Master Agreement
(LBCCD and CHI/CTA/NEA)

Long Beach Community College District
and Certificated Hourly Instructors
Long Beach City College

Effective July 1, 2013 - June 30, 2016
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PREAMBLE

This Agreement is entered into this 1st day of July, 2013, between the Board of Trustees of the Long Beach Community College District of Long Beach, California, hereinafter called the “Board,” and the Certificated Hourly instructors, Long Beach City College Chapter, hereinafter called “CHI/CTA/NEA.”
ARTICLE I

RECOGNITION

A. The Board of Trustees of the Long Beach Community College District recognizes the Certificated Hourly Instructors (CHI/CTA/NEA) as the sole and exclusive bargaining agent for certificated unit members occupying the bargaining unit described by the Public Employment Relations Board (PERB) at the time of the unit determination election held in January, 1990. Specifically, the unit shall include: hourly certificated employees serving in positions such as instructors, counselors, librarians, financial aid coordinators, campus nurses, teachers-on-special-assignment, program specialists, assistant directors, instructional specialists, coordinators, and long term temporary substitutes.

Furthermore, the unit shall exclude: all contract and regular certificated employees, administrators, managers, supervisors, and confidential employees as defined by the Educational Employment Relations Act (EERA). The unit shall exclude all classified employees, Child Care Center Director and volunteers. In addition, the unit shall also exclude retired certificated employees for the first two and one-half years after retirement from the District. Retired certificated faculty shall thereafter be considered hourly adjunct employees serving in CHI bargaining unit positions as listed in Article I.A.

B. CHI/CTA/NEA, in turn, recognizes the Board as the duly elected representative of the people and agrees to negotiate exclusively with the Board through the District negotiating team and in accordance with the provisions of the Educational Employment Relations Act.

C. Should any new positions be established during the term of this Agreement, the placement of those positions in or out of the bargaining unit shall be negotiated with the Association. Should the issue not be resolved within thirty (30) days of the establishment of a new position, the issue shall be submitted to the Public Employment Relations Board for a ruling.

D. Per Education Code section 22138.5, not less than five-hundred and twenty five (525) instructional hours are required to obtain one (1) year of creditable service towards CalSTRS. The District currently calculates five-hundred and thirty-one (531) instructional hours to obtain one (1) year of creditable service towards CalSTRS.

E. This Article shall not be subject to any grievance procedure.
ARTICLE II

ASSOCIATION AND MANAGEMENT RIGHTS

CHI/CTA/NEA shall have the following rights, in addition to any rights set forth elsewhere in the Agreement.

A. CHI/CTA/NEA shall have the right to represent its members in all matters relating to his/her employment with the District. Authorized representatives of CHI/CTA/NEA shall be granted reasonable access to District properties in order to meet with unit members, but such contacts are not to interfere with or interrupt performance of scheduled duties. CHI/CTA/NEA shall also be permitted to schedule meetings on campus, at times and in available locations which are subject to the normal scheduling and reservations systems.

Employee lounges and dining areas during peak hours of use shall not be deemed appropriate locations for meetings held either by CHI/CTA/NEA or by the District.

B. Distribution and Posting

CHI/CTA/NEA representatives may distribute organizational literature on District property, or leave same for unit members to pick up in the unit members’ mailboxes or at designated locations, provided there is no interference with, distraction from, or interruption of scheduled duties or District business. CHI/CTA/NEA also shall be permitted to post organizational materials on District bulletin boards subject to space and time limitations as necessary to deal with excessive volume of material to be posted. CHI/CTA/NEA is responsible for maintaining neatness and order with respect to such distributions and postings, and for removal of excess or outdated material. At the time of distribution and posting, a copy of the material shall be given to the Chief Human Resources Officer. District supplies and materials are not to be used for organizational purposes. A mailbox shall be provided to CHI/CTA/NEA at the Liberal Arts Campus (LAC) and at the Pacific Coast Campus (PCC).

C. Board Presentations

Duly authorized CHI/CTA/NEA representatives shall have the right to speak at public meetings of the College Board, pursuant to existing Board policies governing such appearances.

D. Information to CHI/CTA/NEA

The District shall furnish to CHI/CTA/NEA:

1. A copy of the Tentative Budget, the Adopted Budget, Form 311, State waiver requests, quarterly report and Monthly Expenditures 007, and other requested public documents.
2. Upon request, a current list of unit members: name, address, phone number, email (if available) and department, (to be furnished two times per year.)

3. A copy of this Agreement for each unit member after negotiations are completed for a new contract.

E. Information to Employees

Upon hire into any position within the bargaining unit, the District shall provide information to the unit member concerning CHI/CTA/NEA’s status as exclusive representative.

F. Agency Fee

1. The Association agrees that it has a duty to provide fair and nondiscriminatory representation to all employees in the unit regardless of whether they are members of the Association. Subject to the remaining provisions of this section, all covered employees employed on or after the effective date of this Agreement and continuing as long as the Association remains the exclusive representation for this bargaining unit or until revocation of this arrangement in accordance with Section I below, shall as a condition of employment either:

   a. Become a member of the Association and remain a member as long as the Association remains the exclusive representative for this bargaining unit; or

   b. Pay to the Association a fair share fee in an amount equal to unified membership dues, which does not exceed the amount of its standard initiation fee, dues, and general assessments.

2. Deductions for members of the bargaining unit who commence duties after the beginning of the academic year and therefore are not subject to deductions until after the beginning of the academic year shall be prorated in such a manner that the employee will pay dues or fees only in proportion to the number of months during the academic year in which he/she is a member of the Association or otherwise subject to the terms of this Article. Any fraction of a month shall be counted as a full month.

3. Religious Objection

   a. Any employee who is a member of a religious body or sect whose traditional tenets or teaching include objections to joining or financially supporting employee organizations shall not be required to join or financially support the Association as a condition of employment; except that such employee shall pay, in lieu of a representation fee, a sum equal
to such representation fee to one of the following non-religious, non-labor organization, charitable funds exempt from taxation under section 501(c)(3) of Title 26 of the Internal Revenue Code:

- American Cancer Society
- American Heart Association
- Long Beach Community College Foundation
- UNICEF

b. Such payments shall be made on or before the 60th day of each academic year, or sixty (60) days from the date of employment if a unit member is not hired at the beginning of the year, and pro-rated accordingly. Payment arrangement shall be made through the Association on a form individuals may request from the Association.

c. Any employee making payments as set forth above and who requests that any contract dispute resolution provisions of this Agreement be used beyond mediation, shall be responsible for paying the reasonable cost of using said procedures.

