2. If 1. above cannot be accommodated, the released/reassigned time shall be averaged over two consecutive semesters so that the number of hours released/reassigned and the classroom or non-classroom hours are adjusted to the nearest hour which completes a full-time assignment for a one year period.

ARTICLE 19, EVALUATION

A. Regular (Permanent) and Contract (Probationary) Monthly Rate Employees

All regular and contract monthly rate employees shall be evaluated as indicated in this Article.

B. Temporary Employees Paid on the Preparation Salary Schedule

All temporary employees (substitute and limited) paid on the Preparation Salary Schedule shall be evaluated as indicated in this Article with the exception that the Department Chair shall replace the evaluation committee.

C. Hourly Rate

All hourly rate employees shall be evaluated as indicated in this Article with the following exceptions:

1. An evaluation shall be performed by the Department Chair.

2. In the event that the evaluatee is rated as "Unsatisfactory" by the Department Chair, an evaluation shall be conducted by a peer committee in accordance with Section H.7.

3. Sections 1. and 2. above must be completed to comply with Article 16, Section C.5.
D. Consulting Instructor; Instructor Special Assignment; Campus Nurse

All employees assigned as Consulting Instructor, Instructor Special Assignment, or Campus Nurse shall be evaluated in accordance with this Article with the exception that the College President shall appoint two faculty members from related disciplines, and the evaluatee shall select one faculty member from a related discipline, who shall comprise the Evaluation Committee.

E. Department Chairs/Directors of Child Development Centers

All employees assigned as Department Chair or Director of Child Development Center shall also be evaluated in these positions. Such evaluations shall be conducted by the College President or his/her designee using the performance evaluation form for Department Chair and Director of Child Development Center.

F. Departments Without a Chairperson

1. The Assistant Dean assigned the supervisory responsibility for a department not entitled to a Department Chair position shall assume the responsibilities delegated to the Department Chair by this Article.

2. The Child Development Center Director shall assume the responsibilities delegated to the Department Chair by this Article for the evaluation of Child Development Center Teachers.

G. Evaluation Forms

The following evaluation forms shall be provided by the Personnel Operations Branch and used in the evaluation process (Appendix C).

1. Instructor Peer Evaluation Form
2. Counselor Peer Evaluation Form
3. Librarian Peer Evaluation Form
4. Nurse Peer Evaluation Form
5. Child Development Center Teacher Peer Evaluation Form
6. Performance Report Form for Peer Evaluation
7. Performance Report Form for Administrative Evaluation
8. Performance Report on Department Chair/Director CDC
9. Student Evaluation of Instructor Form
10. Student Evaluation of Counselor Form

By mutual agreement of the parties, any and all evaluation forms may be changed.
H. Performance Evaluation of Certificated Employees

1. **Regular Certificated Employees Defined.** A regular employee is one who has completed his/her contract (probationary) assignment and holds regular (PM) status.

2. **Contract Certificated Employees Defined.** A contract certificated employee is one who has been appointed to a regular position but has not completed his/her contract (probationary) period.

3. **Temporary Employees Paid on the Preparation Salary Schedule Defined.** An employee who does not hold regular or contract status and is paid on the Preparation Salary Schedule.

4. **Hourly Rate Employees Defined.** An employee paid on the hourly rate salary schedule.

5. **Time of Rating**
   
a. Performance reports for regular employees are required at least once every two academic years according to the schedule indicated below:

   (1) Employees whose employee numbers end with an even number are to be evaluated during academic years which end in even numbered years.

   (2) Employees whose employee numbers end with an odd number are to be evaluated during academic years which end in odd numbered years.

   (3) Evaluation reports are due in the Personnel Services Division by June 15th.

b. All contract employees are to be evaluated each year according to the schedule indicated below:

   (1) Contract employees assigned during the Fall semester are to be evaluated during the Fall semester each year. Contract employees assigned during the Spring semester who were not evaluated during the Fall semester are to be evaluated during the Spring semester of that year.

   (2) Evaluation reports are due in the Personnel Services Division by February 15th for the Fall semester reports and by June 15th for
Spring semester reports.

c. All temporary employees paid on the Preparation Salary Schedule shall be evaluated at least once during the period of assignment. The evaluation must be completed and submitted to the Personnel Services Division by the end of the semester the assignment terminated.

d. All hourly rate employees who do not have a monthly rate assignment shall be evaluated according to the schedule indicated below:

1. During the first year of service, hourly rate employees shall be evaluated each semester.

2. Upon the completion of one year of service the hourly rate employees shall be evaluated at least once every two years.

(a) Hourly rate employees whose employee numbers end with an even number are to be evaluated during academic years which end in even numbered years.

(b) Hourly rate employees whose employee numbers end with an odd number are to be evaluated during academic years which end in odd numbered years.

(c) Evaluation reports are due in the Personnel Services Division by June 15th.

6. Policy

a. Certificated employees shall be evaluated in the following areas:

1. Knowledge of subject area

2. Effectiveness (position or classification, as appropriate)

3. Performance of responsibilities (as per the Agreement, Board Rules and Education Code)

b. The ratings to be used are as indicated below:

1. Satisfactory

2. Needs to Improve

3. Unsatisfactory

c. All evaluations shall include completion of the appropriate forms in Appendix C of this Agreement.
7. **Procedure for Evaluation of Faculty Members**

a. **Peer Evaluation**

(1) The Peer Evaluation Committee shall be a three-person committee with the Department Chair as the Chair, one department member chosen by the Department, and one department member chosen by the evaluee. The appropriate Vice President or his/her designee shall be an ex-officio non-voting member. If the Department Chair is the evaluee, his/her committee shall consist of two members of the department selected by the department and one department member selected by the evaluee. Where there are not sufficient department members to serve on a committee, related disciplines may be used to furnish committee members. All committee members shall be regular certificated employees.

(2) During the meeting indicated in (4)(c) below, the evaluee has the option to challenge any one member of the committee and a replacement will be elected by the Department. If the Department Chair is challenged, that person elected by the department shall serve as Committee Chair.

(3) The Committee Chair shall chair the Peer Evaluation Committee and shall schedule the evaluation procedure so that the Peer Performance Report is completed at least three weeks before the Report must be sent to the District Office.

(4) The Evaluation Committee shall operate as follows:

(a) Strict confidentiality shall be maintained.

(b) The committee shall consider input from the appropriate Vice President or his/her designee and the Chair as well as from others the committee feels would have direct information about the competence of the evaluee. The Evaluation Committee Chair shall notify the evaluee not less than five (5) days prior to the beginning of an evaluation.
(c) The Evaluation Committee Chair shall meet with the evaluee at the beginning of the process and the committee shall meet with the evaluee when the evaluation Information is in, if the evaluee desires such a meeting, to discuss the various Items. The evaluee shall have complete access to all Information given to the committee. Information that is of a hearsay or unsubstantiated nature shall be disregarded.

(d) Each committee member may, after prior notice, visit one or more classes conducted by the evaluee.

(e) Student evaluations shall be completed by all students for all Instructors, Counselors, and Instructor-Advisors. These forms shall be completed during the semester of the evaluation or the prior semester and retained by the Department Chair for use in the evaluation process of the Instructor, Counselor, or Instructor-Advisor. The Department Chair shall be responsible for distributing the necessary student evaluation forms to the faculty members each semester. For classroom Instructors, the Instructor shall designate a student to distribute and collect the forms, place them in the envelope provided, and seal the envelope with an adhesive sticker. The instructor and designated student will sign and date the sticker. The Instructor shall deliver the envelope to the Department/Committee Chair who shall open and review the student evaluations with the instructor present and then retain the Student Evaluation Forms for the evaluation. All Student Evaluation Forms shall be reviewed by the Peer Evaluation Committee during the evaluation procedure.

(f) For Counselors and Instructor-Advisors the Department Chair shall be responsible for the collection and retention of Student Evaluation Forms. The Committee Chair shall open and review the student evaluations with the Instructor
present and then retain the Student Evaluation Forms for the evaluation.

(g) The Peer Evaluation Committee shall meet and make a finding of "Satisfactory", "Needs to Improve", or "Unsatisfactory" and complete the Peer Performance Report.

(5) If the Peer Performance Report indicates an overall evaluation of "Satisfactory", Student Evaluations shall be returned to the evaluee and Peer Evaluation Forms shall be destroyed by the Chair in the presence of the evaluee. The Performance Reports shall be forwarded by the Chair to the appropriate Vice President for signature of receipt. If the overall evaluation is marked other than "Satisfactory", all evaluation forms and information shall be forwarded to the appropriate Vice President for an Administrative Evaluation.

b. Administrative Evaluation

(1) The Administrative Evaluation shall be initiated by the appropriate Vice President no later than thirty (30) days following a "Needs to Improve" or "Unsatisfactory" evaluation, as per Section H.7.a.(5), and shall be completed within sixty (60) working days of its initiation.

(2) The Administrative Evaluation shall operate as follows:

(a) Strict confidentiality shall be maintained.

(b) The appropriate Vice President shall consider input from the Peer Evaluation Committee as well as from others the Vice President feels should have direct information about the performance of the evaluee. He/she may, after prior notice, visit one or more classes conducted by the evaluee.

(c) The appropriate Vice President shall review the Peer Performance Report, Peer Evaluation Forms, and the Student Evaluation Forms, if available, prior to completing the Administrative Perfor-
mance Report.

(3) If all sections of the Administrative Performance Reports are marked "Satisfactory", all Student Evaluation Forms used in the evaluation shall be returned to the person being evaluated and Peer Evaluation Forms shall be destroyed by the Vice President. If one or more sections are marked "Needs to Improve" or "Unsatisfactory", all evaluation forms shall be retained by the Vice President until such time that the person has again been evaluated and all sections are marked "Satisfactory". At that time, all Student Evaluation Forms will be returned to the evaluatee. Peer Evaluation Forms shall be destroyed by the Vice President in the presence of the evaluatee.

c. Any comments concerning his/her evaluation which an employee submits in writing to the Personnel Services Division shall be attached to the file copy of the Performance Report.

d. When a "Needs to Improve" or "Unsatisfactory" has been indicated by the Peer Evaluation and the Administrative Evaluation and communicated to the evaluatee, it shall be the immediate responsibility of the Department Chair Involved and the appropriate Vice President to work with the evaluatee in a positive way to encourage improvement. The techniques involved shall include consultation and may include class visitations, use of media for self-evaluation, literature review and arranging for updating of background, all with the purpose of helping the evaluatee improve.

8. Review of Performance Report

a. The completed Peer Evaluation Report and, if applicable, Administrative Performance Report shall be given by the appropriate Vice President to the employee being evaluated at a meeting scheduled to discuss the performance report.

b. The Committee Chair shall attend the meeting indicated in Item a. above.

c. The meeting indicated in Item a. above shall be completed prior to the deadline for submission of the Performance Report to Personnel Services Division.
d. If the employee being evaluated is not able to attend the review meeting, a copy of the Performance Report will be sent to him or her.

9. All forms used in the evaluation procedure shall be completed in accordance with the instructions on the form.

10. The completed Peer Performance Report and, if applicable, Administrative Performance Report must be stapled together and submitted to the Personnel Services Division for filing in the employee's personnel folder prior to the established deadline.

I. Additional Evaluation

1. If the District intends to dismiss or penalize a faculty member for "Unprofessional Conduct" or "Incompetency" under the grounds set forth in Education Code Section 87732, an additional evaluation shall be conducted in accordance with this Article.

2. If the District intends to dismiss or penalize a faculty member for grounds set forth in Education Code Section 87732, other than those listed in a. above, an Administrative Evaluation which considers the events for which the dismissal or penalties may be imposed shall be completed.

3. The evaluations indicated in 1. and 2. above shall meet the "Satisfaction of grounds" established in Education Code Section 87671 (a) and (b).

ARTICLE 20, RESIGNATION

A. Definition. A resignation is a voluntary statement on the part of an employee that he/she wishes to terminate an assignment.

B. Procedure. Resignation should be submitted in writing and given to the employee's immediate supervisor for forwarding to the College President or Division Head who, in turn, will forward it with a Request for Personnel Action to the Personnel Operations Branch. In cases where an employee does not file a written resignation, but does give oral notice of resignation, every effort should be made to obtain a written statement from the employee. If only an oral statement can be obtained, the College President or Division Head should fill out as much information as possible on the District's resignation form. "Oral Resignation" should be
indicated on the "signature" line and the form signed by the College President or Division Head and forwarded as listed above. If "oral notice" is given by telephone, the receiver must be certain of the identity of the caller.

C. Effective Date. A certificated employee may resign at any time, effective on the date the employee designates.

D. Withdrawal

1. All resignations should be forwarded as soon as received to the Personnel Operations Branch.

2. Resignations are withheld from processing to the Board of Trustees for 5 days after receipt. Receipt is the earliest date of verified receipt by any office, college, division or Personnel. If a cancellation request is postmarked and received within five days of the postmark or received within the five day period, the resignation will be rescinded.

3. If, within the 5 day period, no cancellation request is received by the Personnel Operations Branch, the resignation will be processed. If a cancellation request is received within the five day period, the resignation will not be processed.

4. After the 5 day period has passed and before acceptance of the resignation by the Board of Trustees, a verbal or written request to withdraw the resignation will be considered if it is in the best interests of the District. Such request must be made in writing and, if made orally, must be followed by a written request within 5 days. If no written request is received by the end of 5 days, the resignation will be processed to the Board of Trustees.

E. Cancellation. Resignations which have been approved by the Board of Trustees may be cancelled by the Board before the effective date if approved by the College President or Division Head. If the effective date has passed, an employee can be returned to service only through an election assignment.

F. Resignations to Avoid Dismissal. Any person against whom a dismissal action has been started may submit his/her resignation. However, if the dismissal has already been reported to the Board of Trustees, the resignation cannot be processed in time to avoid dismissal. When resignations are processed in time to avoid dismissals, only the action is changed -- the materials collected for the dismissal will remain on file in the Office of Staff Relations.
ARTICLE 21, REAPPOINTMENT RIGHTS

A. Employees who currently hold tenure with the District and who will attain age 70 before the end of the academic year may submit a written request for reappointment for the following year to the College President or Division Head not later than April 1st. Reappointment shall be made if:

1. The employee received an overall evaluation of "Satisfactory" during his/her most recent evaluation. The evaluation shall be conducted in accordance with the evaluation procedures listed in this Agreement.

2. The employee is approved by the District's Physician Consultant to continue in his/her position in accordance with health standards based upon the employee's physical, mental and emotional ability to perform all the duties of the assignment satisfactorily without endangering his/her health or safety or the health and safety of other employees or students.

B. Reappointments are valid for one year from the close of the academic year during which reappointment is requested to the close of the following academic year.

C. An employee over the age of 70 who wishes to continue in his/her position may request reappointment under the conditions and procedures listed in items A.1. and A.2. above.

D. An employee reappointed in accordance with the conditions and procedures listed in this Article is entitled to all rights and privileges extended by this Agreement to monthly rate and hourly rate members of the Certificated Unit if and as appropriate.

ARTICLE 22, RETIREMENT

A. Effective the close of the academic year that an employee of the Certificated Unit attains age 70, his/her regular or contract classification shall cease in accordance with Education Code Section 87466 and thereafter continued employment with the District shall be in accordance with Article 21, Reappointment Rights.

B. On or before January 1st, each employee who will reach age 70 prior to the end of the present fiscal year will be sent a letter notifying the employee of his/her employment and retirement options. Employees shall receive notice regarding annual reappointment rights.
C. Should Education Code Section 87466 be amended, the parties agree to renegotiate any aspects of this Article affected by the amendment.

D. Retirement Severance Grant

1. The District shall award a severance grant of $6,500 to retiring certificated employees under the following conditions:
   a. Must be granted a service retirement pursuant to the State Teachers Retirement System or the Public Employee Retirement System.
   b. Must retire with an effective date no later than the last day of the Fall 1983 semester.
   c. Must be a full-time employee with permanent status or a full-time employee serving on a year-by-year basis beyond age 70.

2. The severance grant shall be paid within a one (1) month period after notification to the District by STRS or PERS that the retirement has been granted.

ARTICLE 23, PROFESSIONAL GROWTH

A. The Los Angeles Community College District shall establish a fund of $50,000 per fiscal year for the purpose of professional development.

Members of the certificated unit may receive tuition reimbursement in accordance with the following requirements:

1. A maximum of $750 not to exceed 50% of the tuition in any one academic year except as provided in Section 7. below.

2. Tuition reimbursement shall be processed upon submission of evidence of successful completion of courses taken. This evidence shall be submitted by the employee to the Personnel Operations Branch.

3. Tuition reimbursement shall be made for a course, workshop, institute or other organized activity in any of the following areas:
   a. The faculty member's discipline.
   b. A related discipline.
   c. Methods or curriculum.
   d. Retraining as recommended by the College President and approved by the Chancellor.
4. Courses, workshops, institutes, or other organized activities must be taken at an accredited institution. Exceptions may be made for courses, workshops, or other organized activities offered by recognized business, industry, governmental, professional, and occupational organizations or associations.

5. A request for reimbursement for professional growth must be submitted to the Committee on Tuition Reimbursement prior to enrollment and approved by the same committee.

6. The Los Angeles Community College District shall not provide funds for courses or programs in administration or courses leading to or required for a degree or credential in administration unless the employee can provide evidence that such course or programs enable the employee to serve more effectively in his/her position or in another position in the Unit.

7. If reimbursement is approved for retraining in accordance with section 3.d. above, the District shall pay the full cost of tuition, books, and materials for such employee so enrolled.

8. The total amount encumbered for tuition reimbursement shall not exceed $50,000 per fiscal year.

B. The Los Angeles Community College District shall provide a fund in the amount of $60,000 per fiscal year for the purpose of supporting convention and conference attendance for members of the unit. No convention and conference funds shall be budgeted for the employees in the Certified Unit by the Individual campus. This fund shall be distributed to the colleges by the Vice Chancellor of Educational Services in proportion to the number of full-time faculty members on each campus and shall be administered at each college by a committee of faculty appointed by the campus Academic Senate and approved by the College President. Should the College President not approve an appointment, he/she shall state the reason in writing to the President of the Academic Senate. The granting of convention and/or conference attendance shall be in accordance with established District rules and regulations.

ARTICLE 24, PERSONNEL FILES

A. Definition. A personnel file will mean the personnel file
compiled on an employee and maintained in the Personnel Services Division or in the President's office at the campus. These files shall not include a supervisor's personal notes and the records relating to grievances and arbitrations. The materials in these files shall be the only personnel records which may be used by the District in any proceedings which affect the status of the employee.

B. Placing Materials in the File

1. A faculty member shall be provided a copy of all written material prior to the time it is placed in his/her personnel file. No material may become a part of an employee's record, placed in his/her personnel file, until the employee has been provided a copy of such material and had an opportunity to respond. Such material shall be provided to the employee within a reasonable period of time after receipt of said material.

2. Materials may be placed in the file by the appropriate administrator whose name shall be noted on the material so placed, along with the date of such placement.

3. Adverse material which has been placed or will be placed in an employee's personnel file shall not be retained in that file for more than four years after original receipt of the material unless the employee asks that the material be retained.

C. Viewing the File

1. An employee shall have the right at any reasonable time to inspect his/her personnel file.

2. The employee may be accompanied by a representative of the AFT.

3. The employee's AFT representative shall have the right, with the written consent of the employee, to inspect the employee's personnel file at a reasonable time.

ARTICLE 25, LEAVES

A. General Policy on Leaves of Absence

1. Definition. A leave of absence is authorized absence from duty, for a specific period of time and for an approved purpose, with the right to return to a position in the same classification at the conclusion of the leave.
2. **Leave Categories**

a. **MANDATORY LEAVES.** The District shall grant certain mandatory leaves requested by employees if requirements have been met and reasons suitably documented. Such leaves are: Bereavement, Illness, Industrial Accident, Family Illness, Rest, Maternity, Assault and Battery, Military, Government Service, Governmental Order, Parental (mandatory in those instances defined in Section 0.a. below; otherwise optional), Part-Time Service, and Sabbatical Leave.

b. **OPTIONAL LEAVES.** All other leaves requested by employees may or may not be granted, depending on status and service of the employee, reasons given for the leave, documentation of these reasons, and effect of the leave upon the work of the particular college or division. If an optional leave is denied reasons must be specified on an appropriate form.

