

TENTATIVE AGREEMENT
Between
Shasta-Tehama-Trinity Joint Community College District
and
Shasta College Faculty Association/CTA/NEA

August 4, 2026

To conclude negotiations for the 2026-2027, 2027-2028, and 2028-2029 academic years, the Shasta-Tehama-Trinity Joint Community College District ("District") and the Shasta College Faculty Association/CTA/NEA ("Association"), collectively referred to as "Parties," agree as follows:

1. SALARY AND BENEFITS

Academic Year 2026-2027:

Effective July 1, 2026, apply 2.5% to the full-time faculty salary schedules.

Effective July 1, 2026, apply 3.5% to the part-time non-instructional faculty salary schedule (schedule 1).

Effective August 1, 2026, apply 3.5% to the part-time instructional faculty salary schedule (schedule 2 & 3).

Effective October 1, 2026, the District will fully cover cost of the 2026-2027 11.5% increase in health care benefits.

Effective October 1, 2026, the District will provide all HSA-5000 plan tiers at zero cost to the employee for the 2026-2027 plan year.

Effective October 1, 2026, the District Contribution CAP will be adjusted in 80C, 80G, 80K, 80M, HSA-1700, and HSA-3400 to match the HSA-5000 plan District Contribution CAP:

Employee:	\$716
Employee + Children	\$1,288
Employee & Spouse	\$1,495
Employee & Family	\$2,385

Academic Year 2027-2028:

With funded COLA, effective October 1, 2027, the District will cover 50% employee cost of the 2027-2028 increase in health care benefits by increasing the District Contribution CAPs. If premium costs decrease, the benefit caps shall remain at the level of the prior year.

With funded COLA, effective October 1, 2027, the District will provide all HSA-5000 plan tiers at zero cost to the employee for the 2027-2028 plan year.

With funded COLA applied to the health care increase first, the District will apply the remaining COLA to the faculty salary schedules with no less than 2% applied to the full-time faculty salary schedules and no less than 2.75% applied to the part-time faculty salary schedules.

The District agrees to meet with the Faculty Association to review total funds available as soon as health benefit rates have been received for the fiscal year and COLA released through the Enacted State Budget for 2027/2028. If the total funds available from COLA exceed that which is stated above, the additional funds shall be applied to salary schedules.

Academic Year 2028-2029:

With funded COLA, effective October 1, 2028, the District will cover 50% employee cost of the 2028-2029 increase in health care benefits by increasing the District Contribution CAPs. If premium costs decrease, the benefit caps shall remain at the level of the prior year.

With funded COLA, effective October 1, 2028, the District will provide all HSA-5000 plan tiers at zero cost to the employee for the 2028-2029 plan year.

With funded COLA applied to the health care increase first, the District will apply the remaining COLA to the faculty salary schedules with no less than 2% applied to the full-time faculty salary schedules and no less than 2.75% applied to the part-time faculty salary schedules.

The District agrees to meet with the Faculty Association to review total funds available as soon as health benefit rates have been received for the fiscal year and COLA released through the Enacted State Budget for 2028/2029. If the total funds available from COLA exceed that which is stated above, the additional funds shall be applied to salary schedules.

2. AGREEMENTS/WORK GROUPS

Agreements:

The District and SCFA agree to pilot Canvas Blueprint for merging sections and streamlining processes that enhance the teaching and learning experience.

Workgroups (made up of 3 District members and 3 Faculty Association members):

The District and SCFA agree to form work groups on Article 4 workload, lab/lecture parity.

The District and SCFA agree to a CBE work group in year 2027-2028 regarding CBE faculty workload and compensation model development, that has direct input from CBE faculty.

The District and SCFA agree to a WEE work group in year 2027-2028 to examine WEE faculty workload and compensation model development, that has direct input from WEE faculty, with consideration to WEE's impact program completion. Agree to extend MOU to December 2026.

3. CONTRACT LANGUAGE CHANGES

ARTICLE 1.0 – CONDITIONS OF THE CONTRACT

1.3 TERM OF THE CONTRACT

1.3.1 The parties agree that for the period from July 1, 202~~6~~³, through June 30, 202~~9~~⁶, and thereafter shall continue in effect until the parties enter into a new agreement.

1.3.2 The provisions of this contract will remain in full force and effect until agreement on a subsequent contract is reached between the Association and the District or until negotiations on a subsequent contract are terminated without agreement.

1.3.3 Revision of the Contract

This Agreement may only be amended or supplemented by mutual written agreement of the parties and duly signed by each. Upon mutual agreement, the parties may amend or modify any portion of this Agreement.

In the event new legislation, codes, or regulations that impact wages or working conditions are passed or enacted during the term of this agreement, both parties may agree to re-open negotiations to develop or revise

articles affected by the aforementioned.

~~For the 2024-25 and 2025-26 academic years, the parties may reopen negotiations on compensation and two (2) other articles of the Agreement by giving written notice to the other party by January 1, 2024, and January 1, 2025, respectively.~~

~~The parties will reopen negotiations on compensation and a successor agreement by giving written notice to the other party by January 1, 2026.~~

ARTICLE 2.0 – HOURS OF EMPLOYMENT

2.1 DEFINITIONS

2.1.5 Instructional-Related Activities

“Instructional-related activities” must be performed by all full-time instructional bargaining unit members to fulfill the required 12.5% of their workload beyond 75% for teaching duties and 12.5% for student office hours. Instructional-related activities include, but are not limited to, participation in the following:

- Committee work (ad hoc, standing, governance, and advisory)
- Curriculum development and review within established cycles
- Program review and annual planning within established cycles
- Selection committees
- Division and department meetings (see Article 2.2.11)
- Student learning outcomes process, with support from the District in the form of time, training, resources, and opportunities for meaningful discussion related to continuous quality improvement of programs. (Although participation is required, student outcome results are not considered in the evaluation process).

Participation in these activities is a responsibility shared equally by all instructional bargaining unit members within a division. The supervising administrator may assign activities to ensure timely completion of and equitable participation in required activities, for example, timely submission of syllabi and instructional materials to respective Division offices and meeting textbook adoption deadlines (including OER and free resource materials).

2.2 TERMS

~~2.2.7 Bargaining unit members whose first day of paid service was prior to September 1, 1989, will be assigned a major percentage of their instructional load between the hours of 8 a.m. and 5 p.m., Monday through Friday, whenever possible. If, because of special needs of the District, it becomes necessary to assign bargaining unit members at other times, such assignment will be made by mutual agreement between the bargaining unit member and the supervisor as evidenced by the unit member's signature on an official load report, or, if mutual agreement cannot be reached, the appropriate vice president will make the assignment only after documenting all the alternatives considered and justifying the need for the assignment in writing. All loads so assigned will be considered in the District load policy. No such load will require daily scheduled classroom instruction spanning more than 7 hours unless (1) specifically requested in writing by the bargaining unit member and (2) approved in writing by the appropriate immediate supervisor. Instructional load will be assigned to full-time bargaining unit members based on the needs of the District. To the extent possible, the major percentage of a full-time assignment will be scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday. In the event there is a need for evening and/or weekend assignments, on or off campus, such assignments will be made by mutual agreement between the member and the supervising administrator. The District retains the right of assignment in all teaching assignments.~~

~~2.2.8 Bargaining unit members whose first day of paid service was on or after September 1, 1989, will be~~

~~assigned an instructional load according to the needs of the District. Such load may include evening and weekend assignments on or off campus. All loads so assigned will be considered in the District load policy. No scheduled hours for any regular assignment shall exceed a nine (9) hour span for two consecutive days of instruction or a 12-hour span for one day unless (1) specifically requested in writing by the bargaining unit member and (2) approved in writing by the appropriate immediate supervisor.~~

2.2.89 Whenever an evening assignment is made as part of load, no less than 12 consecutive hours shall elapse between the end of the last assigned class on one day and the beginning of the first assigned class on the next day unless (1) specifically requested in writing by the bargaining unit member and (2) approved in writing by the appropriate immediate supervisor.