4. Non-Paid Status: The provisions of this Agreement shall not apply during periods that an employee is out of paid status.

5. Change in Dues: Any change in dues will be submitted to the District, in writing, thirty (30) days prior to the effective date of such changes.

6. Forfeiture of Deductions: If the balance of an employee’s wages, after all other mandatory deductions are made in any one period, is not sufficient to pay deductions required by this Agreement, no such deduction shall be made for that period. In this event the Association shall determine how to collect said dues.

7. Hold Harmless: The Association agrees to pay to the District all reasonable legal fees and legal costs incurred in defending against any court action and/or administrative action challenging the legality or constitutionality of the representation fee provisions of this Agreement or their implementation, as defined in California Government Code Section 3546, et seq.

G. Committee

Unless otherwise provided in this Agreement or in District policy, the Association shall have the right to designate a CHI/CTA/NEA faculty representative to all District-formed advisory committees affecting topics of negotiation or academic/professional matters affecting hourly faculty members.

H. Assigned Time for Association Business
The District shall provide three (3.38) hours of assigned time per week per year (52 weeks) to the President of the Association for the purpose of conducting CHI/CTA/NEA business. The assigned time shall be paid automatically on Salary Schedule 5 at Column B, Step 1 during the year the employee is President.

An additional amount of $3,000 (70 hours) per academic year to be divided among the other officers will be paid as an hourly assignment per week, per semester (16 weeks) on Salary Schedule 5 at Column B, Step 1 for the length of assignment as specified by the CHI President. Prior to the beginning of each semester the CHI President shall notify the Vice President, Human Resources or representative with the names and number of hours they would like to be allocated and to whom (not to exceed the amount and hours detailed above).

Following notification of the names and hours, the District will prepare a document for the CHI President to sign in order for the officers to receive payment in a timely manner. If and when a change to the officers of the Association occurs it will be the responsibility of the CHI President to immediately notify Human Resources to ensure proper adjustment of pay.

I. It is understood and agreed that the District has all the customary and usual rights, powers, functions and authority to discharge its obligations. Any of the rights, powers, or authority which the District had prior to the execution of this Agreement are retained except as those rights, powers, and functions or authority are specifically abridged or modified by this Agreement or by any supplement to this Agreement arrived at through the process of collective bargaining.
ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions:

1. A Grievance is a formal allegation, oral or written, by a grievant that he/she has been adversely affected by a violation, misapplication, or misinterpretation of the specific provision of this Agreement.

2. A Grievant must be a CHI/CTA/NEA unit member of the District covered by the terms of this Agreement or CHI/CTA/NEA.

3. A Day is a weekday on which the College is open for business and instruction is offered (during fall and spring semester only.)

4. The Respondent is the lowest level of administration determined by the District as having the authority to adjust the complaint.

5. A Representative is a CHI/CTA/NEA unit member of the District or CTA Consultant who may be designated by the grievant to serve at any level of the grievance without loss of salary. Absence from regular duties shall be granted to the grievant, respondent, and designated representative, if any, when such regular duties conflict with attendance at conferences or hearings with District personnel. The District shall, when requested, attempt to provide substitutes for the grievant, respondent, and representative.

B. Informal Level of Grievance

1. Within twenty (20) days after the unit member knew, or could have known, of the alleged violation, misapplication, or misinterpretation of the specific provisions of this Agreement, the grievant shall schedule a meeting to attempt to resolve the grievance by an informal conference with the respondent. At the time of the scheduling of the meeting, the grievant shall notify the respondent that the meeting will deal with a possible grievance, the nature of the grievance, and that this is the informal level of the grievance policy.

2. When the respondent receives a request, he/she shall arrange a mutually convenient meeting time (within five (5) days) with the grievant to discuss the matter and attempt to resolve the complaint. If the grievant desires, he/she may have a unit member or CTA Consultant present to assist. CHI/CTA/NEA shall be notified and have the right to consult with the grievant and to be present at the meeting. The respondent may have a representative of the administration at this meeting. Both parties will make an earnest effort to settle complaints in this manner.
C. Formal Level of Grievance

Level I: Within ten (10) days of the informal conference if the grievance is still not resolved, the grievant must present his/her grievance in writing on the grievance form to the respondent. Once signed, copies shall be given to the grievant, the respondent, and CHI/CTA/NEA.

This statement shall be a clear, concise statement of the circumstances giving rise to the grievance, citation of the specific article, section, and paragraph of the Agreement that is alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought. The respondent shall communicate his/her decision with rationale for the decision to the grievant in writing within ten (10) days after receiving the written grievance.

Level II: If the grievant is not satisfied with the decision at Level 1, he/she may, within ten (10) days, appeal the decision on the grievance form to the Associate Vice President, Human Resources. This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal. A copy of the appeal and supporting documents shall be sent to CHI/CTA/NEA. The Associate Vice President shall communicate his/her decision to the grievant, in writing, within ten (10) days after receiving the written appeal.

Level III: (MEDIATION): If the grievant is not satisfied with the decision at Level II, he/she may, within ten (10) days request that CHI/CTA/NEA submit the grievance to mediation. The decision to move a grievance forward to mediation belongs exclusively to CHI/CTA/NEA. Within five (5) days of receiving the request, CHI/CTA/NEA shall submit a written request to the Vice President, Human Resources. The request must include a copy of the original grievance and appeals, the decisions rendered, and a clear, concise statement of the reason(s) for the appeal. Within five (5) days the parties shall meet to agree on the selection of a mediator. If after five (5) days the parties are unable to agree on the selection of a mediator, the parties shall within five (5) days mutually submit to the California State Mediation and Conciliation Service a request for the immediate services of a mediator.

1. The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.

2. If a satisfactory resolution of the grievance is achieved by means of this mediation process, both parties to the grievance shall sign a written statement of the resolution to that effect, and thus waive the right of either party to further appeal of the grievance.

3. While the mediator shall not have the authority to impose a settlement upon the parties, the mediator shall be responsible for the following:
a. The mediator shall accept written and/or verbal evidence from the parties regarding their respective positions.

b. In the event the grievance is not resolved by the parties at this level, the parties shall request that the mediator submit a written recommendation to resolve the dispute, based upon an informal record created during the mediation session. A copy of this recommendation for resolution must be submitted to Human Resources, the Superintendent-President, CHI/CTA/NEA and the grievant within the above referenced ten (10) days.