3. **Requirements.** Each leave category has specific requirements which must be met before the leave can be granted.

4. **Length of Leave.** The minimum and maximum length of leave (including extension) depends on the type of leave. No leave, except military, may be written beyond the expiration date of the employee's credential covering service in the position or beyond the termination date of his/her assignment. Except as otherwise provided by this agreement, in determining eligibility for extension of leaves, a major portion of a semester counts as a semester and part-time leaves are considered the same as full-time leaves. A particular leave may be extended by the Chancellor or his/her designee beyond the length of time stated in this Article for that leave. Any combination of consecutive leaves is limited to six semesters unless extended by the Chancellor or his/her designee. Leaves are consecutive if not separated by regular service for at least 130 days.

5. **Compensation and Benefits.** Employees on leave may receive full pay, part pay, or no pay—depending upon the type of leave. Unless otherwise indicated, a faculty member on leave shall be eligible to retain fringe benefits by paying the cost of his/her fringe benefit package. Each employee granted leave shall, at the time notification of leave approval is given, receive written indication of this right and a timetable for payment.
and schedule for fringe benefit package payment. Employees not electing to pay fringe benefits shall have their coverage rescinded until return from leave. Each employee granted leave shall, at the time notification of leave approval is given, be so informed. A faculty member on leave whose fringe benefits package has been rescinded, shall have that package automatically reinstated on the date of official return to service in accordance with the re-enrollment provision of Article 27, Hospital-Medical Dental Vision Coverage.

6. **Request Procedure.**

a. Leaves for fewer than 21 working days shall be requested orally and granted orally by head of the college or division.

b. Leaves for more than 20 working days shall be requested in writing on the proper forms. If the College President or Division Head approves the release of the employee and the Personnel Services Division approves the eligibility of the employee, the leave shall be granted.

Leave requests must be filed no later than 60 days prior to the start of the semester in which the leave will begin. Employees, College Presidents, and Department Chairs shall receive notification of leave request disposition within 30 days of filing leave request. If leave request is denied, the reason(s) must be indicated. Exceptions to the filing requirements may be granted by the Vice-Chancellor of Personnel Services.

7. **Effect on Step Advance.** Time spent on the following leaves counts as service toward step advance: All paid leaves, Exchange, Government Service, Military, Organization leaves. Time spent on other types of leave does not count toward step advancement.

8. **Effect on Retirement.** Time on the following leaves counts as service toward retirement in the same proportion as the salary received: Illness (if paid), Industrial Accident, Military, Sabbatical, Exchange (if paid by the Los Angeles Community College District).

9. **Effect on Leave Privileges.** Most certificated leaves require at least two consecutive semesters or the hourly equivalent of 130 days of full-time actual service immediately preceding the leave. A Sabbatical, Exchange or Government Service Leave meets this requirement. Time on other leaves does not meet this requirement.

**Article 25**

55
10. **Effect on Sabbatical.** Time on Exchange or paid Military leaves counts toward the service requirement for Sabbatical leave. Time on other leaves does not count. Leaves do not break time service continuity for Sabbatical, but may reduce the days served in a year below the minimum required.

11. **Effect on Points.** Certificated employees on leave may earn points without limitation (except for Educational Travel), but may use them for column advance only under the same limitations that apply to employees in service.

12. **Effect on Assignment.** An employee returning from leave is reassigned to the college or division from which leave was taken unless a transfer would have been made if the employee had been on duty.

13. **Return to Service.** Request to cancel an approved leave or to return to service prior to expiration date of leave will be considered by the President or Division Head on the basis of convenience to the District. There is no obligation to permit such cancellation or early return. Even though a request to cancel a leave is made before the effective date, there is no obligation to approve such a request.

14. **Failure to Return.** Failure to report for duty at the expiration of leave may be adequate cause for dismissal.

**B. Assault and Battery Leave (Mandatory)**

1. **Definition.** An assault or battery leave is a type of industrial accident leave; it is granted for absence because of an injury resulting from an assault and/or battery that was directly related to the performance of duties. The determination of whether or not the absence is due to an assault or battery is the responsibility of the Personnel Services Division.

2. **Length of Leave.** Leave shall be granted from the first day of absence resulting from assault and/or battery but paid leave shall not exceed one calendar year.

3. **Extension of Leave.** If unable to return at end of calendar year, employee may be placed on some other type of paid or unpaid leave for which he meets eligibility requirements.
4. **Compensation.** When an employee is absent because of such assault and/or battery, the employee will be paid his/her full salary (for the assignment in which serving when injured) for a maximum of one calendar year. Except for the one year provision, compensation is paid under the same provisions as apply to other industrial accidents (See PG B417).

5. **Multiple Assignments.** Persons who have multiple assignments will be given assault and battery leave from the assignment in which the injury occurred and from any other certificated assignments in which the employee is eligible for illness absence pay.

6. **Additional Provisions.** See also PG B417 for additional provisions relating to industrial accidents.

7. **Report to Law Enforcement Agency.** It is the duty of any employee who is attacked, assaulted, or menaced by any person, and the duty of any person under whose direction or supervision such employee is employed who has knowledge of such incident, to promptly report the incident to the appropriate law enforcement authorities of the County or City in which the incident occurred. If the attack, assault, or menace was by a student, failure to make such a report is a misdemeanor punishable by a fine of not more than $200 and any action designed to influence the employee not to make such a report is also a misdemeanor subject to a fine of not less than $100 or more than $200 (Education Code 87014).

8. **Request Procedure.** Employee shall attach a statement to the appropriate leave request form from a licensed physician verifying the fact that the employee cannot work because of injury, and a copy of the report to the Law Enforcement Agency.

9. **Return to Service.** Health approval is required before return to service from injury.

C. **Bereavement Leave (Mandatory)**

1. **Definition.** A bereavement leave is approved absence due to the loss by death of a person related by blood or marriage, or whose domestic relations were close, or who was a close friend, or lived in the same domicile. Bereavement leave is also granted for absence due to

   a. Official notice in time of war that a member of the immediate family is "missing in action," or
b. Official notice that a deceased member of the immediate family is being returned by the armed forces for interment in this country.

2. Requirements

STATUS: All certificated employees are eligible for a bereavement leave except a day-to-day substitute.

SERVICE: Employees must be in active service (not on leave) at the time of the leave.

3. Length and Time of Leave

Maximum of three working days (or five days if more than 200 miles travel is required) for death of member of "immediate family," not necessarily consecutive, within ten calendar days after demise or notification of date of funeral. A three-day bereavement leave may be granted for each death described above even though more than one death occurs simultaneously; such leaves may be consecutive.

4. Compensation

a. Regular salary shall be paid for a maximum of three or five days absence for each instance of absence due to bereavement as described above.

b. Salary payment must be authorized by the College President or Division Head and reported on the time card.

5. Effect on Benefits. Bereavement absence with pay counts toward benefits as paid service.

6. Request Procedure. Make oral request to College President or Division Head. Evidence of bereavement may be requested by the College President for approval of salary payment.

D. Exchange Leave (Optional)

1. Definition. An exchange leave is a leave granted to permit an employee to serve as an exchange employee in any foreign country or in any state, territory, or possession of the United States.

2. Status Requirement. Employee must have regular status on the effective date of the leave.
3. **Length of Leave.** The exchange is for one academic year only, unless extended for one additional year by consent of the Chancellor and employee concerned.

4. **Compensation.** The compensation is determined by the exchange agreement.

5. **Effect on Benefits**

a. **LEAVE OF ABSENCE.** One year on an exchange leave counts toward the service requirement for a sabbatical leave. At the completion of any exchange, the employee shall serve at least two consecutive years with a minimum of 130 days of full-time service each year before eligible for another exchange assignment.

b. **STEP ADVANCE.** Credit for service on an exchange leave counts toward step advance as if service were in the District. An employee on such an exchange must have served a minimum of 130 days for which salary is paid, other than for illness or quarantine, while in the employ of the outside organization, in order to receive step advance upon return to the District. An affidavit of this experience completed by a representative of the employing organization must be filed with the Personnel Operations Branch verifying this service.

c. **RETIREMENT.** Service on an exchange leave counts toward retirement if approved by STRS. If retirement contributions are not deducted from compensation, the employee must personally arrange for payment of required contributions.

E. **Family Illness Leave (Mandatory)**

1. **Definition.** A family illness leave is one granted to an employee who is needed at home because a member of the immediate family is ill.

2. **Requirements**

   STATUS: Employee must have other than day-to-day substitute status on the effective date of the leave.

   SERVICE: No prior service required.

3. **Length of Leave.** Leave shall not be granted for more than four semesters.
4. **Compensation.** No salary will be paid by the District for the period of the leave. However, an employee on family illness leave may be approved to serve up to the limit for multiple assignments.

5. **Effects on Benefits.** No credit is allowed for any benefits for time spent on family illness leave. Employee may pay his/her own premiums for medical/hospital, dental and group life insurance.

**F. Government Service Leave (Mandatory)**

1. **Definition.** Government Service Leave is leave to serve in some elected or appointed capacity in local, state or national government.

   Government Service Leaves shall include election to full-time public office, Peace Corps, ACTION, and appointment to government service in a non-protected position.

2. **Status Requirement.** Leave shall be granted to regular faculty members.

3. **Length of Leave.** Full-time government service leave shall be for the term of the office, or four years, whichever is longer, and shall not be renewable. Part-time government service leave may be extended beyond the four year limit.

4. **Compensation.** No salary will be paid by the District for the period of the leave.

5. **Effect on Benefits.** No credit for any benefits is allowed for time spent on Government Service Leave.

**G. Governmental Order Leave (Mandatory)**

1. **Definition.** A governmental order leave is granted to an employee to appear as a witness in court other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

2. **Requirements**

   **STATUS:** All employees except day-to-day substitutes.

   **SERVICE:** Employee must be in active service (not on leave) at the time of the leave.
3. **Length of Leave.** The date or dates specified in the order. Absence for dates in addition to those specified must be certified by an authorized officer of the governmental jurisdiction.

4. **Compensation**
   a. Regular salary is allowed for period of leave if evidence of governmental order is provided.
   b. If any compensation is received for responding to governmental order, other than mileage and/or subsistence or compensation for District non-working days, such compensation shall be given to the college or division time-keeper for forwarding to the Disbursements Branch.

H. **Grant Leave (Optional)**

1. **Definition.** A grant leave is a leave to permit a regular faculty member to accept a grant to teach, lecture, or do research for a private institution or a city, county, state, federal or foreign government. Such service should result in the employee's rendering more effective service to the District upon his return.

2. **Status Requirement.** Employee must hold regular status on the effective date of the leave.

3. **Length of Leave.** Leave may be granted for a maximum of two semesters.

4. **Compensation.** No salary will be paid by the District for the period of the leave.

5. **Effect on Sabbatical Leave.** Service under a grant leave counts toward the service required for a sabbatical leave if evidence is presented, satisfactory to the Personnel Operations Branch, that such service was rendered.

6. **Effect on Step Advance.** When satisfactory evidence is presented to the Vice Chancellor, Personnel Services, that service rendered will be equivalent to service in the District, credit for step advance is allowed. This approval will be prior to the effective date of the leave.

7. **Effect on Retirement.** Time spent on grant leave does not count as service for retirement and will therefore reduce the total service credit on which the retirement
allowance is based.

8. **Request Procedure.** The College President or Division Head shall forward the leave request to the Personnel Operations Branch. Final approval of leave requests will be withheld pending the receipt by the Personnel Operations Branch of verification that the grant application has been approved. The employee and the college or division shall be notified when final approval of the leave request has been granted.

### Illness Leave (Mandatory)

1. **Definition.** An Illness leave is a paid or unpaid leave granted to a certificated employee who is compelled to be absent from duty in his/her current assignment on account of his own illness or injury or because of quarantine occasioned by his/her own or another's illness.

   a. **FORMAL ILLNESS LEAVE OF ABSENCE.** A formal illness leave is a leave granted to an employee for a period of more than 20 consecutive working days.

   b. **INFORMAL ILLNESS LEAVE OF ABSENCE.** An informal illness leave is a leave which is granted to an employee for a period of 20 working days or less.

2. **Calculation and Compensation of Illness Leave**

   a. **EMPLOYEES ASSIGNED FULL TIME.** Full pay illness allowances are credited to employees assigned full time on July 1 each year. Employees assigned in "A" and "D" bases receive twelve days, and those assigned in "B" and "C" bases receive ten days. Unused full pay days are accumulated from year to year. If the employee's accumulated balance of full pay days is less than 100, half-pay days are credited each year to bring the total of full pay days and half-pay days to 100. If the full pay balance is 100 or more, no half-pay days are provided; however, there is no limit on accumulation of full pay days.

   b. **EMPLOYEES ASSIGNED LESS THAN FULL TIME.** Employees assigned less than full time are credited with illness days based on the number of days per week assigned. Full pay days and half-pay days are credited to an employee's account in the proportion that the number of days assigned per week bears to five (e.g., an employee assigned to two days per week would be credited with four full-pay
days \((2/5 \times 10 = 4)\) and 36 half-pay days, a total of 40 days \((2/5 \times 100 = 40)\). After full pay days have been accumulated to the limit for half-pay days, no half-pay days are allowed.

c. **ON-CALL DAY-TO-DAY SUBSTITUTES.** On-call day-to-day substitutes do not earn illness allowances. On-call day-to-day substitutes who have accumulated a "balance" because of prior assignment to a monthly rate assignment (described in 2.a. above) may use the previously earned illness leave in on-call day-to-day substitute service subject to the limitations described in d.(3) below.

d. **COMPENSATION**

1. **Employees Paid On A Monthly Rate Schedule.** When an employee is absent because of illness and such absence is properly reported and verified, the employee will be paid his full salary up to the total number of full-pay illness days to his credit. Additional illness absence will be paid at half salary up to the total number of half-pay days accumulated. Additional illness absence will be non-paid until the beginning of the next academic year at which time new balances will be credited as described in 2.(a) above.

2. **Employees Paid On The Hourly Rate Schedule.** Hourly rate employees are charged one day of illness for each "day" of illness absence. For example, an instructor assigned 2 hours per night 2 nights a week who is absent for one week (4 hours) is charged for 2 days; an instructor assigned 4 hours per night 1 night a week who is absent for one week (4 hours) is charged for 1 day.

3. **On-call Day-to-day Substitutes.** On-call day-to-day substitutes who have accumulated an illness pay "balance" because of prior assignment to a class on a monthly rate schedule will be allowed pay for absence due to illness. The substitute must not have been released prior to the illness, and no illness benefits shall be paid after the date the substitute was scheduled to be released.

3. **Required Verification**

An employee who is absent because of illness shall be
required to sign on a form provided a statement that such absence was due to illness, injury, or quarantine. Such form must be approved for payment by the proper administrator. Payment for absence due to illness shall be made only upon certification by the Chancellor or his/her designated representative that such absence was for reason of illness or injury.

4. **Holiday Pay**

If an employee who is eligible for illness payment as indicated above receives pay because of illness, injury, or quarantine on either side of a holiday period for which he/she qualified for holiday pay, he/she shall receive holiday pay for the holiday period and the days of the holiday period shall not be considered as days of illness or injury leave.

In case a holiday occurs on the first day of the employee's assignment, and he/she receives pay because of illness, injury, or quarantine on the first day of his/her assignment following the holiday, the holiday shall not be considered as a day of illness or injury leave. In case a holiday occurs on the last day of the employee's assignment, and he/she receives pay because of illness, injury, or quarantine on the last day of his/her assignment preceding the holiday, the holiday shall not be considered as a day of illness or injury leave.

5. **Effect on Benefits**

Time on illness leave with pay counts for step advance, retirement, and vacation; credit in full for step advance and vacation, and full or half, according to the pay allowed, for retirement.

Time on illness leave does not count as service in meeting requirements for other types of leaves.

6. **Additional Summer Session Credit**

An employee who is to perform service on twenty or more days during a summer session shall be allowed one and one-half days of full pay illness leave in addition to that provided in Section 2.(a) above. This paid illness leave benefit for a summer session assignment, if not used, will be accumulated from one summer session to another but will not be added to any other illness leave balance.

7. **Status Requirements for Illness Leaves**

*Article 25*
For an informal illness leave of absence, employees paid from a monthly rate schedule and employees on the hourly rate schedule must be in a regular assignment, a summer session instructor with a regular session basic assignment, or as a substitute in a higher class than the regular assignment. On-call day-to-day substitutes must qualify, as indicated in 9.(c) below, for illness leave pay.

For a formal illness leave of absence, assignment to a class paid on a monthly rate or hourly rate schedule is required; however, no prior service is required.

8. Time Limitations for Formal Leave of Absence

a. EMPLOYEES PAID ON A PREPARATION SALARY SCHEDULE. Maximum leave granted at any time is to the end of the semester following the semester in which the leave commences. Such leave may be extended for a total period of not more than four semesters. After an employee has had four semesters of illness leave (either continuous or in series) he may have an additional two-semester leave for illness only if, in the opinion of a District Physician Consultant, the employee will be able to resume his duties at the end of the leave. If, in the opinion of the District Physician Consultant, the employee will not be able to resume his duties at the end of the leave, the leave will be granted only for a sufficient time to allow the employee to apply for disability retirement.

b. EMPLOYEES PAID ON THE HOURLY RATE SALARY SCHEDULE. Employees who are serving as hourly rate employees without regular status as full time employees of the District may be granted a leave to the end of the semester in which the leave commences.

c. ADDITIONAL LEAVE PERIODS. Additional leave may be granted only on the approval of the Chancellor.

9. Time Limitations for Informal Leave of Absence

a. EMPLOYEES PAID ON A PREPARATION SALARY SCHEDULE. Maximum informal leave is 20 working days. An illness which extends beyond 20 consecutive working days may be converted to a formal illness leave upon receipt of the proper forms.

b. EMPLOYEES PAID ON THE HOURLY RATE SALARY SCHEDULE. Maximum informal leave is 20 working days.
working day is defined as a day on which the employee is assigned. For example, an employee assigned for one day a week would be covered for only four absences. An illness which extends beyond 20 consecutive working days may be converted to a formal illness leave upon receipt of the proper forms.

c. ON-CALL DAY-TO-DAY SUBSTITUTES. On-call day-to-day substitutes who have accrued an illness leave balance because of prior assignment to a monthly rate position shall be granted an informal illness leave of absence if the substitute has not been released prior to the illness. No illness benefits shall be paid after the date the substitute was scheduled to be released.

10. Request Procedure

a. FORMAL ILLNESS LEAVE OF ABSENCE

(1) Employee must complete Leave of Absence Request form.

(2) Employee must attach a statement from a licensed physician or other practitioner verifying the fact that the employee cannot work because of personal illness or injury.

(3) These forms must be submitted to the President of the college or the Division Head for forwarding to the Personnel Operations Branch.

(4) Leave requests will be recommended for approval or denial by the District Physician Consultant.

(5) Disposition of the leave request will be sent to the employee by the Personnel Operations Branch in writing.

b. INFORMAL ILLNESS LEAVE OF ABSENCE. The request should be made orally to the President of the college or Division Head.

11. Employment While on Leave

An illness leave period is considered as beginning on the first day for which illness is claimed at the time the employee usually reports for work extending through the last day for which illness is claimed until the
time the employee usually leaves the job. If, between these two times, the employee is engaged in any gainful employment, he will be required to forfeit any illness pay claimed during the period of employment.

