ARTICLE 1.0 – CONDITIONS OF THE CONTRACT

1.1 AGREEMENT

The articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Governing Board of the Shasta-Tehama-Trinity Joint Community College District ("Board") and the Shasta College Faculty Association/CTA/NEA ("Association"), an employee organization.

1.2 UNIT STABILITY

The Board recognizes the Association as the exclusive representative of all full-time and part-time regular or contract academic employees, summer school academic employees, employees who are replacements for academic employees on leave for a semester or year of absence or sabbatical leave, and those hourly paid academic employees and temporary academic employees, who are also hourly paid and excluding substitutes and employees designated by the Board as follows:

- District Superintendent/President
- Vice Presidents
- Associate Vice Presidents
- Deans
- Associate Deans
- Directors
- Supervisors
- Confidential Classified
- Presenters of fee based classes
- Instructors of Community and Contract Ed classes

Payroll deductions for unit membership for part-time employees only exists during the period of actual employment. No unit positions of the Association will be changed during the term of the contract without the mutual consent of the Association and the Board.

1.3 TERM OF THE CONTRACT

1.3.1 The term of this agreement is July 1, 2018, through June 30, 2022.

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

Revision of this agreement may occur during the term by mutual agreement.

1.4 RATIFICATION

The final proposal as agreed upon and signed by negotiators for both parties will be submitted to the Board for ratification at the next regularly scheduled Board meeting or within thirty (30) days after signing of the final agreement by negotiators.
1.5 EFFECT OF AGREEMENT

It is understood and agreed that the specific provisions contained in this agreement shall prevail over District practices and procedures and over state law to the extent permitted by state law.

1.6 PART-TIME REEMPLOYMENT PREFERENCE

For the purposes of this section, a business day is defined as any day when the District’s Administrative offices are open for business.

1.6.1 Part-time Bargaining Unit Member Qualifications

Every part-time bargaining unit member must meet any local qualifications and the minimum qualifications for the discipline to which they are assigned as approved by the California Community College Board of Governors.

1.6.2 Reemployment Pool

a. The District shall maintain a reemployment preference pool (Pool), which is designed to provide reasonable continuity, protection and predictability to both bargaining unit members and the District relative to the on-going process of making class assignments. This Pool shall be maintained and updated by the Human Resources Department.

b. An instructional part-time bargaining unit member who has taught at least one (1) class per semester (fall or spring) for seven semesters, and earned “Meets” or better in each category on their second evaluation, shall be placed in the Pool. Evaluation shall be subject to Article 5.10 of this Agreement.

c. A non-instructional part-time bargaining unit member who has been provided an assignment of at least 90 hours per year for 3.5 consecutive years, and earned “Meets” or better on their second evaluation, shall be placed in the Pool. Evaluation shall be subject to Article 5.10 of this Agreement.

d. If, in an evaluation after placement into the Pool, the part-time bargaining unit member earns ratings below “Meets” in any category, the supervising administrator will determine if the member a) remains in the Pool, b) is removed from the Pool, or c) remains in the Pool pending completion of an improvement plan, which should take place within two semesters. Upon completion of the improvement plan, the supervising administrator will make the final determination if the member will remain in the Pool. This final determination will include consideration of the part-time bargaining unit member’s historical performance and performance during the improvement plan. A part-time bargaining member may also be removed from the Pool, at any time, if there are significant behavioral issues between evaluations that impact student learning. Any part-time bargaining unit member must be notified in writing if they are being removed from the Pool. They will then have the opportunity for a conference with the supervising administrator, and, if requested, a Faculty Association representative. The part-time bargaining unit member must request the conference in writing within ten (10) business days of notification. After the conference, the supervising administrator will notify the part-time bargaining unit member of the final determination within five (5) business days. If removed from the Pool, the part-time bargaining unit member may appeal the decision in writing to the appropriate Vice President. The Vice President’s decision will be
rendered within ten (10) business days of receiving the written appeal and will be considered final. The part-time bargaining unit member will re-enter the Pool any time a subsequent evaluation again earns "Meets" or better in each category. The part-time bargaining unit member will also re-enter the Pool if the evaluation does not take place in a timely manner because of administrative error. A year for this purpose will be July 1 to June 30.

1.6.3 Assignment Request Procedure

a. The Human Resources Department will send part-time bargaining unit members a Part-time Assignment Availability and Request Form each semester and summer session. Part-time bargaining unit members shall complete this form each semester and summer session. Non-instructional part-time bargaining unit members will complete a Calendar Form requesting their assignment for each semester. Part-time bargaining unit members shall be notified of the form due date at least ten (10) business days prior to the due date.

b. Using the requests from the Assignment Availability and Request Forms submitted by the instructional part-time bargaining unit member, the Supervising Administrator shall assign part-time bargaining unit members from the Pool at least one class and up to 67% of a full-time load.

c. Using the Request from the Calendar Form submitted by the non-instructional part-time bargaining unit member, the Supervising Administrator shall assign non-instructional part-time bargaining unit members from the Pool up to 900 hours.

1.6.4 Reemployment Preference and Assignment

1.6.4.1 Relative experience with relevant courses, currency of knowledge, qualifications, and program need will be considered in all assignments. The factors to be considered, in no order of priority, include, but are not limited to:

a. Employee qualifications to carry out the assignment, including but not limited to pedagogical technologies training;

b. Expertise and/or demonstrated practical experience in specific requirements of the assignment;

c. Employee ability to use and expose students to current information, technology and skills required in assignment;

d. Employee availability at time of need;

e. An employee’s course assignment pattern over the previous four (4) semesters.

1.6.4.2 Reemployment and assignment from the part-time hiring Pool shall apply to the assignment of part-time bargaining unit members only and is subject to the following exceptions, as determined by the District:

a. The hiring of additional full-time bargaining unit members requiring a reduction in the number of available classes to part-time faculty;

b. The need to fill the contract for a full-time bargaining unit member.

1.6.4.3 Part-time assignments may be made on a conditional basis relating to enrollment, non-instructional needs, and/or budget with the understanding that changes may be
made to the assignment before or after the start of the semester. When and if changes are made to an assignment, the following shall apply:

a. If a class is canceled before the start of the semester an alternate work assignment may be offered, if available.
b. Nothing in this provision entitles a part-time bargaining unit member to an alternative assignment or bumping rights.
c. The parties acknowledge that from time to time, there may be a new position, area of need, or course requiring additional qualifications, expertise, or specialization. In these instances, the District may consider the qualifications and any additional information supplied by current part-time faculty prior to hiring external candidates.

