

APPENDIX C – TABLE 1, Effective July 1, 2020
REASSIGNED TIME DEPARTMENT CHAIRS

Instructional Department	Reassign LHE per academic year	Total # of faculty-FA19 For Informational purposes only
Accounting & Business Administration	18 (60%)	60
Administration of Justice, EMT & Fire Science	12 (40%)	42
Applied Technologies	12 (40%)	31
Behavioral Sciences	18 (60%)	48
Child Development	12 (40%)	20
Communication	12 (40%)	40
CIS & Electronics	12 (40%)	24
English	27 (90%)	94
ESL	12 (40%)	21
Foreign Language	12 (40%)	41
Health	12 (40%)	11
Humanities	12 (40%)	15
Life Science	15 (50%)	56
Mathematics	27 (90%)	90
Nursing	12 (40%)	45
Office Information Systems	12 (40%)	13
Performing Arts	12 (40%)	32
Exercise Science/Athletics	12 (40%)	47
Physical Sciences	15 (50%)	57
Reading	12 (40%)	11
Social Sciences & Cultural Studies	12 (40%)	26
Visual Arts	18 (60%)	47
Non-Instructional Department		
Counseling & Personal Development	15 (50%)	56
Academic Information Services (Library)	12 (40%)	23
Disability Support Services	12 (40%)	20

Formula for Determining Compensation – Academic Year Reassigned Time. The Department Chair shall be compensated through reassigned time in increments of ten percent (10%) to be no less than forty percent (40%). For those departments with fifty (50) or more faculty, the Chair shall receive fifty percent (50%) reassigned time. For those departments with sixty (60) or more faculty, the Chairs shall receive sixty percent (60%) reassigned time. For those departments with seventy (70) or more faculty, the Chair shall receive seventy percent (70%) reassigned time. For those departments with eighty (80) or more faculty, the Chair shall receive eighty percent (80%) reassigned time. For those department with ninety (90) or more faculty, the Chair shall receive ninety percent (90%) reassigned time. For those departments with one hundred (100) or more faculty, the Chair shall receive one hundred percent (100%) reassigned time.

A department can decide to split Department Chair duties between two or more individuals, however only one individual with a minimum of forty percent (40%) reassigned time shall be eligible for an eleventh (11th) month stipend.

The number of faculty in a department shall be established through an annual evaluation completed in June of the two most recent semesters, within which the average number rounded to the nearest whole number shall be adopted.

Overload Stipend. Compensation for extra duties performed by the Department Chair (or - designee) shall be in the form of an overload stipend calculated as one half ($\frac{1}{2}$) of the annual amount of the reassigned time for that Department, multiplied by the individual's hourly lab rate. That is, a Chair with forty percent (40%) (or twelve (12) LHE) reassigned time during the regular year would be paid the equivalent of 6 LHE or two laboratory classes. Three (3) LHE will be paid on the first paycheck in the fall and three (3) LHE will be paid on the first paycheck in the spring.

Twenty-One Additional Duty Days Stipend

Chairs will be available no less than twenty-one (21) additional working days beyond their 10-month contract for which they will receive a stipend equivalent to one (1) month of their current monthly contract salary. Half of this month of pay will be paid on the first paycheck in the fall and the other half will be paid on the first paycheck in the spring.

The additional working days require Department Chairs to be available before the start of the semester and after the end of the semester in order to serve students. These working days shall be arranged by mutual agreement with the Dean for each semester of reassigned time no later than the second week of the semester. The work performed by the Chairs during these 20 days will be the work customarily performed by a department chair as outlined in the Department Chair Handbook.

The names of those individuals with contractual reassigned time and release time shall be provided to the District no later than the last working day of the spring semester prior to the fall semester in which the individual shall receive reassigned time and release time whenever possible.

Sabbatical Leave Step 8 Hold: Unit members serving as Department Chair will maintain their highest stipend rank during their respective term as Department Chair. For example, if a Department Chair begins a 2-year term at Step 7 (seven), the Unit member will end the term at Step 8 (eight). If the Unit member begins a 2-year term at Step 8 (eight), the Unit member will end the term at Step 8 (eight).

Table 2: OTHER CONTRACTUAL REASSIGNED/RELEASE TIME FOR FULL-TIME FACULTY/
 ANCILLARY DUTY FOR PART-TIME FACULTY
 Appendix C- Annual Reassignment

S.C.E.A.	
President	80%
Vice President	20%
Secretary	20%
Treasurer	20%
Part-Time Representative	20%
Grievance Chair	20%
Five (5) Members of Negotiations Team	20% each
Tenure Review Coordinator	100% in Fall, 40 % in Spring
Faculty Advisor to the Sun Student Newspaper	40%
Two (2) Faculty Advisors to Forensics Team	One (1) @ 40% One (1) @ 20%
Student Learning Outcomes (SLO) Coordinator	60%
Curriculum Committee Faculty Co-Chair	60% in Fall 40% in Spring
Academic Technology Chair	20%
Communications and Research Officer/State Delegate	20%
Academic Senate	
President	100%
Vice President (will also lead Academic Program Review)	60%
President-Elect (term of one or two years is at the discretion of the Academic Senate)	40% (for one year), or 20% (for two years)
Presiding Chair, Council of Chairs	20%

Part-time Unit Members do not receive reassigned time. The amounts represented herein are total hours over the course of one academic year. The hourly wage for these assignments shall be the appropriate laboratory rate paid off the "SALARY SCHEDULE FOR ACADEMIC PART-TIME/OVERLOAD SERVICE" contained in Appendix A. Should the union wish to compensate part-time Unit Members at a higher hourly rate, it may do so if reimbursement is made to the District for the difference between the rate specified therein and the higher rate.