2.2.910 For all bargaining unit members, all load assignments will be made in consultation with the immediate supervisor and approved by the appropriate Vice President.

2.2.101 All bargaining unit members, including those instructing fully online, shall attend department and division meetings scheduled by their supervising administrator as part of their professional duties, unless excused in writing and in advance of the meeting. Upon mutual agreement with the supervisor, unit members may participate in the required activities remotely, using video and/or audio communication technologies.

3.1 ASSOCIATION RIGHTS

3.1.2 Release Time for Association Executive Board

3.1.2.1 ~~Part-time bargaining unit members who are not eligible for release time under this article shall be compensated for the associated release time on an hourly basis.~~ In the event that a part-time bargaining unit member is unable to avail themselves of release time, either because they are a part-time member or cannot be released from their regular full-time assignments as determined by their direct supervisor, they shall be compensated \$50 per hour for the associated release time. Compensation shall be calculated based on a 20-hour week x 17 weeks per term. Thus, a 10 percent release time equivalent would be 2 hours per week ~~at Class II, Step 1 on the part-time certificated employees' hourly salary schedule, Schedule #1 – Non-Teaching and Non-Credit (Appendix C-3),~~ for 17 weeks in one term, or 34 weeks in an academic year. These members will be compensated on a monthly basis.

3.2 MEMBER RIGHTS

Members shall be protected from any direct or indirect ~~discrimination~~discriminatory or retaliation with respect to hours, wages, terms or conditions of employment, or application of the provisions of the District/Faculty Association Agreement and/or Board policies and administrative regulations. Retaliation means an adverse action following within a relatively short time of a faculty member engaging in a protected activity of which the District was aware.

Article 4.0 – WORKLOAD

4.2 OVERLOAD ASSIGNMENTS AND LOAD BANK

As a result of load value for different types of courses (lecture/lab/activity) and the varying number of instructional units and accompanying hours of instruction for different courses, load assignments in any given semester may be more or less than 100%. In order to balance load over the academic year, each full-time bargaining unit member will have a load bank.

The intent of the load bank is to allow bargaining unit members to manage fluctuations in load between semesters without a negative impact on service credit for the state retirement system and to ensure appropriate payment for teaching. The balance shall be reported each semester on a Faculty Load Form, to be signed by the bargaining unit member and supervising administrator no later than three weeks after the census date.

4.2.1 Each semester, the load bank balance will be updated by adding the amount of the member's load

percentage minus 100%. A load bank balance credit is the amount by which the balance exceeds 0%. A load bank balance deficit is the amount by which the balance is less than 0%.

When assigning overload or scheduling additional courses for a bargaining unit member, the District shall prioritize courses and assignments paid at the bargaining unit member's lecture/composition rate before assigning lab, activity, non-directed lab nursing, non-credit, or other lower-rate load, unless the bargaining unit member voluntarily requests otherwise in writing. The signature of the bargaining unit member on their load report confirms accuracy and verifies agreement.

4.2.7 No load assignments will require daily scheduled classroom instruction spanning more than 7 hours, unless (1) specifically requested in writing by the bargaining unit member and (2) approved in writing by the supervising administrator. If such agreement is reached, no scheduled hours for any regular assignment shall exceed a nine (9) hour span for two consecutive days of instruction or a twelve (12) hour span for one day.

4.2.87 If full-time instructional faculty members' regular load consists solely of short-term courses, they are still responsible for completing the flex requirement defined in article 4.8.

4.3 CLASS SIZE

Bargaining unit members and supervising administrators shall be responsible for determining and establishing appropriate class size by mutual consent. For class size load factors, please refer to 4.1.1.

4.5 ONLINE COURSE ASSIGNMENTS AND PROFESSIONAL RESPONSIBILITIES

Instructional bargaining unit members assigned online courses shall fulfill their professional responsibilities, such as attending division and department meetings, program review meetings, scheduled flex days on campus, and participatory governance meetings, and serving on campus/college committees. In accordance with Senate-approved Faculty Observation Guidelines – Online Teaching, instructional bargaining unit members shall maintain regular, substantive interaction with students through instructor-initiated student engagement in online classes. Instructional bargaining unit members who do not maintain an online presence or fulfill their professional responsibilities may have their online load reduced by their supervising administrator.

4.6 FACULTY COORDINATOR PROGRAM

For information about Faculty Coordinator compensation, refer to Article 7.3.2.

The purposes of the Faculty Coordinator Program are to assist the division office and to coordinate the instructional-related activities, such as part-time hiring and evaluation, completion of annual plans, program reviews, course reviews, and discussions of department-specific issues such as department policies and learning outcomes. As noted in the Faculty Coordinator Position Description,

Faculty Coordinators are central to the effective functioning of specific areas within the District. Faculty Coordinators are faculty who, working under the direction of and in collaboration with the Supervising Administrator, assist in the coordination of the assigned area, helping to ensure that the area's programs meet the academic standards of the division, District, and system, and that they serve the needs of a diverse student population.

4.8 FLEX CALENDAR DAYS

4.8.1 Definition

"Flex Days" are negotiated days on which full-time instructional bargaining unit members are released from their

assigned instructional duties but are required to perform other professional development activities.

4.8.1.1 Objective

Flex Days are intended for one or more of the following objectives: personal improvement, student improvement, and instructional improvement. These activities can be: a) selected by each individual bargaining unit member from a list of pre-approved activities provided by the District, or b) projects initiated by a bargaining unit member in an effort to enhance teaching and/or learning and approved in advance by the Supervising Administrator.

4.8.1.2 Requirements

Full-time instructional bargaining unit members must complete eleven (11) days or sixty-six (66) hours of flex activities per year: twelve (12) hours to attend two mandatory, scheduled flex days; ~~eighteen (18) hours (as attested on District's flex hours form) for faculty to collaborate on issues related to student learning and success;~~ and 36 54 hours to complete individual flex activities. The scheduled flex days will appear on the calendar as mandatory flex days, and the other hours will appear as flex days that are considered "floating," where activities can be completed at any time between July 1 and June 30 of the academic year.

4.8.21 Mandatory Flex Days

As part of the process of negotiating the academic calendar, the District and Association will determine the dates of the two mandatory flex days. Mandatory flex day attendance shall not exceed six (6) hours per day. For any agreed to mandatory flex day, all full-time instructional bargaining unit members must attend the six (6) hours of each scheduled flex day's activities or be in an approved leave status. Full-time non-Instructional bargaining unit members are encouraged to attend mandatory flex days in lieu of their regular assignments, with supervisor approval.

Part-time participation in scheduled flex day activities: Part-time bargaining unit members shall be encouraged to participate in scheduled flex day activities. Participation in scheduled flex days will qualify part-time faculty for up to three (3) additional hours per scheduled flex day upon presentation of verified attendance at activities. Participation in the activities referenced above shall be voluntary and shall not count toward load credit with regard to Education Code Section 87482.5 (67% Law).