1.6.4.4 When the District determines that more than one part-time bargaining unit member from the Pool would be equally qualified for a requested assignment based on considerations outlined in Section 1.6.4.1 and subsections a., b., c., d. and e. above then the assignment will be based on seniority.

a. If two or more part-time bargaining unit members have the same hire date, seniority placement will be determined by total number of courses taught since hire date. If the total number of courses taught since the hire date is identical, their seniority standing will be determined by lot.

b. Should additional course sections become available, they will be offered to unit members with the most seniority within the Faculty Service Area qualified to teach the course.

c. Seniority shall be determined by the original date of hire as a part-time faculty member in the department or similar unit, not prior service with the District as administrators or classified personnel. Full-time faculty who retire and become part-time instructors within one year of retirement will automatically enter the Pool. Their seniority placement will be based on the total number of overloads taught in the last 3.5 years of teaching. Once they have been re-evaluated as part-time faculty for the first time since retirement, they will be subject to the same policies outlined in 1.6.2 above regarding their retention in the Pool. However, under no circumstances will a full-time member bump a part-time faculty member simply to retain an overload in the form of load banking or an extra-pay assignment. The seniority list will be updated and published by Human Resources at the end of each semester. This list will include the faculty service areas for each member on the list. All assignments will be based upon the most current seniority list at the time of scheduling.

d. A part-time bargaining unit member may lose their seniority hire date and eligibility for re-employment preference if a part-time bargaining unit member is not employed for twenty-four (24) months. Or a part-time bargaining unit member may lose their seniority hire date and eligibility for re-employment preference if a part-time bargaining unit member is removed from the Pool in accordance with section 1.6.2 above. Subsequent re-employment preference shall be subject to the eligibility requirements outlined above. If the part-time bargaining unit member is rehired, their new hire date will be their seniority date.
1.6.4.5 In all cases, part-time assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no part-time bargaining unit member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that part-time, temporary faculty member.

1.6.5 Part-time coaching assignments are excluded from the provisions of this article.

1.6.6 Nothing in the above is to be construed as granting "bumping" rights to part-time faculty unit members on the basis of seniority should any given part-time bargaining unit member's class not make. Seniority, although worthy of note, will not be a deciding factor should a unit member apply for a full-time position with the district.

1.6.7 Notification of Assignment

a. Part-time bargaining unit members shall be notified in writing of, and accept in writing, whenever possible, a proposed assignment. Notification and response should take the form of a letter or email but may not be verbal.

b. Part-time bargaining unit members shall inform their Supervising Administrator, in writing, within ten (10) business days of the development of the initial schedule if they are unable to accept a proposed assignment. Failure to do so may mean the proposed assignment may be reassigned to another bargaining unit member and may result in removal from the Pool.

c. The Supervising Administrator shall notify the part-time bargaining unit member when there is a change of assignment, loss of existing assignment, or lack of any assignment. The part-time bargaining unit member may request a meeting with the Supervising Administrator to discuss the change of assignment, loss of existing assignment, or lack of any assignment. Part-time bargaining unit members shall be subject to such assignments or change in assignment in the best interests of the District.

d. Part-time bargaining unit members shall receive written confirmation of their assignment as approved by the Supervising Administrator. Whenever possible, notification shall be made at least six (6) weeks prior to the beginning of the assignment.

e. Inability to take an assignment already agreed to shall not entitle the part-time bargaining unit member to an alternative assignment for that semester.

f. A non-instructional assignment that has been offered to a bargaining unit member may be cancelled by the District at any time before the first scheduled duty day for the assignment or at any time during the term of the assignment if conditions arise, as determined by the District, which make maintaining the assignment impractical.

1.6.8 Leaves of Absence

A part-time bargaining unit member who is granted a leave under Article 6 shall maintain all rights provided for under this Article in the same manner as if that employee had worked in his
or her similar assignment rather than taking a leave. A part-time bargaining unit member who is not granted a leave but who signs an agreement for an assignment and then rescinds any or all of it less than one month prior to the assignment beginning will lose Pool rights until the next evaluation, at which time the unit member will be subject to the same policies outlined in 1.6.2 above regarding their retention in the Pool.

1.6.9 This Article shall take effect for part-time faculty assignments beginning Spring 2019.
ARTICLE X16.0 – PART-TIME REEMPLOYMENT PREFERENCE

4.616.1 PART-TIME REEMPLOYMENT PREFERENCE DEFINITION

For the purposes of this section, a business day is defined as any day when the District’s Administrative offices are open for business.

4.6.16.2 PART-TIME BARGAINING UNIT MEMBER QUALIFICATIONS

Every part-time bargaining unit member must meet any local qualifications and the minimum qualifications for the discipline to which they are assigned as approved by the California Community College Board of Governors.

4.6.216.3 REEMPLOYMENT POOL

a. The District shall maintain a reemployment preference pool (Pool), which is designed to provide reasonable continuity, protection and predictability to both bargaining unit members and the District relative to the on-going process of making class assignments. This Pool shall be maintained and updated by the Human Resources Department.

b. An instructional part-time bargaining unit member who has taught at least one (1) class per semester (fall or spring) for seven semesters, and earned “Meets” or better in each category on their second evaluation, shall be placed in the Pool. Evaluations shall be conducted as stated in subject to Article 5-40 of this Agreement.

c. A non-instructional part-time bargaining unit member who has been provided an assignment of at least 90 hours per year for 3.5 consecutive years, and earned “Meets” or better on their second evaluation, shall be placed in the Pool. Evaluations shall be conducted as stated in subject to Article 5-40 of this Agreement.

d. If, in an evaluation after placement into the Pool, the part-time bargaining unit member earns ratings below “Meets” in any category, the supervising administrator will determine if the member a) remains in the Pool, b) is removed from the Pool, or c) remains in the Pool pending completion of an improvement plan, which should take place within two semesters, but may be extended based on the availability of courses and the member’s availability to be assigned courses. Upon completion of the improvement plan, the supervising administrator will make the final determination if the member will remain in the Pool. This final determination will include consideration of the part-time bargaining unit member’s historical performance and performance during the improvement plan. If the member fails to complete the improvement plan within the timeframe stated in the plan, and the member earns ratings below “Meets” in any category, they must be removed from the pool.

e. A part-time bargaining member may also be removed from the pool, at any time, if there are significant behavioral issues between evaluations that impact student learning.

f. Any part-time bargaining unit members must be notified in writing if they are being removed from the Pool. They will then have the opportunity for a conference with the supervising administrator, and, if requested, a Faculty Association representative. The part-time bargaining unit member must request the conference in writing within ten (10) business days of notification. After the conference, the supervising administrator will notify the part-time bargaining unit member of the final determination within five (5) business days.
If removed from the Pool, the part-time bargaining unit members may appeal the decision in writing to the appropriate Vice President. The Vice President's decision must be rendered within ten (10) business days of receiving the written appeal and will be considered final.