Level IV: (APPEAL): If CHI/CTA/NEA is not satisfied with the results of the mediation, CHI/CTA/NEA may appeal, in writing, to the Board within ten (10) days from the time of the mediator’s decision. The Board will respond to the appeal within fifteen (15) days following the first Board meeting after receipt of the appeal. If a decision is not rendered in the fifteen day period, the Board shall communicate, in writing, the intention of the Board to continue its consideration of the appeal. Within ten (10) days after such communication, the Board shall render a decision.

D. Miscellaneous

1. A member of the bargaining unit who is designated by the grievant may serve as a representative for the grievant at any level of the grievance without loss of salary. Absence from regular duties shall be granted to the respondent and his/her representative, if any, when such regular duties conflict with attendance at conferences or hearings with District personnel.

2. A regular employee of the District who is designated by the respondent may serve as a representative at any level of the grievance without loss of salary. Absence from regular duties shall be granted to the respondent and his/her representative, if any, when such regular duties conflict with attendance at conferences or hearing with District personnel.

3. CHI/CTA/NEA shall receive a copy of all documents, grievances, and appeals at the formal levels.

4. CHI/CTA/NEA shall have the right to consult with and/or represent the grievant at any level of the grievance process.

5. Time limits may be modified by mutual agreement.

6. Failure of the grievant to adhere to time limits set forth herein shall render any grievance null and void. Failure of the District to adhere to time limits set forth herein shall allow the grievant to appeal to the next level.
7. No reprisals of any kind will be taken by the District against any unit member by reason of the member’s participation in the grievance process.
ARTICLE IV

LEAVES

It is the responsibility of each unit member to notify the appropriate administrative office of any and all absences from his/her assignment.

A. Sick Leave

Every unit member shall be granted one (1) hour of sick leave at full pay for every eighteen (18) hours of paid service, excluding substitute hours, stipends, responsibility compensation, reader pay, and contract education pay. Unused sick leave shall be accumulated from year to year. Unit members on sick leave in excess of ten (10) consecutive days (not including personal necessity days) prior to returning to work and after obtaining clearance from the unit member’s physician, may be required to secure medical clearance from a District-designated physician. The cost of the District-designated physician, if any, shall be borne by the District.

B. Statutory (Extended Illness) Leave

A unit member who is absent from duty because of personal illness and who has exhausted his/her current and cumulative sick leave is eligible for partial payment of his/her regular salary for a period not to exceed 100 consecutive working days (5 months) for each particular illness or injury at a rate of 50% of his/her regular salary.

C. Pregnancy and Maternity Leave

1. Optional Unpaid Portion: The District may, upon application and approval, grant an unpaid pre-childbirth leave of absence to a pregnant unit member prior to the time of qualifying for sick leave benefits.

2. Utilization of Sick Leave: During that period of time in which the unit member is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth and recovery therefrom, as certified by her physician, she shall be permitted to utilize her accrued sick leave pursuant to Section A of this Article.

D. Parental Leave

A unit member who is a natural or adopting parent shall be entitled to ten (10) days per paid leave, deducted from sick leave, for the purpose of caring for the needs of the child.

E. Personal Necessity Leaves
All unit members may use their accumulated sick leave, not to exceed seven (7) days per fiscal year, for this leave. Personal Necessity leave shall be granted for any of the following situations:

1. Death of a member of the immediate family (immediate family defined in Section G of this Article) when the bereavement leave granted under this Article has been exhausted.

2. Accident involving the unit member’s person or property, or the person or property of a member of the immediate family, as defined in Section G of this Article.

3. Appearance as a witness under official order. Each date of necessary attendance under such an order, other than the date specified in a subpoena, shall be certified by the clerk or other authorized officer of a court or governmental jurisdiction. Although the unit member shall be paid by the District during his/her appearance as a witness, any witness fees collected by the unit member shall be remitted to the District. Unit members may accept payments made by the court for mileage. This section does not apply to professional witnesses.

4. Illness in the immediate family of the unit member, as defined in Section G of this Article.

5. Home protection in the event of a natural catastrophe such as severe storm, fire or earthquake.

6. For reasons of compelling personal importance (as per the Education Code, Section 87781.5). The unit member must provide 24 hours advance notice of the intention to use this provision.

F. Imminent Death Leave

Every unit member shall be entitled to two (2) days (noncumulative) imminent death leave per fiscal year at full pay (not to be deducted from sick leave). This type of leave shall be authorized in case of accident or critical illness with death imminent for a member of the immediate family (immediate family defined in Section G of this Article).

G. Bereavement Leave

Every unit member shall be entitled to leave of absence for each occurrence of death of any member of the immediate family. “Immediate family” means mother, father, grandmother, or grandfather of the unit member or the spouse/partner of the unit member, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or grandchild of the unit member, or any person living in the immediate household of the unit member. This leave shall be paid and shall not be deducted from sick leave. The time allowed for bereavement leave shall be one hour for each hour of the current
assignment. Bereavement leave must be taken within seven (7) calendar days of the death and is not cumulative.

H. Industrial Accident and Illness Leave

Unit members who are absent from duty because of industrial injury or illness shall be allowed, for each injury or illness, full salary (or the minimum temporary disability rate prescribed by Labor Code Section 4453, whichever is greater) from the first day of absence to and including the last day of absence for the illness or injury, not to exceed sixty (60) consecutive working days paid leave in any one fiscal year. Allowable leave under this section shall not be accumulated from year to year. Additional paid leave time beyond the sixty (60) day limit may be granted at the discretion of the Board.

I. Jury Leave

The District agrees to grant to unit members called for jury duty in the manner provided by law, leave of absence without loss of pay for time the unit member is required to perform jury duty during the unit member’s scheduled working hours. Unit members called for jury duty must notify the District of service date(s) upon receiving said notice from officers of the court. The District shall pay the unit member the difference, if any, between the unit member’s regular rate of pay and the amount received for jury duty, less meals, travel and parking allowances. Unit members are required to return to work during any day in which they do not have to report to court.

J. Leave Without Pay

Leaves of absence without pay may be granted to unit members for recuperation, rest and travel, family leave (Family and Medical Leave Act), military service (short-term military leave [Education Code Section 87832], with proper verification, is with pay), and such other reasons as are deemed sufficiently important by the Board.

K. Professional Conference Leave

1. Definition: A professional conference is defined as a national, regional, state, or sectional meeting whose principal business is either community college instruction and/or support or the advancement of the discipline normally taught by the unit member as part of the college curriculum. Not included in the above definition are:

   a. Meetings where participants receive college credit.
   b. Meetings that pay a salary or honorarium to participants.
   c. Meetings which are promotional, lobbying or legislative in orientation.
   d. Special interest meeting outside the scope of the definition.
Article IV – Leaves

e. Meetings of professional organizations whose interests are outside the scope of the unit member’s normal work assignment.

