

			Column C	Column D	Column E
	<i>Less than Master's degree</i>	<i>Master's degree or equivalent</i>	<i>Master's + 30 or Bachelor's + 60 with Master's</i>	<i>Master's + 60 or Bachelor's + 90 with Master's</i>	<i>Doctorate</i>
1- lecture	54.86	57.75	60.07	62.47	64.97
1- lab/cou/lib /noncredit	46.63	49.08	51.05	53.09	55.22
2- lecture	57.07	60.07	62.47	64.97	67.57

- c. Once instructors have earned placement on a particular step, they will not lose step placement unless they experience a break in service at Hartnell that lasts three years or longer.
- d. Retired faculty returning to teach as ~~part~~ ~~time~~ faculty will be placed on the salary schedule based on their semesters of teaching experience at Hartnell College, and will not be considered “newly hired.” Retired fulltime academic employees are not subject to the “break in service” rule of paragraph C., above.

2. Implementation schedule:

- a. During the 2013-14 academic year, adjunct faculty will be paid according to whether they are Adjunct I or Adjunct II— represented on this scale at Column B, Step 1 and ~~Column~~ ~~B,~~ Step 2 – using the definitions established in the previous contract.
 - i. Adjunct faculty who are employed during ~~the~~ 2013-14 year, whose academic credentials fall in column A, will be grandfathered ~~in~~ ~~Column~~ ~~B~~ for so long as they maintain uninterrupted service to the District, but ~~only~~ until their true placement in Column A, considering earned and available steps ~~is~~ ~~greater~~ than their grandfathered Column B placement during the 2013 academic year.
 - ii. “Uninterrupted service” means that they ~~is~~ have no break in service as a faculty member carrying at least a 10% load that lasts three years or longer.
- b. During the 2014-15 academic year, Step 3 ~~is~~ ~~was~~ opened to all faculty whose longevity teaching at Hartnell has earned them that step.
- c. During the 2015-16 academic year, Step 4 ~~is~~ ~~was~~ opened to all faculty whose longevity teaching at Hartnell has earned them that step.
- d. During the 2016-17 academic year, Step 5 will be opened to all faculty whose longevity teaching at Hartnell has earned them that ~~step~~. ~~Once~~ any step has been opened, it will remain open.
- e. All columns of this schedule were opened at the beginning of the spring semester of 2014, and adjunct faculty were paid according to their verified column placement.
 - i. Faculty may move columns, upon proper verification, only in the first term of their employment in any academic year, provided that they supply verified official transcripts prior to the first pay period of that semester.
 - ii. All adjunct faculty, including those who begin work in spring 2014 or later, will be responsible for ensuring that the District Human Resources Office has all original transcripts necessary to make a proper column placement
 - iii. The District will notify adjunct faculty of their column placement when it ~~offer~~ offer them contracts

- f. The pay schedule for parttime faculty will include a raise of 1.5% in both 2018 and 2018-19.

3. Parity:

The parity goal shall be based on Column B, Step 1 of the full faculty salary schedule.

4. STRS Credit:

For the purpose of providing creditable service reporting to the State Teachers Retirement System (STRS) as defined in Education Code Section 22138.5, the Full Equivalent (FTE) for parttime faculty must be identified in this collective bargaining agreement. The FTE is the time that a member of STRS who is employed parttime would be required to work in one school year if employed full time in that position.

The following are the District's minimum service standards for a year of service credit:

1,225 hours per school year for non-teaching counselors and librarians.

525 hours per school year for instructors with all lecture teaching assignments.

787.5 hours per school year for instructors with all lab teaching assignments.

875 hours per school year for instructors teaching adult education classes.

If the District and the HCFA subsequently provide an office hour program that is mandatory for parttime instructors, and an instructor receives compensation for office hours pursuant to Article 10 (commencing with Section 87880) of Chapter 3 of Part 51 of Division 7 of Title 3, the minimum standard shall be increased appropriately by the number of office hours required annually for the class of employees.

B. EVALUATIONS

1. To assure the highest quality educational programs and services, parttime faculty will be observed and evaluated during the first year of teaching at Hartnell College and at least once every six semesters thereafter. Parttime faculty may be observed and evaluated any semester that they are employed, not less than once in a six semester period. Parttime faculty shall be evaluated using the criteria of Professional Competence and Professional Conduct identical to those described in the probationary faculty evaluation process. (Article 14.C1.ab)

The District will attempt to provide, during the first month of each semester, a schedule of parttime faculty to be evaluated in that semester, but will provide at least a 5-day notice of a worksite observation. The notice will include a copy of the blank observation form to be used during the worksite observation and a copy of this section of Article 14.