When removed due to a performance evaluation, the part-time bargaining unit members must re-enter the Pool any time a subsequent evaluation again if they earn "Meets" or better in each category in a subsequent evaluation and have not been disqualified from the pool under section 16.5.4(d). The part-time bargaining unit member will also re-enter must be returned to the Pool if the evaluation does not take place in a timely manner because of administrative error. A year for this purpose will be July 1 to June 30.

**4.6.316.4 ASSIGNMENT REQUEST PROCEDURE**

a. The Human Resources Department, Office of Instruction, or appropriate Division must send part-time bargaining unit members a Part-time Assignment Availability and Request Form each semester and summer session. Part-time bargaining unit members shall complete this form each semester and summer session. Non-instructional part-time bargaining unit members must complete a Calendar Form (Appendix ?) requesting their assignment for each semester. Part-time bargaining unit members shall be notified of the form due date at least ten (10) business days prior to the due date.

b. Using the requests from the Assignment Availability and Request Forms submitted by the instructional part-time bargaining unit member, the Supervising Administrator shall assign part-time bargaining unit members from the Pool at least one class and up to 67% of a full-time load, subject to the exceptions stated in section 16.5.

c. Using the request from the Calendar Form submitted by the non-instructional part-time bargaining unit member the Supervising Administrator shall assign non-instructional part-time bargaining unit members from the Pool up to 900 hours, subject to the exception stated in section 16.5.

**4.6.416.5 REEMPLOYMENT PREFERENCE AND ASSIGNMENT**

**4.6.4.116.5.1 Relative experience with relevant courses, currency of knowledge, qualifications, and program need will be considered in all assignments. The factors to be considered, in no order of priority, include, but are not limited to:**

a. Employee qualifications to carry out the assignment, including but not limited to pedagogical technologies training;

b. Expertise and/or demonstrated practical experience in specific requirements of the assignment;

c. Employee ability to use and expose students to current information, technology and skills required in assignment;

d. Employee availability at time of need;

e. An employee's course assignment pattern over the previous four (4) semesters.

**4.6.4.216.5.2 Re-employment and assignment from the part-time hiring Pool shall apply to the assignment of part-time bargaining unit members only and is subject to the following exceptions, as determined by the District:**
a. The hiring of additional full-time bargaining unit members requiring a reduction in the number of available classes or work assignments to part-time faculty;
b. The need to fill the contract for a full-time bargaining unit member.

1.6.4.316.5.3 Part-time assignments may be made on a conditional basis relating to enrollment, non-instructional needs, and/or budget with the understanding that changes may be made to the assignment before or after the start of the semester. When and if changes are made to an assignment, the following shall apply:

a. If a class is canceled before the start of the semester an alternate work assignment may be offered, if available;
b. Nothing in this provision entitles a part-time bargaining unit member to an alternative assignment or bumping rights;
c. The parties acknowledge that from time to time, there may be a new position, area of need, or course requiring additional qualifications, expertise, or specialization. In these instances, the District may consider the qualifications and any additional information supplied by current part-time faculty prior to hiring external candidates.

1.6.4.416.5.4 When the District determines that more than one part-time bargaining unit member from the Pool would be equally qualified for a requested assignment based on considerations outlined in Section 1.6.4.116.5.1 and subsections a., b., c., d., and e. above then the assignment will must be based on seniority.

a. If two or more part-time bargaining unit members have the same hire date, seniority placement will must be determined by the total number of courses taught since their hire date. If the total number of courses taught since the hire date is identical, their seniority standing will must be determined by lot. For non-instructional faculty hired on the same date, seniority placement must be determined by the total number of days of service since their hire date. If the total number of days of service is identical, their seniority standing must be determined by lot.

b. Should additional course sections become available, they will must be offered to unit members with the most seniority within the Faculty Service Area qualified to teach the course.

c. Seniority shall must be determined by the original date of hire as a part-time faculty member in the department or similar unit, not prior service with the District as administrators or classified personnel. Full-time instructional faculty who retire and become part-time instructors faculty within one year of retirement will must automatically enter the Pool. Their seniority placement will must be based on the total number of overloads taught in the last 3.5 years of teaching. For non-instructional full-time faculty who retire and become part-time faculty, seniority placement must be based on the total number of days of service in the last 3.5 years of service. Once they the faculty member has have been re-evaluated as part-time faculty for the first time since retirement, they will be subject to the same policies outlined in 1.6.216.3 above regarding their retention in the Pool. However, under no circumstances will a full-time member bump a part-time faculty member simply to retain an overload in the form of load banking or an extra pay assignment. The seniority list will must be updated and published by Human Resources the District at the end of each semester. This list will must include the faculty service areas for each member on the list. All assignments will must be based upon the most current seniority list at the time of scheduling.
d. A part-time bargaining unit member may lose their seniority hire date and eligibility for re-employment preference if a part-time bargaining unit member is not employed for twenty-four (24) months. Or a part-time bargaining unit member may lose their seniority hire date and eligibility for re-employment preference if a part-time bargaining unit member is removed from the Pool in accordance with section 1-6.216.3 above. Subsequent re-employment preference shall be subject to the eligibility requirements outlined above. If the part-time bargaining unit member is rehired, their new hire date will must be their seniority date.

4.6.4-516.5.5 In all cases, part-time assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no part-time bargaining unit member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that part-time, temporary faculty member.

4.6.516.5.6 Part-time coaching assignments are excluded from the provisions of this article.

4.6.616.5.7 Nothing in the above is to be construed as granting "bumping" rights to part-time faculty unit members on the basis of seniority should any given part-time bargaining unit member's class not make. Seniority, although worthy of note, will must not be a deciding factor should a unit member apply for a full-time position with the district.