2. A unit member with the approval of a student services dean, or upon the recommendation by the department head and appropriate instructional dean may be granted paid leave for the purpose of attending professional conferences. Requests for this leave shall be processed by the District in a timely manner.

L. Miscellaneous

1. At the expiration of a paid leave of absence, or an unpaid leave of absence which occurs during the term of assignment, the unit member shall, unless he/she agrees otherwise, be reinstated in the assignment held at the time of the granting of the leave of absence.

2. Salary Step Increments: Employees on paid leave shall have their leave time count as time served for purposes of salary step advancement. Unit members on unpaid leaves shall not have their leave time count as time served for purposes of salary step advancement.

3. Pursuant to Education Code Section 87775, the District and Board shall be freed from any liability for payment of any compensation or damages provided by law for the death or injury of any unit member when the death or injury occurs while the unit member is on any leave of absence granted pursuant to this Article.
ARTICLE V
PERSONNEL FILES

A. “Personnel files” means all records contained in the unit member’s official District electronic personnel file. There shall be only one official personnel file for each unit member, it shall be located in the Human Resources Office. No action may be taken against a unit member on the basis of material other than that contained in the official personnel file.

B. Personnel files shall be kept in confidence and shall be available for inspection (except for material exempted by statute) only by the unit member, a representative of the Association (with the unit member’s written authorization), the Superintendent-President, the Chief Human Resources Officer, and line administrators of the District when actually necessary in the proper administration of the District’s affairs or the supervision of a unit member. The unit member shall be notified within two (2) working days when a line administrator has been granted access to his/her file. Material exempted by statute from inspection include ratings, reports, or records which: (1) were obtained prior to the employment of the person involved, (2) were prepared by identifiable examination committee members, or (3) were obtained in connection with a promotional examination.

C. If access to, or copies of, personnel file data or any other employee records are granted to any other persons through legal process, the unit member shall be so notified within two (2) working days after District compliance with the legal process.

D. Any unsolicited material from outside of the unit member’s line of supervision must be approved by the unit member prior to the time of insertion in the personnel file.

E. In the case of derogatory materials related to a unit member’s assigned duties or professional responsibilities, such material shall not be entered in a unit member’s personnel file unless and until the unit member is given notice and an opportunity within fifteen (15) working days excluding leaves, holidays, or recess days to review, comment, and to have such comments attached to the material in question.

F. A unit member shall have the right to submit materials for placement in his/her personnel file if it is determined that the material is pertinent to his/her employment status. In the case of bulky items such as manuscripts or books, only a reference shall be placed in the file.
ARTICLE VI
EVALUATION

A. Under the direction of the appropriate Dean/Director, the Department Head shall be responsible for implementing the provisions of this Article.

B. The purpose of evaluation is to provide an ongoing process by which part-time faculty receive communication regarding their skills as educators and to meet the legal requirements of the Education Code for the evaluation of part-time faculty.

1. The evaluation system is based on the assumption that the evaluatee is a professional, competent person. It is intended to ensure the professional competency of the faculty.

2. The evaluation standards should be considered as guidelines for the process rather than an absolute measuring device.

3. Evaluators are expected to evaluate each part-time faculty member’s qualifications as a whole, to exercise their best professional judgment in preparing their reports, and present reports to the District and the evaluatee that are of value.

C. Professional Standards

The following professional competencies, responsibilities, and activities on the part of the evaluatee shall be considered as a part of the evaluation.

1. Professional Competence

   a. Demonstrates professional knowledge in his/her field of preparation/instruction during the performance of assigned duties.

   b. Communicates ideas, instruction, assignments and other presentations effectively, clearly and accurately.

   c. Knows and uses material and methods designed to achieve objectives of the area of service assigned.

   d. Exercises prudent, reasonable, and impartial judgment in reaching decisions, resolving problems, and evaluating the work of others.

   e. Plans and organizes effectively the work involved in the assignment.

2. Professional Responsibilities
a. Meets promptly and effectively all contractual obligations to the District, including but not limited to turning in attendance, grades, and other reports on time, developing and distributing a course syllabus in a timely manner.

b. Develops and utilizes effective pedagogical techniques (as applicable) in order to enhance the communication of ideas and promote optimal learning, critical thinking, and performance skills.

c. Demonstrates, cultivates, and encourages courtesy, respect, and professionalism in relationships and learning environments with students, colleagues, staff members, and the community.

d. Adherence to ethical standards and principles as per Administrative Regulation 3008 – Institutional Code of Ethics.

e. Accepts and is respectful of differences of opinion, attitudes, and procedures in professional matters on the part of students, faculty, classified staff, and administration as important to the development of an educational institution.

f. Demonstrates the conscientious use, care, and protection of District property, supplies, and equipment.

3. Professional Activities

a. Demonstrates interest in keeping current on issues and developments in his/her academic field.

b. Works cooperatively with students, faculty, and other members of the staff on matters of common interest and concern.

c. Evaluates own performance, seeks appropriate assistance when it is needed, and accepts constructive suggestions for improvement in the assignment.

D. Evaluation of part-time faculty shall be conducted within the first semester of employment. Thereafter, an evaluation may take place as frequently as deemed necessary, but shall be at least once every six (6) regular semesters or three (3) years, whichever comes first. Hourly faculty teaching only in the summer will be evaluated during the summer.

1. If an evaluee does not have an assignment in the semester that he/she is scheduled for an evaluation, the evaluation will occur in the next semester in which the evaluee has an assignment.
2. At the sole discretion of the District, a unit member that receives a rating of “Needs to Improve” and is retained for employment by the District shall be evaluated in the subsequent semester of assignment.

3. The evaluator shall discuss the evaluation with the reviewer (department head, or if the evaluator is the department head, then the reviewer is the area dean). At that time, the reviewer shall discuss with the evaluatee, information relevant to the evaluatee’s compliance with the professional standards listed in Professional Standards, Article VI.C. The evaluator and reviewer shall jointly agree on and assign a final evaluation rating of either “satisfactory, needs to improve or unsatisfactory.” If the evaluatee is assessed either a “needs to improve” or “unsatisfactory,” it shall require a signature of the area dean. In addition, any part-time faculty member who receives a “needs to improve” or “unsatisfactory” may request a meeting with the area dean.

E. If an evaluatee is providing service in a non-teaching position, the evaluatee shall be evaluated using the professional competencies, responsibilities, and activities listed above which may be modified by mutual agreement between the evaluatee and the department to which he/she is assigned.

