

ARTICLE 23: EMPLOYEE BENEFITS

The College will provide an array of benefits to faculty members within the limitations of the approved benefits program that is provided to all College employees. The benefits provided to faculty will be a part of the faculty member's annual total compensation.

In order to determine what benefits will be most beneficial to college employees, the established Employee Benefits Advisory Committee (EBAC) shall meet regularly to review existing employee benefits and premiums and recommend benefit changes, deletions, or enhancements to existing benefits.

The EBAC will use the principles of Interest-Based Approach to ensure a fully participative and fair evaluation of all benefit options. Prior to entering a new contract for health insurance plans and benefits, a thorough evaluation process will be conducted, to include a formalized bid process, a written recommendation and evaluation from the EBAC to the Chief Human Resource Officer (CHRO) identifying the committee's preferred plan, and (if the recommendation of the EBAC is not accepted) a written justification and fiscal analysis which will be provided to the EBAC by the CHRO before a final contract for health insurance is executed.

Article 23: Employee Benefits is subject to an annual re-opener.

The Union will appoint two (2) representatives to serve a two-year term. The term will begin on July 1 and will be staggered so that one (1) member will have his or her term expire each year. The Union may reappoint an existing EBAC representative when his or her term expires, at the Union's discretion.

Current benefits include the following:

Medical Insurance
Dental Insurance
Vision Insurance

Life Insurance
Long-term Disability Insurance
Employee Assistance Plan

ARTICLE 26: WORKLOAD

This entire article expires at the end of the 2018-19 academic year.

Definition of Workload

The workload for teaching faculty will be calculated in terms of “workload units” (WLU) associated with each course in the College’s curriculum inventory and non-teaching work hours assigned per week. The workload unit value for each course assignment shall be as referenced in the master course outline developed through the College’s curriculum committee process.

The workload for non-teaching faculty shall be expressed in terms of work hours per week.

A committee, with equal representation from the Union and the Administration, shall be jointly established to explore options, determine fiscal impacts, and develop non-binding recommendations associated with potential changes to the definition and calculation of workload for the purpose of achieving equity among faculty, for consideration the next time the parties meet. The committee will provide a report to the Union and the Administration no later than January 31, 2017.

Definitions:

- **Course Release:** one course release is defined as the equivalent of 3.0 to 5.5 workload units.
- **Home Campus:** the campus/center where the faculty member was originally hired to serve or to which the faculty member was subsequently transferred.
- **Office Hours:** scheduled opportunities for interaction outside of the classroom between faculty members and students. Office hours can be held in any of the following manners: at various campus locations; in the faculty member’s office; in conference with students; in club settings or other student activities; in the library; through electronic communication; or any other way that best meets student needs as determined by the faculty member in consultation with the supervising administrator.
- **Reassigned (Release) Time:** can be offered in any amount of workload units or designated as a course release.
- **Semester:** designated as Fall, Spring, and Summer
- **Term:** any subset of the semester or academic year, generally broken into 16, 12, 8, and 4 weeks.

Base Workload

Full-time faculty shall be assigned a base teaching load of 30 workload units (WLUs). The base teaching load shall be comprised of two (2) ~~terms~~ semesters: fall, spring and/or summer. Full-time College faculty shall be assigned 180 days of service to include ten (10) official College holidays. Appropriate administrators will collaborate with faculty members to ensure each faculty member is assigned a workload that best meets student and institutional needs. In cases where faculty are in an overload or underload situation, banking procedures may be followed. Cumulative WLU totals of 29.5 to 29.9 will be rounded up to 30 WLUs.

Section I – Workload Variations

A. Teaching Faculty (180 days and 40 hours per week)

Full-time teaching faculty shall work a standard forty (40) hours per week on College activities. Thirty (30) hours shall be scheduled and the remaining hours will be used for College related professional activities as listed in Section III of this article.

Each teaching faculty member shall schedule thirty (30) hours which includes classroom contact hours, posted office hours available, and instructional support time.

Ten (10) office hours will be scheduled by the faculty member and approved by the supervising administrator to best meet the needs of the students. For faculty whose workload consists of more than twenty (20) classroom contact hours per semester office hours will be equal to 30 minus the classroom contact hours. Half of scheduled office hours may be held in a virtual/electronic format or at an off-campus location. Office hours may be rescheduled as needed. When feasible, notices and/or electronic communication with students and the appropriate administrator's office will be posted in advance indicating alternate times that the faculty member will be available.