4.6.716.6 NOTIFICATION OF ASSIGNMENT

a. Part-time bargaining unit members shall be notified in writing of, and accept in writing, whenever possible, a proposed assignment. Notification and response should take the form of a letter or email but may not be verbal.

b. Part-time bargaining unit members shall inform their Supervising Administrator, in writing, within ten (10) business days of the development of the initial schedule if they are unable to accept a proposed assignment. Failure to do so may mean the proposed assignment may be reassigned to another bargaining unit member and may result in removal from the Pool.

c. The Supervising Administrator shall must notify the part-time bargaining unit member when there is a change of assignment, loss of existing assignment, or lack of any assignment. The part-time bargaining unit member may request a meeting with the Supervising Administrator to discuss the change of assignment, loss of existing assignment, or lack of any assignment. Part-time bargaining unit members shall be are subject to such assignments or change in assignment in the best interests of the District.

d. Part-time bargaining unit members shall must receive written confirmation of their assignment as approved by the Supervising Administrator. Whenever possible, notification shall will be made at least six (6) weeks prior to the beginning of the assignment.

e. Inability to take an assignment already agreed to shall does not entitle the part-time bargaining unit member to an alternative assignment for that semester.

f. A non-instructional assignment that has been offered to a bargaining unit member may be cancelled by the District at any time before the first scheduled duty day for the assignment or at any time during the term of the assignment if conditions arise, as determined by the District, which make maintaining the assignment impractical.
4.6.8 LEAVES OF ABSENCE

A part-time bargaining unit member who is granted a leave under Article 6 shall maintain all rights provided for under this Article in the same manner as if that employee had worked in his or her similar assignment rather than taking a leave. A part-time bargaining unit member who is not granted a leave but who signs an agreement for an assignment and then rescinds any or all of it less than one month prior to the assignment beginning will lose Pool rights until the next evaluation, at which time the unit member will be subject to the same policies outlined in 4.6.2 above regarding their retention in the Pool.

4.6.9 This Article shall take effect for part-time faculty assignments beginning Spring 2019.
ARTICLE 2.0 – HOURS OF EMPLOYMENT

2.1 DEFINITIONS

2.1.1 Calendar—The calendar for the academic year appears as Appendix A of this Contract. The academic year excludes winter intersession, spring break, and summer periods to allow adjunct-part-time faculty to teach during intersessions without courses at those times counting toward the 67% limit for fall and spring semesters. An intersession is defined as time between the regular calendared fall and spring semesters.

Winter intersession begins the day after the last day of finals for the fall semester and ends the day before spring classes begin. If a class is scheduled as a winter intersession course, it must begin on a day after the last day of finals, but may overlap with the spring semester. No overlap may be for more than five (5) instructional days. For overlapping winter intersession classes, they will be included in the spring schedule of classes, but must be highlighted as a winter intersession class and will not count toward the 67% limit for adjunct-part-time instructors for fall or spring semesters.

Spring break begins the day after the last calendared semester day of instruction before the break, and ends the day before the first day instruction resumes after the break. If a class is scheduled as a spring break intersession course, it must begin on a day after the last day of semester classes, but may overlap with the remainder of the spring semester. No overlap may be for more than five (5) instructional days. For overlapping spring break classes, they will be included in the spring schedule of classes, but must be highlighted as a spring break class and will not count toward the 67% limit for adjunct-part-time instructors for spring semesters.

Summer intersession begins the day after the last day of finals for the spring semester and ends the day before fall classes begin. If a class is scheduled as a summer intersession course, it must begin on a day after the last day of finals, but may overlap with the fall semester. No overlap may be for more than five (5) instructional days. For overlapping summer classes, they will be included in the fall schedule of classes, but must be highlighted as a summer class and will not count toward the 67% limit for adjunct-part-time instructors for fall semesters.

The calendar is negotiated following the process established in Board Policy and Administrative Procedure, separate from regular contract negotiations.

2.1.2 Consecutive Hours of Employment – Those hours starting from the beginning of the first class of a given instructor until the termination-conclusion of his/her final class in any calendar day.

2.1.3 Days of Employment – The number of days of service for the academic year for instructional faculty shall be 175 days. The number of days of service for counselors shall be 195 days. There shall be 175 days of instruction each academic year. The number of days of service for full-time non-instructional faculty shall be either 175, 195, or 215 days, according to the contract requested by the faculty member and approved by the supervising administrator. All full-time non-instructional faculty are guaranteed a 195-day contract. No later than February 15 of each year, non-instructional faculty may request a 175-day or 215-day contract, instead of a 195-day contract. The supervising administrator will decide how many, if any, of these contracts to approve. If a limited number of these contracts are granted, they will be awarded in seniority order, according to the type of contract requested. Each type of contract, whether 175-days, 195-days or 215-days, will count as one full-year of service.
The duty year for part-time, non-instructional faculty will be based on a 215-day contract. The maximum number of hours a part-time non-instructional faculty member may work during a duty year is 1,000 hours.

2.1.4 Duty Year – The duty year shall start with the first instructional bargaining unit member duty day on the academic calendar and shall end for each individual bargaining unit member on the last duty day on the academic calendar, or with the submission of grades in June and the permission of the appropriate administrator(s) designated by the Superintendent/President. The duty year for Counselors and other non-instructional faculty working on a 195-day contract is July 1 through June 30. Each Counselor and other non-instructional faculty will must meet individually with the supervising administrator to mutually agree to a 195-day work year. By mutual agreement any 495 days between July 1 and June 30 may be included in the duty year. Counselors-Non-instructional faculty shall must be guaranteed a break of four consecutive weeks per calendar year, unless otherwise mutually agreed. Assignment agreements must be made and signed by both parties by February 15 of the preceding year. Shaeta College counselor and other non-instructional faculty longevity will be considered in making schedule assignments, with senior faculty having the first choice of work schedules.

Each 195-day employee Non-instructional faculty must shall have the option of taking as many duty days as necessary to achieve at least a 14 calendar day break at the end of the first semester. For the purpose of this section, "days between semesters end of the first semester" is defined as those days commencing with the first day following the last day of finals of the fall semester. Copies of these 195-day Work assignment agreements shall be filed with the 495-day employee provided to the non-instructional faculty member, supervising administrator, and the Human Resources Office.

2.1.5 Instructional-related activities - “Instructional-related activities” are recognized by the District as options must be performed by all full-time instructional faculty to fulfill the required 12.5%, or an average of 5 hours per week, of workload for full-time instructional faculty (Article 4.4.1) beyond 75% for teaching duties, or an average of 30 hours per week, and 12.5%, or an average of 5 hours per week, for student conference hours. No faculty member will be expected to work more than an average of 40 hours per week. A full-time faculty member may be expected to perform certain instructional-related activities in an academic year. These Instructional-related activities may include, but are not limited to, participation in the following:

- Committee work (ad hoc, standing, and governance, and advisory)
- Participation in Curriculum development and review
- Program review and area planning
- Selection committees
- Course calendar and schedules
- Clinical or other student placement coordination
- Content expert and/or professional licensing-related activities
- Coaching related activities
- Grant writing or other grant work
- Advisory committee meetings
- Service on-Tenure review committees
- District trainings (ALICA, sexual harassment, etc.)
- Observation or evaluation of other district employees
2.0 HOURS OF EMPLOYMENT