F. The Human Resources Office will produce the evaluatee evaluation schedule each semester.

G. The hourly academic employee’s evaluation process shall be as follows:

1. The evaluation process shall be recommended by each department’s full-time faculty, after consultation with the department’s hourly faculty, and approved by the appropriate dean. This consultation shall include at least a meeting of members of both faculty units (CHI/CTA/NEA and CCA-LBCC) at a reasonable time and place. The appropriate dean shall ensure the evaluation process is appropriately developed and consistently applied for all members of the department.

   This evaluation process shall include, but is not limited to, the following:

   a. Peer evaluation by a full-time faculty member of the department. The Department Head will publish a list of full-time faculty members in the department who are willing to serve as evaluators. The evaluatee will select at least three (3) people from this list and the Department Head will select the evaluator from these three.

      If the number of full-time faculty in the department is less than three (3) or if there are not three full-time faculty members available to serve as evaluators, then the Department Head may select to conduct the evaluation or seek the additional number of faculty needed to make a list of three (3) from a closely related department.
The process shall include the following:

(1) At least one classroom visit or observation in a clinical or other appropriate work setting by the evaluator, at a time agreed to by the evaluatee.

(2) Review of completed student evaluation questionnaires. For like activities, functions, and responsibilities this questionnaire shall be identical for both the full-time and CHI/CTA/NEA faculty in the department.

(3) Review of course(s) syllabi, instructional materials used in the course(s), and relevant statistical data, such as grade distribution and retention reports.

(4) A review of the employee’s record of timely and accurate submission of all required college documents, including attendance and grade reports, which shall be provided by the appropriate administrative offices.

(5) Departments with non-teaching assignments will develop their own protocol for evaluations in lieu of classroom visitations.

c. No one involved in the direct evaluation of the evaluatee shall be a close relative of the evaluatee (e.g., spouse/partner, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, grandmother, grandmother-in-law, grandfather, grandfather-in-law, grandchild of the employee, or any person living in the immediate household of the employee).

If the Department Head is a close relative of the evaluatee, the appropriate dean will assume the department head’s role in the evaluation process. If the dean is a close relative of the evaluatee, the appropriate vice president will name another administrator to assume the dean’s role.

d. All evaluatees within a single department shall be evaluated using the same process.

e. Prior to the commencement of the evaluation, the evaluator shall confer with the evaluatee regarding the specifics of the evaluation process and establish a timeline for all meetings, observations and completion of the evaluation process.

f. All information gathered during the evaluation process shall be confidential.
g. The evaluator shall discuss the evaluation with the reviewer (department head, or if the evaluator is the department head, then the reviewer is the appropriate dean). At that time, the reviewer shall discuss with the evaluator information relevant to the evaluatee’s compliance with the professional standards listed in Professional Standards, Article VI.C. The evaluator and reviewer shall jointly agree on and assign a final evaluation rating of either “satisfactory”, “needs to improve”, or “unsatisfactory”.

In the event the evaluator and reviewer cannot agree on a final rating, this decision will be made by the next highest administrative level. If the evaluatee receives a “needs to improve” evaluation, and the District chooses to retain them for future employment, then he/she shall be re-evaluated in the subsequent semester of employment. A person who receives an “unsatisfactory” evaluation is no longer eligible for future employment.

h. Following the meeting with the reviewer, the evaluator shall meet with the evaluatee to discuss the results of the evaluation activities. This meeting shall occur within ten (10) working days of the conclusion of the evaluation activities.

i. The evaluator shall provide a copy of the completed Hourly Academic Employee Evaluation form to the evaluatee at the conclusion of the meeting to discuss the results of the evaluation.

j. The evaluator shall forward the original of the completed Hourly Academic Employee Evaluation form, signed by the evaluator, reviewer, and evaluatee to the appropriate dean within five (5) working days of the final meeting between the evaluator and the evaluatee.

k. The dean shall forward the original of the completed Hourly Academic Employee Evaluation form to Human Resources at least (5) working days before the end of the semester in which the evaluation is conducted.

l. The evaluation shall cover the period of time since the last evaluation.

m. A unit member who is evaluated according to the provisions of this Article, shall receive one (1) hour of pay as compensation for time required beyond his/her regular assignment to participate in this evaluation process.
ARTICLE VII

HOURS OF EMPLOYMENT/SERVICE LOAD

A. Unit Members Faculty Schedules

1. Every unit member must meet the minimum qualifications for the discipline to which he/she is assigned as approved by the California Community College Board of Governors.

2. The District has the right to assign unit members in the area of need. Unit members shall be subject to such assignments or such change in assignment as shall be in the best interests of the District, with the understanding that such assignments shall not be punitive.

3. The department head shall notify the unit member in writing when there is a change of assignment. If desired, the unit member may request a meeting with the department head and/or the appropriate dean to discuss the change of assignment.

B. Days or Hours to Be Arranged (TBA/DHR)

Instructors assigned to a class, other than work experience, learning centers, and independent study, where some or all of the days or hours are “to be arranged” shall arrange such days or hours as soon as possible after the beginning of the course, but not later than the end of the first 15% of the class meetings. Once the hours are established, students shall be notified of their individual days or hours and these days or hours shall be reported to the appropriate instructional dean for inclusion on the instructor’s load sheet and the revised load sheet.

The instructor assigned to the class must be preset with the students during the “arranged” hours since instructors are responsible for ensuring that students are under their immediate supervisors and control as prescribed by California Education Code.

C. Course Syllabus

Unit members shall publish and keep on file in the division office a course information sheet (syllabus) for each course for each semester and distribute copies to the students no later than the end of the second week of the assignment. The syllabus must contain grading standards for the class, a description by which the course is to be taught (lecture, laboratory, outside assignments, etc.), Student Learning Outcomes from official course outline, and attendance requirements. Other recommended items are: examination dates, text assignments, and an outline of topics to be covered in the course.

D. Student Learning Outcomes Assessment
Part-time faculty members shall provide student learning outcomes (SLO) assessment data to their department head and/or dean when such information has been requested by the department/program. The department head will provide the SLO assessment plan established for the courses taught by part-time faculty members. The assessment results that are submitted by the part-time faculty member shall be in accordance with the schedule and assessment methodology as indicated in the course and program SLO assessment plans that are maintained by the Office of Institutional Effectiveness.

E. Load in Large Lecture Classes

1. A unit member assigned to a class with an enrollment of 170% of the class size maximum at census day will receive 1-1/2 times the usual teaching units for the class (double size class).