12. Extra Assignment

An employee who is on formal illness leave from his regular assignment must also take illness leave from his extra assignments unless specifically authorized to perform part-time service by the District Physician Consultant. Informal illness leave may be allowed for qualifying extra assignments (e.g., hourly rate) without reference to illness leave status of the employee in regular assignments.

13. Return to Service

a. ABSENCE DUE TO PERSONAL ILLNESS, INJURY OR MATERNITY LEAVE OF ABSENCE.

If an employee has been absent because of illness, injury or maternity leave of absence,

(1) For less than 6 consecutive working days, the employee must sign and submit a "Certification of Illness or Injury" card (Form 60.82B). Follow procedure c.(1) below for return to service.

(2) For more than 5 but fewer than 11 consecutive working days, the employee must submit a "Certification of Illness or Injury" card (Form 60.82B) signed by a physician or other practitioner. Follow procedure c.(1) below for return to service.

(3) For more than 10 consecutive working days, the employee must submit a "Certification of Illness or Injury" card (Form 60.82B) and an "Attending Physician's Statement" (Form C305) signed by a physician or other practitioner. Follow procedure c.(2) below for return to service.

b. ABSENCE DUE TO QUARANTINE. If employee has been absent because of quarantine, regardless of length of such absence, a county health office exclusion and readmittance card must be obtained. Employee should follow procedure c.(2) below.

c. RETURN PROCEDURES
J. **Industrial Accident Leave** (Mandatory)

1. **Definition.** An industrial accident leave is one granted for absence because of occupational illness or injury which arose out of and in the course of District employment, and which qualifies under Worker's Compensation, in order to preserve illness benefits for subsequent illness or injury which is not job connected.

2. **Length of Leave**

   a. Leave shall be granted from the first day of absence resulting from industrial accident or illness but shall not exceed 60 working days (when the employee would have been performing his duties) for one accident, and shall not extend beyond the last day for which temporary disability
Indemnity is received. The allowance is reduced by one day for each day of authorized absence regardless of the amount of a temporary disability indemnity award.

b. The 60 days is not accumulative from year to year. In case the absence extends into the following year, only the unused amount of leave for the same accident is available.

3. Extension of Leave. An employee who is unable to return after 60 days shall be continued on industrial accident leave but may be paid from accumulated illness benefits. At the exhaustion of regular illness leave benefits, if still unable to return, the employee shall be placed on unpaid industrial accident leave.

4. Compensation. Before salary payments can be made, the required accident report must be on file in the Business Services Division.
   a. The District will issue appropriate salary warrants, including the amount of the temporary disability payments, but not exceeding the employee's full salary. Such warrants are subject to normal retirement and other authorized deductions.
   b. During the initial 60-day absence, the employee shall receive the difference between his regular salary and the compensation received from the Compensation Fund; such payment is not charged against the employee's accumulated illness balance. If the 60-day maximum is exceeded, the employee may start drawing the regular illness compensation to which he may be entitled.
   c. A full day's salary for an employee is the salary for one-twentieth of the average number of hours for which pay was received for the pay periods within his assignment code basis during the year immediately preceding the beginning of the leave.
   d. When vacation or any paid leave, except an industrial injury or industrial illness leave, is used in conjunction with temporary disability benefits derived from worker's compensation, the vacation or leave shall be reduced by not more than the amount necessary to provide a full day's salary when added to the temporary disability benefits.
   e. If an employee has received a final settlement for permanent industrial disability and, after the
final settlement, is absent because of illness arising from the industrial accident or because of the continuation of the industrial illness, he may be entitled to regular illness or injury leave benefits. The allowance made in a final settlement is not subject to deductions under this rule.

5. **Effect on Benefits.** Time on industrial accident leave does not constitute a break in service; the first 60 days is not charged against illness pay balance; time does count toward salary advance and retirement credit; does not count as service for certificated tenure or eligibility for other leaves.

6. **Activities While on Leave**

   a. An industrial accident leave period begins on the first day for which injury is claimed at the hour the employee usually reports for work and extends through the last day for which injury is claimed until the hour the employee is engaged in any gainful employment. The employee will be required to forfeit any injury pay received from the District during any period of employment.

   b. An employee on industrial accident leave shall remain within the State unless the governing board authorizes travel outside the State.

K. **Maternity Leave** (Mandatory)

1. **Definition.** A maternity leave is an unpaid leave which is granted because the employee is pregnant.

2. **Status Requirement.** Employee must hold other than day-to-day substitute status at the time leave is requested.

3. **Length of Leave.** A maternity leave may be granted for a maximum period of two full semesters. An employee may request beginning and ending dates for a maternity leave within the limitations indicated above.

4. **Compensation.** No salary will be paid by the District while an employee is on a maternity leave.

5. **Illness.** An employee may request that a maternity leave be terminated and file for a formal illness leave according to established procedures.

Article 25
6. **Effect on Benefits.** No credit is allowed for time spent on maternity leave for any benefits, including step advance, eligibility for other leaves, retirement, etc. "Points" may be earned while on such leave.

L. **Military Leave** (Mandatory)

1. **Indefinite Military Leave**

   **Definition.** An indefinite military leave of absence is one granted to an employee ordered to active military duty for a period of more than 180 calendar days as provided in the Education Code, Military and Veterans Code.

2. **Temporary Military Leave**

   **Definition.** A temporary military leave of absence is one granted to an employee ordered to active military duty for a period of not more than 180 calendar days (including travel time) as provided in the Education Code, Military and Veterans Code.

M. **Opportunity Leave** (Optional)

1. **Definition.** An opportunity leave is a leave to permit a certificated employee to accept certain opportunities of superior character which will result in the employee's rendering more effective service to the District upon his/her return.

2. **General Policy**

   a. Opportunity leaves of absence may be granted for the following types of service outside of the United States:

      (1) Government service under the auspices of the armed forces.
      
      (2) Teaching service or related service in the field of education.

   b. Opportunity leaves of absence may be granted for the following types of service in the United States:

      (1) Government service when officially requested by an official representing the department making the request.
(2) Instructional service in a collegiate level institution.

c. Opportunity leaves of absence may be granted to permanent certificated employees when such leaves are deemed desirable to prevent the layoff of employees because of reduced enrollment.

d. The College President or Division Head may recommend that an employee be granted an opportunity leave, even though not within the scope of paragraphs a. to c., but must approve the opportunity as one of exceptional importance to the District.

3. Requirements

STATUS: If the employee does not have permanent status in the District on the effective date of the leave, the College President or Division Head must state in writing that the leave is being requested for a probationary employee.

SERVICE: During the two preceding consecutive semesters, the employee must have either:

   (a) Been on an Illness, study, travel, Federal Grant, or sabbatical leave, or

   (b) If full-time, received pay for the number of hours equivalent to 130 days of full-time service, or

   (c) If part time, been in paid service (other than illness or injury) during at least seven pay periods.

4. Length of Leave. Leave may be granted for a maximum of two semesters; leave may be granted on a part-time basis and/or alternate semester basis. Under exceptional circumstances, such a leave may be extended to a total of four semesters. No leave can be written beyond the expiration date of the employee's credential.

5. Compensation. No salary will be paid by the district for the period of the leave.

6. Effect on Benefits. No credit is allowed for time spent on opportunity leave for any benefits, including step advancement and service for sabbatical or other types of leaves.
7. **Request Procedure.** The request for such leave should be made on District Form (Leave of Absence Request) obtained from the college or division. Attached must be:

   a. A written statement describing the nature of the opportunity and how it will enable the employee to render more effective service to the district upon return to service and

   b. A verification of the offer.

The leave request should be presented to the President of the college or Division Head for administrative approval and transmittal to the Personnel Operations Branch.

Official verification of the offer is necessary before any opportunity leave can be granted; however, leaves should be requested prior to the leave deadline without official verification. The leave application will be held until the official verification has been received before final approval will be made by the leave committee.

The Personnel Operations Branch will notify the employee as to the outcome of the application.

N. **Organization Leave** (Optional)

1. **Definition.** An organization leave is a leave which is granted to enable an employee to serve any officially recognized Los Angeles Community College District professional educational organization. Only one such leave may be granted for each organization as approved by the organization president. Additional certificated personnel serving an employee organization may be given personal leave to cover the period of such service. An exception may be granted to AFT which may be granted four FTE, such leaves not to exceed eight individual leaves.

2. **Requirements**

   **STATUS:** Employee must have probationary or permanent status on the effective date of the leave.

   **SERVICE:** No prior service is required.

3. **Length of Leave.** Leave may be granted to the end of the academic year in which the incumbency begins and may be renewed annually during incumbency.
4. **Compensation.** No salary will be paid by the District for the period of service covered by the leave.

5. **Effect on Benefits.** Time spent on organization leave counts as service for salary step advance and for sabbatical leave. "Points" may be earned while on leave. No credit for salary step advance shall be allowed for time spent on organization leave outside the District.

0. Parental Leave (Optional/Mandatory)

1. **Definition.** An optional parental leave is a leave granted to an employee who is a parent or legal guardian for his/her minor child (under 18 years of age).

   A mandatory parental leave is a leave granted to an employee due to the birth of a child or the arrival of an adopted child.

2. **Requirements**

   **STATUS:** A certificated employee must have other than day-to-day substitute status on the effective date of the leave.

   **SERVICE:** No prior service is required for certificated employees.

3. **Length of Leave.** Parental leave may be granted for a period of one or two semesters and may be extended for a total of six semesters for any given minor child.

4. **Compensation.** No salary will be paid by the District for the period of service covered by this leave except in the case of the birth of a child or the arrival of an adopted child a maximum of three paid working days shall be granted. Such cases will be separate and apart from personal emergency leave but will be deducted from accumulated illness leave. In absence of an appropriate accumulated illness leave, such leave will be unpaid.

5. **Effect on Benefits.** No credit is allowed for time spent on unpaid leave.

P. Part-Time Service Leave with Full-Time Retirement Benefits (Mandatory)

1. **Definition.** Part-time service leave with full-time retirement benefits is granted to regular certificated
employees who wish to reduce their workload from full-time to part-time duties in accordance with Education Code Sections 22724 and 87483.

2. **Requirements**

a. **ELIGIBILITY.** The employee must meet the age and full-time employment requirements stated in Education Code Sections 22724 and 87483.

b. **SERVICE.** The minimum part-time employment shall be in accordance with Education Code Section 87483. This request must be exercised upon request of the employee. By mutual agreement of the employer and the employee, the employee may work any percentage of time either semester provided that the total time served per year is equal to or greater than the minimum number of days of service required. For example:

   (1) Service may be completed during either semester provided that the minimum number of hours have been met.

   (2) Service may be completed by serving part-time during each semester. Any percentage of time may be served provided that the minimum number of hours are served.

   (3) Service may be completed by greater than the minimum number of days of service required.

3. **Length of Leave.** The minimum length of leave shall be for one semester. The maximum length of leave shall be for a period of five fiscal or academic years.

4. **Compensation.** The employee will be paid at his regular salary rate for the period of time actually worked.

5. **Retirement Benefits.** The employee will receive full retirement credit for the years service.

   a. The employee and the District shall both contribute to the State Teachers Retirement System the amount required by law.

   b. Retirement contributions must be placed on deposit with the Disbursements Branch (Payroll) prior to reduction in service.

      (1) The employee must deposit the amount equal to the difference of his/her yearly total re-
tirement contributions and the amount withheld by the District for his part-time service. The full amount is needed to eliminate possible loss of retirement credit if a monthly or other type of payment is not received.

(2) The Disbursements Branch will bill the employee for his/her share of the contributions prior to the reduction in service.

6. Employment. No additional restrictions are placed upon the employee regarding multiple or previously held outside employment. Employees may obtain new employment within or outside the District according to the current policies.

7. Effect on Benefits. The employee on Part-Time Service Leave with Full-Time Retirement Benefits will be entitled to the same benefits he/she would have received had he/she remained in active service in his/her regular position during the leave period.

8. Request Procedure

a. Requests shall be submitted not later than the end of the second week of the semester prior to commencement of the leave period. Employees who plan to have no assignment or to work less than one-half of a full-time assignment during a spring semester must submit their leave requests during the prior spring semester.

b. Employee must complete District Leave of Absence Request Form and Service Agreement Form which outlines service to be performed during the leave.

c. These forms are then submitted by the employee to the President of the College or Division Head for his recommendation and transmittal to the Personnel Operations Branch.

d. Employees will be informed regarding the disposition of their application by the Personnel Operations Branch.

e. Requests for leaves that have been approved may be cancelled only upon the approval of the College President and the Vice Chancellor, Personnel Services Division. Such requests will be considered on the basis of convenience to the District. One of the factors to be considered is the arrange—
ments that have been made for replacing the emplo­
yee while on leave.

f. Personnel Operations shall furnish to employees,
upon written request, copies of Education Code
Section 22724 and 87483 and rules and regulations
of S.T.R.S. and other authorized agencies which
pertain to this type of leave and which have been
made available to the District.

9. Should Education Code Sections 22724 or 87483 be amen­
ded, the parties agree to renegotiate any aspects of
this Article affected by the amendment(s).

Q. Personal Leave (Optional)

1. Definition. A personal leave is one which is granted
to an employee for a specific personal reason.

2. Requirement. Employee must hold other than day-to-day
substitute status.

3. Length of Leave. A personal leave may be granted for
not more than two semesters.

4. Compensation. No salary will be paid by the District
for the period covered by the leave. However, an
employee on personal leave may be approved to serve up
to the limit for multiple assignments.

5. Effect on Benefits. No credit for any benefits is
allowed for time spent on personal leave.

R. Personal Necessity Leave (Optional)

1. Definition. Personal Necessity Leave of Absence is a
paid leave granted to permit an employee to be absent
without loss of pay when the specific conditions or
events (see below) require the personal attention of
the employee during his assigned hours of service and
involve circumstances the employee cannot reasonably be
expected to disregard.

2. Requirements

STATUS: Employee must hold other than temporary or
substitute status only at the time of the
leave or be in a status which qualifies the
employee for illness pay.

SERVICE: No prior service is required for those with
regular status. Service in prior status is
3. **Length of Leave.** Leave may be requested for one or more hours of absence. The total paid hours allowed in any one academic year shall not exceed the equivalent of six days.

4. **Compensation.** Full salary will be paid upon approval for all hours of absence for which proper certification is made which do not exceed the above limits and which do not exceed the total full-pay illness balance of the employee. All hours paid will be deducted from the full-pay illness balance of the employee.

5. **Qualifying Events.** The following are those events which may be used as a basis for requesting personal necessity leave:

   a. **(1*) Bereavement.** The death of a person related by blood or marriage, or whose domestic relations were close, or who was a close friend, or lived in the same domicile, or absence due to (1) official notice in time of war that a member of the immediate family is "missing in action," or (2) official notice that a deceased member of the immediate family is being returned by the armed forces for interment in this country. This benefit is in addition to any days of paid leave granted under Bereavement Leave.

   b. **(2*) Accident.** An accident to any employee's person (not covered by illness leave or industrial accident leave),

   c. **(3*) or to his/her property or to the person or property of a member of his/her family (see "a" above), which is serious and requires the attention of the employee during his/her assigned hours of service.

   d. **(4*) Court Appearance.** Appearance in court as a litigant. (The employee must return to work in cases where it is not necessary for him/her to be absent the entire day.)

   e. **(5*) Witness.** Appearance as a witness under an official governmental order:

      (a) Each date of necessary attendance under such order, other than the date specified in a subpoena, shall be certified to by the clerk or authorized officer of
a court or other government jurisdiction; and

(b) In any case in which a witness fee is payable, such fee shall be collected by the employee and remitted to the Business Services Division; and

(c) The employee must return to work in cases where it is not necessary for him/her to be absent the entire day.

f. (6*) FAMILY ILLNESS. Illness of a member of the employee's family (see a. above).

g. (7*) PATERNITY. Birth of a child.

h. (8*) HOME PROTECTION. Necessary action taken by employee to protect his domicile occasioned by a natural event such as a flood or fire.

i. (9*) Any other significant event, personal to the employee, for which other paid leave of absence is not authorized, which under the circumstances, the employee cannot reasonably be expected to disregard, and which requires the immediate attention of the employee during his assigned hours of service.

* "Reason" number to be indicated on District form.

6. Limitations

a. The days allowed shall be deducted from and may not exceed the number of full pay days of illness or injury leave to which the employee is entitled.

b. Personal necessity leave shall not be granted during a scheduled vacation or a leave of absence.

c. Personal necessity leave shall not be granted for an employee organization meeting, or employee organization activity unless the leave is approved by the Chancellor or his/her designee.

d. Personal necessity leave shall not be granted for work stoppage activities.

e. The employee is to return to work whenever it is not necessary for him/her to be absent for the entire day.
7. **Request Procedure.** Employee must fill out District form including specific explanation of reason for absence and file it with the administrator of the college or division. For any anticipated absence known in advance for reasons covered by 5.d.(4*), 5.e.(5*), and 5.i.(9*), the request is to be submitted prior to the absence. For all other qualifying events the request must be submitted immediately upon return to service.

8. **Administrator Approval.** Payment for personal necessity absence shall be made only upon certification by the employee's administrator that the absence was due to a situation designated as a personal necessity within the limits described above. The administrator shall take whatever steps are necessary to satisfy himself that a personal necessity did exist. Requests approved and signed by the administrator are to be retained with the payroll records of the college or division.

S. **Position Leave (Optional)**

1. **Definition.** A position leave may be granted to an employee from one position to serve in another class in the certificated service.

2. **Requirements**

   STATUS: Certificated employees must have other than substitute status only in the position from which the leave is taken on the effective date of the leave.

   SERVICE: No prior service is required.

3. **Length of Leave.** A position leave may be granted for two semesters or less and extended to four semesters. A position leave or any combination of position leaves may be extended from four semesters to a maximum of six consecutive semesters only upon the specific request of the College President or Division Head and upon the approval of the Chancellor.

   EXCEPTION: Position leave for Department Chairs shall be extended to the conclusion of the term/terms of office as long as extension does not involve a substitute replacement.

4. **Compensation.** Compensation shall be earned for the position in which service is rendered.

5. **Effect on Benefits**
a. SALARY. Service in a position in a higher class than that of the regular assignment counts toward step advance in the regular assignment.

b. OTHER LEAVES. An employee on a position leave may be granted a mandatory leave from the second position.

c. OTHER BENEFITS. Time on position leave does not count toward other benefits except as such credit is earned in the new position.

6. Request Procedure. The college or division is responsible for submitting a Request for Personal Action to initiate a position leave. No formal request is required from the employee. All position leave requests shall indicate an ending date (Date to).

7. Return to Former Class. Employees are reelected to full-time service in the class from which they are on leave effective immediately following the expiration of their leaves unless they are assigned to a different class prior to return to service in their former class.

T. Rest Leave (Mandatory)

1. Definition. A rest leave is one granted to an employee who, in the opinion of a physician or other licensed practitioner, is not ill enough to qualify for illness leave but does need a rest.

2. Requirements

STATUS: The employee must hold other than substitute or temporary status on the effective date of the leave.

SERVICE: No prior service is required.

DOCUMENTATION: A statement from a physician or other licensed practitioner indicating that the employee is not well enough to resume the responsibilities of a full-time position must be attached to the leave request.

3. Length of Leave. Leave may be granted for two semesters or less but may be extended for a total of four semesters (including any consecutive illness leave).

4. Compensation. No salary will be paid by the District for the period covered by the above, except as earned by service in other assignments (see 6. below).
5. **Effect on Benefits.** No credit is allowed for time spent on rest leave for any benefits.

6. **Effect on Other Assignments.** An employee on a rest leave may be approved to serve as an hourly rate employee up to the limit for an extra assignment, if the employee produces a statement from a physician or other licensed practitioner indicating that he/she appears to be well enough to undertake such service.

**U. Sabbatical Leave (Mandatory)**

Sabbatical leaves of absence shall be granted to eligible applicants according to the following conditions:

1. The employee must have regular status in the District at the time the leave begins.

2. The employee must have rendered certificated service in the District for at least six consecutive two-semester periods preceding the beginning of the leave. Only service rendered subsequent to return from the most recent sabbatical leave and subsequent to the most recent break in service is counted except that all time served between the two periods of a split sabbatical leave counts for a subsequent sabbatical leave.