4.8.32 List of District's Pre-Approved Flex Activities

The District will maintain a list of pre-approved activities and post it on the Faculty Excellence Committee website. The list will provide the bargaining unit member with a broad range of activities from which to choose in order to satisfy the individual flex activities requirement.

Suggested additions to the list can be made at any time, and the Faculty Excellence Committee will have an opportunity to provide feedback.

No activity present on the pre-approved list on the first day of the academic year will be deleted during the course of that year. The list will be finalized by the Office of Instruction by the end of each spring term.

4.8.43 Flex Projects Initiated by Bargaining Unit Members

These are personal, student, and/or instructional improvement activities proposed by bargaining unit member(s) which need previous approval by the Supervising Administrator. The unit member must request approval in advance of commencing the activity. When a project is approved, the unit member will submit the Supervising Administrator's written approval with evidence of completing the flex activity.

In the eventuality that the Supervising Administrator denies approval of a flex activity project presented by a full-

time bargaining unit member, the Supervising Administrator will provide written justifications for the denial. If the member(s) whose project is denied for flex credit is not satisfied with the reasons provided by the Supervising Administrator, they can request the Association to appoint a "Proposal Appeal Committee" for review and arbitration, and the Association will notify the Supervising Administrator and Vice President of Instruction that such action is taken.

Within five (5) working days (defined in accordance with 10.2.3) of the member's request, a Proposal Appeal Committee will be comprised of three members: a member appointed by the Association, a member appointed by the Vice President of Instruction, and a third member selected by the Association's representative and the Vice President of Instruction.

Within ten (10) working days of receiving the appeal, the Proposed Appeal Committee shall meet to review, discuss, and render a decision. They will provide a written copy of their conclusions to the appealing bargaining unit member and the Supervising Administrator. Their decision will be considered final.

4.8.54 Tracking

The District will provide a form on which bargaining unit members will certify completion of **54 individual** flex activities by June 30 of each year with final signed approval of the Supervising Administrator. The Office of Instruction will maintain these records for auditing purposes. If any bargaining unit member does not complete the required flex activities in a given year, the hours below the required number must be deducted from their accumulated sick leave. If the bargaining unit member does not have adequate sick leave to account for their required flex hours, the necessary amount of sick leave shall be deducted in the following fiscal year.

4.8.65 Exemptions

Full-time bargaining unit members may be exempt from the **5436** hours of individual flex only in cases where the instructional hours are not reduced as a result of the flexible calendar because of hours mandated by outside agencies. Such full-time members must be able to provide documentation of this mandate to the District. All other courses that are part of full-time load are subject to the flex hours stated in this Article.

4.8.76 Intellectual property with potential commercial value developed by bargaining unit members as a result of flex activities will be treated in accordance with the stipulations of Article 15 of this contract (Intellectual Property Rights).

ARTICLE 5.0 – EVALUATION POLICY

5.2 PROCEDURAL RIGHTS

Except as provided in this Article, instructional evaluations and student feedback shall be conducted using the agreed upon evaluation forms and tools. These will occur only in accordance with the evaluation schedule and procedures set forth in Article 5.0, unless initiated by the Instructor of Record, required by an external agency, or if an off-cycle evaluation becomes necessary. Any such evaluation or solicitation in violation of this provision shall constitute a breach of this Agreement.

A bargaining unit member shall be entitled to the following procedural rights as part of any evaluation:

- Signed copies of all Summary Reports, Worksite Observations, and Performance Improvement Plans.
- Access to all Student Opinion Surveys once grades have been submitted and the semester has ended.
- Written notification of the evaluators' findings and recommendations.

- An opportunity to submit a written response within ten (10) business days to all Summary Reports, Worksite Observations, and Performance Improvement Plans.
- Written notification of unsatisfactory performance in any area of the evaluation, including a statement of the improvements necessary to achieve satisfactory performance.
- Assistance to improve performance, when necessary, through a Performance Improvement Plan.
- Upon request, representation by an available Association representative at any conference concerning an evaluation.
- The opportunity to bring concerns to a mentor (if one has been assigned), the Committee Chair, EPOC, Human Resources, or an Association representative if the bargaining unit member feels any evaluation committee member has been unprofessional in their approach to the evaluation.

5.4 TRAINING AND TOOLS FOR THE EVALUATION OF BARGAINING UNIT MEMBERS

5.4.3 Worksite Observations

Peer feedback will be collected through formal Worksite Observations. The objective of the Worksite Observations is to provide those being evaluated with collegial feedback on the effectiveness of their worksite performance, as well as areas for improvement. Worksite Observations also will help Tenure Review and Evaluation Committees determine their recommendations.

Unique Worksite Observation Forms will be used for each faculty category:

- Worksite Observation Form for athletic trainer
- Worksite Observation Form for counselor
- Worksite Observation Form for in-person instructor
- Worksite Observation Form for librarian
- Worksite Observation Form for online instructor
- Worksite Observation Form for psychological counselor

Each unique Worksite Observation Form will use the guidelines developed by the Academic Senate. If the Senate revises the guidelines, the Observation Form must be revised accordingly. The Faculty Association and District shall rely primarily upon Academic Senate recommendations for development and revisions of Worksite Observation forms. Worksite Observation forms are listed in the contract and appear on the Office of Instruction and Human Resources intranet pages. Minor edits may be made at any time to the documents on the sites. When changes are made affecting the content, the Faculty Association and district shall mutually agree on the changes before any changes are made on the sites.

This is the process for completing a Worksite Observation:

- A. The peer evaluator will schedule and hold a pre-observation meeting between the peer evaluator and the bargaining unit member being observed. This meeting may take place in person, by phone, or via email exchange. The person being observed may provide a lesson plan, an overview of what course objectives or student learning outcomes they are trying to achieve in the worksite observed, and/or other handouts in advance of the observation. In the case of an online observation, the bargaining unit member being observed may provide an overview of the course design.
- B. It is strongly recommended that worksite observations for full-term instructional assignments take place between Weeks 4-8 of the term and may take place as late as Week 10. Timelines for observations of short-term instructional assignments will be adjusted to coincide with the middle portion of the

assignment. Non-instructional worksite observations may take place outside of this timeframe so long as they do not disrupt the overall evaluation process. In the event a timeline cannot be respected, a TRC or Evaluation Committee may request an extension from the appropriate vice president.

- C. The peer evaluator will conduct a Worksite Observation of at least 30 minutes, and this observation may last -75 minutes in length for in-person observations. Online observations should not exceed 120 minutes. The peer evaluator is encouraged to draft and refine the written observation over several days.
- D. The peer evaluator will schedule and hold a post-observation and signing conference between the evaluator and the bargaining unit member being observed. This conference may take place in person, by phone, or via email exchange. The conference must take place within seven (7) business days of the observation taking place. If the conference is not held within seven (7) working days of the observation, a new observation shall be conducted. During the conference,
 - 1. The bargaining unit member being observed will read the observation report and may provide verbal and written responses. The peer evaluator and bargaining unit member may mutually agree to make changes to the Worksite Observation before the peer evaluator finalizes it.
 - ~~2. Specific suggestions for meaningful and constructive improvement of worksite performance should be included in the report.~~
 - 3.2. Upon conclusion of the conference, the observation report shall be signed both by the bargaining unit member and the peer evaluator. Signing the report does not necessarily indicate that the evaluated unit member agrees with the report, but only that they have received and read the report. The bargaining unit member shall have the opportunity to present their own comments in writing within ten (10) business days on the substance of the report. Any such comments shall will be attached to the evaluation portfolio.
 - 4.3. The bargaining unit member will receive a copy of the signed report, ideally during the post-observation meeting or as soon as possible after this meeting.
- E. After the conference, the peer evaluator will submit the signed observation report in a confidential manner to the Committee Chair for inclusion in the evaluation portfolio. It will then be placed in the Personnel File.