Professional activities in which faculty participate during the remaining hours will be determined during conferences with the appropriate administrator and evaluated annually. Reassigned time may be initiated by an Executive Chair/Campus President, granted at the discretion of the administrator or approved by the Provost/Vice President of Academic Affairs in collaboration with an Executive Chair/Campus President. It shall be the responsibility of the supervising administrator to plan a full load for all full-time faculty within the two (2) required ~~terms~~ semesters. Priority will be given to full-time faculty for load.

For Adult Ed/ESOL classes, scheduling will be reasonably constructed so that faculty are not required to teach more than four (4) consecutive hours without a break unless jointly approved by the faculty member and supervising administrator.

It is recognized that in order to build an efficient class schedule that best supports maximizing enrollment, student success, and completion, the input of faculty working collaboratively with administrators is integral to the schedule building process. The draft base load schedule per semester shall be made available to faculty for review and feedback as soon as it is available during the ~~term~~ semester prior to implementation/registration and prior to encoding. Upon review, faculty members and/or discipline teams may submit requests for revisions and additions for consideration by the supervising administrator or administrators. Appropriately credentialed fulltime faculty shall be given preference over adjuncts in the selection of available courses, regardless of modality for their base load and any approved overloads. Faculty members teaching online courses are required to complete an approved training or demonstrate proficiency in the referenced modality, prior to teaching. By August 15, 2017, faculty members teaching hybrid courses will be required to complete an approved training or demonstrate proficiency in the referenced modality.

B. Librarians (180 days and 40 hours per week)

Full-time librarians shall work a standard 40 hours per week on college activities. Thirty-five (35) hours shall be scheduled except during peak times to ensure that student needs are met. Professional activities in which faculty participate during the remaining hours will be determined during conferences with the appropriate administrator and evaluated annually. Work schedule conferences shall be held with the appropriate supervisor during the spring semester of each year and assignments made. Annual schedules shall be developed by the librarian in collaboration with and approved by the appropriate administrator to ensure that adequate coverage is provided to meet student needs. Additional weeks may be assigned based upon institutional needs as provided below. Librarians may teach classes when approved. The supervising administrator may grant up to five (5) hours of reassigned time to librarians for special projects. (Librarians on a 220-day contract as of March 1, 2003 may elect to stay on a 220-day contract or may accept a contract with fewer days by mutual agreement with the appropriate supervisor, to a minimum of 180.)

C. Counselors (180 days and 40 hours per week)

Full-time counselors shall work a standard 40 hours per week on college activities. Thirty-five (35) hours shall be scheduled except during peak times to ensure that student needs are met. Professional activities in which faculty participate during the remaining hours will be determined during conferences with the appropriate administrator and evaluated annually. Work schedule conferences shall be held with the appropriate supervisor during the spring semester of each year and assignments made. Annual schedules shall be developed by the counselor in collaboration with and approved by the appropriate administrator to ensure that adequate coverage is provided to meet student needs. Additional weeks may be assigned based upon institutional needs as provided below. Counselors may teach classes when approved. The supervising administrator may grant up to five (5) hours of reassigned time to counselors for special projects. (Counselors on a 220-day contract as of March 1, 2003 may elect to stay on a 220-day contract or may accept a contract with fewer days by mutual agreement with the appropriate supervisor, to a minimum of 180.)

D. Special Contract Option

An extra teaching ~~term~~ semester may be offered to teaching faculty in designated programs at a flat rate as approved in the contract. The base load for an extra ~~term~~ semester will be 15 WLUs.

E. Extra Non-teaching Weeks

Extra non-teaching weeks may be offered to faculty when institutional need requires and as approved by the Provost/Vice President of Academic Affairs. Each non-teaching week will involve activities related to College goals. Faculty will be compensated at 2.5% of their base rate per week.

F. Convocation Week

Convocation Week shall have no more than two (2) days designated for all College, School, and Departmental meetings and events. The remaining days will be designated as "Instructional Preparation Days," providing faculty the opportunity to prepare for classes.

Section II - Overload

Overload assignments will be made to meet student and instruction need by mutual agreement between the appropriate administrators and faculty. A faculty member whose total workload units in a 16-week period exceed 24 requires permission from the appropriate instructional dean. Faculty members who meet their base teaching load at 30 WLUs per academic year shall not be required to accept additional class assignments that place them over 31 WLUs. A faculty member shall not be required to teach a sixth course in any given ~~term~~ semester to fulfill base load.

Section III - Other Professional Activities for Teaching Faculty

During contract days when a teaching faculty member has no scheduled classes as part of base load, the following activities may be scheduled: program development, course development, committee and task force service, student advising and recruiting, participation in College-sponsored professional development, approved internships and professional residencies, certification training, professional meetings, tutoring, working in the learning lab, development of work-based learning agreements, in field research, and approved special projects.