3. The applicant's age shall be such that the requirement regarding service following return from leave can be completed prior to reaching the normal retirement age.

4. A travel plan shall indicate absence from the Los Angeles area for a minimum of 50% of the sabbatical leave period. A study plan shall indicate enrollment in at least 5 semester units or its equivalent in an accredited institution of higher education for any period of the leave or the pursuit of an equivalent program of independent study. A study plan which includes approved work on an advanced degree at an accredited institution of higher education shall be at least equal to 4 semester units. A sabbatical leave plan may combine elements of travel, formal study, and independent study in ratio so as to meet the minimum requirements.

5. The leave may be taken for one or two semesters. The second semester of a two-semester leave may be taken immediately following the first semester or may be taken at a later time on a split basis provided the second semester of leave is completed within three years of the beginning date of the first leave.
6. An employee shall be paid one-half of his/her regular salary for the period of the leave.

7. An employee must render service in the District after return from a sabbatical leave which is equal to twice the period of the leave.

Existing procedures regarding Sabbatical Leave shall be maintained unless changed by mutual agreement of the parties.

V. **Study Leave (Optional)**

1. **Definition.** A study leave is a non-paid leave of absence which may be granted to enable an employee to pursue a program of study at least four semester units or its equivalent in an accredited institution of higher education for any period of the leave or the pursuit of an equivalent program of independent study. Correspondence courses are not acceptable for leave purposes.

2. **Requirements**

   **STATUS:** The employee must hold permanent status on the effective date of the leave.

   **SERVICE:** During the two preceding consecutive semesters, the employee must have either (a) if assigned full-time, received pay for the number of hours equivalent to 130 days of full-time service or been on sabbatical, exchange, or federal grant leave, or (b) if assigned part-time, been in paid service (other than illness or injury) during at least seven pay periods.

3. **Length of Leave.** Leave may be granted for one or two semesters, and extended to a total of four semesters. (Leaves granted under section 4. are limited to a total of two semesters.) Leave may be granted on a part-time and/or alternate semester basis.

4. **Study Leave Following a Study Sabbatical.** When following a sabbatical leave for study, an extension of leave is requested in order that study undertaken during the sabbatical may be continued, such a leave may be granted for not to exceed one semester (or for two semesters if the sabbatical leave report and other required forms have been filed and approved).

5. **Compensation.** No salary will be paid by the District
for the period of service covered by the leave. However, an employee on study leave may work as an hourly rate employee up to the limit for an extra assignment.

6. **Effect on Benefits.** Time spent on study leave does not count as service in determining eligibility for other types of leave, progressive salary advance, promotion, or retirement. Points toward salary column advance may be earned for study undertaken in conformance with established procedures.

W. **Travel Leave (Optional)**

1. **Definition.** A travel leave is a nonpaid leave which may be granted to enable an employee to travel outside of a 250 mile radius from the Los Angeles Community College District administrative offices for educational purposes for a minimum of 60% of the time for which the leave is granted.

2. **Requirements**

   **STATUS:** The employee must hold permanent status on the effective date of the leave.

   **SERVICE:** During the two preceding consecutive semesters, the employee must have either

   a. If assigned full-time, received pay for the number of hours equivalent to 130 days of full-time service or been on sabbatical, exchange, or federal grant leave, or

   b. If assigned part-time, been in paid service (other than illness or injury) during at least seven pay periods.

3. **Length of Leave.** Formal leave may be granted for a minimum of one pay period and a maximum of two semesters. Leave may be granted on an alternate semester basis.

4. **Compensation.** No salary will be paid by the District for the period covered by the leave.

5. **Salary Points.** Points may be earned for approved educational travel and related study undertaken in conformance with established procedures.

6. **Effect on Benefits.** Time spent on travel leave does not count as service in determining eligibility for
other types of leave, progressive salary advance, promotion, or retirement.

X. Work Experience Leave (Optional)

1. Definition. A work experience leave is designed to allow an employee to accept employment outside the field of education in an occupation directly related to his/her District assignment. Such employment must be:

   a. Approved in advance,
   b. With an established organization or business enterprise, and
   c. Must provide a substantial increase in the employee's skill, knowledge, and understanding of his/her regular assignment.

2. Requirement. A permanent employee may be granted a work experience leave of absence based upon the same standards as those required for a sabbatical leave. Service requirements and eligibility for either a work experience leave or a sabbatical leave shall be counted from the date of return to duty from the last work experience leave or sabbatical leave, whichever is later.

3. Compensation. Any employee who has been granted a work experience leave of absence and who has complied with the provisions under which such leave was granted shall receive fifty (50) percent of his/her regular salary for the period of time for which such leave is granted, computed on a monthly basis; provided that, during the work experience leave period, compensation for new employment in excess of fifty (50) percent of the regular salary of the employee shall be deducted from allowable salary while on such leave of absence. Compensation for new employment during a work experience leave must be verified in writing by the employer. Allowable compensation for employment accepted during each semester of a work experience leave shall not include compensation from a continuation of any extra employment which the employee has had for the entire previous semester.

The required number of hours of post-work leave service may consist of full-time and part-time service provided the total amount of the time for which salary is received is equivalent to twice the period of the leave.

For the purpose of this leave, the use of the one semester to describe a period of time is to be under-
stood for personnel on various assignment bases to be the actual length of the work experience leave. In case a work experience leave of absence is taken in two separate periods, one-half of the service, as herein defined, must occur after the second period of the leave is completed.

Compensation may be requested under Plan A or Plan B.

a. **Plan A.** Salary for work experience leave shall be paid in two equal payments. The first payment shall be paid at the end of the semester during which the employee has completed one-half of the required post-work experience leave service. The second payment shall be paid at the end of the semester during which the employee completes the second one-half of the required post-work experience leave service.

b. **Plan B.** Salary for work experience leave shall be paid in the same manner as if the employee were rendering service in the District, if such payment is requested by the employee.

Payment of work experience salary as described under Plan B shall be contingent upon the execution of a written Indemnity agreement by which the employee pledges his/her assets as security for his compliance with the work experience leave requirements.

If the requirements under which the work experience leave were granted are not satisfactorily completed, if a significant portion of requirements are not completed, or if the work experience leave report is not approved, then either no compensation under Plan A shall be made, or there shall be a restitution to the Board of funds received under plan B.

4. **Work Experience Leave Reports to be Filed.** Each employee who has been granted work experience leave shall file, together with the appropriate verifications, the following reports:

a. During the period of the work experience leave, a monthly report showing compliance with the conditions of the leave.

b. After the period of the leave, but prior to the end of the second pay period following his return to active duty, a written report describing his work experience leave activities.
Until such report has been submitted and approved by the Chancellor, an amount equal to the work experience leave salary received by the employee shall be withheld from any salary due the employee for service after the second pay period following his return to active duty.

5. Incomplete Work Experience Leave

a. FAILURE TO COMPLETE REQUIREMENTS DUE TO ACCIDENT OR ILLNESS. Interruption of the program of employment caused by serious accident or illness during a work experience leave shall not be considered a failure to fulfill the conditions upon which such leave was granted, nor shall such interruption affect the amount of compensation to be paid such employee under the terms of the leave agreement; provided, however, that the Chancellor or his designated representative had been notified as soon as practicable, of such accident or illness.

b. FAILURE TO COMPLETE REQUIREMENTS DUE TO OTHER CAUSES. An employee who has been approved for a work experience leave of absence who fails to complete all of the requirements of the work experience leave due to serious illness in the family or other causes beyond his/her control may receive compensation on a prorated basis if a significant portion of the requirements is completed.

For an incomplete work experience leave originally approved for one year, fractional portions of requirements completed may be one-fourth, one-half, or three-fourths. A year's leave of absence for an A employee means 13 pay periods; for a B employee, 10.85 pay periods; for a C employee, 10 pay periods; for a D employee, 240 assigned days.

For an incomplete work experience leave originally approved for one semester for C or D employees, one period for B or D employees, or seven pay periods for A employees, the fractional portion of requirements completed may be one-half.

The completion of the fractional portion of the requirements must have been accomplished during the particular period for which the work experience leave was authorized and prior to return to active duty or prior to the beginning of a leave immediately following the work experience leave.
ARTICLE 26, DISTRICT LIFE INSURANCE GROUP COVERAGE

A. The District sponsored Group Life Insurance Program is established for those personnel who make the District their regular place of employment and who receive their primary source of income from such employment. The purposes of the program are as follows:

1. To promote increased economy and efficiency in the District's service.
2. To enable the District to attract and retain qualified personnel by providing Group Life Insurance Benefits similar to those provided in private industry and other governmental entities.

B. Definitions

1. District. The Los Angeles Community College District.
2. Program. The program shall consist of one or more Group Life plans for personnel.
3. Plan. Any Life Insurance Group plan approved by the Board of Trustees of the Los Angeles Community College District. The District's life insurance plans cannot be changed without the mutual consent of the District and AFT.
4. District Contributions. The amount of premium required by the plan in which the personnel is enrolled to provide coverage for the personnel.
5. Employee. Any certificated person employed by the District.
6. Eligible Employee. Any employee who is eligible by the terms of this Agreement to enroll in a plan.
7. Enrolled Employee. Any eligible employee who has enrolled in a plan by submitting proper applications to the District's Insurance Section.
8. Enrollment Year. The period corresponding to the period of the contract for each plan.
9. Coverage Period. Each calendar month shall constitute a "Coverage period."

C. Eligibility
Every employee who is assigned half-time or more in one class in a status other than substitute, temporary, extra, exchange or relief, shall be eligible to enroll in a plan. Employees already enrolled may continue to participate while on a position or service leave of absence.

"Half-time" shall be 50 per cent of the full time position and to which the employee is assigned. This percentage shall be determined from the assignment order approved by the Board of Trustees.

Once an employee is eligible, he remains eligible for participation the entire enrollment year.

D. Enrollment

1. Initial Enrollment. Upon employment each new eligible employee shall receive complete information regarding the District Life Insurance Plan. An unenrolled employee eligible for enrollment under Section C. may submit application for enrollment in a plan at any time.

The Insurance Section shall process applications received so as to make coverage effective on the first day of the following calendar month after deposit of the applications in the U.S. Mail with postage prepaid, addressed to the District Insurance Section or otherwise delivered to the Insurance Section.

2. Continuance of Enrollment. The enrollment of an employee in a plan continues providing that the appropriate premium is paid. In the event an eligible employee is in an unpaid status including maternity leave and not eligible for Board contribution, the employee may arrange for continuance of his/her enrollment as long as he/she remains eligible by making a proper payment to the plan in which he/she is enrolled. Payment must be made by check or money order for the total premium without any Board contribution, payable to the plan and sent to the District's Health Insurance Section. Payments may be made in installments on the due dates and in the amounts required by the particular plan. An enrolled employee on formal illness leave pursuant to Los Angeles Community College District Illness Leave Rules will have premiums paid by District contribution without regard to such employee's pay status.

3. Termination of Enrollment. The enrollment of an employee shall terminate:
a. For failure of the employee to make direct payment as provided under Section D in which case coverage shall terminate at the close of the coverage period for which the last premium was paid.

b. At the request of the employee, in which case coverage shall terminate at the close of the coverage period in which the request was submitted.

c. Upon termination of employment, and in the case of retirement, when coverage shall terminate at the close of the coverage period during which the termination was effective.

d. In the event of an employee's loss of eligibility, in which case coverage shall terminate on the first of the next month.

4. Re-enrollment. Any employee terminated pursuant to Section D.1. shall have the right to re-enroll upon return to paid status in the employee's former District approved Life Insurance Plan if otherwise eligible.

E. Conversion of Life Insurance Plan Outside the District Program

An employee who is enrolled in a plan for at least two consecutive coverage periods and whose enrollment terminates because of:

1. Failure to make direct payments when required as provided under Section D,

2. Loss of eligibility, or

3. Termination of employment,

shall be given the opportunity to exercise the right to conversion to coverage outside the District program, as may be available in his particular plan. Such information shall be provided to the employee in sufficient time to permit conversion.

F. Payment of Premium

District Contribution. The District shall contribute the full amount of the premium due each coverage period for the enrolled employee to the plan in which he/she is enrolled. The District contribution shall be applicable only to plans approved by the Board of Trustees. The District shall not contribute any premium for any employee during any period in which the employee was not paid in an eligible assignment,
except those enrolled employees on formal illness leave who have exhausted current paid illness benefits.

Refunds. If any premium is refunded, the plan shall make such refund directly to the District, except when the refund is a result of direct payment made by the employee premiums shall be refunded to the employee.

G. Coverage. Coverage shall be on a 12-calendar month basis.

H. Increases in Life Insurance Coverage. Increases in life insurance coverage shall only be effective to the eligible employee on the first day he is actively at work coincident with or immediately following the date eligible. If an employee is on annual vacation at the time he becomes eligible for an increase in the amount of insurance, the "actively at work" requirement shall be waived.

I. Employees age 70 and over. An amount equal to 50% of the amount in force immediately prior to his or her 70th birthday. This reduction shall take place on the premium date coincident with or immediately following his or her 70th birthday.

J. Administration of the Program. The program shall be administered by the Health Insurance Section of the Staff Relations Branch of the Personnel Services Division.

K. Limits of Coverage. The limits of coverage under this Article shall be the same as provided during the 1982-83 academic year.

L. Advisory Committee

An advisory committee shall be established to review the District's fringe benefit program (hospital-medical, dental, vision and life insurance coverage). The committee may recommend changes, additions and/or deletions to the fringe benefit program. If the recommended changes, additions and/or deletions reduce the cost of the existing fringe benefit program, the parties to this Agreement shall reopen, upon the request of either party, the fringe benefit articles for negotiations for additional benefits not to exceed the amount of the cost reduction for the certificated unit employees. AFT shall be entitled to one member on the Advisory Committee.

M. Current fringe benefit plans as outlined in this Agreement shall be continued for the 1983-84 fiscal year.

The parties agree to establish a fringe benefit committee to study the District's fringe benefit programs and if mutual
agreement is reached, establish a new fringe benefit program for the remainder of the Collective Bargaining Agreement.

The parties agree to reopen fringe benefit negotiations for the 1984-85 and the 1985-86 fiscal years no later than March 1, 1984.

ARTICLE 27, HOSPITAL-MEDICAL, DENTAL, VISION GROUP COVERAGE

A. District Sponsored Hospital-Medical-Dental-Vision Program. The District Sponsored Hospital-Medical-Dental-Vision Program is established for those people who make the District their regular place of employment and who receive their primary source of income from such employment and for those employees retired from District service as provided under Section D. The purposes of the program are as follows:

1. To promote increased economy and efficiency in the District's service.

2. To enable the District to attract and retain qualified employees by providing Hospital-Medical, Dental, and Vision benefit plans similar to those provided in private industry and other governmental entities.

3. To recognize and protect the District's investment in each employee by promoting and preserving good health among District employees.

B. Definitions

1. District. The Los Angeles Community College District.

2. Program. The program shall consist of one or more Hospital-Medical, Dental, and Vision benefit plans for the purpose of providing, arranging, paying for, or reimbursing the cost of hospital, medical, dental, and vision care for eligible District employees and retirees to the extent of the benefits provided by said plans.

3. Plan. Any Hospital-Medical, Dental, and Vision benefits group plan approved by the Board of Trustees of the Los Angeles Community College District. The District's Hospital-Medical, Dental and Vision plans cannot be changed without the mutual consent of the District and AFT.

4. District Contributions. The amount of premium required by the plan in which the employee or retiree is enrolled to provide coverage for the employee or retiree and
his/her eligible dependents.

5. **Employee.** Any certificated person employed by the District.

6. **Eligible Employee.** Any employee who is eligible by the terms of this agreement to enroll in a plan.

7. **Enrolled Employee.** Any eligible employee who has enrolled in a plan by submitting proper application to the District's Insurance Section.

8. **Enrollment Year.** The period corresponding to the period of the contract for each plan.

9. **Coverage Period.** Each calendar month shall constitute a "coverage period."

10. **Retiree.** Any person retired from District employment in certificated service as provided under Section D.

11. **Eligible Retiree.** Any person who is eligible under Board Rules and Regulations to continue enrollment in a plan after retirement.

12. **Enrolled Retiree.** Any eligible retiree who elects to continue enrollment in a plan and has submitted proper application to the District's Insurance Section.

13. **Medicare.** Those hospital benefits (Part A) and/or medical benefits (Part B) available to persons eligible under the provisions of Title XVIII of the Federal Social Security Act.

C. **Eligibility**

1. **Employees.** Every employee who is assigned half-time or more in one class in a status other than substitute temporary, shall be eligible to enroll in a plan. However, certificated substitutes eligible for illness benefits may enroll and an employee already enrolled may continue to participate while on a position or service leave of absence. Long-term substitute certificated employees are eligible to enroll when assigned in a monthly rate position.

"Half-time" shall be 50 percent of the full-time position to which the employee is assigned. This percentage shall be determined from the assignment order approved by the Board of Trustees.

Once an employee is eligible, he/she remains eligible.
for participation the entire enrollment year.

2. **Retirees.** Every person from District employment is eligible to continue enrollment in a Group Hospital-Medical, Dental, and Vision Plan provided that:

   a. If he/she is eligible for Medicare and is enrolled in those parts of Medicare for which he/she is eligible; and

   b. He/she retired from District service in accordance with the Rules and Regulations then in effect with the retirement system of which he/she is a member.

   c. If retirement was effective June, 1969 or later, the retiree is also eligible for Group Dental Insurance.

   d. Retiree must have been continuously employed by the District, prior to retirement, for a period of three (3) years, or initially employed prior to December 1, 1977, and continuously employed until retirement.

   e. If retirement was effective January 16, 1978, the retiree is also eligible for the Vision Plan.

D. **Enrollment**

1. **Initial Enrollment.** Upon employment, each new eligible employee shall receive complete information regarding all District insurance plans. An unenrolled employee eligible for enrollment under Section C. may submit application for enrollment in a plan at any time. However, an employee who has previously been enrolled in a plan during the current enrollment year must, upon re-enrollment in that same enrollment year select the same plan. An employee or an eligible retiree who is otherwise eligible but is not enrolled in those parts of Medicare for which he/she is eligible may not enroll in a plan until such time as Medicare coverage is effective.

   The Health Insurance Section shall process applications received so as to make coverage effective on the first day of the following calendar month after deposit of the application in the U.S. Mail with postage prepaid, addressed to the District Health Insurance Section or otherwise delivered to the Health Insurance Section.

2. **Open Enrollment.** There shall be an open enrollment period each enrollment year during which an eligible
employee may change plans. The Health Insurance Section shall establish and announce the dates of such open enrollment period. In the event that an eligible employee requests change of plan, he/she shall continue to be covered by the carrier from which he/she is transferring until such time as the new coverage can be instituted. Employees and/or dependent(s) may not be eligible for coverage by a different plan during the open enrollment period if hospitalized. Failure of the employee and/or dependent(s) to notify the Health Insurance Section of the hospitalization may cause a loss of hospital-medical benefits.

3. Continuance of Enrollment. The enrollment of an employee or retiree in a plan continues providing that the appropriate premium is paid. In the event an eligible employee is in an unpaid status including maternity leave and not eligible for Board contribution, the employee may arrange for continuance of his/her enrollment as long as he/she remains eligible by making a proper payment to the plan in which he/she is enrolled. Payment must be made by check or money order for the total premium without any Board contribution, payable to the plan and sent to the District's Health Insurance Section. Payments may be made in installments on the due dates and in the amounts required by the particular plan. An enrolled employee on formal illness leave will have premiums paid by District contribution without regard to such employee's pay status.

The District shall provide an annual retirement seminar for all identified retiring faculty members. This seminar shall discuss provisions for the maintenance of insurance coverages. Retiring members shall be informed in writing and receive all forms for the maintenance of such coverage.