The following principles apply to Worksite Observations:

- A. All Worksite Observations should provide formative feedback to help the bargaining unit member being observed to identify strengths and weaknesses of worksite performance. Specific suggestions for meaningful and constructive improvement of worksite performance shall be included in the report.
- B. The peer evaluator's conclusions should be based on the full context of the total observation.
- C. Judgments of performance from the peer evaluator should refer to what is observed during the Worksite Observation.
- D. Peer evaluators should resist the urge to compare the methods of the person being evaluated with their own methods; peer evaluators must recognize that the person being evaluated may have a different, yet effective teaching style and philosophy of education.

All evaluation-related meetings will be scheduled with consideration for all participants' schedules and needs.

5.4.8 Other Information

The Committee Chair must observe the following guidelines regarding the use and content of Summary Reports and other data gathered as part of the evaluation:

- A. A summary of data collected which adversely affects bargaining unit members being evaluated must be provided to the unit members so they may address the issue(s).
- B. Supervising administrators may use data and information obtained from any individual with direct knowledge of the bargaining unit member's conduct and performance, but the individual must give written permission for the administrator to use the data and information in the evaluation process. This does not apply to District employees responsible for conducting evaluations of the bargaining unit member.
- C. To be considered valid and used in an evaluation, a written complaint regarding a bargaining unit member must meet the following criteria:
 1. The complaint or criticism must be signed as a complaint or criticism by the originating source;
 2. The bargaining unit member must be given an opportunity to provide a written response to the complaint;
 3. The member will have ten (10) business days to present their comments on the complaint. Any comments will be attached to the Evaluation Portfolio for eventual placement in the Personnel File.
- D. The bargaining unit member must give written permission for the use of audio and video recording devices to collect information for the evaluation and Summary Report. Written permission is not required in an announced Worksite Observation if the faculty member is using teaching materials derived from audio and video recordings as part of the worksite being observed. Examples include, but are not limited to, formal recorded mini-lectures embedded in an online course, Zoom sessions recorded and posted online for student viewing, or visual or sound clips used in a face-to-face class.

5.5 PROBATIONARY FACULTY EVALUATION PROCEDURES

Probationary faculty will begin the evaluation process during the first fall semester of service. If the member is hired and begins work during the spring semester, the probationary unit member may confer with members of the TRC, the assigned mentor, or others on issues related to worksite performance; worksite observations shall not take place until the subsequent fall semester. For these unit members, Student Surveys will be issued and the feedback provided once grades have been submitted, but the survey results will not be entered into the formal evaluation package and will be provided solely for the benefit of the unit member.

Probationary faculty are bargaining unit members commonly referred to as "tenure-track faculty" or sometimes "contract faculty" at Shasta College.

This is an approximate annual evaluation timeline for probationary bargaining unit members (see Appendix F):

Fall Semester	Tasks:
<i>Prior spring and/or early fall:</i>	Tenure Review Committee (TRC) formed; approved by Academic Senate before observations begin. Mentor assigned
<i>Weeks 1-3:</i>	1 st TRC meeting held. Student Opinion Surveys ordered
<i>Weeks 4-8:</i>	Worksite observations typically conducted for instructional assignments (may be done as late as Week 10). Observations of non-instructional assignments may be conducted outside this timeframe so long as they do not disrupt the other timelines in this process.
<i>Week 12:</i>	Student Opinion Surveys provided to TRC chair. Self-Appraisal and Professional Activities Forms due to TRC chair
<i>Weeks 12-14:</i>	2 nd TRC meeting held and Evaluation Portfolio finalized
<i>Week 15:</i>	Evaluation Portfolio due to Office of Instruction

<i>Weeks 16 ff.:</i>	EPOC reviews Evaluation Portfolios
<i>Winter Break</i>	Student Opinion Surveys provided to probationary unit member
Spring Semester	Tasks:
<i>Weeks 1-3:</i>	Student Opinion Surveys ordered. EPOC continues review of Evaluation Portfolios, provides feedback to TRCs. Jan. 31 last date for EPOC to receive revised Evaluation Portfolios
<i>Weeks 4-8:</i>	Worksite observations conducted (if TRC opts to)
<i>Week 12:</i>	Student Opinion Surveys provided to TRC chair; these will be reviewed at the next fall's TRC meetings
<i>All spring</i>	Probationary unit member will confer with TRC, mentor, or others on issues related to worksite performance
<i>Summer Break</i>	Student Opinion Surveys provided to probationary unit member

The TRC will make recommendations in fall of Years 1, 2, and 4 as detailed in Article 5.5.8. EPOC has the following deadlines:

<i>Jan. 31</i>	Final deadline to receive Evaluation Portfolios not previously received in Week 15 fall semester
<i>Mar. 15</i>	Deadline for Board decision on contract recommendations

5.5.3 First TRC Meeting

The TRC must meet at the beginning of each fall semester of the evaluation process, no later than the fourth week of the semester (subject to Academic Senate approval timeline) and prior to conducting any observations. Prior to or at the beginning of each fall semester, the Committee Chair will schedule the first meeting.

Instructional probationary bargaining unit members will provide each TRC member with all syllabi prior to the first meeting. At any time during the evaluation process, the Committee may also request assignments, exams, or other course materials, including examples of graded work, to evaluate the integrity of the course and validate evaluation conclusions. The bargaining unit member shall provide any requested items in a timely manner.

At the first meeting of each semester, the TRC will meet without the probationary unit member to organize the semester's work. They will review the semester evaluation process, timelines, prior semesters' performance, and set goals and objectives for the Committee. The Committee Chair may provide copies of the probationary unit member's previous evaluation (if one exists) to the Committee members. TRC members for instructional unit members may also review the unit member's syllabi and any other requested materials.

The TRC will then ask the probationary bargaining unit member to join the first meeting. The TRC will discuss the procedures and timelines for the evaluation with the probationary bargaining unit member, review any outstanding concerns, and, whenever possible, set the Worksite Observation dates.

At each meeting, the bargaining unit member will be directed to their procedural rights, the Self-Appraisal Form, and the Professional Activities Form. They will also be asked to review Article 5.

5.5.6 Worksite Observations

Each member of the Evaluation Committee will complete at least one Worksite Observation per semester in accordance with Article 5.4.3 and complete the appropriate Worksite Observation Form. Additional observations may be conducted at the discretion of the Evaluation Committee. Whenever possible:

- A. Evaluators will observe different class sections, courses, or worksite situations;

- B. Worksite observations will typically be conducted for instructional assignments in Weeks 4-8 (and they may be performed as late as Week 10). Observations of non-instructional assignments may be conducted outside this timeframe, so long as they do not disrupt the other timelines in this process;
- C. Observations by the peer evaluators will be conducted in different weeks.