2. A unit member assigned to a class with an enrollment of 240% of the class size at census day maximum will receive two (2) times the usual teaching units for the class (triple size class). The decision to implement the provisions of this section must be approved by the appropriate instructional dean or student services dean based upon a recommendation of the department head in consultation with the unit member involved.

3. Large lecture classes will be held only in locations which meet health and safety requirements for the number of students enrolled in the class.
ARTICLE VIII

WORKING CONDITIONS

A. Each department will provide office space, whenever possible, at the appropriate campus or campuses for the CHI unit members assigned to that department. Office space that has been designated for use by CHI unit members will be made available during all hours of instruction.

B. Each department office will maintain references and resources for the CHI unit members, which shall include but not be limited to the following: District Policies and Administrative Regulations Manual, current College Catalog, current Schedule of Classes, and personnel-related forms.

C. The District shall offer a part-time faculty orientation/training once per academic year on a date to be mutually agreed to by the District and CHI. Such training will be organized and presented by the District and compensation will be limited to no more than three (3) hours at the non-instructional rate. To be eligible for compensation, the unit member must have a current part-time faculty assignment for the term in which the orientation/training is held. Faculty must be signed in on the designated sign-in sheet for the training in order to receive compensation. Any faculty member who fails to sign-in will not be compensated for the training.

D. The District shall make available to all new CHI Unit Members, a copy of the current Collective Bargaining Agreement, Faculty Handbook and Faculty Survival Guide, or their successor documents, as well as any necessary supplemental material regarding District services and resources available to CHI unit members. This includes a reference/resource sheet on how to access these resources via the District intranet and how to contact the CHI President.

E. CHI unit members shall have access to instructional equipment, duplicating services, and supplies equal to that of any other faculty member. Where office space and resources have been made available, such equipment will be consistently maintained in good working order by the District. CHI unit members shall be required to keep areas designated for their use neat, clean, and in compliance with health and safety standards.

F. Business Cards: The District will provide business cards after the part-time unit member's initial favorable evaluation, and upon assignment to a second semester, at the request of the part-time faculty unit member. Requests will be made through the Instructional Dean.

G. The District shall provide CHI unit members with information regarding conference and staff development opportunities.

H. The District shall notify all CHI unit members of full-time academic employment opportunities with the District. CHI unit members who apply for full-time faculty
positions within the District and are subsequently granted a first and/or second level interview by the selection committee, will be given first priority in selection of interview times. Where more than one CHI unit member is selected for an interview, preference in scheduling will be given in accordance with each CHI unit member’s hire date; the person with the earliest hire date will be contacted first. In circumstance where two or more individuals share the same hire date, date of birth will be used (with the person with the earliest date of birth being contacted first). A CHI unit member who is given preferential scheduling has twenty-four (24) hours to respond once the District has contacted them so as not to unduly delay the hiring process.

I. The District shall include CHI unit members in the planning and development of flex-day staff development activities if a flex calendar is adopted by the College.

J. Communication Systems

1. The District shall provide each CHI unit member with an e-mail address with the District. The unit member shall regularly access their Long Beach City College e-mail account, or an alternate e-mail address if provided by the CHI unit member, for the purpose of maintaining currency on all District communications.

2. Any request of a CHI unit member to use an alternate e-mail address must be made and processed through Human Resources.

K. Selection Pools

1. Current Part-Time Faculty Pool

   a. Each instructional department will establish a “part-time faculty pool” of current hourly faculty members. Inclusion in the pool will be based on the following:

      (1) Continued satisfactory performance, as determined by the hourly faculty evaluation procedure and/or determination of the Department Head and School Dean.

      (2) Recent (within the past four semesters) instructional service within the department.

      (3) Length of instructional service within the department.

      (4) Hourly instructors previously attaining tenure status as a result of the Peralta decision, (1978) PERB Decision No. 77.

   b. If additional experience, education and/or training has occurred the unit member is responsible for supplying this information to the Human Resources office.
Article VIII – Working Conditions

c. CHI unit members shall have the right to be considered for inclusion in as many department(s) “pools” as they are qualified to serve in as determined by the Human Resources office.

d. Human Resources shall send the part-time faculty subject list to Department Heads each semester for scheduling purposes. This list specifies all current CHI unit members as well as their approved disciplines.

2. External Applicant Pool: An “external applicant pool”, comprised of all current eligible external applications, is an on-going pool certified by Human Resources.

3. Determining Hourly Faculty Assignments: As defined in the above sections, both the “part-time faculty pool” and the “external applicant pool” will be considered in determining hourly faculty assignments.

   a. CHI unit members shall be given the opportunity to provide information on availability to the Department Head.

   b. Areas of specialization where departments have diverse curriculum needs for its instructional courses will be considered.

4. Emergency Staffing

   Where an emergency staffing situation occurs, the emergency staffing shall be for that semester only; and any unit members assigned to classes in this manner shall be eligible for consideration and placed within the appropriate “pool”, prior to their assignment in any subsequent semester, only after a hiring process has taken place.

L. Notification of Assignment

   1. CHI unit members shall be notified in writing of, and accept, a proposed assignment. Such notification will occur after the second run of the schedule and prior to the printing of the schedule.

   2. CHI unit members shall not be scheduled for classes without their agreement.

   3. CHI unit members shall inform their department head, as early as possible, if they will be unable to accept a proposed assignment or if their availability changes.

   4. Whenever possible, notification of a change in assignment, or loss of previous assignment, shall be in writing as schedule deadlines permit.
5. Inability to take an assignment already agreed to shall not entitle the unit member to exercise any “bumping” rights.

6. CHI unit members shall receive final written confirmation of their assignment after Academic Services has processed the assignment and Human Resources has approved the assignment. Whenever possible, notification should be made at least six (6) weeks prior to the beginning of the assignment.

7. A CHI unit member not granted an assignment shall be allowed a meeting with the dean, if such a meeting is requested by the unit member.

M. Summer Assignment

Where the number of available classes is limited, department heads shall make every effort to rotate summer assignments among all CHI unit members wishing to work and deemed eligible for assignment to available classes.