4. Enrollment of Survivors. Enrollment of surviving spouses and dependents, if any, of the employees and retirees for which District contribution of premium will be made, shall continue pursuant to the following:

a. The surviving spouse, including dependent children, if any, of an employee may be enrolled in a District Plan, providing the deceased had been enrolled, at the time of death.

(1) Enrollment shall cease upon death of the surviving spouse, re-marriage, or eligibility for group coverage under his/her employment.
5. Termination of Enrollment. The enrollment of an employee shall terminate:

   a. For failure of the employee to make direct payment as provided under Section E in which case coverage shall terminate at the close of the coverage period for which the last premium was paid.

   b. At the request of the employee, in which case coverage shall terminate at the close of the coverage period in which the request was submitted.

   c. Upon termination of employment, except in the case of retirement, when coverage shall terminate at the close of the coverage during which the termination was effective.

   d. In the event of an employee's loss of eligibility,
In which case coverage shall terminate at the close of the enrollment year or when premiums are not paid under continuance of enrollment.

e. For failure of the employee or retiree to enroll in those parts of Medicare for which he/she is eligible, in which case coverage shall terminate at the close of the coverage period immediately preceding the period during which the employee or retiree would have been eligible for Medicare benefits had proper application been made.

f. For failure of an employee or retiree to maintain enrollment in those parts of Medicare for which he/she is eligible, in which case coverage shall terminate at the close of the coverage period immediately preceding the period in which he/she is no longer enrolled for Medicare benefits.

6. **Re-enrollment.** Any employee terminated pursuant to Section 5, shall have the right to re-enroll upon return to paid status in the employee's former District approved hospital-medical, dental or vision plan, if otherwise eligible, provided that the employee submits appropriate insurance forms to re-enroll in his/her plan prior to return to paid status. Such employee shall be automatically reinstated on the date he/she is returned to paid status if he/she reimburses the District for that portion of the monthly premium covering the period from date of return to paid status to the first day of the current month.

7. **Dependents and Change of Status.** Dependents shall be as defined and change of status and coverage of dependents shall be as provided by the plan in which the employee or retiree is enrolled. However, dependent coverage shall be limited to the employee's or retiree's:

a. Spouse.

b. Unmarried dependent children under age 19.

c. Unmarried dependent children age 19 through 25 who are full-time students at a college or university.

d. Unmarried dependent children without regard to age who are physically or mentally incapacitated.

"Dependent children" as used herein, shall not include other than the employee's or retiree's natural children, step-children, legally adopted children, and
8. **Multiple Enrollment.** An employee or retiree shall not be enrolled in more than one District sponsored hospital-medical, dental and vision plan at any one time.

An employee or retiree may be included in a plan as an enrolled employee or retiree or as a dependent of another employee or retiree, but not both.

An individual may be included as a dependent under the enrollment of only one employee or retiree.

When a husband and wife are both employed as employees, and both have enrolled themselves and their eligible family members under a group health care service plan provided by their respective employers, and each spouse is covered as an employee under the terms of the same master contract, each spouse may claim on his or her behalf, or on behalf of his or her enrolled dependents, the combined maximum contractual benefits to which an employee is entitled under the terms of the master contract, not to exceed in the aggregate 100 percent of the charge for the covered expense or service. The same shall be true for a husband and wife enrolled in a group hospital service plan.

With the exceptions of the foregoing husband and wife enrollment, multiple enrollment is prohibited.

9. **Verification of Medicare Enrollment.** It shall be the sole responsibility of the employee or retiree to provide the District and/or the plan with verification of enrollment in those parts of Medicare for which he/she or his/her dependents may be eligible.

10. **Termination at Plan's Request.** Should an employee or retiree be terminated at the request or option of a plan for other than non-payment of premium, the employee or retiree may enroll in another plan by making the proper application to the Health Insurance Section.

11. **Change of Plan.** An employee or retiree enrolled in a closed panel plan who makes a permanent residence change outside of the service area of the plan may, by making proper application, enroll in another plan providing benefits in the new area. Application must be made within 60 days after cancellation of the closed panel membership and within six months after the residence change is effective.
12. **Re-Enrollment.** An employee terminated from the program for failure to enroll in those parts of Medicare for which he/she is eligible may re-enroll in the plan from which he/she was terminated after the effective date of Medicare coverage prior to the attainment of age 70. Re-enrollment shall be subject to any health statement required by the plan.

13. **Change of Plan—Employees on Sabbatical Leave of Absence.** An employee enrolled in a closed panel plan who, while on authorized sabbatical leave of absence, will be located for a substantial period of time during the leave outside the service area of the plan may, by making proper application, enroll in another plan providing benefits in the new area.

E. **Conversion of Plans Outside the District Program.** An employee who is enrolled in a hospital-medical plan for at least two consecutive coverage periods and whose enrollment terminates because of:

1. Failure to make direct payments when required as provided under Section 3,

2. Loss of eligibility, or

3. Termination of employment,

shall be given the opportunity to exercise the right of conversion to coverage outside the District program, as may be available in his/her particular plan.

F. **Payment of Premium**

1. **District Contribution.** The District shall contribute the full amount of the premium due each coverage period for the enrolled employee or retiree and their eligible dependents to the plan in which they are enrolled. The District contribution shall be applicable only to plans approved by the Board of Trustees. The District shall not contribute any premium for:

   a. An employee or retiree included as a dependent under the enrollment of another employee or retiree of this District.

   b. An employee during any period in which the employee was not paid in an eligible assignment, except those enrolled employees on formal illness leave, who have exhausted current paid illness benefits.
However, an employee in an unpaid period shall be entitled to reimbursement of premium payment made under Section C, which correspond to the period for which he/she is in paid status. To obtain such reimbursement, the employee shall file application therefore with the District's Health Insurance Section.

2. **Refunds.** If any premium is refunded, the plan shall make such refund directly to the District except, when the refund is a result of direct payment made by the employee, premiums shall be refunded to the employee.

G. **Coverage.** Coverage shall be on a 12-calendar month basis.

H. **Administration of the Program.** The program shall be administered by the Health Insurance Section of the Staff Relations Branch of the Personnel Services Division.

I. **Maintenance of Benefits.** Benefits covered under this Article shall be the same as provided during 1982-83 academic year, unless changed in accordance with the provisions of this Article.

J. **Additional Benefits**

1. A limited co-payment pre-paid dental program shall be made available provided that the premium does not exceed the premium the District pays for the existing dental program.

2. Increase the maximum lifetime major medical benefit from $300,000 to $1,000,000 with a stop loss of $5,000.

K. **Advisory Committee** An advisory committee shall be established to review the District's fringe benefit program (hospital-medical, dental, vision and life insurance coverage). The committee may recommend changes, additions and/or deletions to the fringe benefit program. If the recommended changes, additions and/or deletions reduce the cost of the existing fringe benefit program, the parties to this agreement shall reopen, upon the request of either party, the fringe benefit articles for negotiations for additional benefits not to exceed the amount of the cost reduction for the certificated unit employees. AFT shall be entitled to one member on the Advisory Committee.

L. Current fringe benefit plans as outlined in this Agreement shall be continued for the 1983-84 fiscal year.

The parties agree to establish a fringe benefit committee to study the District's fringe benefit programs and if mutual agreement is reached, establish a new fringe benefit program.
for the remainder of the Collective Bargaining Agreement.

The parties agree to reopen fringe benefit negotiations for the 1984-85 and the 1985-86 fiscal years no later than March 1, 1984.

ARTICLE 28, GRIEVANCE PROCEDURE

A. Definitions

1. **Grievance.** A grievance is defined as a formal written complaint alleging that there has been a misinterpretation, misapplication or violation of a specific item of this Agreement or of a written rule or regulation of the Los Angeles Community College District. The Grievance Procedure is not for the adjustment of complaints relating to any of the following:

   a. Any and all matters relating to the selection and/or hiring of employees, except hourly rate seniority and summer session priority.

   b. Suspensions and dismissals for which review procedures are provided by the Education Code.

   c. The review of final Peer Evaluation Reports or final Administrative Evaluation Reports in which the overall evaluation indicates that the employee is "Satisfactory."

   d. The review of a written open non-confidential reference submitted in conjunction with a selection or evaluation for a position.

   e. Accusatory statements or charges relating to the professional fitness or moral fitness of an employee. However, a Notice of Unsatisfactory Service which is not a basis for further disciplinary action may be grieved.

2. **Grievant.** A grievant is a member or groups of members of the Certificated Unit.

3. **Respondent.** The respondent in any grievance is the administrator with the authority to adjust the complaint as determined by the campus or District.

4. **Working Days.** Working days means calendar days exclusive of Saturdays, Sundays, legal holidays and District holidays from the first day of the Fall Semester to the last day of the Spring Semester.

Article 28
5. **College President.** College President means the chief administrative officer of a college.

6. **Division Head.** Division Head means a management employee assigned the administrative responsibility for a division in the District Office.

7. **Administrator.** Any employee designated by the Board as management consistent with the provisions of Government Code Section 3540 et seq.

8. **Representative.** Any employee of the Los Angeles Community College District designated by:

   a. AFT to represent a grievant.

   b. The College President or Division Head to represent a respondent.

B. **Rights and Responsibilities**

1. The grievant may elect to be represented by the AFT at Step One or Two of the Grievance Procedure or may have the grievance adjusted without the intervention of the AFT so long as the adjustment is not inconsistent with the terms of this Agreement; provided that there shall be no resolution of the grievance until the AFT has received a copy of the grievance and the proposed resolution, and has been given the opportunity to file a response. The grievant and/or the grievant's representative may be present at all meetings. The representative as defined in this Article may present the case for the grievant or respondent or serve as an advisor.

2. An employee of the Los Angeles Community College District who is designated may serve as a Representative for the grievant or respondent without loss of salary. Absence from regular duties shall be granted to the grievant, the respondent, and their representative, if any, when such regular duties conflict with attendance at conferences or hearings in the Grievance Procedure.

3. Any rights granted to one party to the complaint shall be granted to the other.

4. Both parties to the complaint have a professional obligation to act in a cooperative and respectful manner for an early adjustment of the complaint.

5. The immediate administrator shall inform the grievant of any limitation upon his/her authority which prevents
full resolution of the grievance and shall direct the grievant(s) to the administrator with the authority to fully resolve the grievance.

6. Any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in minimal interference with, or interruption of, the instructional program and related work activities of the grieving employee or of the staff.

7. The grievant and respondent shall have equal access to any documents and District records which will assist in adjusting the grievance.

8. Grievances of a similar or like nature may be joined as a single grievance upon the written consent of the grievants involved. Should the grievants so consolidate, the final grievance decision shall be binding upon all parties to the consolidated grievance.

9. Copies of all documents and communications related to the process of the grievance shall be filed in the Office of Staff Relations and shall be kept separate from the personnel files of all the participating parties.

C. Waivers and Time Limits

1. Failure of the grievant(s) to act on any grievance within the prescribed time limits, unless mutual agreement to extend the time has been reached, shall conclude the grievance.

2. Failure by an administrator or designee to respond to the employee's grievance within the specified time limits shall permit the grievant to proceed to the next step unless mutual agreement to extend time has been reached.

3. Any level of review may be waived by mutual agreement of the parties to the grievance. Any time limits established in this procedure may be extended by mutual agreement of the parties to the grievance.

4. The day following actual service of written decision by either of the parties shall be counted as DAY ONE for any deadline.

5. By mutual agreement, the grievance may revert to a prior level for reconsideration.
D. **Step One**

1. **Within twenty (20) working days after the grievant knew, or by reasonable diligence could have known, of the condition upon which the grievance is based, the grievant shall file a formal written grievance.** Three (3) copies of the District Grievance Form (Appendix D) shall be completed by the grievant. The written grievance shall contain a clear and concise statement of the alleged misinterpretation, misapplication or violation of a specific item of this Agreement or of a written rule or regulation of the District; the remedy sought and the name of the employee's representative, if any. The grievant shall submit two (2) copies to the appropriate administrator and retain the third copy.

2. The administrator or designee shall hold a conference with the grievant within five (5) working days after receipt of the written grievance.

3. **Within five (5) working days from the date of the conference, the administrator shall communicate his/her decision in writing to the grievant on the submitted grievance form.** The written decision shall contain a clear and concise statement as to the reason(s) for said decision.

E. **Step Two**

1. **Within five (5) working days from receipt of the decision in Step One, the grievant may appeal to the College President or Division Head.** The appeal shall contain the information described in Step One, section a; copies of the decision rendered by the administrator; and reasons for the appeal.

2. **Within five (5) working days after receipt of the appeal the College President or Division Head or designee shall schedule conference(s) with the grievant and other persons whose assistance the College President or designee deems necessary to adjust the grievance.**

3. **Within fifteen (15) working days after the receipt of the request for the Step Two procedure, the College President or Division Head or designee shall communicate his/her decision and the reasons for the decision in writing to the grievant and the Step One authority.** The written decision shall contain a clear and concise statement as to the reason(s) for said decision.

F. **Step Three**
1. If the grievance is not resolved at Step Two, the grievant, subject to the approval of AFT, may file a written request to the Chancellor for a hearing. This request must be filed within ten (10) working days from receipt of the decision in Step Two.

2. The following procedure shall apply:
   a. Within fifteen (15) working days, an arbitrator shall be selected from a permanent panel composed of:

<table>
<thead>
<tr>
<th>Edna Francis</th>
<th>Melvin Lennard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Roberts</td>
<td>Thomas Christopher</td>
</tr>
<tr>
<td>William S. Rule</td>
<td>Joseph Gentile</td>
</tr>
<tr>
<td>Walter Kaufman</td>
<td></td>
</tr>
</tbody>
</table>

   The list shall be arranged by lot and rotated with each arbitration. The list shall be in force for the duration of this Agreement unless there is mutual agreement by the parties to modify the list. If one or more of the arbitrators on the panel no longer wish to serve, such person(s) shall be replaced by mutual agreement of the parties.

   Within five (5) working days of receipt of the filing for arbitration, the Office of Staff Relations shall contact the first arbitrator on the rotated list for appointment as arbitrator. Should he/she not be available to hold a hearing within 30 working days of the selection, the Office of Staff Relations shall contact the next arbitrator on the list and go through the same process. The process shall be repeated until an arbitrator is obtained who is available within the 30 working days. If no member of the panel is available within the prescribed time limits, the arbitrator available at the earliest date shall be chosen.

   b. The arbitrator shall convene a hearing at the earliest practicable date after his/her appointment. The hearing shall be under the direction of the arbitrator who shall conduct the hearing in accordance with the rules and procedure prescribed in Section 11513 of the Government Code of the State of California. No other Section of the California Government Code shall apply to this grievance procedure. The Office of Staff Relations shall be responsible for the arrangements of the hearing, the recording of the procedures, the maintenance of records, and such
other services required to assist the arbitrator in fulfilling his/her responsibilities. Neither party shall communicate with the arbitrator without first contacting the other party to explain the purpose of the intended communication.

c. The hearing shall be tape recorded. A transcript of the record shall be prepared at the request of either party or the hearing officer. The cost of the transcript shall be borne by the party requesting the transcript, except that the parties shall share the cost of the transcript if requested by the hearing officer. If no request for a transcript is made, the parties shall have access to the tapes.

d. The arbitrator shall review the written statements submitted by the parties to the grievance. The appellant and the respondent may request the presence of witnesses and shall supply the arbitrator with a list of the witnesses to be called at least 48 hours in advance of the hearing. The arbitrator shall be empowered to direct the attendance of any District employee to attend the hearing without loss of salary to the employee. If the employee refuses to attend the hearing, the arbitrator shall have the power to subpoena the employee.

e. All documents and communications related to the process of the grievance shall be filed with the Chancellor or his designee and shall be kept separate from the personnel files of the participating parties. Advocates for parties shall exchange all documentary material to be entered as evidence at least ten (10) working days before the first day of the hearing. The names of witnesses shall be exchanged at least five (5) working days before the first day of the hearing.

f. The arbitrator’s decision shall be based solely and exclusively on the evidence and arguments presented by the parties to the grievance and the record in the case. The arbitrator’s decision shall be limited to a specific finding regarding the alleged misinterpretation, misapplication or violation of a specific item of this Agreement or of a written rule or regulation of the District.

g. The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. The arbitrator shall
have the authority to grant or recommend the payment of salary if it is proven that the grievant has rendered service and has not been paid for that service; the arbitrator may require the District to pay the salary due for such service. Other monetary awards may be granted in accordance with the principle of arbitration to make the injured party whole. If a monetary award, other than salary for services rendered, is made in excess of $2,500, the Board of Trustees shall review the arbitrator's decision and render a final decision as to the amount of the award to be granted.

The arbitrator shall have no power to grant a remedy exceeding that sought by the grievant. Grievances arising prior to this Agreement are to be handled pursuant to applicable grievance procedures which were in effect prior to this Agreement.

h. The arbitrator shall render written finding, conclusions, and recommendations within sixty (60) days of the termination of the hearing. The findings, conclusions and recommendations shall be final and binding on both parties.

The Board and AFT will share equally the payment of the services and expenses of the hearing officer.

ARTICLE 29, SALARY

A. All certificated salary schedules for the 1983-84 fiscal year shall become effective July 1, 1983 as indicated in Appendix B.

B. Both parties agree to reopen negotiations for the 1983-84 school year after legislation is approved by the state legislature, signed by the Governor and certified by the controller.

C. AFT and the Board agree to reopen salary negotiations for the 1984-85 fiscal year no later than March 1, 1984.

D. AFT and the Board agree to reopen salary negotiations for the 1985-86 fiscal year no later than March 1, 1985.

E. Salary adjustments agreed upon in three and four above shall become effective on July 1 of the respective year.
ARTICLE 30, WAGE-STEP PLACEMENT

A. Upon initial employment full-time faculty shall be granted salary credit for full-time paid experience in a capacity which directly relates to his/her assignment in the following disciplines:

1. Academic

   Agricultural Business
   Animal Health Technology
   Animal Husbandry
   Architecture
   Art
   Biological Science
   Broadcasting (Radio & TV)
   Business (Accounting)
   Business (Management)
   Business (Real Estate)
   Business (Secretarial Science)
   Business Data Processing
   Ceramic Engineering Technology
   Chemistry
   Child Development
   Dairy Industries
   Dental Hygiene
   Electrical Engineering & Electronics
   Electro-Mechanical Technology
   Engineering
   Fire Science
   Home Economics
   Instructional Media
   Journalism
   Law
   Library Service
   Metrology
   Music-Commercial
   Music-Instrumental
   Music-Piano, Theory, Literature
   Music-Vocal (Choral and/or Voice)
   Natural Resources Management
   Nephrology
   Nursing
   Ophthalmic Optics
   Ornamental Horticulture
   Physical Education (M)
   Physical Education (W)
   Physical Therapy Assisting
   Prosthetics & Orthotics
   Public Relations
   Radiologic Technology
Recreation
Theater Arts
Theater Arts (Cinema)
Theater Arts (Technical Direction)
Truck & Fruit Crops
Urban and Regional Planning

Upon initial employment full-time paid experience in other academic fields of instruction may be granted credit on a case-by-case basis if deemed applicable by the Vice Chancellor, Personnel Services.