Should a part-time Unit Member be elected or appointed to serve as an officer or in a position listed in Table 1 above (in Appendix C), the LHE for the stated position will be converted to its equivalent hours and paid by the District according to the formula: 1LHE=2.33 hours x 18 weeks x 2 semesters = academic year hours (see example calculations below).

Member of Negotiations Team	252 hours
Part-time Representative	252 hours

Should the union wish to create assignments in addition to those specified in Table 1 above (in Appendix C) it may do so if full reimbursement of cost is made to the District.

The assignments listed in Table 1 above (in Appendix C) and the assignments purchased by the SCEA qualify for the determination of eligibility and share of cost for health and welfare benefits.

NON-CONTRACTUAL REASSIGN TIME/STIPEND REQUEST FORM

Applicant Name: _____ Program or Discipline: _____

Project/Activity Description: _____

Budget Number: _____

Request: (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> New request for reassigned time | <input type="checkbox"/> Augmentation to existing reassigned time |
| <input type="checkbox"/> Renewal of existing reassigned time | <input type="checkbox"/> Revision to existing reassigned time scope |
| <input type="checkbox"/> Reduction to existing reassigned time | <input type="checkbox"/> Stipend |

Please provide a brief (one page or less) description of activities and purpose for this project.

Amount (LHE) of requested Reassigned Time:

- _____ Fall LHE _____ Spring LHE

Duration of Reassigned Time:

Begin Semester/Year _____

End Semester/Year _____

(Reassigned time is calculated as described in the attached document)

Amount of Stipend Requested:

_____ Fall Stipend _____ Spring Stipend _____ Summer Stipend

Duration of Stipend request:

Begin Semester/Year _____

End Semester/Year _____

(Reassigned time cannot be combined with a stipend during the academic year for the same activity/project)

NON-CONTRACTUAL REASSIGN TIME/STIPEND REQUEST FORM

Outcome Metrics: Please describe measurable outcome metric to be addressed by proposed activity for which reassigned time or a stipend is requested. List activities in order of priority.

<u>Outcome Metric(s)</u>	<u>Proposed Activity</u>	<u>Deliverable(s)</u>	<u>Reassigned Time/ Stipend Amount Requested</u>	<u>Completion Date</u>
--------------------------	--------------------------	-----------------------	--	----------------------------

Assessment/Evaluation: Please describe how you will assess the effectiveness of your activity/project (200 words or less).

Signature/Approvals:

Requestor Signature Date

Department Chair Signature Date

Cognizant Dean Date

Cognizant Vice President Date

SCEA President Date

Agreement Date

CONTRACTUAL REASSIGNED/RELEASE TIME FORM

The names of those individuals with contractual reassigned or release time will be provided to the Director of Human Resources no later than the last working day of the spring semester prior to the fall in which the individuals will receive their reassigned time when possible.

1. Annual Reassigned/Release Time for SCEA and Academic Senate:

SCEA		
<u>Assignment</u>	<u>Name</u>	<u>Reassigned Time</u>
President		80%
Vice President		20%
Secretary		20%
Treasurer		20%
Part-Time Representative		20%
Grievance Chair		20%
Negotiation Team Member 1		20%
Negotiation Team Member 2		20%
Negotiation Team Member 3		20%
Negotiation Team Member 4		20%
Negotiation Team Member 5		20%
Tenure Review Coordinator		100% in fall, 40% in spring
Faculty Advisor to the Sun		40%
Faculty Advisor to Forensic Team 1		40%
Faculty Advisor to the Forensic Team 2		20%
Student Learning Outcome Coordinator		60%
Curriculum Committee Faculty Chair		50% (60% in Fall, 40% in Spring)
Academic Technology Chair		20%
Communication and Research Officer/State Delegate		20%

Academic Senate		
Assignment	Name	Reassigned Time
President		100%
Vice President		60%
President Elect		40% for one year or 20% for two years
Presiding Chair, Council of Chairs		20%

2. Annual Department Chair Reassigned Time:

Instructional Department	Name	Reassigned Time
Accounting and Business Administration		18 (60%)
Administration of Justice, EMT, Fire		12 (40%)
Applied Technologies		12 (40%)
Behavioral Sciences		12 (40%)
Family Studies		12(40%)
Communication		12 (40%)
CIS and Electronics		12 (40%)
English		27 (90%)
ESL		12 (40%)
World Languages		12 (40%)
Health		12 (40%)
Humanities and Philosophy		12 (40%)
Life Sciences		15 (50%)
Mathematics		27 (90%)
Nursing		12 (40%)
Office Information Systems		12 (40%)
Performing Arts		12 (40%)
Exercise Science & Athletics		12 (40%)
Physical Sciences		15 (50%)
Reading		12 (40%)
Social & cultural Studies		12 (40%)
Visual Arts		12 (40%)
Non-Instructional Departments		
Counseling		15 (50%)
Academic Info Services		12(40%)
Disability Support Services		12(40%)