Work-based Learning (Cooperative Education, Internships and Practicums)

In those courses where a faculty member places students in the work environment under the supervision of an employer and visits the students throughout the semester to ensure work-based learning is occurring, the workload unit shall be the student credit hour earned, up to 3 WLUs, for enrollments of 12 to 25. Faculty may choose to count enrollments under 12 as part of their load using the formula $0.07 \text{ times the WLU times the number of students}$.

Sections may be combined in order to make a full course. Exceptions to this rule may occur if dictated by accreditation entities and reflected in the curriculum files.

Team Teaching

WLUs assigned to a team-taught course will be divided proportionally between or among the teaching faculty. Total WLUs may not exceed those assigned to the course through the curriculum process.

Course Combining

Combining of courses may be used to improve College efficiency and effectiveness. Combined classes shall meet the class size guidelines of a single class in the college curriculum outlines.

Combining of Course Levels

Subsequent to consultation with the faculty member, the supervising administrator may combine courses of various instructional levels as academically appropriate. If the two classes have two different WLU values, the faculty member will be credited with the larger value.

Directed Study and Independent Study

Faculty may choose credit toward their teaching load at the rate of 0.07 times the WLU times the number of students. Faculty may have no more than ten (10) directed or independent study students per semester unless an exception is agreed upon by the faculty member and the supervising administrator. Payment shall be as per Article 27: Compensation.

Dynamic Banking

Base load for faculty will normally be completed during the fall and spring ~~terms~~ semesters. Other combinations of ~~terms~~ semesters may be used as appropriate. It shall be the responsibility of the supervising administrator to plan a full load for all full-time faculty. At the discretion of the supervisor, dynamic banking may be used to shift earned or needed WLUs to the subsequent year. The use of WLUs from one contract year that impacts upon the subsequent year will be limited to eight (8) WLUs for each faculty member.

Dynamic banking will be used as a tool to ensure optimum resource utilization and scheduling flexibility. The appropriate supervising administrator will consult with faculty members who have earned excess WLUs or have not made base load. While the preference of faculty will be given significant consideration, the load plan will ultimately be based on student need. Administrators may bank WLUs on behalf of faculty using the following guidelines:

- A. During class scheduling for fall and spring ~~terms~~ semesters, priority will be given to full-time faculty to achieve their load obligations. During the faculty member's second ~~term~~ semester scheduling, if a faculty member is not scheduled to meet load obligations, he or she shall have the option of teaching courses at other campuses in collaboration with the respective school/campus supervising administrator.
- B. Base load review will occur by April 1 of each year. If a faculty member has earned WLUs beyond their basic load, they may, if approved:
 - Be paid for all WLUs over the maximum base load.
 - Bank the excess to reduce their load obligation in the subsequent contract year.
 - Bank WLUs taught over summer terms to reduce load obligations in the subsequent contract year.
- C. If a faculty member has not completed base load at the end of the contract year, the following options will be utilized and a plan will be developed by the supervising administrator in consultation with the faculty member:
 - Completion of WLUs during the subsequent ~~term~~ semester.
 - Completion of the required number of WLUs during the subsequent academic year.
 - When options one and two cannot be implemented, salary reduction shall be calculated at the applicable WLU rate for the faculty member's base salary.

When the plan has been developed, a copy of the plan will be sent to the Executive Chair/Campus President, the Chief Human Resource Officer and the Union President.

- D. The banking of WLUs is a process that works over a three-year period. The three (3) years consist of the year the WLUs were earned or not earned and the subsequent academic year. Negative WLUs must be resolved by the end of the second academic year unless the negative banking has occurred solely as a result of course cancellations. In that case, a third academic year may be used to resolve the negative balance. Positive or negative banked hours will be used as the first hours expended toward base load requirements in the first ~~term~~ semester of the subsequent academic year.

Workload Unit Course Values

Courses existing in the master course outline developed through the College's Curriculum Committee process and in effect at the close of the 2015-16 Spring ~~Term~~ Semester shall serve as the assignment of WLU value for each course for the duration of the term of this agreement. Courses may be added or amended or revised during the duration of this agreement through the College's Curriculum Approval Process.

The curriculum committee may deviate from [Appendix E](#): Load Value Calculation provided faculty are not adversely affected in terms of workload unit.