2. **Vocational**

Administration of Justice
Advertising Illustration
Agricultural Engineering
Air-Conditioning & Refrigeration
Air-Conditioning Engineering
Aircraft Electronic Maintenance
Aircraft Mechanics
Architectural Drafting
Automatic Vending Machine Repair
Automobile Body & Fender Repair
Automobile Mechanics
Baking
Building & Grounds Management
Cabinet Making & Millwork
Carpentry
Catering & Household Service
Chef Cooking
Chemical Technology
Commercial Art
Computer Technology
Cosmetology
Dental Assisting
Dental Technology
Electric Motor Repair
Electrical Construction & Maint.
Electronics
Fashion Design
Floral Design
Graphic Arts Advertising Production
Graphic Arts Equipment Repair
Heavy Duty Truck & Diesel Mechanics
Industrial Electricity
Industrial Supervision
Machine Shop
Mechanical Drafting
Medical Record Science
Merchandise Display
Metallurgy
Motorcycle Repair Mechanics
Numerical Control Technology
Nursing
Occupational Therapy Assisting
Painting & Decorating
Pastry Cooking
PBX Operation
Photography
Plastering
Plastics
Power Sewing
Printing
Printing (Bindery)
Printing (Hand Composition)
Printing (Letterpress)
Printing (Linotype)
Printing (Offset Presswork)
Printing (Photo Offset)
Printing Management
Psychiatric Technology
Radio & TV Service
Respiratory Therapy
Restaurant Management
Sheet Metal
Sign Printing
Spotting & Pressing
Tailoring
Technical Illustration
Tool & Die Making
Travel Tourism
Vision Care Technology
Welding

3. Service Position

Nurse

B. Experience credit for rating in purposes shall be granted in the following manner:

<table>
<thead>
<tr>
<th>Years Experience</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>1</td>
</tr>
<tr>
<td>2-3</td>
<td>2</td>
</tr>
<tr>
<td>4-5</td>
<td>3</td>
</tr>
<tr>
<td>6-7</td>
<td>4</td>
</tr>
<tr>
<td>8-9</td>
<td>5</td>
</tr>
<tr>
<td>10-11</td>
<td>6</td>
</tr>
<tr>
<td>12-13</td>
<td>7</td>
</tr>
<tr>
<td>14 or more</td>
<td>8</td>
</tr>
</tbody>
</table>

Except that new employee experience as a faculty member in

Article 30
an accredited college or university shall be granted on a "year to year" basis.

C. Step Advance shall be granted each year in accordance with Board Rules 10529-10534.

ARTICLE 31, COLUMN PLACEMENT

A. All newly hired monthly rate members of the bargaining unit shall be placed on the salary schedule in accordance with evaluation of preparation. New employees may be allocated up to and including Column E in accordance with District rules and regulations.

B. For column advancement after employment, point credit for lower division courses will be granted in accordance with District rules and regulations. For courses taken in the Los Angeles Community College District after employment, column advancement credit shall be granted in accordance with District rules and regulations only when, prior to enrollment, the proposed course(s) is (are) approved by the College President as being appropriate for the development of the employee.

ARTICLE 32, COMMITTEES

If the College President appoints a campus advisory committee for curriculum, budget and/or affirmative action and faculty members are requested to serve on the committee, the AFT College Guild shall be entitled to have at least one of their members appointed to the committee. The AFT member appointed to the committee shall be a faculty member assigned to that campus, and the appointment shall be by AFT.

ARTICLE 33, REPLACEMENT

A. Whenever any monthly rate contract or regular employee leaves the service of his/her department the College President may recommend to the Vice Chancellor of Personnel Services the replacement of the employee, or the College President may decide not to recommend replacement. Should the College President determine not to replace the employee, the reasons for the decision shall be stated in writing to the Department Chair with a copy to the AFT. Should the Vice Chancellor of Personnel Services determine not to replace the employee, the reasons for the decision shall be in writing to the College President with a copy to the Chair and to the AFT.
B. If a campus adds hourly rate classes to a department in lieu of replacing a regular employee, the Department Chair shall be notified in writing of the number of hours/classes added with a copy to the AFT.

ARTICLE 34, TRANSFERS

A. Voluntary Transfers

1. **Definition:** A voluntary transfer is a change of location (from one campus to another) within the same position classification requested by the employee.

2. **Basic Policy**
   
   a. Tenure rights do not extend to any particular assignment or location. Requests for transfer of location shall be considered when vacancies occur, but there is no obligation to select employees who have requested transfer over other eligible candidates when filling vacancies.
   
   b. The filling of a Request for Transfer is without prejudice to the employee. It does not jeopardize his present assignment. A Request for Transfer may be withdrawn by the employee at any time prior to the official confirmation that the requested transfer has been effected.
   
   c. Voluntary transfers shall be limited to employees with permanent status. Second year probationary employees who have served 135 days during that academic year may submit a Request for Transfer for the following academic year.

3. **Transfer Requests**
   
   a. An eligible employee has the privilege of requesting a transfer to another college, subject to the following conditions:

   (1) The employee shall submit to the Vice Chancellor, Personnel Services, an official form, Request for Transfer. Transfer requests shall be accepted on a continuous filing basis. Request for Transfer forms are available at each college and from the Personnel Operations Branch. Employees submitting a Request for Transfer form may attach an updated resume to the form.
(2) The Personnel Services Division shall issue an acknowledgment to the applicant and, if approved for consideration, send a copy of the Request for Transfer to the Personnel Operations Branch for filing along with applicants in the eligible pool.

b. Each hiring committee shall be provided with a list of eligible applicants which includes transfer applicants. A master list of employees who have requested a transfer shall be provided to the AFT by December 1 and May 1 of each year.

c. Transfer applicants shall be considered with candidates in eligible pools. Transfer applicants shall be offered an interview each time interviews are scheduled to fill a position at a location where they have requested a transfer indicated as their first and second choice.

d. Requests for transfers properly submitted and approved shall be given consideration. Except under special circumstances, consideration shall not be given to the transfer request of any employee until he/she has served a minimum of three years at any college to which he/she was transferred at his/her own request.

e. Requests to transfer to a college where a close relative is assigned shall be consistent with the District policy on nepotism (Administrative Guide 3111).

f. Requests for transfer are valid for a two semester period, immediately following the semester in which the application is filed. A new application must be filed in order to be considered after this period.

Temporary Transfer or Exchange of Certificated Entrance-level Employees

1. Definition: A temporary transfer is a change of location within the same position classification to serve during the absence of an employee on leave or to exchange locations with another employee in the same discipline.

2. Basic Policy

a. Temporary transfers or exchanges shall be limited to employees with permanent status. Second year
probationary employees who have served 135 days during that academic year may submit a Request for Transfer for the following academic year.

b. Requesting a temporary transfer is without prejudice to the employee.

c. Temporary transfers or exchanges are limited to periods not to exceed one year.

3. Temporary Transfer Request Procedure

a. A Request for Temporary Transfer or Exchange shall be submitted as indicated on the proper form. Temporary transfer or exchange requests shall be accepted on a continuous filing basis. The Request for Temporary Transfer or Exchange form is available at each college and from the Personnel Operations Branch.

b. The request shall include the acknowledgment signature of the President of the College or Division Head where the employee is currently assigned.

c. The President or Division Head shall forward the Request for Temporary Transfer or Exchange to the Vice Chancellor, Personnel Services Division.

d. The Personnel Services Division shall issue an acknowledgment to the applicant and, if eligible for consideration, send copies of the request to each of the colleges included in the request.

e. No temporary transfer or exchange can be made without the approval of the Presidents of both colleges or Division Heads and the persons involved at the time a specific temporary transfer or exchange is proposed.

f. Temporary transfer applicants may be considered along with other candidates in the eligible pool when filling the position of an employee on leave.

g. Approved Requests for Temporary Transfer or Exchange shall be eligible for consideration until June 30 of the academic year following the academic year in which the application is filed.

C. Administrative Transfer

1. Definition: An administrative transfer is a change of location of a credentialed employee which was initiated
by the administration.

2. An administrative transfer(s) may be made for one or more of the following reasons:
   a. Enrollment increase or decrease
   b. Comparative staffing
   c. Establishment or elimination of programs
   d. Interpersonal conflicts within a department that negatively affect the educational program or the functioning of the department.

3. Whenever the District proposes such a transfer it shall:
   a. Identify the need for additional faculty members by discipline and college.
   b. Identify one or more colleges from which such a transfer could occur with limited adverse effect.
   c. Provide the AFT with the name(s) and the reason(s) for the proposed transfer(s).

4. Involuntary administrative transfers for classroom teachers may be made only at the start of the Fall semester or the start of the Spring semester and, whenever possible, with a six-week prior notice. Whenever possible, non-classroom faculty members shall receive a minimum 90 day notice prior to transfer.

5. The Personnel Services Division will take the following actions when an administrative transfer is to be made.
   a. Review the voluntary transfer list to determine if anyone serving at one of the colleges identified for possible reduction in an appropriate subject or service area has a request on file to transfer to the college where an additional staff member is needed.
      (1) If only one voluntary transfer is available, that employee will be administratively transferred.
      (2) If two or more voluntary transfers are available, the campus where the need exists shall interview all such employees and recommend a selection according to the policies contained in PG B473.
      (3) If no voluntary transfers are available as
described above, proceed to step b.

b. Identify the employee with the most recent district seniority date serving at each of the locations identified for possible reduction in the subject or service area needed for transfer. If only one location has been identified for possible reduction, the employee with the least district seniority shall be administratively transferred to the new location. Whenever more than one location has been identified for possible reduction, the least senior employee shall be transferred. If employees have the same seniority date, the administrative transfer shall be determined by lot.

6. No person involuntarily transferred shall be involuntarily transferred again until all employees in the discipline at the receiving college or location have been involuntarily transferred.

7. The person being involuntarily transferred may appeal to the Vice Chancellor of Personnel Services only on the basis of physical handicap or medical condition. If the appeal is denied, the transfer shall be made. If the appeal is granted, the next least senior person shall be transferred. That person shall also have appeal rights.

Article 35, REASSIGNMENT

A. Definition. A reassignment is an assignment at the same location of a faculty member in which the faculty member is qualified and competent to serve but a majority of which is in a different department or discipline than that to which the faculty member is usually assigned.

B. Reassignment, Voluntary

1. A faculty member may request a reassignment to a department or discipline in which a vacancy exists. Such request shall be made in writing to the College President with a copy to the Department Chair of the department or discipline to which the faculty member requests reassignment.

2. If the reassignment is approved by the College President and the department or discipline to which it has been requested, it shall be made. If the reassignment is not so approved, the reasons for non-approval shall be provided in writing to the faculty member.
C. Reassignment, Administrative (Involuntary)

1. An administrative reassignment may be made for one or more of the following reasons:
   a. Enrollment increase or decrease
   b. Establishment or elimination of programs
   c. Interpersonal conflicts within a department that negatively affect the educational program or the functioning of the Department.

2. Involuntary Administrative reassignments for classroom teachers may be made only at the start of the Fall semester or the start of the Spring semester. Non-classroom unit members may be reassigned at any time as needed.

3. An involuntary reassignment shall be made by the College President or his/her designee only after meeting and conferring with the faculty member, the faculty member's current Department Chair, and the faculty member's proposed new Department Chair. Prior to this meeting, the College President or his/her designee shall provide to the parties the reasons for the reassignment and the reasons for the selection of the new assignment.

4. In all instances except 1.c. above in which a reassignment is required, reassignment shall be in reverse discipline seniority.

5. Whenever possible, notice of an involuntary reassignment shall be given at least six weeks prior to the start of the semester in which the faculty member is scheduled to assume the new assignment.

6. Whenever possible, an involuntary reassignment shall not be made unless the employee has been afforded the right to transfer to another college in the field of his/her current discipline/department assignment.

ARTICLE 36, EMPLOYEE ASSISTANCE PROGRAM

The parties agree to develop and, with mutual agreement, implement a Los Angeles Community College District Employee Assistance Program.

ARTICLE 37, AGENCY SHOP
A. As provided by Government Code Section 3546, each employee shall have the right to cast a ballot for the purposes of determining whether an organizational security article shall be placed in this Agreement. The Organizational Security election shall be conducted in accordance with the rules and regulations of the Public Employee Relations Board.

B. If the results of the election determine that the employees wish to include agency shop in the Agreement, then the District shall, effective the beginning of the second pay period after the certification of the election, deduct and make appropriate remittance to AFT all dues and/or service fees as regulated by the dues structure of AFT, within thirty (30) days of the deduction, in accordance with the following:

1. The District shall deduct AFT dues in accordance with Article 8, Section A.

2. The District shall deduct amounts equivalent to AFT dues, in accordance with Article 8, Section A, for all members of the unit who are not members of the AFT College Guild.

3. Unit members who object, on religious grounds, to paying union dues or agency fees, shall apply to the AFT for exemption to Section 1 or 2 above. If the exemption is agreed upon by the AFT, the District shall deduct the equivalent of AFT dues and pay that sum to one of three organizations mutually agreed upon by the parties and selected by the person.

4. Management and confidential employees with additional assignments covered by this agreement may pay union dues or agency fees, or shall be required to pay an amount equal to service fees for such additional assignments through payroll deduction to a charitable organization approved by the District. This payment is in lieu of payment of dues, agency fees or other fees.

5. District shall not be liable to the AFT by reason of the requirements of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the wages earned by the employee. The AFT agrees it shall indemnify and save the District harmless from any liability arising from any and all claims, demands, suits, or other actions arising from compliance with this Article, or, in reliance on any list, notice, certification or authorization furnished under this Article. The AFT, in addition, agrees it should refund to District any sums paid to it in error.
ARTICLE 38, AGREEMENT CONDITIONS AND DURATION

This Agreement shall become effective upon ratification by the parties except as specifically provided otherwise in this Agreement. This Agreement shall remain in effect for three (3) years from the date of ratification by the parties.

This Agreement shall constitute the full and complete commitment between both parties.

In Witness Whereof the parties execute the Agreement on the 12th day of October, 1983.

Los Angeles Community College District

Signed:
Marguerite J. Archule-Hudson
President, Board of Trustees

Leslie Kolta
Chancellor

William W. Spaeer
Vice Chancellor
Personnel Services Division

Daniel G. Means
Senior Director
Staff Relations Branch

AFT College Guild
Local 1521, CFT, AFT, AFL-CIO

Signed:
Virginia F. Mulrooney
AFT President and Chief Negotiator

Althea Baker
Gary Baran
Phil Clarke
James Hardesty

Yvonne Hatfield
Joe Hinojosa
Martin Hittleman
Phyllis Keeney

Consuelo Rey
<table>
<thead>
<tr>
<th>School Month</th>
<th>First Week</th>
<th>Second Week</th>
<th>Third Week</th>
<th>Fourth Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>20 21 22 23 24 25</td>
<td>27 28 29 30 1 2</td>
<td>4 5 6 7 8 9</td>
<td>11 12 13 14 15 16</td>
<td></td>
</tr>
<tr>
<td>18 19 20 21 22 23</td>
<td>25 26 27 28 29 10</td>
<td>1 2 3 4 5 6</td>
<td>8 9 10 11 12 13</td>
<td></td>
</tr>
<tr>
<td>15 16 17 18 19 20</td>
<td>22 23 24 25 26 27</td>
<td>29 30 11 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>4 5 6 7 8 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>5 6 7 8 9 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Week</td>
<td></td>
<td></td>
<td>Third Week</td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>19 20 21 22 23 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 27 28 29 30 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Week</td>
<td></td>
<td></td>
<td>Fourth Week</td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>17 18 19 20 21 22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 25 26 27 28 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>14 15 16 17 18 19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 22 23 24 25 26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>12 13 14 15 16 17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 20 21 22 23 24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>fifth Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>9 10 11 12 13 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 17 18 19 20 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sixth Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>6 7 8 9 10 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 14 15 16 17 18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seventh Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>5 6 7 8 9 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 13 14 15 16 17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eighth Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>2 3 4 5 6 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 10 11 12 13 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ninth Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>30 1 2 3 4 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 8 9 10 11 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenth Week</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
</tr>
<tr>
<td>28 29 30 31 1 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 5 6 7 8 9 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend**

- Holiday
- Vacation Day
- Final Exam Day
- Flex Schedule Day

**Notes**

- Sept. 12. Classes scheduled to meet before 3 p.m. and also scheduled on at least one other day of the week will not meet on Monday, Sept. 12 so that faculty may attend college and/or department meetings.
- Faculty preparation day - no classes meet day or evening.
- "Days taught" include two Flex Days.
## COLLEGE CALENDAR FOR 1984-85

**Los Angeles Community College District**

617 West Seventh Street
Los Angeles, California 90017

### First Week

<table>
<thead>
<tr>
<th>School Month</th>
<th>M T W T F S</th>
<th>M T W T F S</th>
<th>M T W T F S</th>
<th>M T W T F S</th>
<th>Legal</th>
<th>Dist.</th>
<th>Flex Days</th>
<th>Days Taught</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>18 19 20 21 22 23</td>
<td>25 26 27 28 29 30</td>
<td>July</td>
<td>2 3 4 Aug.</td>
<td>9 10 11 12 13 14</td>
<td>1 0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
<tr>
<td></td>
<td>16 17 18 19 20 21</td>
<td>23 24 25 26 27 28</td>
<td></td>
<td></td>
<td>6 7 8 9 10 11</td>
<td>1 0 0</td>
<td>0 0</td>
<td>0 0</td>
</tr>
<tr>
<td></td>
<td>13 14 15 16 17 18</td>
<td>30 31 1 2 3 4</td>
<td></td>
<td></td>
<td>1 0 0</td>
<td>0 0</td>
<td>0 0</td>
<td></td>
</tr>
</tbody>
</table>

### Second Week

<table>
<thead>
<tr>
<th></th>
<th>10 11 12</th>
<th>27 28 29 30 31 1</th>
<th>1 2 3 4 5 6 7 8</th>
<th>10 11 12 13 14 15</th>
<th>2 0 1 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>17 18 19 20 21 22</td>
<td>24 25 26 27 28 29</td>
<td>1 2 3 4 5 6 7 8</td>
<td>8 9 10 11 12 13</td>
<td>0 0 0 20</td>
</tr>
<tr>
<td></td>
<td>15 16 17 18 19 20</td>
<td>22 23 24 25 26 27</td>
<td>5 6 7 8 9 10</td>
<td>0 0 0 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 13 14 15 16 17</td>
<td>19 20 21 22 23 24</td>
<td>3 4 5 6 7 8</td>
<td>2 2 0 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 11 12</td>
<td>24 25 26 27 28 29</td>
<td>31 1 2 3 4 5</td>
<td>2 10 0 10</td>
<td></td>
</tr>
</tbody>
</table>

### Third Week

<table>
<thead>
<tr>
<th></th>
<th>20 21 22 23 24 25</th>
<th>27 28 29 30 31 1</th>
<th>1 2 3 4 5 6 7 8</th>
<th>10 11 12 13 14 15</th>
<th>2 0 1 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>17 18 19 20 21 22</td>
<td>24 25 26 27 28 29</td>
<td>1 2 3 4 5 6 7 8</td>
<td>8 9 10 11 12 13</td>
<td>0 0 0 20</td>
</tr>
<tr>
<td></td>
<td>15 16 17 18 19 20</td>
<td>22 23 24 25 26 27</td>
<td>5 6 7 8 9 10</td>
<td>0 0 0 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 13 14 15 16 17</td>
<td>19 20 21 22 23 24</td>
<td>3 4 5 6 7 8</td>
<td>2 2 0 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 11 12</td>
<td>24 25 26 27 28 29</td>
<td>31 1 2 3 4 5</td>
<td>2 10 0 10</td>
<td></td>
</tr>
</tbody>
</table>

### Fourth Week

<table>
<thead>
<tr>
<th></th>
<th>20 21 22 23 24 25</th>
<th>27 28 29 30 31 1</th>
<th>1 2 3 4 5 6 7 8</th>
<th>10 11 12 13 14 15</th>
<th>2 0 1 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>17 18 19 20 21 22</td>
<td>24 25 26 27 28 29</td>
<td>1 2 3 4 5 6 7 8</td>
<td>8 9 10 11 12 13</td>
<td>0 0 0 20</td>
</tr>
<tr>
<td></td>
<td>15 16 17 18 19 20</td>
<td>22 23 24 25 26 27</td>
<td>5 6 7 8 9 10</td>
<td>0 0 0 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12 13 14 15 16 17</td>
<td>19 20 21 22 23 24</td>
<td>3 4 5 6 7 8</td>
<td>2 2 0 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 11 12</td>
<td>24 25 26 27 28 29</td>
<td>31 1 2 3 4 5</td>
<td>2 10 0 10</td>
<td></td>
</tr>
</tbody>
</table>

### Holidays

- **Holiday**
- **Vacation Day**
- **Final Exam Day**
- **Flex Schedule Day**

*Aug. 20. Classes scheduled to meet before 3 p.m. and are also scheduled on at least one other day of the same week will not meet on Monday, August 20 so the faculty may attend college and/or department meetings.