Worksite Observations may, at the discretion of the TRC or the recommendation of EPOC, be recommended for the spring semester. If these are completed, the Committee will incorporate them into the fall evaluation of the following academic year.

5.5.8 Recommendation of the TRC

The TRC will present its recommendation to the Evaluation Process Oversight Committee (EPOC) typically by Week 15 of the fall semester and no later than January 31 of the last academic year covered by the probationary unit member's current contract.

For probationary bargaining unit members working under their first full-year contract, the TRC shall elect one of the following alternatives:

- A. Not enter into a contract for the following academic year.
- B. Enter into a contract for the following academic year (year 2).

For probationary bargaining unit members working under their second full-year contract, the TRC shall elect one of the following alternatives:

- A. Not enter into a contract for the following academic year.
- B. Enter into a contract for the following two academic years (years 3 and 4).

For probationary bargaining unit members working under their third consecutive contract (covering years 3 and 4) entered into pursuant to Education Code Section 87608.5, in fall of year 4, the TRC shall elect one of the following alternatives:

- A. Employ the probationary employee as a tenured employee for all subsequent academic years.
- B. Not employ the probationary employee as a tenured employee.

Every effort should be made to reach a consensus. If the TRC cannot reach consensus, the TRC may forward separate recommendations (majority/minority or split decision) to the Evaluation Process Oversight Committee (EPOC), with each member reflecting their written opinions when signing the Summary Report. If separate recommendations are submitted, each will include a rationale for the recommendation.

5.7 PART-TIME FACULTY EVALUATION PROCEDURES

Part-time bargaining unit members will be evaluated within the first two semesters of service to the District, once again within the next two semesters of service, and at least every six (6) semesters of service thereafter. The unit member, at the discretion of the supervising administrator, may be evaluated just once within the first two semesters of service and then at least every six (6) semesters of service thereafter (see Appendix F).

5.7.4 Completion of the Self-Appraisal

By Week 14 of the semester, the part-time bargaining unit member has the option to submit a completed Self-Appraisal Form to the Committee Chair. The Self-Appraisal for part-time bargaining unit members The Professional Development form is optional for part-time faculty, but if it is submitted, it should include professional

development activities the unit member was involved in since the time of their last evaluation.

5.8 FULL-TIME TEMPORARY FACULTY EVALUATION PROCEDURES

A full-time temporary bargaining unit member may be a 1-2 semester substitute or a bargaining unit member employed on a year-to-year contract under certain categorical sources of funding. All full-time temporary bargaining unit members will be evaluated for the first two years of service to the District. They will then be evaluated at least every three (3) years following that. Article 5.8.1-5.8.8 describe the initial 2-year evaluation period. Article 5.8.9 describes the evaluation process after the 2-year evaluation period.

This is an approximate evaluation timeline for full-time temporary bargaining unit members [\(see Appendix F\)](#):

Fall Semester Year 1	Tasks:
<i>Prior spring and/or early fall:</i>	Evaluation Committee formed; approved by Academic Senate before observations begin. Mentor assigned
<i>Weeks 1-3:</i>	1 st Evaluation Committee meeting held. Student Opinion Surveys ordered
<i>Weeks 4-8:</i>	Worksite observations typically conducted for instructional assignments (may be done as late as Week 10). Observations of non-instructional assignments may be conducted outside this timeframe so long as they do not disrupt the other timelines in this process.
<i>Week 12:</i>	Student Opinion Surveys provided to Chair. Self-Appraisal and Professional Activities Forms due to Chair
<i>Weeks 12-14:</i>	2 nd Evaluation Committee meeting held and Evaluation Portfolio finalized
<i>Week 15:</i>	Evaluation Portfolio due to Office of Instruction
<i>Winter Break</i>	Student Opinion Surveys provided to full-time temporary unit member
Spring Semester Year 1	Tasks:
<i>Weeks 1-3:</i>	Student Opinion Surveys ordered
<i>Weeks 4-8:</i>	Worksite observations typically conducted for instructional assignments (may be done as late as Week 10). Observations of non-instructional assignments may be conducted outside this timeframe so long as they do not disrupt the other timelines in this process.
<i>Week 12:</i>	Student Opinion Surveys provided to Chair; these will be reviewed at the next fall's Evaluation Committee meeting
<i>All spring</i>	Full-time temporary unit member may confer with Evaluation Committee, mentor, or others on issues related to worksite performance
<i>Summer Break</i>	Student Opinion Surveys provided to full-time temporary unit member
Fall Semester Year 2	Tasks:
<i>See above</i>	Same process followed as above for Year 2 evaluation
Subsequent Evaluations	Tasks:
<i>Every six semesters</i>	One evaluation will take place every six semesters beyond the first evaluation sequence

6.2 LEAVES AND TRANSFER POLICIES

When any provision of the California State Education Code expressly authorizes or requires the Board of a school district to grant a leave of absence for any purpose or for any period of time to persons employed in academic positions, that express authorization or requirement does not deprive the Board of the power to grant leaves of absence with or without pay to such bargaining unit members for other purposes or for other periods of time, so long as the Board does not deprive any bargaining unit member of any leave of absence to which they are entitled by law. (Education Code, Section 87764.)

6.2.1. Short-Term Leaves

6.2.1.1 Personal Illness and Injury

A. Sick Leave Accrual

Full-time faculty working 175 contracted days/1050 hours a year will earn 60 hours/10 days of basic sick leave for each contract year of service. The amount of sick leave per hour (60/1050) would be .057142 (rounded to .06) hours of sick leave hours earned for every hour worked.

Full-time faculty working 195 contracted days/1365 hours a year will earn 77 hours/11 days of basic sick leave for each contract year of service. The amount of sick leave per hour (77/1365) would be .056410 (rounded to .06) hours of sick leave hours earned for every hour worked.

In no case shall basic sick leave accruals for full-time faculty exceed twelve (12) days per contract year.

Basic sick leave accrual for full-time faculty hired for less than a full contract year will be prorated to the same percentage of the full-time assignment.

Part-time faculty and full-time faculty teaching overload will receive .06 hours of sick leave for every clock hour worked.

- B. Credit for this leave of absence is provided annually at the beginning of each bargaining unit member's contract year and may be taken at any time during the contract year. If the entire leave of absence entitlement is not utilized during the contract year, the remaining days shall be allowed to accumulate from year to year with no limit on the number of days which may be accumulated.
- C. Any bargaining unit member who has been employed by the District for one or more contract years and who accepts an academic position in another California Community College District shall be eligible to transfer their accumulated days of leave of absence for illness or injury in accordance with Section 87782 of the California Education Code.
- D. Bargaining unit members must notify the division office of any absences at the earliest opportunity so that students can be notified.
- E. In-person or synchronous online instruction may not be replaced by asynchronous online instruction in case of an absence.
- F. Absences of longer than two days in an in-person or synchronous online course generally mean a substitute should be employed. In such cases, whenever possible, the bargaining unit member will assist the supervising administrator in finding an appropriate substitute from among the District's academic employees. The District will pay for any substitutes employed in such situations. Substitutes will be paid on their respective range and step of the part-time salary schedule.
- G. Bargaining unit members are required to submit a written absence report within two (2) working days after return to duty to use their sick leave allowance.