- Student Learning Outcomes in excess of the hours granted through the pre-approved Flex Activities
- Guided Pathways implementation
- Online teaching improvement
- Student club advisor duties
- Campus and program events
- Outreach and recruitment
- Activities related to professional licensing and certification
- Cultivating partnerships with local industry
- Relevant professional organizations
- Training in and implementation of professionally relevant new technologies
- Attending Division and Department meetings (see Article 2.2.11)
- Other activities by mutual agreement between the faculty and supervising administrator
- *Additional Instructional-Related Activities subject to approval of 2.1.7

2.1.6 Mentor faculty Program - The purposes of the Mentor program are to communicate the form and substance of the Shasta College culture and mission and procedures of Shasta College, ease-facilitate the transition of new full-time probationary bargaining unit members understanding of Shasta College's standard operating procedures, into an unfamiliar environment, and, allow for their more rapid integration as contributing members of enhance the new bargaining unit member's ability to make positive contributions to the Shasta eCollege community and culture. When possible, mentors are expected to meet weekly with their mentees weekly. Procedures for the mentor program are provided in Article 5. The Faculty Association gives authority to the Academic Senate to assign, approve and or select faculty mentors. Mentors will be assigned for a bargaining unit member's first year of the tenure process and may be assigned for subsequent years of the tenure process if requested by the bargaining unit member.

*2.1.7 Incentive Factor: Faculty who work beyond the 12.5% workload for instructional-related activities shall be paid for the additional hours at their part-time rate listed on the Part-Time Academic Bargaining Unit Members' Hourly Salary Schedule.

2.2 TERMS

2.2.1 It is the expressed intent of this Section to include only academic contract bargaining unit members and regular bargaining unit members as defined in Education Code, Section 87601, (a) and (b), except those bargaining unit members employed on an hourly basis.

2.2.2 The normal College business hours are 8 a.m. to 5 p.m., Monday through Friday. Selected educational programs and services are offered, however, from 5 p.m. to 11 p.m. both on- and off-campus, as well as on the weekend.

2.2.3 Bargaining unit members whose duties are classroom instruction shall be on duty on a College campus daily/weekly as much as is required to fulfill their teaching, office hour, committee work, departmental professional functions and other professional obligations. Instructional-related activities as indicated in 2.1.5. Prorating of the Duty hours shall be reduced proportionately based on the bargaining unit member load formula may be applied. It is understood that instructional-related activities may require additional hours off-campus to be performed at the discretion of the bargaining unit member.
2.2.4 Instructional activities shall be scheduled by each bargaining unit member as often as is required to be effective at their assignment.

2.2.5 A schedule including the bargaining unit member's approved class schedule and providing for at least five (5) instructional hours (250 minutes) for student conference per week shall be prepared by the bargaining unit member and placed on file with the supervising administrator, Vice President of Instruction, and Admissions and Records Office. A department provided copy will also be placed on the bargaining unit member's office door. Student conference periods shall be for a minimum of 30 minutes and shall be scheduled in a manner to best meet the needs of the students. Bargaining unit members shall remain in their offices during the scheduled student conference hours unless another arrangement has been approved in advance, and in writing, by the appropriate supervising administrator. For instructors teaching online courses, hybrid, off-site, or courses with varying schedules, one office hours per week per online course may be held at a location other than the instructor's office, provided it is regularly scheduled and clearly communicated with the supervising administrator and students. This will apply only to classes taught entirely online or hybrid classes in which the lecture portion of the class is done entirely online.

2.2.6 Those bargaining unit members who are assigned full time to non-classroom responsibilities shall be scheduled duties for an average of thirty-five (35) hours per week during the contract year. It is understood that non-classroom responsibilities may require a minimum of five (5) additional hours either on or off-campus for non-classroom-related activities to be performed at the professional discretion of the bargaining unit member. No faculty member shall be required to work more than 40 hours per week. Any bargaining unit member whose assignment encompasses both classroom teaching and non-classroom duties will be assigned in accordance with the District Faculty Load Calculations.

2.2.6.1 Effective July 1, 1999, full-time counselors who work 195 days a year shall be entitled to 195 hours of preparation time a year. Full-time counselors who work 175 days shall be entitled to 175 hours of preparation and those who work 215 days shall be entitled to 215 hours of preparation time per year. The District may, at its option, schedule one-half (1/2) hour of preparation time for up to forty-five (45) work days per contract year and no more than two (2) hours of preparation in any one day at other times. Counselors who teach a course as part of their contract load are entitled to one hour of preparation time for each hour of instruction. Preparation time shall be on-campus duty time. Time not scheduled for counseling appointments, preparation, meetings, or other appropriate purposes shall be available for drop-in counseling.

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 am and 5 pm, 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. **District stated on 12/9/19 that they would provide MOU to address this article on 12/18/19.**
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.

2.2.9 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.

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

2.2.11 All bargaining unit members are required to attend staff Division and Department meetings scheduled by their supervising administrator. District Administration as part of their instructional-related activities unless excused in writing and in advance of the meeting. Bargaining unit members may attend remotely via video and/or audio communication technologies.
ARTICLE 3.0 – TRAVEL REIMBURSEMENTS

3.1 For full-time faculty, no travel reimbursement is not available paid for bargaining unit members’ travel to their faculty member’s regular initial duty station each duty day, except as provided in 3.2 for bargaining unit members with a separate arrangement with the District.

3.1.1 In the event that a full-time faculty-bargaining unit member’s assignment requires travel to an alternate work location or between two or more work locations/duty stations in a single day and the round trip mileage is beyond 45 miles, the District shall must reimburse the faculty member for the travel miles at the prevailing IRS rate, in excess of 45 miles, up to a maximum of 80 miles total. The distance is measured from city center to city center. Bargaining unit members shall submit a Mileage Reimbursement form (Appendix 7) and will be reimbursed for the most direct available route of travel. Odometer mileage is not required to be reported.

3.1.2 In the event it becomes necessary to add an alternate or additional duty station to the workday of a full-time faculty-bargaining unit member, such additions changes shall must be discussed with the faculty bargaining unit member prior to finalization of the alternate or additional location. A decision for the additional assignment work location changes should be made by the bargaining unit member and supervising administrator by mutual agreement. If mutual agreement cannot be reached after exploring alternatives, the least senior, available, and qualified faculty bargaining unit member will be assigned.

3.1.3 Beginning January 1, 2015, when a full-time faculty member has been assigned in writing by his or her supervisor to use his or her own vehicle to travel to district high schools from his or her duty station for job-related duties, the District will reimburse actual mileage from that duty station (and back to the duty station if applicable) at the IRS-approved rate.