**Faculty preparation day - no classes meet day or evening.**

*"Days taught" include five Flex Days.*
## Los Angeles Community College District

### College Calendar for 1985-86

<table>
<thead>
<tr>
<th>School Month</th>
<th>First Week</th>
<th>Second Week</th>
<th>Third Week</th>
<th>Fourth Week</th>
<th>Holidays</th>
<th>Days of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td>M T W T F S</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>June</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>27 28 29 30 31 1</td>
<td>3 4 5 6 7 8</td>
<td>10 11 12 13 14 15</td>
<td>17 18 19 20 21 22</td>
<td>1 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 25 26 27 28 29</td>
<td>1 2 3 4 5 6</td>
<td>8 9 10 11 12 13</td>
<td>15 16 17 18 19 20</td>
<td>1 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 23 24 25 26 27</td>
<td>5 6 7 8 9 10</td>
<td>12 13 14 15 16 17</td>
<td>0 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>July</strong></td>
<td>28 29 30 31 1 2 3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 25 26 27 28 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 23 24 25 26 27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>October</strong></td>
<td>23 24 25 26 27 28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>21 22 23 24 25 26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 26 27 28 29 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>November</strong></td>
<td>28 29 30 31 1 2 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 25 26 27 28 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>23 24 25 26 27 28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>30 31 1 2 3 4 5 6 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Subtotal</strong></td>
<td>6 12</td>
<td>1 85</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Month</th>
<th>First Week</th>
<th>Second Week</th>
<th>Third Week</th>
<th>Fourth Week</th>
<th>Holidays</th>
<th>Days of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>November</strong></td>
<td>13 14 15</td>
<td></td>
<td>20 21 22 23 24 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11 12 13 14 15</td>
<td></td>
<td>27 28 29 30 31 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td>17 18 19 20 21 22</td>
<td></td>
<td>24 25 26 27 28 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24 25 26 27 28 29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22 23 24 25 26 27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Subtotal</strong></td>
<td>3 8</td>
<td>4 90</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Month</th>
<th>First Week</th>
<th>Second Week</th>
<th>Third Week</th>
<th>Fourth Week</th>
<th>Holidays</th>
<th>Days of Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring</strong></td>
<td>28 29 30 1 2 3</td>
<td></td>
<td>12 13 14 15 16 17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 6 7 8 9 10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Holiday
- Vacation Day
- Final Exam Day
- Flex Schedule Day

### Notes:
- Aug. 19. Classes scheduled to meet before 3 p.m. and are also scheduled on at least one other day of the same week will not meet on Monday, August 19 so the faculty may attend college and/or department meetings.
- Faculty preparation day - no classes meet day or evening.
- "Days taught" include five Flex Days.
### APPENDIX B

1983-84

I. Preparation Salary Schedule—Pay-Period Salaries

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,876</td>
<td>$1,976</td>
<td>$2,078</td>
<td>$2,189</td>
<td>$2,301</td>
</tr>
<tr>
<td>2</td>
<td>1,951</td>
<td>2,056</td>
<td>2,163</td>
<td>2,275</td>
<td>2,393</td>
</tr>
<tr>
<td>3</td>
<td>2,033</td>
<td>2,140</td>
<td>2,251</td>
<td>2,367</td>
<td>2,493</td>
</tr>
<tr>
<td>4</td>
<td>2,118</td>
<td>2,224</td>
<td>2,340</td>
<td>2,464</td>
<td>2,589</td>
</tr>
<tr>
<td>5</td>
<td>2,203</td>
<td>2,316</td>
<td>2,437</td>
<td>2,563</td>
<td>2,694</td>
</tr>
<tr>
<td>6</td>
<td>2,296</td>
<td>2,411</td>
<td>2,538</td>
<td>2,666</td>
<td>2,802</td>
</tr>
<tr>
<td>7</td>
<td>2,390</td>
<td>2,514</td>
<td>2,639</td>
<td>2,772</td>
<td>2,911</td>
</tr>
<tr>
<td>8</td>
<td>2,493</td>
<td>2,615</td>
<td>2,746</td>
<td>2,883</td>
<td>3,026</td>
</tr>
<tr>
<td>9</td>
<td>2,593</td>
<td>2,724</td>
<td>2,857</td>
<td>2,999</td>
<td>3,145</td>
</tr>
<tr>
<td>10</td>
<td>2,701</td>
<td>2,833</td>
<td>2,973</td>
<td>3,119</td>
<td>3,268</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>3,242</td>
<td>3,396</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>3,526</td>
<td></td>
</tr>
</tbody>
</table>

Employees with five or more years of service on Column E, Step 10, 11, or 12 receive a career increment of $61 a pay period; after eight or more years of such service, employees receive $121 a pay period. To the above rates add $73 for Doctor's degree or $61 for a certificate in accordance with Board Rule 10535.

The above rates are for four-week pay periods and full-time assignments.

II. Differential Salary Rates

Regular and substitute employees serving in the following classes shall receive the salary rates to which they are entitled on the Preparation Salary Schedule plus the specific salary differential per pay period as indicated:

- Consulting Instructor, Temporary $185.00
- (Employee whose regular assignment is paid on the Preparation Salary Schedule)
- Counselor $185.00
- Department Chairman $185.00
- Director of Campus Children's Center $185.00
- Instructor-Advisor $185.00

Employees serving in the following class shall receive salary differentials as indicated in addition to salary for which qualified on the Preparation Salary Schedule:

- Training Instructor $6.05 per semester unit or 4.04 per quarter unit

III. Supplemental Instructor Rate: $19.47
I. Hourly-Rate Schedule for Part-Time Teaching Employees

Rates indicated are for one hour of assigned time

<table>
<thead>
<tr>
<th>Step</th>
<th>Column K</th>
<th>Column L</th>
<th>Column M</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23.46</td>
<td>$24.66</td>
<td>$25.87</td>
</tr>
<tr>
<td>2</td>
<td>24.07</td>
<td>25.23</td>
<td>26.53</td>
</tr>
<tr>
<td>3</td>
<td>24.89</td>
<td>26.11</td>
<td>27.43</td>
</tr>
<tr>
<td>4</td>
<td>25.66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>26.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>27.23</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Replacement teaching service and substitute service will be paid at the same rate such an employee is paid for a regular assignment.

II. Hourly-Rate Schedule for Part-Time Non-Teaching Employees

<table>
<thead>
<tr>
<th>Step</th>
<th>Column R</th>
<th>Column S</th>
<th>Column T</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$22.40</td>
<td>$23.52</td>
<td>$24.70</td>
</tr>
<tr>
<td>2</td>
<td>22.97</td>
<td>24.09</td>
<td>25.36</td>
</tr>
<tr>
<td>3</td>
<td>23.75</td>
<td>24.94</td>
<td>26.17</td>
</tr>
<tr>
<td>4</td>
<td>24.52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>25.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>26.02</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Preparation Salary Schedule

**for**

**Campus Child Development Center—Pay Period Salaries**

**1983-84**

<table>
<thead>
<tr>
<th>Step</th>
<th>Col A Min</th>
<th>Col B Min+</th>
<th>Col C Min+</th>
<th>Col D Min+ 60 Units**</th>
<th>Col E Min+ 80 Units** or BA +20 Units**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,399</td>
<td>$1,459</td>
<td>$1,521</td>
<td>$1,587</td>
<td>$1,657</td>
</tr>
<tr>
<td>2</td>
<td>1,459</td>
<td>1,521</td>
<td>1,587</td>
<td>1,657</td>
<td>1,729</td>
</tr>
<tr>
<td>3</td>
<td>1,521</td>
<td>1,587</td>
<td>1,657</td>
<td>1,729</td>
<td>1,806</td>
</tr>
<tr>
<td>4</td>
<td>1,587</td>
<td>1,657</td>
<td>1,729</td>
<td>1,806</td>
<td>1,888</td>
</tr>
<tr>
<td>5</td>
<td>1,657</td>
<td>1,729</td>
<td>1,806</td>
<td>1,975</td>
<td>2,065</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,065</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,160</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,262</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,368</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,481</td>
</tr>
</tbody>
</table>

* 60 Semester Units or AA Degree

**Semester Units**

Directors of Children's Centers receive a responsibility differential in addition to their regular salary based on the above schedule.
INSTRUCTOR PEER EVALUATION FORM

Los Angeles Community College District
Personnel Operations Branch

A. Rate the evaluee in terms of instructional competence in the following:

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrates knowledge of subject matter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Informs students of course objectives.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Informs students of grading policies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Informs students of assignments and exams.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Conducts self-evaluation and student evaluation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Meets individual student needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Motivates and directs students learning activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Demonstrates fairness in judgment of student achievement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Overall rating.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Describe any other observations of professional growth and development of this instructor.

C. If any rating is "needs to improve" or "unsatisfactory," present justification for rating and suggest means of improvement.
Perhaps the most important element in the development of competence is specific and accurate feedback concerning performance strengths and areas in need of further development. A counselor's peers represent the best means to assess certain areas of counselor performance. The evaluation will be divided into two parts. The first part is concerned with counselor competencies and relations with students. It is similar to the form filled out by the students. Part II is concerned with other areas on which peers are qualified to evaluate.

### PART I. COUNSELING RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Competence in Counseling</th>
<th>Rate this counselor in comparison to other counselors:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td>1. Makes effective use of preparation time by reviewing student folders prior to the interview and researching problems brought by counselees.</td>
<td></td>
</tr>
<tr>
<td>2. Is willing and able to either find answers to problems brought by counselees or to direct them to other sources of information.</td>
<td></td>
</tr>
<tr>
<td>3. Knows when to make a referral of the counselee to another agency or specialist for help. (Does not attempt to counsel in areas for which he/she is unprepared or to handle personal problems beyond the scope of the college counselor.)</td>
<td></td>
</tr>
<tr>
<td>4. Is knowledgeable of student support services available at the college, e.g., Financial Aids, Career Guidance, Learning Center.</td>
<td></td>
</tr>
<tr>
<td>5. Is knowledgeable in such areas as district and college policies and requirements affecting students.</td>
<td></td>
</tr>
<tr>
<td>6. Helps counselees to discover new ways of dealing with their situation.</td>
<td></td>
</tr>
<tr>
<td>7. Supports counselees in seeking solutions to a problem rather than trying to solve it for them.</td>
<td></td>
</tr>
<tr>
<td>8. Knows graduation requirements for the college.</td>
<td></td>
</tr>
<tr>
<td>9. Is knowledgeable regarding requirements at colleges and universities to which students may be transferring.</td>
<td></td>
</tr>
<tr>
<td>10. Knows entrance and graduation requirements for career and certificate programs at the college.</td>
<td></td>
</tr>
<tr>
<td>11. Has the ability to assist counselee in obtaining career information.</td>
<td></td>
</tr>
<tr>
<td>12. Is knowledgeable about current trends and recent developments in the field of counseling.</td>
<td></td>
</tr>
<tr>
<td>13. Presents ideas clearly.</td>
<td></td>
</tr>
<tr>
<td>14. Demonstrates listening skills through attentiveness and ability to convey understanding of views expressed.</td>
<td></td>
</tr>
<tr>
<td>15. Shows evidence of ability of understanding perspective of counselees.</td>
<td></td>
</tr>
<tr>
<td>16. Is able to assist individuals in defining the problem or concern.</td>
<td></td>
</tr>
<tr>
<td>17. Demonstrates acceptance of other individuals.</td>
<td></td>
</tr>
<tr>
<td>18. Adheres to the principle of confidentiality.</td>
<td></td>
</tr>
</tbody>
</table>
Relations With Students

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Establishes rapport with counselees. (Is friendly, sincere, and shows an interest in their problems)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Provides adequate privacy for the counseling interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Provides an opportunity for counselee to express needs and concerns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Creates an atmosphere which enables counselees to feel comfortable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Gives counselees an opportunity for follow-up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Focuses attention on counselees during the session</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART II. OTHER AREAS OF ATTENTION

Rate this counselor in comparison to other counselors:

Development of Competencies

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Keeps current in the counseling field by professional reading, attending conferences, or participating in other professional activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Accepts constructive criticism in a professional manner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Seeks feedback and suggestions as to how improvement can take place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Makes an effort to improve by being open and seeking new counseling experiences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintains regularly scheduled office hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is on time for counseling appointments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is available for walk-in appointments according to schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Schedules follow-up appointments when extra time is needed by one student so that other counselees are not unduly kept waiting for their appointments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Maintains required records and submits required reports on time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is self-motivated to perform assigned duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Has the initiative and good judgment necessary to successfully resolve counseling problems with a minimum of supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Is willing and able to serve effectively on special assignments such as campus or district committees, articulation committees, group counseling, counseling classes, speaking to high school students, curriculum committees, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Effectively carries out established department programs as assigned, i.e., peer counselors, foreign students, etc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Makes an effort to work with faculty members on student concerns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Participates in evaluation of self and departmental practices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Relationships With College/Colleagues

<table>
<thead>
<tr>
<th>Description</th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates constructive attitude of cooperation with associates, both certificated and classified.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Uses appropriate channels for communicating dissatisfaction, as well as for making positive suggestions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Accepts suggestions and constructive criticism from colleagues and supervisors.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Attends regularly all departmental, committee, and college-wide meetings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Cooperates with colleagues in planning and implementing counseling and other educational projects.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Professional Growth

1. Describe observations of professional growth and development by this counselor during the last year.

2. Identify areas in which the counselor can improve and means by which this improvement can take place.

### Overall Evaluation

1. This counselor's over-all performance is:

   - [ ] Satisfactory
   - [ ] Needs to Improve
   - [ ] Unsatisfactory

**RECOMMENDATIONS**

If any rating is "needs to improve" or "unsatisfactory," present justification for the rating and suggest means of improvement.
Perhaps the most important element in the development of competence is specific and accurate feedback concerning performance strengths and areas in need of further development. A librarian’s peers represent the best means to assess certain areas of librarian performance.

**PART I. LIBRARIAN RESPONSIBILITIES**

**Professional Competency**

1. Demonstrates a knowledge of library resources and their use.
2. Shows awareness of materials needed to support the curriculum.
3. Demonstrates a mastery of the special skills related to assignment.
5. Is able to ascertain students’ knowledge of library techniques and need for assistance.
6. Is able to direct students to other relevant materials in addition to answering specific requests.
7. Organizes work effectively.
8. Is able to delegate responsibility appropriately.

**Relations With Users**

1. Demonstrates the ability to listen to and communicate effectively with library users.
2. Demonstrates patience in assisting all users.
3. Demonstrates the ability to perceive potentially disruptive situations and handles such situations with skill.
5. Exhibits stability necessary to effectively serve users.

**Development of Competencies**

1. Keeps current in the library field by professional reading, attending conferences and/or participating in other professional activities.
2. Accepts constructive criticism in a professional manner.
3. Seeks feedback and suggestions as to how improvement can take place.
4. Makes an effort to improve self by being open and seeking new library experiences.
### Meets Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accepts responsibilities as assigned.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Demonstrates initiative in fulfilling duties.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Conforms to college policies, regulations, and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Maintains work schedule.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Makes conscientious and effective use of time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Is willing to serve effectively on special assignments such as college-wide committees.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Shows an interest in improving the quality of library service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Demonstrates a sensitivity to the place of the library in the total community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Understands the necessity for establishing library image as a reliable information source.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Maintains required records and submits reports on time.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Relationships With College/Colleagues

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrates constructive attitude of cooperation with associates, both certificated and classified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Uses appropriate channels for communicating dissatisfaction, as well as for making positive suggestions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Accepts suggestions and constructive criticism from colleagues and supervisors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Attends regularly all departmental committee and college-wide meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Cooperates with colleagues in planning and implementing library and other educational projects.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overall Evaluation

This librarian's overall performance is:

- [ ] Satisfactory
- [ ] Needs to Improve
- [ ] Unsatisfactory

### Recommendations

If any rating is "needs to improve" or "unsatisfactory," present justification for the rating and suggest means of improvement.
Perhaps the most important element in the development of competence is specific and accurate feedback concerning performance strengths and areas in need of further development. A nurse's peers represent the best means to assess certain areas of nurse performance. The evaluation will be divided into two parts. The first part is concerned with nurse competencies and relations with students. Part II is concerned with other areas on which peers are qualified to evaluate.

Peers may not necessarily be nurses; they may be persons from related disciplines.

PART I. NURSING RESPONSIBILITIES - Rate this nurse in comparison to other nurses:

A. Professional Competency

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrates a knowledge of medical, nursing, Health Services first aid resources and referrals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shows awareness of materials needed to support the Health Services curriculum.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Contributes to solutions of the Health Services related problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Is able to assist individuals in defining their problems or concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Is able to ascertain students' knowledge of medical/first aid problems and need for assistance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Adheres to the principle of confidentiality.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Is willing and able to either find answers to problems brought by health counselees or to direct them to other sources of information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Knows when to make a referral of the health counselees to another agency or specialist for help. (Does not attempt to counsel in areas for which he/she is unprepared or to handle personal problems beyond the scope of the college nurse.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Is knowledgeable of student support services available at the college, e.g. Financial Aids, Career Guidance, Learning Center.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Is knowledgeable in such areas as district and college policies and requirements affecting students and staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Helps health counselees to discover new ways of dealing with their situation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### B. Relations with Health Counselees

1. Demonstrates the ability to listen to and communicate effectively with health counselees.
2. Establishes rapport with health counselees.
3. Provides adequate privacy for the counseling interview.
4. Provides an opportunity for counselees to express needs and concerns.
5. Creates an atmosphere which enables counselees to feel comfortable.
6. Gives counselees an opportunity for follow-up.
7. Demonstrates the ability to perceive potentially disruptive situations and handles such situations with skill.

### PART II. OTHER AREAS OF ATTENTION - Rate this nurse in comparison with other nurses.

#### A. Development of Competencies

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Keep current in the Health Services by professional reading, attending conferences and/or participating in other professional activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Seeks feedback and suggestions as to how improvement can take place.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Accepts constructive criticism.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Makes an effort to improve self by being open and seeking new experiences.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B. Meeting Responsibilities

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accepts responsibilities as assigned.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Demonstrates initiative in fulfilling duties.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Conforms to college policies, regulations and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Shows an interest in improving the quality of Health Services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Demonstrates a knowledge and awareness of the Health Services in the community.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Understands the necessity of establishing Health Services image as a reliable information source.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Maintains required records and submits reports on time.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### C. Relationships with College/Colleagues

<table>
<thead>
<tr>
<th></th>
<th>Unsatisfactory</th>
<th>Needs to Improve</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrates constructive attitude of cooperation with associates, both certificated and classified.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Uses appropriate channels for communicating dissatisfaction as well as for making positive suggestions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Makes an effort to work with faculty members on student concerns.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Is willing and able to serve effectively on special assignments such as campus or district committees, advisory committees, group counseling, budget committees, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Attends regularly all departmental committee and college-wide meetings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Cooperates with colleagues in planning and implementing Health Services with other educational programs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. Professional Growth

Summarize the professional growth and development of this nurse during the last year such as involvement with professional associations, continuing education and community service activities.