- H. If the absence exceeds five (5) contractworking days, the bargaining unit member shall provide the Office of Human Resources with a certification by a health care provider that verifies the employee's inability to work and provides a release to return to duty, with or without restrictions.
- I. Bargaining unit members who are absent from duties on account of illness less than one (1) day but from three (3) to five (5) hours shall be charged for one-half day sick leave. Absence less than three (3) hours shall not be charged as long as scheduled assignments are not missed. When scheduled assignments are missed for less than three hours, sick leave will be deducted for each hour of the scheduled assignment missed. Bargaining unit members who teach synchronous online courses, will be charged the same as bargaining unit members who teach in-person.
- J. Consistent with Labor Code Sections 233 and 246.5, a unit member may use in any calendar year the unit member's accrued and available sick leave entitlement, in an amount not less than the sick leave that would be accrued during six months at the unit member's then current rate of entitlement, for any of the following:
- 1) diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's immediate family member; or
 - 2) for an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Labor Code Section 230 and subdivision (a) of Section 230.1.
- This type of leave shall run concurrently with, and does not extend, the maximum period of leave to which an employee is entitled under Section 12945.2 of the Government Code or under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601 et seq.), regardless of whether the employee receives sick leave compensation during that leave.
- K. Bargaining unit members may use their sick leave for parental leave for up to 12 workweeks. Parental leave may be taken incrementally or consecutively but must be taken within 12 months following the date of birth or adoption of a child. Bargaining unit members exhausting all current and accumulated sick leave before receiving all 12 workweeks of parental leave will be paid no less than 50% of their regular salary for the remaining portion of their parental leave as long as they meet the eligibility requirements of the California Family Rights Act.
- L. When a bargaining unit member is absent from duty on account of illness or accident for a period of five (5) school months or less, whether or not the absence arises out of or in the course of their employment, the amount deducted from the salary due for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employed to fill this position during an absence or, if no substitute was employed, the amount which would have been paid to the substitute had a substitute been employed. The District shall make every reasonable effort to secure the services of a substitute.
- M. When bargaining unit members are absent from duty on account of illness for a period of more than five (5) school months, or when a bargaining unit member is absent from duty for a cause other than illness, and upon exhaustion of all available paid leaves, the bargaining unit member will be placed on a 39-month reemployment list unless the Board approves a leave.

6.2.1.8 Involuntary Leave

The District has a legal obligation to ensure that the instructional hours for each class section meet or exceed the minimum contact-hour requirements established by the California Community Colleges Chancellor's Office once course instruction has begun. The District retains the right and authority to reassign or remove a bargaining unit member from a class when it becomes necessary to protect student learning.

Synchronous Class Meetings

When an instructional faculty member is absent for more than two (2) consecutive scheduled class meetings,

the member shall work with the supervising administrator to arrange appropriate coverage for all additional missed class meetings beyond the second.

Asynchronous Class Meetings

When an instructional faculty member is absent from an online class for more than one (1) instructional week, the member shall work with the supervising administrator to arrange appropriate coverage for all additional missed class meetings beyond the first week.

Mixed Synchronous/Asynchronous Class Meetings

When an instructional faculty member is absent from a hybrid class for more than two (2) consecutive scheduled class meetings or (1) one online instructional week, the member shall work with the supervising administrator to arrange appropriate coverage for all additional missed class meetings beyond the second class or first week as applicable.

Failure to arrange coverage as described above may result in temporary reassignment of the class for the remainder of the term, following consultation with the bargaining unit member and the Faculty Association.

Once an involuntary leave is in place, the District may open an off-cycle evaluation, which could include the development of a Performance Improvement Plan (Article 5.4.7).

The District's right to place employees on involuntary leave under this paragraph are in addition to the rights and obligations the District has under Education Code section 87623.

7.2 WAGES

7.2.1.42 Initial Step Placement

Instructional Bargaining Unit Members:

Full-time, part-time, and graduate prior teaching experience for new, instructional bargaining unit members shall be considered for the purpose of step placement, up to and including nine (9) years for a maximum initial placement at step ten (10) for full-time unit members and up to and including step eight (8) for part-time unit members on their respective salary schedules. Each year of full-time teaching experience equates to one step on the salary schedule. For the purpose of this article, year is to be defined as "academic year."

Prior teaching experience in an accredited elementary, middle school, high school, college, or university will be considered as qualifying prior experience.

Credit for part-time teaching experience will be granted where the faculty member was the instructor of record with responsibility for the overall final course grade. Part-time experience will be granted as a proportion of a full-time assignment based on the number of hours taught and length of the course.

Credit for graduate teaching experience in an accredited graduate degree program, including part-time graduate teaching assignments, will be granted where the bargaining unit member was responsible for conducting class sessions and grading assignments, but will not require the faculty member to have full responsibility for the overall course grade. Part-time experience will be granted as a proportion of a full-time assignment based on the number of hours taught and length of the course.

Related teaching or training experience may count towards placement, with every two years of full-time experience (or the equivalent in part-time experience) equating to one step on the salary schedule.

Non-Instructional Bargaining Unit Members:

Full-time, part-time, and graduate prior teaching experience for new, non-instructional bargaining unit members shall be considered for the purpose of step placement, up to and including nine (9) years, for a maximum initial

placement at step ten (10).

Each year of full-time experience related to the assignment equates to one step on the salary schedule. For the purpose of this article, year is to be defined as "academic year." Prior experience in an accredited elementary, middle school, high school, college, or university that is directly related to the assignment will be considered as qualifying prior experience.

Credit for part-time experience in the assigned area will be granted where the faculty member worked independently, with no direct oversight. Such part-time experience will be granted as a proportion of a full-time assignment based on the number of hours worked and the length of time performing the assignment.

Related experience may count towards placement, with every two years of full-time experience equating to one step on the salary schedule.

If bargaining unit members do not agree with their initial step placement, they may submit a written appeal to the Office of Human Resources within thirty (30) calendar days of initial employment. Such appeals must clearly outline the experience that they believe warrants an additional review of initial step placement.

The Office of Human Resources will consult with the supervising administrator, the appropriate Vice President, and an Association representative before rendering a decision on the appeal. Such decisions shall be provided to bargaining unit members in writing within fifteen (15) calendar days of receipt of the appeal, and the written decision shall include a detailed justification of the decision. When an appeal is granted, bargaining unit members shall be eligible for retroactive pay. When an appeal is denied, the decision shall be final.

7.2.2 Classification Salary Advancement

7.2.1 Definitions

7.2.1.1 Automatic Step Advancement

Automatic Step Advancement allows bargaining unit members to move vertically down the salary schedule, by one step for each year of full-time service, until they reach Step 13. This is addressed in Article 7.2.3.2.

7.2.1.2 Class Advancement

Class Advancement allows bargaining unit members who have completed additional courses from an accredited college or university to move horizontally across the salary schedule once they have been hired by the District and once they have received their initial placement. They are addressed in Article 7.2.3.

7.2.1.3 Step Advancement Activities

Step Advancement Activities are required for all full-time bargaining unit members who wish to earn additional longevity steps on the salary schedule. They allow bargaining unit members to move vertically down the salary schedule once they have reached Step 13. They are addressed in Article 7.2.3.