3.2 Adjunct-Part-time bargaining unit members faculty shall be paid for travel to their class or classes for mileage beyond 45 miles round trip with a maximum number of 80 paid miles. The distance is measured from city center to city center. This includes travel to the regular initial duty station each duty day as arranged separately with the District.

3.3 Mileage payments described above will be at the prevailing IRS approved rate.

***The FA Bargaining team will consider an MOU in lieu of the language in 3.2 to protect those faculty under this special agreement and to reduce confusion in this area.
### SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
### FULL-TIME FACULTY SALARY SCHEDULE
### 2019-2020 Proposed

<table>
<thead>
<tr>
<th>STEP</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
<th>CLASS IV*</th>
<th>CLASS V*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Removed from Schedule</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>69,640.00</td>
<td>71,729.20</td>
<td>73,881.08</td>
<td>76,097.51</td>
<td>78,380.43</td>
</tr>
<tr>
<td>3</td>
<td>70,684.60</td>
<td>72,805.14</td>
<td>74,989.29</td>
<td>77,238.97</td>
<td>79,556.14</td>
</tr>
<tr>
<td>4</td>
<td>71,744.87</td>
<td>73,897.22</td>
<td>76,114.13</td>
<td>78,397.56</td>
<td>80,749.48</td>
</tr>
<tr>
<td>5</td>
<td>72,821.04</td>
<td>75,005.67</td>
<td>77,255.84</td>
<td>79,573.52</td>
<td>81,960.72</td>
</tr>
<tr>
<td>6</td>
<td>73,913.36</td>
<td>76,130.76</td>
<td>78,414.68</td>
<td>80,767.12</td>
<td>83,190.14</td>
</tr>
<tr>
<td>7</td>
<td>75,022.06</td>
<td>77,272.72</td>
<td>79,590.90</td>
<td>81,978.63</td>
<td>84,437.99</td>
</tr>
<tr>
<td>8</td>
<td>76,147.39</td>
<td>78,431.81</td>
<td>80,784.76</td>
<td>83,208.31</td>
<td>85,704.56</td>
</tr>
<tr>
<td>9</td>
<td>77,289.60</td>
<td>79,608.29</td>
<td>81,996.54</td>
<td>84,456.43</td>
<td>86,990.13</td>
</tr>
<tr>
<td>10</td>
<td>78,448.94</td>
<td>80,802.41</td>
<td>83,242.63</td>
<td>86,207.85</td>
<td>89,173.11</td>
</tr>
<tr>
<td>11</td>
<td>83,191.84</td>
<td>86,155.26</td>
<td>89,118.71</td>
<td>92,080.69</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>88,966.59</td>
<td>91,923.52</td>
<td>94,881.90</td>
<td>97,675.67</td>
<td>100,178.24</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>79,618.91</td>
<td>85,726.94</td>
<td>91,833.59</td>
<td>94,885.47</td>
<td>100,992.09</td>
</tr>
<tr>
<td>17</td>
<td>82,033.27</td>
<td>88,326.07</td>
<td>94,615.98</td>
<td>97,761.65</td>
<td>104,053.02</td>
</tr>
<tr>
<td>18</td>
<td>84,435.92</td>
<td>90,912.76</td>
<td>97,386.74</td>
<td>100,625.89</td>
<td>107,101.30</td>
</tr>
<tr>
<td>19</td>
<td>86,703.26</td>
<td>93,354.00</td>
<td>99,956.37</td>
<td>103,330.87</td>
<td>110,111.86</td>
</tr>
<tr>
<td>20</td>
<td>88,768.82</td>
<td>95,578.03</td>
<td>102,337.68</td>
<td>107,346.54</td>
<td>115,617.46</td>
</tr>
</tbody>
</table>

A doctorate differential of $3,000 will be added to the salary when an earned doctorate is held by the bargaining unit member.

Max Initial Placement: Grant new faculty members placement up to Step 11.

The annual amounts on this salary schedule are based on 175 days of employment. For non-instructional bargaining unit members working additional duty days, multiply salary by 195/175 or 215/175 to compensate for additional days.

Each year, at a minimum, state funded COLA shall be applied to the Full-Time and Part-Time Bargaining Unit Members’ Salary Schedules by July 1st (7.2.2.1).
# SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

## FULL-TIME FACULTY SALARY SCHEDULE

2020-2021 Proposed

<table>
<thead>
<tr>
<th>STEP</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
<th>CLASS IV*</th>
<th>CLASS V*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Removed</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>69,640.00</td>
<td>71,729.20</td>
<td>73,881.08</td>
<td>76,097.51</td>
<td>78,380.43</td>
</tr>
<tr>
<td>3</td>
<td>70,684.60</td>
<td>72,805.14</td>
<td>74,989.29</td>
<td>77,238.97</td>
<td>79,556.14</td>
</tr>
<tr>
<td>4</td>
<td>71,744.87</td>
<td>73,897.22</td>
<td>76,114.13</td>
<td>78,397.56</td>
<td>80,749.48</td>
</tr>
<tr>
<td>5</td>
<td>72,821.04</td>
<td>75,005.67</td>
<td>77,255.84</td>
<td>79,573.52</td>
<td>81,960.72</td>
</tr>
<tr>
<td>6</td>
<td>73,913.36</td>
<td>76,130.76</td>
<td>78,414.68</td>
<td>80,767.12</td>
<td>83,190.14</td>
</tr>
<tr>
<td>7</td>
<td>75,022.06</td>
<td>77,272.72</td>
<td>79,628.11</td>
<td>82,802.40</td>
<td>85,979.77</td>
</tr>
<tr>
<td>8</td>
<td>76,816.40</td>
<td>80,007.34</td>
<td>83,196.75</td>
<td>86,389.24</td>
<td>89,578.67</td>
</tr>
<tr>
<td>9</td>
<td>79,689.07</td>
<td>82,865.79</td>
<td>86,045.58</td>
<td>89,222.33</td>
<td>92,400.56</td>
</tr>
<tr>
<td>10</td>
<td>82,582.12</td>
<td>85,751.03</td>
<td>88,916.90</td>
<td>92,084.25</td>
<td>95,251.64</td>
</tr>
<tr>
<td>11</td>
<td>88,808.30</td>
<td>91,971.79</td>
<td>95,135.31</td>
<td>98,297.27</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>94,810.41</td>
<td>97,961.57</td>
<td>101,114.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>83,201.77</td>
<td>89,584.65</td>
<td>95,966.10</td>
<td>99,155.32</td>
<td>105,536.73</td>
</tr>
<tr>
<td>19</td>
<td>84,904.43</td>
<td>91,417.48</td>
<td>97,927.54</td>
<td>101,183.30</td>
<td>107,694.87</td>
</tr>
<tr>
<td>22</td>
<td>86,969.00</td>
<td>93,640.14</td>
<td>100,308.35</td>
<td>103,644.67</td>
<td>110,314.34</td>
</tr>
<tr>
<td>25</td>
<td>89,304.35</td>
<td>96,154.62</td>
<td>102,955.06</td>
<td>106,430.80</td>
<td>113,415.22</td>
</tr>
<tr>
<td>28</td>
<td>91,873.96</td>
<td>98,921.35</td>
<td>105,917.46</td>
<td>111,101.52</td>
<td>119,123.59</td>
</tr>
</tbody>
</table>

A doctorate differential of $3,000 will be added to the salary when an earned doctorate is held by the bargaining unit member.