### E. Overall Evaluation

1. This nurse's overall performance is:
   - [ ] Satisfactory
   - [ ] Needs to Improve
   - [ ] Unsatisfactory

### F. Recommendations

If any rating is "needs to improve" or "unsatisfactory," present justification for the rating and suggest means of improvement.
<table>
<thead>
<tr>
<th>Rate the evaluatee in terms of instructional competence in the following:</th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Designs an appropriate curriculum for children.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Plans a broadly based curriculum.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Creates an environment conducive to growth for children.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Maintains classroom conditions conducive to learning.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Provides opportunities to foster development in young children.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Plans and implements an appropriate nutritional program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Assesses developmental level of each child.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Uses a wide variety of teaching methods.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Supervises and evaluates practicum students.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Exhibits concern for pupils' progress.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Is effective in pupil conferences.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Communicates and relates well with pupils.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Provides direction and training of student workers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Acts as member of a child development instructional team.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Organizes, attends and participates in staff meetings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Is readily available to provide individual help during regularly scheduled office hours and at other times by appointment to parents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Confers with parents concerning their child.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNSATISFACTORY</td>
<td>NEEDS TO IMPROVE</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>19.</td>
<td>Has ability/skills to work with parents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Participates in parent program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Has ability to work effectively as a member of a developmental team with children, parents, students and staff members.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>OVERALL RATING</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. Describe any other observations of professional growth and development of this instructor.

24. If any rating is "needs to improve" or "unsatisfactory," present justification for the rating and suggest means of improvement.
PERFORMANCE REPORT FOR PEER EVALUATION

NAME ___________________________ INITIALS ___________________________

EMPLOYEE NUMBER ___________________________

COLLEGE ___________________________ POSITION TITLE ___________________________

STATUS ___________________________

FOR PERIOD FROM ___________ TO ___________

SUBJECT ___________________________

1. CLASSROOM VISITS WERE MADE ON (DATES) ___________

2. CONFERENCES WITH THIS EMPLOYEE WERE HELD ON (DATES) ___________

3. EVALUATION: INDICATE BY A CHECK ON THE APPROPRIATE LINE THE EVALUATION WHICH IN YOUR BEST JUDGMENT DESCRIBES THE EMPLOYEE.

<table>
<thead>
<tr>
<th>A. Knowledge of Subject Area</th>
<th>Unsatisfactory</th>
<th>Needs to Improve</th>
<th>Satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Effectiveness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Performance of Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Overall Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. RECOMMENDATIONS MADE TO EMPLOYEE FOR IMPROVING SERVICES. (Use additional sheet if necessary)

5. SPECIAL ABILITIES: (OPTIONAL) (USE ADDITIONAL SHEET IF NECESSARY)

6. I RECOMMEND THAT THIS EMPLOYEE:
   ( ) BE CONTINUED IN SERVICE AT THIS COLLEGE
   ( ) BE RETAINED IN SERVICE BUT THAT HIS WORK BE EVALUATED WITH EXTREME CARE.

DEPARTMENT CHAIR ___________________________ DATE ___________

Committee Member ___________________________ DATE ___________

Committee Member ___________________________ DATE ___________

I HAVE RECEIVED A COPY OF THIS REPORT BUT MY SIGNATURE DOES NOT NECESSARILY INDICATE MY AGREEMENT. I UNDERSTAND THAT ANY WRITTEN STATEMENT I FORWARD TO THE PERSONNEL SERVICES DIVISION REGARDING THIS REPORT WILL BE ATTACHED TO THE COPY WHICH IS FILED THERE.

EMPLOYEE ___________________________ DATE ___________

I CERTIFY THAT THIS REPORT WAS PRESENTED TO THE EMPLOYEE NAMED ABOVE.

WITNESS ___________________________ DATE ___________

INSTRUCTIONS: PREPARE ORIGINAL AND 2 kopies of this form, have employee sign all copies and forward original to the vice chancellor, personnel services division within one week after end of period. the first copy is for your college files, and second copy should be given to the employee. if the employee is unwilling to sign, that fact should be indicated in the signature space and certified by a witness on all copies. If the employee is unavailable to sign, that fact and the reasc should be indicated in the signature space on all copies. The employee's copy should be forwarded along with the original whenever the employee is unavailable or unwilling to sign. The personnel operations branch will mail the form to the employee.

Received by ___________ DATE ___________

LACCD FORM
PERFORMANCE REPORT FOR ADMINISTRATIVE EVALUATION

Los Angeles Community College District
Personnel Operations Branch

Name: ____________________________ Employee Number: ____________________________
College: __________________________ Position Title: ____________________________ Status: __________________________

For period from __________________________ to __________________________ Subject: __________________________

1. Classroom visits were made on (dates) __________________________________________________________________________________________

2. Conferences with this employee were held on (dates) ________________________________________________________________________________

3. Evaluation: Indicate by a check on the appropriate line the evaluation which in your best judgment describes the employee.

A. Knowledge of Subject Area .................
   Unsatisfactory
   Needs to Improve
   Satisfactory

B. Effectiveness ................................
   Unsatisfactory
   Needs to Improve
   Satisfactory

C. Performance of Responsibilities .........
   Unsatisfactory
   Needs to Improve
   Satisfactory

D. Overall Evaluation .......................
   Unsatisfactory
   Needs to Improve
   Satisfactory

4. Recommendations made to employee for improving services: (Use additional sheet if necessary)

5. Special Abilities: (Optional) (Use additional sheet if necessary)

I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Personnel Services Division regarding this report will be attached to the copy which is filed there.

Employee: ____________________________ Date: ____________________________

I certify that this report was presented to the employee named above.

Vice President: ____________________________ Date: ____________________________

Witness: ____________________________ Date: ____________________________

Instructions: Prepare original and 2 copies of this form, have employee sign all copies and forward original to the Vice Chancellor, Personnel Services Division within one week after end of period. The first copy is for your college files, and the second copy should be given to the employee. If the employee is unwilling to sign, that fact should be indicated in the signature space and certified by a witness on all copies. If the employee is unavailable to sign, that fact and the reason should be indicated in the signature space on all copies. The employee's copy should be forwarded along with the original whenever the employee is unavailable or unwilling to sign. The Personnel Operations Branch will mail the form to the employee.

Reviewed by: ____________________________ Date: ____________________________
Vice Chancellor, Personnel Services Division

LACCD Form 138
PERFORMANCE REPORT ON DEPARTMENT CHAIR/DIRECTOR CDC

NAME ___________________________  LAST INITIALS ___________________________

COLLEGE ___________________________  POSITION TITLE ___________________________

EMPLOYEE NUMBER ___________________________  STATUS ___________________________

FOR PERIOD FROM ___________________________ TO ___________________________

SUBJECT ___________________________

1. CONFERENCES WITH THIS EMPLOYEE WERE HELD ON (DATES) _______________________________________________________________________________________________________

2. EVALUATION: INDICATE BY A CHECK ON THE APPROPRIATE LINE THE EVALUATION WHICH IN YOUR BEST JUDGMENT DESCRIBES THE EMPLOYEE.

<table>
<thead>
<tr>
<th></th>
<th>UNSATISFACTORY</th>
<th>NEEDS TO IMPROVE</th>
<th>SATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Knowledge of Subject Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Effectiveness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Performance of Responsibilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Overall Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. RECOMMENDATIONS MADE TO EMPLOYEE FOR IMPROVING SERVICES: (Use additional sheet if necessary)

4. SPECIAL ABILITIES: (OPTIONAL) (USE ADDITIONAL SHEET IF NECESSARY)

I HAVE RECEIVED A COPY OF THIS REPORT BUT MY SIGNATURE DOES NOT NECESSARILY INDICATE MY AGREEMENT. I UNDERSTAND THAT ANY WRITTEN STATEMENT I FORWARD TO THE PERSONNEL SERVICES DIVISION REGARDING THIS REPORT WILL BE ATTACHED TO THE COPY WHICH IS FILED THERE.

EMPLOYEE DATE

I CERTIFY THAT THIS REPORT WAS PRESENTED TO THE EMPLOYEE NAMED ABOVE.

Witness DATE

INSTRUCTIONS: PREPARE ORIGINAL AND 2 COPIES OF THIS FORM, HAVE EMPLOYEE SIGN ALL COPIES AND FORWARD ORIGINAL TO THE VICE CHANCELLOR, PERSONNEL SERVICES DIVISION WITHIN ONE WEEK AFTER END OF PERIOD. THE FIRST COPY IS FOR YOUR COLLEGE FILES, AND SECOND COPY SHOULD BE GIVEN TO THE EMPLOYEE. IF THE EMPLOYEE IS UNWILLING TO SIGN, THAT FACT SHOULD BE INDICATED IN THE SIGNATURE SPACE AND CERTIFIED BY A WITNESS ON ALL COPIES. IF THE EMPLOYEE IS UNAVAILABLE TO SIGN, THAT FACT AND THE REASON SHOULD BE INDICATED IN THE SIGNATURE SPACE ON ALL COPIES. THE EMPLOYEE'S COPY SHOULD BE FORWARDED ALONG WITH THE ORIGINAL WHENEVER THE EMPLOYEE IS UNAVAILABLE OR UNWILLING TO SIGN. THE PERSONNEL OPERATIONS BRANCH WILL MAIL THE FORM TO THE EMPLOYEE.

REVIEWED BY ________________  DATE

VICE CHANCELLOR, PERSONNEL SERVICES DIVISION

ACCD FORM 139
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Agree</th>
<th>Agree</th>
<th>Somewhat</th>
<th>No Opinion</th>
<th>Disagree</th>
<th>Somewhat</th>
<th>Disagree</th>
<th>Strongly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The teacher informs the students of the objectives of the course.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The teacher is generally well prepared and organized.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The teacher explains clearly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The teacher invites questions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The teacher's method of grading is clear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. When I seek help from the teacher, I am able to get it.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. The teacher relates to students as individuals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The teacher knows if the class understands.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. The teacher encourages discussion of ideas other than his/her own.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. The teacher returns tests and other materials promptly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. The teacher was available for posted office hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. The teacher is among those from whom I have learned the most.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments:
The Counseling Department is making an effort to improve its service. You can assist by completing this form. Please respond honestly. Do not identify yourself in any way. Your participation is vital to our program of self-improvement. Thank you.

1. Did you feel at ease with the counselor?
   Yes____
   Comments:
   No____

2. Was the counselor helpful to you in seeking solutions to your problems?
   Yes____
   Comments:
   No____

3. Did the counselor suggest ways you could get additional information if needed?
   Yes____
   Comments:
   No____

4. Do you feel the counselor would keep personal matters confidential?
   Yes____
   Comments:
   No____

5. Would you see this counselor again?
   Yes____
   Comments:
   No____

6. Additional comments:
APPENDIX D

EMPLOYEE GRIEVANCE FORM

1. Grievant (Full Name) ________________________________

2. Department ________________________________ Job Title ________________________________ Campus ________

3. Name(s) of Representative(s) ________________________________

4. Clearly and concisely state your grievance. (Attach additional sheets if necessary.)

5. Clearly and concisely state your remedy. (Attach additional sheets if necessary.)

6. State your reasons for appealing Step 1 Decision. (Attach additional sheets if necessary.)

Signature of Grievant ________________________________ Date ________

142
Applications may be submitted at any time for any of the entrance-level positions or subject fields listed on this sheet.

ACADEMIC FIELDS OF INSTRUCTION

Afro-American Studies (781)
Agricultural Business (794)
Animal Health Technology (792)
Animal Husbandry (701)
Anthropology (702)
Architecture (703)
Art (706)
Asian-American Studies (789)
Biological Science (707)
Broadcasting (Radio & TV) (709)
Business - Accounting (710)
Business - Management (712)
Business - Real Estate (715)
Business - Secretarial Science/Office Administration (716)
Business Data Processing (711)
Ceramic Engineering Technology (799)
Chemistry (717)
Child Development (800)
Chinese (718)
Dairy Industries (719)
Dental Hygiene (782)
Developmental Communications (780)
Economics (721)
Electrical Engineering & Electronics (722)
Electro-Mechanical Technology (723)
Engineering (724)
English (726)
English as a Second Language (805)
Fire Science (801)
French (727)
Geography (777)
Geology (778)
German (728)
Handicapped (791)
Handicapped-Enabler (803)
Health Education (796)
Hebrew (730)
History (731)
Home Economics (732)
Humanities (733)
Industrial Arts (734)
Instructional Media (740)

(See reverse side for vocational fields of instruction and service positions)

LACCD Form C207-22 10/81
<table>
<thead>
<tr>
<th>VOCATIONAL FIELDS OF INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice (946)</td>
</tr>
<tr>
<td>Advertising Illustration (901)</td>
</tr>
<tr>
<td>Agricultural Engineering (902)</td>
</tr>
<tr>
<td>Air Conditioning &amp; Refrigeration (977)</td>
</tr>
<tr>
<td>Air Conditioning Engineering (903)</td>
</tr>
<tr>
<td>Aircraft Electronic Maintenance (904)</td>
</tr>
<tr>
<td>Aircraft Mechanics (905)</td>
</tr>
<tr>
<td>Architectural Drafting (906)</td>
</tr>
<tr>
<td>Automatic Vending Machine Repair (907)</td>
</tr>
<tr>
<td>Automobile Body &amp; Fender Repair (908)</td>
</tr>
<tr>
<td>Automobile Mechanics (909)</td>
</tr>
<tr>
<td>Baking (911)</td>
</tr>
<tr>
<td>Building &amp; Grounds Management (978)</td>
</tr>
<tr>
<td>Cabinet Making &amp; Millwork (913)</td>
</tr>
<tr>
<td>Carpentry (914)</td>
</tr>
<tr>
<td>Catering &amp; Household Service (915)</td>
</tr>
<tr>
<td>Chef Cooking (916)</td>
</tr>
<tr>
<td>Chemical Technology (968)</td>
</tr>
<tr>
<td>Commercial Art (917)</td>
</tr>
<tr>
<td>Computer Technology (975)</td>
</tr>
<tr>
<td>Cosmetology (918)</td>
</tr>
<tr>
<td>Dental Assisting (920)</td>
</tr>
<tr>
<td>Dental Technology (922)</td>
</tr>
<tr>
<td>Electric Motor Repair (925)</td>
</tr>
<tr>
<td>Electrical Construction &amp; Maintenance (923)</td>
</tr>
<tr>
<td>Electronics (926)</td>
</tr>
<tr>
<td>Fashion Design (927)</td>
</tr>
<tr>
<td>Floral Design (969)</td>
</tr>
<tr>
<td>Graphic Arts Advertising Production (929)</td>
</tr>
<tr>
<td>Graphic Arts Equipment Repair (930)</td>
</tr>
<tr>
<td>Heavy Duty Truck &amp; Diesel Mechanics (931)</td>
</tr>
<tr>
<td>Industrial Electricity (924)</td>
</tr>
<tr>
<td>Industrial Supervision (932)</td>
</tr>
<tr>
<td>Machine Shop (933)</td>
</tr>
<tr>
<td>Mechanical Drafting (934)</td>
</tr>
<tr>
<td>Medical Record Science (970)</td>
</tr>
<tr>
<td>Merchandise Display (936)</td>
</tr>
<tr>
<td>Metallurgy (937)</td>
</tr>
<tr>
<td>Motorcycle Repair Mechanics (971)</td>
</tr>
<tr>
<td>Numerical Control Technology (938)</td>
</tr>
<tr>
<td>Nursing (939)</td>
</tr>
<tr>
<td>Occupational Therapy Assisting (972)</td>
</tr>
<tr>
<td>Painting &amp; Decorating (940)</td>
</tr>
<tr>
<td>Pastry Cooking (941)</td>
</tr>
<tr>
<td>PBX Operation (955)</td>
</tr>
<tr>
<td>Photography (943)</td>
</tr>
<tr>
<td>Plastering (944)</td>
</tr>
<tr>
<td>Plastics (945)</td>
</tr>
<tr>
<td>Plumbing (982)</td>
</tr>
<tr>
<td>Power Sewing (965)</td>
</tr>
<tr>
<td>Printing (948)</td>
</tr>
<tr>
<td>Printing (Bindery) (967)</td>
</tr>
<tr>
<td>Printing (Hand Composition) (949)</td>
</tr>
<tr>
<td>Printing (Letterpress) (950)</td>
</tr>
<tr>
<td>Printing (Linotype) (951)</td>
</tr>
<tr>
<td>Printing (Offset Presswork) (953)</td>
</tr>
<tr>
<td>Printing (Photo Offset) (954)</td>
</tr>
<tr>
<td>Printing Management (952)</td>
</tr>
<tr>
<td>Psychiatric Technology (981)</td>
</tr>
<tr>
<td>Radio &amp; TV Service (956)</td>
</tr>
<tr>
<td>Respiratory Therapy (973)</td>
</tr>
<tr>
<td>Restaurant Management (957)</td>
</tr>
<tr>
<td>Sheet Metal (958)</td>
</tr>
<tr>
<td>Sign Painting (959)</td>
</tr>
<tr>
<td>Spotting &amp; Pressing (960)</td>
</tr>
<tr>
<td>Tailoring (962)</td>
</tr>
<tr>
<td>Technical Illustration (963)</td>
</tr>
<tr>
<td>Tool &amp; Die Making (964)</td>
</tr>
<tr>
<td>Travel Tourism (979)</td>
</tr>
<tr>
<td>Vision Care Technology (980)</td>
</tr>
<tr>
<td>Welding (966)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SERVICE POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor (C78)</td>
</tr>
<tr>
<td>Librarian (741)</td>
</tr>
<tr>
<td>Nurse (C84)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHILD DEVELOPMENT CENTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Child Development Center (C90)</td>
</tr>
<tr>
<td>Teacher, Child Development Center (795)</td>
</tr>
</tbody>
</table>

(Numbers in parenthesis indicate positions specification numbers for Personnel Services Division use)
APPENDIX F

DEFINITIONS

Academic Year - The first day of the Fall Semester to the last day of the subsequent Spring Semester.

A.F.T. College Guild - The employee organization certified as the exclusive representative of the certificated employees in the Certificated Unit.

Assignment - Duties, hours, and/or courses assigned to a given faculty member by the District.

Board - Los Angeles Community College District Board of Trustees.

Board Rules - Any rule adopted by the Board.

Campus - Any one of the ten Los Angeles Community Colleges and its constituent parts.

Campus Bargaining Agent Representative - See AFT-College Guild.

Certificated Employee - Any member of the bargaining unit employed in a position requiring certification qualifications.

College - See Campus.

College District - See District.

College President - The chief administrative officer of a college.

Contract Employee - An employee of a District who is employed on the basis of a contract in accordance with the provisions of Education Code Section 87605 or Subdivision (b) of Section 87608. (Also referred to as a probationary employee.)

Department - A discipline or group of disciplines on a given campus, as defined by the District.

Department Chairperson - A department member selected by the department to represent the department to the administration and the administration to the department. (Same as Division Chairperson)

Discipline - A body of knowledge taught by persons with certification qualifications; also referred to as a subject matter field.

District - The Los Angeles Community College District and/or any of its constituent parts.

Division - A group of departments on a given campus as defined by the District.
Division Chairperson - A division member selected by the division to represent the
division to the administration and the administration to the division.
(Same as Department Chairperson)

Division Head - A management employee assigned the administrative responsibility
for a division in the District Office.

Employee - See Certificated Employee.

Employer - See Board.

Exclusive Representative - See AFT-College Guild.

Faculty - See Certificated Employee.

Guild - See AFT-College Guild.

Hourly Rate - Any employee paid from the hourly rate salary schedule.

Los Angeles Community College District - See District.

Monthly Rate - Any employee paid from the preparation salary schedule.

Parties - The parties to this Agreement...the Los Angeles Community College District
Board of Trustees and the AFT-College Guild, Local 1521, AFL-CIO.

Part-Time - Any employee paid from an hourly rate salary schedule.

Permanent Employee - See Regular Employee.

President - Chief administrative officer of a college.

Probationary Employee - See Contract Employee.

Regular Employee - An employee of a District who is employed in accordance with the
provisions of Education Code Subdivision (c) of Section 87608 or Section
87609. (Also referred to as a Permanent Employee.)

Regular Session - The first day of the Fall Semester to the last day of the
subsequent Spring Semester.

Tenured - See Regular Employee.

Union - See AFT-College Guild.