~~Class Advancement allows bargaining unit members to move horizontally across the salary schedule once they have been hired by the District and once they have received their initial placement. Step Advancement and Extended Service Differential allows bargaining unit members to move vertically down the salary schedule; they are addressed in Article 7.2.3 below.~~

7.2.3 Class Advancement

For Class Advancement on the Faculty Salary Schedule once employed, lower division, upper division, graduate level or extension college courses must be approved prior to enrollment. Coursework must have direct relevance to the bargaining unit member's assignment and be shown to significantly benefit the bargaining unit

member, the college, and the students in order to be approved.

If lower division courses are requested to be considered by the District for advancement, they must be part of a complete education plan that is approved in advance by the supervising administrator, appropriate ~~y~~Vice President and the Vice President of Instruction.

For Group B areas that do not have upper division, graduate level, or extension courses to use for advancement, other courses or trainings may be considered. A bargaining unit member shall be credited for coursework in a terminal degree program in an accredited institution as long as the program is reasonably related to their discipline(s) even when advanced approval was not requested.

Bargaining unit members who are eligible to advance class must complete a Class Advancement form (found on the Human Resources intranet) and gain approval for the activity prior to starting the activity. The form requires approval by the supervising administrator, the appropriate vice president, and Human Resources.

If a bargaining unit member submits a request for approval with at least ten (10) calendar days' advanced notice of the start of the course or activity, they shall be given retroactive approval if the District fails to notify the bargaining unit member of the outcome of their request prior to the start of the course or activity and if the course or activity would have been approved under the requirements of this Article. If the course or activity is not approved, the bargaining unit member may appeal the decision and the outcome of the appeal shall be applied retroactively.

If the appropriate administrator does not approve the request, an appeal may be pursued. The appeal process will be initiated using the form for advancement and attaching a narrative outlining the relevant knowledge to be gained.

The appeal will be made to the supervising administrator within five (5) days of the denial of the request. Concurrently with the appeal to the supervising administrator, the bargaining unit member shall request that the Association appoint a member for review of the request. This appeal committee shall consist of a member appointed by the Association, a member appointed by the supervising administrator and a third member selected by the two appointed representatives. Within ten (10) days of receiving the appeal, the committee will meet to consider the appeal and make a recommendation.

If the bargaining unit member does not accept the recommendation of the committee, they may appeal the recommendation to the appropriate vice president whose decision will be final.

For regular bargaining unit members, units to be counted for advancement must be completed prior to the fall semester and documentation of completion using the Class Advancement completion form found on the Human Resources intranet (including official transcripts) must be submitted~~turned in~~ to the Human Resources office prior to November 1 in order to be considered for that fiscal year.

For part-time bargaining unit members, units to be counted for advancement must be approved in advance by the supervising administrator, the appropriate vice president, and Human Resources and completed prior to the term for which the units will be counted. Copies of official transcripts must be submitted to the Human Resources Office during the term for which the adjustment in pay will occur. Transcripts turned in beyond the term will not be adjusted retroactively.

No portion of the activity used for a Class Advancement may be paid for by the District, nor will the activity be eligible for individual flex hours, stipend, or an Extended Service Differential. The activity or course must not require the unit member to adjust, or not meet, their previously established schedule.

7.2.3.14.5 Objective of Class Advancement

Class Advancement provides a financial incentive for bargaining unit members to advance to higher degrees or obtain additional higher education units when, upon initial placement, they did not reach the maximum class placement (column) on the salary schedule. Class Advancement encourages professional development that

will benefit the District and students.

7.2.3.22-1 Automatic Step Advancement

Once employed, full-time bargaining unit members shall automatically advance one step on the salary schedule at the beginning of each academic year, until reaching steps identified as longevity steps (16-28) ~~Extended Service Differential~~.

Once employed, part-time bargaining unit members shall advance one step on their respective salary schedules for each year of equivalent full-time experience, which is defined as follows:

- 875 hours of non-credit instruction equates to one year of full-time experience
- 525 hours of credit instruction (lecture, lab, or clinical/activity) equates to one year of full-time experience
- 1225 hours of work performed in counseling or library services equates to one year of full-time experience

The District shall monitor hours of part-time instructional or non-instructional members at Shasta College, at the conclusion of each term and members advance a step at the beginning of each subsequent term once the equivalent full-time experience has been attained. Unit members who wish to have experience from other colleges considered for step advancement must submit a verification of hours to the Office of Human Resources. If such verification is received at least ten (10) days prior to the start of a term, the step advancement will take effect for that semester/session. If this timeline is not met, step advancement would take effect the subsequent term.

7.2.3—Extended Service Differential

~~Extended Service Differentials are required for all full-time bargaining unit members who wish to earn additional longevity steps on the salary schedule. They allow bargaining unit members to move vertically down the salary schedule. Class Advancement allows bargaining unit members to move horizontally across the salary schedule after their initial placement; it is addressed in Article 7.2.1.5 above.~~

7.2.3.31 Objective of Step Advancement Activities

~~Extended Service Differentials~~ Step Advancement Activities provide a financial incentive for bargaining unit members to engage in professional growth experiences after they have reached Step 13 ~~the maximum regular step available at their current class on the salary schedule~~. ~~Extended Service Differentials~~ Step Advancement Activities encourage professional development that will benefit the District and students.

7.2.3.2 ~~Extended Service Differential~~ Step Advancement Activities Process

Bargaining unit members who are eligible to advance into the longevity steps through Step Advancement Activities ~~"Extended Service Differentials"~~ must complete an ~~Extended Service Differential~~ (Step Advancement) form (found on the Human Resources intranet) and gain approval for the activity prior to starting the activity. The form requires approval by the supervising administrator, the appropriate vice president, and Human Resources. Activities initiated without prior approval may be appealed for retroactive approval following the process in 7.2.3.4.

No portion of the activity used for Step Advancement ~~an Extended Service Differential~~ may be paid for by the District, nor will the activity be eligible for individual flex hours, stipend, or a Class Advancement. The activity or course must not require the unit member to adjust, or not meet, their previously established schedule. The coursework has direct relevance to assignment and will significantly benefit the District, and students.

A bargaining unit member may apply for ~~Extended Service Differentials~~ Step Advancement after reaching ~~the maximum regular step available in their current class~~ Step 13. ~~Extended Service Differentials~~ Step Advancement

requires that the bargaining unit member completes two units or unit equivalents for each step advancement, ~~as applicable to their class placement.~~ See the current Salary Schedule in Appendix C for the steps.

~~Units and unit equivalents to meet the Extended Service Differential requirements must be approved on the appropriate form by the supervising administrator, the appropriate Vice President, and the Associate Vice President of Human Resources prior to enrollment in a class or classes to be used for this purpose (see 7.2.3.3 for unit equivalent procedures). Once the request form has obtained all the required approvals, the bargaining unit member will be notified of the approval.~~

For regular bargaining unit members, ~~units or unit equivalents~~ Step Advancement Activities to be counted for ~~S~~ Step Advancement ~~increase~~ must be completed prior to the fall semester and documentation of completion using the Step Advancement completion form found on the Human Resources intranet (including official transcripts as applicable) must be ~~submitted~~ turned in to the Human Resources office prior to November 1 in order to be considered for that fiscal year.

~~Extended Service Differentials shall be shown on the salary schedule.~~

7.2.3.3 Unit Equivalent(s) for ~~Extended Service Differential~~ Step Advancement Activities

A request will be completed and filed by the bargaining unit member for the desired unit equivalent(s) with the supervising administrator for approval. Unit equivalents, or trainings/courses without units, must have direct relevance to the bargaining unit member's assignment and be shown to significantly benefit the bargaining unit member, the college, and the students in order to be approved.