Max Initial Placement: Grant new faculty members placement up to Step 11.

The annual amounts on this salary schedule are based on 175 days of employment. For non-instructional bargaining unit members working additional duty days, multiply salary by 195/175 or 215/175 to compensate for additional days.

Each year, at a minimum, state funded COLA shall be applied to the Full-Time and Part-Time Bargaining Unit Members' Salary Schedules by July 1st (7.2.2.1).
<table>
<thead>
<tr>
<th>STEP</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
<th>CLASS IV*</th>
<th>CLASS V*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removed from Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>69,640.00</td>
<td>71,729.20</td>
<td>73,881.08</td>
<td>76,097.51</td>
<td>78,896.95</td>
</tr>
<tr>
<td>3</td>
<td>70,684.60</td>
<td>72,805.14</td>
<td>74,989.29</td>
<td>77,756.50</td>
<td>81,280.86</td>
</tr>
<tr>
<td>4</td>
<td>71,744.87</td>
<td>73,897.22</td>
<td>76,692.04</td>
<td>80,168.15</td>
<td>83,640.93</td>
</tr>
<tr>
<td>5</td>
<td>72,821.04</td>
<td>75,689.25</td>
<td>79,119.91</td>
<td>82,547.29</td>
<td>85,976.29</td>
</tr>
<tr>
<td>6</td>
<td>75,059.94</td>
<td>78,462.07</td>
<td>81,860.95</td>
<td>85,261.44</td>
<td>88,660.30</td>
</tr>
<tr>
<td>7</td>
<td>78,230.91</td>
<td>81,619.78</td>
<td>85,010.25</td>
<td>88,399.09</td>
<td>91,791.21</td>
</tr>
<tr>
<td>8</td>
<td>82,204.14</td>
<td>85,618.89</td>
<td>89,031.99</td>
<td>92,448.40</td>
<td>95,861.53</td>
</tr>
<tr>
<td>9</td>
<td>85,107.98</td>
<td>88,500.72</td>
<td>91,896.74</td>
<td>95,289.51</td>
<td>98,683.86</td>
</tr>
<tr>
<td>10</td>
<td>88,046.21</td>
<td>91,424.79</td>
<td>94,800.13</td>
<td>98,177.05</td>
<td>101,554.01</td>
</tr>
<tr>
<td>11</td>
<td>94,626.33</td>
<td>97,997.07</td>
<td>101,367.84</td>
<td>104,736.94</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>100,848.47</td>
<td>104,200.31</td>
<td>107,553.80</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>90,643.95</td>
<td>97,597.77</td>
<td>104,550.02</td>
<td>108,024.51</td>
<td>114,976.73</td>
</tr>
<tr>
<td>19</td>
<td>93,450.09</td>
<td>100,618.68</td>
<td>107,783.97</td>
<td>111,367.44</td>
<td>118,534.40</td>
</tr>
<tr>
<td>22</td>
<td>96,052.94</td>
<td>103,420.88</td>
<td>110,785.59</td>
<td>114,470.39</td>
<td>121,836.71</td>
</tr>
<tr>
<td>25</td>
<td>98,032.89</td>
<td>105,552.70</td>
<td>113,017.81</td>
<td>116,833.26</td>
<td>124,351.46</td>
</tr>
<tr>
<td>28</td>
<td>99,164.19</td>
<td>106,770.79</td>
<td>114,322.04</td>
<td>118,181.50</td>
<td>125,786.51</td>
</tr>
</tbody>
</table>

A doctorate differential of $3,000 will be added to the salary when an earned doctorate is held by the bargaining unit member.

Max Initial Placement: Grant new faculty members placement up to Step 11.

The annual amounts on this salary schedule are based on 175 days of employment. For non-instructional bargaining unit members working additional duty days, multiply salary by 195/175 or 215/175 to compensate for additional days.

Each year, at a minimum, state funded COLA shall be applied to the Full-Time and Part-Time Bargaining Unit Members' Salary Schedules by July 1st (7.2.2.1).
<table>
<thead>
<tr>
<th>STEP</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
<th>CLASS IV*</th>
<th>CLASS V*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removed from Schedule</td>
<td>55.96</td>
<td>57.22</td>
<td>58.48</td>
<td>59.78</td>
</tr>
<tr>
<td>2</td>
<td>55.96</td>
<td>57.22</td>
<td>58.48</td>
<td>59.78</td>
<td>61.04</td>
</tr>
<tr>
<td>3</td>
<td>57.22</td>
<td>58.48</td>
<td>59.78</td>
<td>61.04</td>
<td>62.29</td>
</tr>
<tr>
<td>4</td>
<td>58.48</td>
<td>59.78</td>
<td>61.04</td>
<td>62.29</td>
<td>63.57</td>
</tr>
<tr>
<td>5</td>
<td>59.78</td>
<td>61.04</td>
<td>62.29</td>
<td>63.57</td>
<td>64.83</td>
</tr>
<tr>
<td>6</td>
<td>61.04</td>
<td>62.29</td>
<td>63.57</td>
<td>64.83</td>
<td>66.09</td>
</tr>
<tr>
<td>7</td>
<td>62.29</td>
<td>63.57</td>
<td>64.83</td>
<td>66.09</td>
<td>67.36</td>
</tr>
<tr>
<td>8</td>
<td>63.57</td>
<td>64.83</td>
<td>66.09</td>
<td>67.36</td>
<td>68.63</td>
</tr>
<tr>
<td>9</td>
<td>64.83</td>
<td>66.09</td>
<td>67.36</td>
<td>68.63</td>
<td>69.94</td>
</tr>
<tr>
<td>10</td>
<td>66.13</td>
<td>67.41</td>
<td>68.71</td>
<td>70.01</td>
<td>71.34</td>
</tr>
<tr>
<td>11</td>
<td>68.76</td>
<td>70.08</td>
<td>71.41</td>
<td>72.84</td>
<td>74.22</td>
</tr>
<tr>
<td>12</td>
<td>71.49</td>
<td>72.84</td>
<td>74.22</td>
<td>75.71</td>
<td>77.22</td>
</tr>
<tr>
<td>13</td>
<td>74.37</td>
<td>75.78</td>
<td>77.22</td>
<td>78.77</td>
<td>80.34</td>
</tr>
<tr>
<td>14</td>
<td>75.78</td>
<td>77.22</td>
<td>78.77</td>
<td>80.34</td>
<td>81.95</td>
</tr>
</tbody>
</table>

A doctorate differential of $3.00 per hour will be added to the hourly schedule when an earned doctorate is held by the bargaining unit member.