N. Appeals

CHI unit members shall have the right to appeal the application of the provisions of this Article (informal grievance process) to the appropriate department chair. If this situation remains unresolved, the unit member may proceed to formal grievance Level 1 (see Article III).
Hourly instructors may be given a paid assignment to serve as a coordinator for specially funded projects under the direction of the appropriate department head or instructional dean. If an hourly instructor initiates and participates in the development of a grant proposal that is funded, he/she shall have the first right of refusal for an employment assignment on that project.
ARTICLE X

SALARY

SALARY NARRATIVE (SCHEDULE 4 and 5)

A. Column Placement

1. Only units and degrees earned from an institution accredited by the Middle States Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Southern Association of Colleges and Schools, the New England Association of Schools and Colleges, the Northwest Association of Schools and Colleges, the Western Association of Schools and Colleges, or units and degrees from a State Bar accredited law school will be accepted for placement credit in Columns B and C of the salary schedule. Acceptance of units and degrees from foreign institutions are subject to a determination of equivalency by a credentials evaluation service jointly designated by the District and CHI/CTA/NEA. All costs associated with this evaluation shall be borne by the unit member.

2. Placement on Column A is granted to all persons who do not qualify for salary placement under A.3. below.

3. Placement on Column B is dependent on possession of a Master's degree or any State Department of Education full-time, life, vocational credential valid for teaching in a California Community College, or a California Community College instructor credential, life, for teaching in a vocational subject.

4. Placement on Column C is dependent on: (a) verification of twenty-four (24) semester hours of upper division or graduate work beyond the Master's degree or fifty-four (54) semester hours of upper division or graduate work beyond the Bachelor's degree.

5. Advancement on the salary schedule will be effective on the first day of the semester (including summer session) following the conferral of the degree.

6. It is the employee's responsibility to submit transcripts verifying advanced work. No change in salary placement will be made unless official transcripts are presented to the Office of Human Resources within eight (8) weeks of the beginning of the semester or summer session.

B. Salary Increments

No placement credit for hourly teaching experience outside of the District is granted on Schedule 4 or Schedule 5. A unit member who had prior service in the District as an hourly instructor shall retain that service credit. Step placement shall be based solely upon years of service in an hourly capacity and shall not include service in a contract,
substitute, or voluntary assignment. Step placement shall be granted when a unit member starts and completes one course of at least eighteen (18) clock hours each fall and spring semester.

C. Compensation for College Flex Days

1. A unit member who is normally assigned to work on a flex day shall be paid for each hour he/she participates in a flex activity not to exceed the amount of hours he/she was originally scheduled to work.

2. A unit member who is not normally assigned to work on a flex day will be compensated for participating in one on campus flex activity not to exceed one hour of pay per Academic Year at his/her current rate of pay. A unit member may, however, voluntarily choose to participate in a flex activity.

3. Unit members, due compensation, shall receive his/her hourly pay rate for flex activity once the required flex report forms have been received within the specified deadline within that semester. No compensation will be given for flex activity without the required forms, or for forms submitted beyond the specified deadline.

4. If a unit member is normally assigned to work on a flex day and does not participate in a flex activity due to illness, the unit member’s sick leave balance will be reduced by the total amount of hours he/she was scheduled to work. If a unit member does not have accrued sick leave hours or does not choose to participate in a flex activity their timecard will reflect “leave without pay” for the hours they were originally scheduled to work. Personal necessity leave shall be granted for situations as referenced in Article IV.E.

PAY IN EQUAL INSTALLMENTS

The District shall compensate unit members in equal installments for work performed each semester. This provision shall not apply to summer sessions.

STIPENDS FOR SERVICE ON COMMITTEES

Stipends shall be paid to CHI unit members serving on District committees established in accordance with Article II.G. Membership for committees established by the Academic Senate shall be in accordance with Senate criteria and accepted by the District. The amount of each stipend is meant to reflect the activities, responsibilities and time spent serving as the CHI representative. The stipends shall be paid in a lump sum each semester based upon verification submitted by the CHI President that the unit member(s) has actually served. If the CHI member is unable to fulfill the length of time of the appointment, the stipend shall be prorated. If a
review of the value of the stipend is necessary, the Contract Administration Committee (Article XV.A.) shall initiate the review. Stipends are enumerated in Salary Schedule 7.

**ADDITIONAL COMPENSATION PAID TO ACADEMIC EMPLOYEES BASED ON ADDITIONAL TIME AND/OR RESPONSIBILITY**

CHI unit members will be paid the same amount as full-time faculty members for the contractual stipend assignments which are listed on Schedule 3 of the CCA-LBCC collective bargaining agreement.
ARTICLE XI

SOCIAL SECURITY AND ALTERNATIVE RETIREMENT PLAN

The District and CHI/CTA/NEA agree to enroll all eligible unit members in the Accumulation Program for Part-Time and Limited Term Employees (APPLE) as an alternative to participation in Social Security. Unit members who are members of the State Teachers Retirement System shall be exempt from this requirement. The District shall deduct 7.5% of each eligible unit member’s wages, each pay period for the fall and spring semesters, and shall forward these contributions on behalf of the unit member to APPLE. Unit members employed during the Summer Session shall be subject to Social Security contributions for those earnings. The District agrees to pay all of the administrative costs associated with this program.
ARTICLE XII

REOPENERS

• Contract – 3 year term (July 1, 2013 – June 30, 2016)

• Limit to no more than two (2) reopeners for each side during the term of the Agreement (CHI and District)

ARTICLE XIII

CONTINUATION OF POLICIES AND PROCEDURES

A. Except as otherwise provided in this Agreement, the terms and provision of the current administrative policies and regulations relevant to scope issues shall remain in effect during the term of this contract but may be negotiated by mutual agreement between the parties.

B. In those instances where past departmental or institutional practices or procedures are in conflict with this contract, this contract shall prevail.

C. Unless otherwise provided in this Agreement, nothing contained herein shall eliminate or reduce any established departmental practices or procedures existing prior to the contract effective date. In the event a problem arises involving any previously established departmental practice or procedure not contained in this Agreement, the issue shall be resolved by the Contract Administrative Committee (see Article XV), if possible, or deferred until the next negotiations.

ARTICLE XIV

SCOPE AND WAIVER CLAUSE

This Agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous Agreements, both written and oral. This Agreement may be altered only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.
ARTICLE XV

CONTRACT ADMINISTRATION COMMITTEE

A. This article establishes a Contract Administration Committee for the purpose of administering this Agreement composed of a District Vice President, the District Chief Negotiator, the CHI/CTA/NEA President, or designee and the CHI/CTA/NEA Chief Negotiator. The titles used relate to those individuals who by designation of the District or CHI/CTA/NEA are fulfilling all the normal duties of their respective positions. Advisors may be called as required but are excluded from voting and deliberation.

The committee will meet on an as-needed basis by request of either the District or CHI/CTA/NEA. Action minutes will be kept as a record of each meeting. Applicable decisions reached by this group will be recorded and distributed by the parties to the District and CHI/CTA/NEA. The committee's decisions shall be binding as though part of this Agreement. All decisions shall be by unanimous vote. In the absence of one of the committee members, any decisions shall be held in abeyance until the full committee is able to meet.