The request is for "tentative" approval of work to be done prior to the beginning of the work. Award of credit is contingent upon successful completion of the work. There will be no deadlines for work done and unit equivalents granted other than time span limitations specifically stated in other portions of the contract pertaining to movement on the salary schedule from step to step.

The bargaining unit member should list the total hours involved and then carefully prorate these to actual learning hours (either lecture, non-lecture, or both). 18 hours is equivalent to 1.0 unit.

The request shall contain the following:

- A. Date(s) of work. If the work will be done over a period of time, state the beginning and ending dates.
- B. Area of work
- C. Relevancy of work to teaching assignment
- D. Relevancy of work to one's own professional growth
- E. Description or outline of work
- F. Documentation of work

Some suggested activities that may qualify for unit equivalents:

- A. Conferences
- B. Workshops
- C. Seminars
- D. Professional meetings
- E. Performances
- F. Exhibitions
- G. Publications
- H. Jobs in a related field
- I. Non-paid projects
- J. Independent research related to the teaching field
- K. Educational-related activities to improve teaching (This may be out of the teaching field, but it should be shown that the bargaining unit member needs this to improve their teaching.)
- L. Sabbatical leaves (non-unit) up to three (3) units per semester

7.2.3.4 Implementation

If agreement among the bargaining unit member, the supervising administrator, and appropriate Vice President involved regarding approval of the units or unit equivalents cannot be reached, or if there is late request/verification submitted to the Human Resources Office, the bargaining unit member may appeal to the Superintendent/President, whose decision shall be final.

7.2.3.5 Eligibility Notification

Human Resources shall make a reasonable effort to send email notification to each bargaining unit member at the beginning of the academic year in which the member is placed on Step 13 reminding them of their Step Advancement eligibility. Failure to notify shall not be subject to the grievance process.

7.2.3.6 Step 28

A bargaining unit member who has completed Step Advancement Activities for Steps 16, 19, 22, and 25 and has served for three full-time years at Step 25 shall automatically be moved to Step 28.

7.3.2 Compensation Rates for Professional Ancillary Services

A. Participatory Governance

Participation by part-time faculty in participatory governance committees: \$800 per semester for part-time bargaining unit members appointed to the Academic Senate or Curriculum Committee. Appointees to other participatory governance committees or subcommittees may be eligible for up to \$400 per semester through mutual consent between the District and Faculty Association. Stipends will be paid at the end of each semester after verification of participation in the committee by the appropriate committee chair. In order to receive a stipend for committee participation, a part-time bargaining unit member must attend at least 75% of all meetings and have that attendance verified in writing by the committee chair to the Vice President of Instruction.

Faculty Coordinators will be selected in accordance with Article 4.6. The annual budget for Faculty Coordinator stipends shall be set at \$11000,000. The stipend for an individual coordinator shall not exceed \$7500 per academic year.

ARTICLE 11.0 – SAVINGS PROVISION

If any section provision of this contract is found to be invalid when applied to certain bargaining unit members or situations, or the application of such provision to any persons or circumstances shall be held invalid, the remainder of this contract shall remain in effect, and that provision will continue to apply to all other bargaining unit members and situations for which it is valid, or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

ARTICLE 14.0 – TRAVEL REIMBURSEMENTS

14.1 Travel reimbursement is not available for bargaining unit members' travel from their residence to their primary work location to their regular initial duty station each duty day. Bargaining unit members required to use their personal automobiles for travel within or outside the District for assigned work are eligible for mileage reimbursement pursuant to following the District's Administrative Policy 7400. Mileage shall be calculated from the primary work location to the location of the assigned work (e.g., clinical sites, practicum, work experience locations). Mileage after reaching the additional location will be allowed only when members are required to return to the primary work location on the same work day.

14.1.1 Bargaining unit members will be reimbursed for use of a personal automobile for work assignments at the prevailing IRS standard rate. Bargaining unit members will be reimbursed for the most direct route of travel possible; miles driven beyond the most direct available route at the bargaining unit member's discretion will not be eligible for reimbursement. ~~If the bargaining unit member does not leave from and/or return to their regular duty station, the total miles driven minus the regular commute miles shall be reimbursed.~~

14.1.2 In the event it becomes necessary to add an additional work location ~~duty station~~ to the ~~assignment~~workday of a full-time bargaining unit member, ~~such additions shall be discussed with the bargaining unit member prior to finalization of the additional location.~~ ~~T~~he supervising administrator shall attempt to reach mutual agreement with the bargaining unit member before ~~making such an assignment~~assigning an additional duty station. If mutual agreement cannot be reached, the least senior, available, and qualified bargaining unit member will be assigned to the additional work location.

14.2 Part-time bargaining unit members shall be paid for travel to their assignment(s)~~class or classes~~ for mileage beyond ~~30~~45 miles round trip with a maximum number of 80 paid miles. The distance is measured from city center to city center.

Appendix F – Evaluation Timelines

Timeline for Probationary Faculty Evaluations

Year 1 - Fall	Year 1 - Spring
• Worksite Observations • Student Opinion Surveys • Professional Activities Form • Self-Appraisal Form • Summary Report; contract recommendation for Year 2	• Student Opinion Surveys • Possibly Worksite Observations • Professional Development
Year 2 - Fall	Year 2 – Spring
• Worksite Observations • Student Opinion Surveys • Professional Activities Form • Self-Appraisal Form • Summary Report; contract recommendation for Year 3+4	• Student Opinion Surveys • Possibly Worksite Observations • Professional Development
Year 3 - Fall	Year 3 - Spring
• Worksite Observations • Student Opinion Surveys • Professional Activities Form • Self-Appraisal Form • Summary Report; NO contract recommendation for this year	• Student Opinion Surveys • Possibly Worksite Observations • Professional Development
Year 4 - Fall	Year 4 - Spring
• Worksite Observations • Student Opinion Surveys • Professional Activities Form • Self-Appraisal Form • Summary Report; contract recommendation to grant/not grant tenure	• Board makes decision on tenure

Appendix F – Evaluation Timelines

Timeline for Part Time Faculty Evaluations

Year 1 - Fall or Spring	Year 2 - Fall or Spring	Every 3 years after Year 2
• Worksite Observations • Student Opinion Surveys • Self-Appraisal Form • Summary Report	• Worksite Observations • Student Opinion Surveys • Self-Appraisal Form • Summary Report	• Worksite Observations • Student Opinion Surveys • Self-Appraisal Form • Summary Report

Timeline for Full-Time Temporary Faculty Evaluations

Year 1 - Fall	Year 1 - Spring
• Worksite Observations • Student Opinion Surveys • Professional Activities Form • Self-Appraisal Form • Summary Report	• Student Opinion Surveys • Possibly Worksite Observations • Professional Development
Year 2 - Fall	Year 2 - Spring
• Worksite Observations • Student Opinion Surveys • Professional Activities Form • Self-Appraisal Form • Summary Report	• Student Opinion Surveys • Possibly Worksite Observations • Professional Development

SHASTA-TEHAMA-TRINITY JOINT
COMMUNITY COLLEGE DISTRICT

By: Amy Westlund
Amy Westlund
Lead Negotiator

SHASTA COLLEGE FACULTY JOINT
ASSOCIATION/CTA/NEA

By: Kylee Cox
Kylee Cox
Lead Negotiator