Max Initial Placement: Grant new faculty members placement up to Step 11.

Each year, at a minimum, state funded COLA shall be applied to the Full-Time and Part-Time Bargaining Unit Members' Salary Schedules by July 1st (7.2.2.1).
### SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
### PART-TIME FACULTY SALARY SCHEDULE
### 2020-2021 Proposed

<table>
<thead>
<tr>
<th>STEP</th>
<th>CLASS I</th>
<th>CLASS II</th>
<th>CLASS III</th>
<th>CLASS IV*</th>
<th>CLASS V*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Removed from Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>60.01</td>
<td>61.36</td>
<td>62.71</td>
<td>64.10</td>
<td>65.45</td>
</tr>
<tr>
<td>3</td>
<td>61.36</td>
<td>62.71</td>
<td>64.10</td>
<td>65.45</td>
<td>66.79</td>
</tr>
<tr>
<td>4</td>
<td>62.71</td>
<td>64.10</td>
<td>65.45</td>
<td>66.79</td>
<td>68.17</td>
</tr>
<tr>
<td>5</td>
<td>64.10</td>
<td>65.45</td>
<td>66.79</td>
<td>68.17</td>
<td>69.52</td>
</tr>
<tr>
<td>6</td>
<td>65.45</td>
<td>66.79</td>
<td>68.17</td>
<td>69.52</td>
<td>70.87</td>
</tr>
<tr>
<td>7</td>
<td>66.79</td>
<td>68.17</td>
<td>69.52</td>
<td>70.87</td>
<td>72.23</td>
</tr>
<tr>
<td>8</td>
<td>68.17</td>
<td>69.52</td>
<td>70.87</td>
<td>72.23</td>
<td>73.60</td>
</tr>
<tr>
<td>9</td>
<td>69.52</td>
<td>70.87</td>
<td>72.23</td>
<td>73.60</td>
<td>75.00</td>
</tr>
<tr>
<td>10</td>
<td>70.91</td>
<td>72.29</td>
<td>73.68</td>
<td>75.07</td>
<td>76.50</td>
</tr>
<tr>
<td>11</td>
<td>73.73</td>
<td>75.15</td>
<td>76.57</td>
<td>78.03</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>76.66</td>
<td>78.10</td>
<td>79.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>81.18</td>
</tr>
<tr>
<td>16</td>
<td>76.76</td>
<td>78.25</td>
<td>79.75</td>
<td>81.26</td>
<td>82.81</td>
</tr>
<tr>
<td>19</td>
<td>78.29</td>
<td>79.81</td>
<td>81.35</td>
<td>82.88</td>
<td>84.46</td>
</tr>
<tr>
<td>22</td>
<td>79.86</td>
<td>81.41</td>
<td>82.97</td>
<td>84.54</td>
<td>86.15</td>
</tr>
<tr>
<td>25</td>
<td>81.45</td>
<td>83.04</td>
<td>84.63</td>
<td>86.23</td>
<td>87.88</td>
</tr>
<tr>
<td>28</td>
<td>83.08</td>
<td>84.70</td>
<td>86.33</td>
<td>87.96</td>
<td>89.63</td>
</tr>
</tbody>
</table>

A doctorate differential of $3.00 per hour will be added to the hourly schedule when an earned doctorate is held by the bargaining unit member.

Max Initial Placement: Grant new faculty members placement up to Step 11.

Each year, at a minimum, state funded COLA shall be applied to the Full-Time and Part-Time Bargaining Unit Members' Salary Schedules by July 1st (7.2.2.1).
A doctorate differential of $3.00 per hour will be added to the hourly schedule when an earned doctorate is held by the bargaining unit member.

Max Initial Placement: Grant new faculty members placement up to Step 11.

Each year, at a minimum, state funded COLA shall be applied to the Full-Time and Part-Time Bargaining Unit Members’ Salary Schedules by July 1st (7.2.2.1).
SHASTA COLLEGE
REQUEST FOR EXTENDED SERVICE DIFFERENTIAL
(STEP ADVANCEMENT)

Refer to Section 7.2.3 of the Academic Master Contract Agreement for information on the Extended Service Differential (ESD). Requests will be processed in a timely manner.

Requests will be considered for approval if all of the following occur:
1) The supervising administrator and VPI/VPSS grant approval prior to the start of any ESD work.
2) Units and unit equivalents must be completed prior to the beginning of the school year.
3) The District does not pay for any portion of a conference, workshop, substitute, or other activity.
4) The activity or course does not require the unit member to adjust, or not meet, their previously established schedule.

Name: ___________________________ Date of Application: ___________________________
Division: ___________________________ Discipline: ___________________________
Date first hired at Shasta College: ___________________________

Application for Step ___________________________ School Year Eligibility Begins: ___________________________

Type of Request:
☐ Coursework
☐ Unit Equivalents

*Attach a statement describing the benefits to the bargaining unit member and students and work to be done.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No.</th>
<th>Units</th>
<th>Dates</th>
<th>Institution</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Dates of Activity ☐ Total Hours ☐ Units Requested ☐ Title/Description

<table>
<thead>
<tr>
<th>Dates of Activity</th>
<th>Total Hours</th>
<th>Units Requested</th>
<th>Title/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURES FOR PRE-APPROVAL:

Faculty Member ___________________________ Date ___________________________
Supervising Administrator ___________________________ Date ___________________________

Vice President ___________________________ Date ___________________________
Associate V.P. of Human Resources ___________________________ Date ___________________________

WORK COMPLETED:

Date Completed: ___________________________ ATTACH EVIDENCE OF COMPLETION.

Faculty Member ___________________________ Date ___________________________
Supervising Administrator ___________________________ Date ___________________________

Vice President ___________________________ Date ___________________________
Associate V.P. of Human Resources ___________________________ Date ___________________________

All documentation of courses/activities must be completed and turned into the Human Resources Office by November 1. to count in the current year. Requests turned in later than November 1 will allow changes in the subsequent school year.

7/26/2017