2. The evaluation of instructional parttime faculty shall be conducted using the following procedure and forms:

1. SICK LEAVE:

- a. Parttime faculty members shall be entitled to one hour of sick leave for each hour of work per week during each semester of employment during the regular school year. For example: a parttime instructor is assigned to ten hours of work each week during fall semester. The semester allotment of sick leave is ten (10) hours. In spring semester, the parttime faculty member is assigned to twelve (12) hours of work during the spring semester. The spring semester allotment of sick leave is twelve (12) hours.
- b. Credit for sick leave need not be accrued prior to taking such leave by the faculty member and such leave may be taken at any time during the school year. Each semester's allotment of sick leave days shall be credited at the beginning of the semester.
- c. Unused sick leave shall be accumulated from year to year. Sick leave balances will be noted on each employee's pay statement.
- d. A faculty member who obtains employment in another district shall be entitled to transfer unused accumulated sick leave. The Board shall not adopt a policy, oral or written, requiring any unit member being employed by the District to waive any part or all of accumulated sick leave which he or she may be entitled to transfer, in compliance with Education Code section 87783.

2. PAID PERSONAL NECESSITY LEAVE (See Education Code section 87784)

1. Sick leave may be used by any unit member at the employee's election, in cases of personal necessity.
2. A unit member shall not be required to secure advance permission for leave taken for any of the following reasons:
 - a. Death or serious illness of a member of his/her immediate family.
 - b. Accident involving his person or property, or the person or property of a member of his/her immediate family.
3. For any reason other than those in 2, above, the employee must obtain advance permission to take such leave from the superintendent/president or designee.
4. Personal necessity leave shall not be in excess of half the amount of sick leave earned in that semester.
5. Any employee using personal necessity leave for reasons stated in 2, above, shall attempt to provide his/her dean/immediate supervisor as much notice as possible of the intent to take such leave. Upon returning from said leave, the employee shall present a written statement to his/her dean/immediate supervisor stating the specific circumstances which justified the taking of such leave.

6. "Member of the immediate family," as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse or domestic partner of the employee, and the spouse, domestic partner, ~~father~~, stepmother, son, son-in-law, daughter, daughter-in-law, stepchild, brother, ~~step~~ brother, sister or step sister of the employee, or any relative living in the immediate household of such employee.

3. PAID LEAVE FOR BUSINESS OF COMPELLING PERSONAL IMPORTANCE

1. Each unit member, at the discretion of the superintendent/president, may be granted three 20(b

3. The District shall make a best effort to notify faculty four (4) weeks in advance of a given regular semester or summer session, exclusive of short courses, of their tentative course assignment(s) and class meeting time(s) for the ensuing regular semester or summer session. At the same time, the instructors shall be informed of the minimum enrollment and/or other circumstances that will result in the cancellation of the class assignment. This provision shall in no way restrict the ability of the college to offer course sections as needed.
4. In the event any faculty member does not submit any legally required report needed by the District, such faculty member may not receive any salary warrant, either regular or miscellaneous, until the legally required report is received by the District.
5. Part-time faculty members shall be provided one parking permit that allows the faculty member to park in designated staff parking areas. If designated staff parking areas are full, the faculty member may park in student parking areas.
6. Part-time faculty shall be extended an invitation to participate in Flex Day activities. Participation shall not be mandatory but on a voluntary basis only.
7. Professional Development, department meetings, and

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10. The District recognizes the special contributions part-time faculty make to the success of the College. Part-time faculty members shall have equal opportunity to apply, and are encouraged to apply, for full-time positions that become available. While not a guarantee of either an interview or full-time appointment, current or prior employment with the District shall be considered in the selection process.

E. GRADING

Every faculty member shall determine grades based upon their professional judgment and in accordance with the District's adopted grading policies, in compliance with Title 5 of the California Code of Regulations, sections 55020 et seq., and the California Education Code, sections 76224 and 76232.

F. COPYRIGHT

The District and the Association agree to follow all copyright laws in the use of educational materials.

G. ASSIGNMENT OF PARTTIME FACULTY

1. Right of assignment: The District maintains the right of assignment for all faculty assignments, both part and full-time.

5. Availability: Part-time faculty shall indicate their availability to teach, as well as the classes that they prefer to teach, by completing availability forms that will be circulated at the appropriate times. The forms must be submitted by the specified deadlines for consideration. (See Appendix F)

H. REEMPLOYMENT PREFERENCE

1. Reemployment Preference: Faculty members who have reached certain thresholds of satisfactory service may apply for reemployment preference.
2. Minimum Standards: The minimum standards for reemployment preference, pursuant to Section 87482.3 (B), include:
 - a.