B. In the case of a grievance, the grievant and respondent may mutually request that the point or points at issue be considered by this committee. Such requests shall be activated between the Informal Level and Level I of the grievance procedure. Decisions reached by the Contract Administration Committee shall be binding on both parties.

C. Neither the District nor CHI/CTA/NEA waive any rights included in other articles by participation in this procedure.
ARTICLE XVI

DURATION OF AGREEMENT

This Agreement shall become effective on July 1, 2013 and shall continue in effect to and including June 30, 2016 and shall automatically remain in effect for each succeeding twelve (12) months or until completion of a binding written agreement by the parties which shall supersede this Agreement.

This Agreement signed and entered into this 20th day of September, 2013 between the Board of Trustees of the Long Beach Community College District and the CHI/CTA/NEA.

DISTRICT REPRESENTATIVE

[Signature]

CINDY VYSKOCIL
Chief Negotiator

CHI/CTA/NEA REPRESENTATIVE

[Signature]

CINDY FRYE
Chief Negotiator
APPENDIX A

SELF-EVALUATION REPORT: ADJUNCT FACULTY

Employee (please print name) ____________________________________________________________

Professional Standards (CHI Master Agreement, Article VI - Evaluation)

1. Discuss how you have met the course objectives as listed on your syllabus.

2. Professional Responsibilities (Article VI.2)
   Discuss how you have met your professional responsibilities.

3. Professional Activities (Article VI.3)
   Discuss your professional activities as defined in Article VI.3. Your discussion must include how you have demonstrated an effort in keeping current on issues and developments in your academic field as well as how you evaluate your own performance. This would include, but would not be limited to, describing your involvement with student success and student learning outcomes assessment.

4. Professional Development
   List any activities and/or professional development you have engaged in recently that demonstrates your on-going commitment to critique, improve, and enhance what you do in the classroom to positively impact the teaching and learning process for students.

5. Classroom/Worksite Instructional Tools
   Explain what, if any, specific teaching techniques or technology you utilize in your classroom or work assignment to enhance the learning process for students.

Evaluee Signature ____________________________ Date ____________________________ # of Pages Attached

5/13
Long Beach Community College District
Long Beach Community College District
Temporary Faculty Hourly Pay

**SALARY – SCHEDULE 4**
Instructional Faculty and Instructional Specialist

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<th>STEP</th>
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<th>COLUMN C (Bachelor’s + 54 &amp; MA or Master’s + 24)</th>
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Note: Initial placement for faculty is at Step 1, with advancement occurring every two (2) semesters of part-time employment.

**SALARY – SCHEDULE 5**
Non-Instructional Faculty and Non-Credit Assignments*
For service of counselors, librarians, special projects or assignments, and other non-teaching or non-credit assignments.

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Note: Initial placement for faculty is at Step 1, with advancement occurring every two (2) semesters of part-time employment.

*CHI unit members hired prior to July 1, 2010 will be paid at the Schedule 4 rate minus 5% for 2010-2011, Schedule 4 minus 10% for 2011-2012, and incorporated into Schedule 5 for 2012-2013.

Effective: 7/1/10
Adopted: 5/25/10
Long Beach Community College District

**SALARY – SCHEDULE 6**

Faculty

Long-Term Temporary Employees**

( Substitute)

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**Includes district paid medical benefits for employee only at the lowest cost HMO plan

Education Code Section 87481 and 87482 provides for the use of a temporary position identified by Long Beach City College as a long-term substitute (LTS). An LTS is an instructor who fills in for a regular faculty member who is on an extended leave of absence.

1. A long-term substitute with a 100 percent assignment may teach an hourly overload of up to (9) hours per week. The area dean must approve overload assignments in excess of nine (9) hours per week. The CHI unit member will be paid from Schedule 4 or 5 of the part-time salary schedules.

2. A long-term substitute receives five days sick leave per semester. An LTS is also entitled to bereavement leave in the event that there is a death in the immediate family.

3. Long-term substitute employees will receive district paid medical benefits for themselves only, at the lowest cost HMO plan and in receiving said benefits agrees to pay the employee contribution portion of the benefit plan.

4. An instructor may only be employed as a long-term substitute for two (2) semesters within any period of three (3) consecutive years. An instructor who has been a long term substitute may be used as an hourly substitute within the three-year period, or for part-time assignments that do not exceed 67 percent of the full-time workload.

5. A long-term substitute will be paid monthly according to Schedule 6.

6. A long-term substitute must join the State Teachers Retirement System after the hundredth day of service.

7. A long-term substitute will be required to participate in flex day activities and professional preparation in addition to their teaching load.

8. A long-term substitute will not be required to perform college service.

Any person employed for one complete school year as a long-term substitute shall, if hired for the following school year in a vacant contract faculty position, be classified by the governing board as a contract employee and the previous year's employment as a long-term substitute shall be credited with one year of service as a contract employee for purposes of acquiring permanent status in accordance with Education Code Section 87481.
LONG BEACH COMMUNITY COLLEGE DISTRICT

SALARY - SCHEDULE 7

COMMITTEE COMPENSATION (STIPENDS)**

ADDITIONAL COMPENSATION PAID TO HOURLY ACADEMIC EMPLOYEES
BASED ON ADDITIONAL TIME AND/OR RESPONSIBILITY

$150 Serving on Academic Hiring Committee

Total Amount For Academic Year

$350 Academic Council*
Academic Senate (2 members)*
Budget Advisory Committee
College Planning Committee
Curriculum Committee and Subcommittees:*
  Academic Policy and Standards Subcommittee*
  Assessment of Student Learning Outcomes Subcommittee*
  Associate Degree/General Education Subcommittee*
  Course Evaluation Subcommittee*
  Program Review Subcommittee*
Equivalency Committee*
Facilities Advisory Committee
Faculty Professional Development Committee:
  Faculty Teaching Learning Center Subcommittee
Grants Advisory Committee
PCC Planning Committee
President’s Leadership Council
Self Study Committee
Staff Equity Committee
Student Learning Outcomes Committee
Student Success Committee

$350 For the purpose of negotiations, and other CHI/CTA/NEA business a yearly stipend is available for a maximum of three (3) part-time faculty members who serve the full year.

*CHI shall appointments to these committees are subject to approval by the Academic Senate.

**CHI members will be compensated at the end of the year for regular attendance, and the stipend will be prorated if the member is no longer able to participate.
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