APPENDIX 'E'

Appendix E

LOAD VALUE CALCULATION

Workload Units (WLU) calculation

Category A: LECTURE COURSES

College-credit courses where contact hours (per week, 16-week term) equal credit hours

$$1 \text{ contact hour} = 1 \text{ WLU}$$

Example: AMH 2010: 3 contact hours/week = 3 WLU

Category B: LAB COURSES

College-credit courses where contact hours (per week, 16-week term) do not equal credit hours

In these cases, there is a lab/clinical activity that affects WLU values for the course.

$$1 \text{ lecture hour} = 1 \text{ WLU}$$

LOAD VALUE BY GENERAL LABORATORY TYPE

Each preparation laboratory contact hour point	=	0.7	WLU
Each supervised laboratory contact hour point	=	0.5	WLU
Each clinical/laboratory (dental hygiene, respiratory therapy, physical therapy) contact point hour	=	0.8	WLU
Each unsupervised foreign language point	=	0.0	WLU
Each physical education activity contact hour point	=	0.5	WLU
Each rehearsal contact hour point	=	1.0	WLU
Each studio or seminar contact hour point	=	0.5	WLU
Each lecture/laboratory combination contact hour point	=	1.0	WLU

(Applied music courses that meet for .5 contact hour (30 minutes) will be assigned .35 of a workload unit point per student for each 30 minutes of instruction. In addition, applied music courses that meet for 1 contact hour will be assigned .7 of a workload unit point per student.)

SAMPLE LOAD VALUE BY DISCIPLINARY LAB TYPE

Culinary Arts Labs	=	0.7 (preparation)
Dental (DEH)	=	0.8 (clinical/practice lab)
Emergency Medical Services (EMS)	=	0.7 (preparation lab/clinical)
Information Technology (CGS, CTS)	=	0.7 (administratively assigned)*

Music (with the term “Applied”)	=	0.35 per 0.5 contact hour/per student; 0.7 per contact hour/per student
Music (with the term “Class”)	=	1 to 1
Nursing (NUR)	=	0.7 (lab)
Nursing (NUR)	=	1.0 (clinical)
Physical Education (Activity)	=	.50
Physical Education (Performance-based labs)	=	1 to 1 (lab)
Respiratory	=	0.8 (lab/clinical)
Sciences	=	0.7 (special type of preparation lab)
Aviation (AMT, ATF)	=	0.5 (if no lecture hours)**

Category C: INTERNSHIPS AND PRACTICUMS

Internships and practicums are calculated based on the number of students. Generally, a Load Value of 3 is calculated for classes with 12 or more students. If under 12 students, the Dean may offer a stipend calculated at .07 times the appropriate overload rate (up to 3 workload units) times the number of students.

Category D: LOAD VALUE FOR NON-CREDIT COURSES

Area of Study	Total Course Contact Hours per Term <i>(where applicable)</i>	Faculty Workload Units	Formula
Adult Ed	64	2.56 (WLU) per course	No formula, 2.56 standard administratively assigned (WLU) for Adult Ed
ESOL	96 180	3.84 (WLU) per course 7.2 (WLU) per course	No formula, standard administratively assigned (WLU) [180 contact hours and 7.2 WLUs for ELL 0101, 0102, and 0103; the other 23 ESOL Courses are 96 contact hours and 3.84 WLUs]
PSAV	Variable	Formula for (WLU)	Contact hours divided by 30 for faculty (WLU)
Continuing Workforce Education	Variable	Formula for (WLU)	Contacts hours divided by 30 for faculty (WLU)

* (Information Technology courses with a 3 lecture, 1 lab and the credit hour value is 4 = 4 Load Value; however, if the IT course has 3 lecture, 1 lab and only 3 credits charged, the Load Value = 3.7.)

** Courses with lecture hours are considered lecture/laboratory combination and no separate value is given to lab.

ARTICLE 26-A: WORKLOAD

This entire article is effective with the 2019-20 academic year.

Definition of Workload

The workload for teaching faculty will be calculated in terms of “workload units” (WLU) associated with each course in the College’s curriculum inventory and non-teaching work hours assigned per week. The workload unit value for each course assignment shall be as referenced in the master course outline developed through the College’s curriculum committee process.

The workload for non-teaching faculty shall be expressed in terms of work hours per week.

A committee, with equal representation from the Union and the Administration, shall be jointly established to explore options, determine fiscal impacts, and develop non-binding recommendations associated with potential changes to the definition and calculation of workload for the purpose of achieving equity among faculty, for consideration the next time the parties meet. The committee will provide a report to the Union and the Administration no later than January 31, 2017.

Definitions:

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- **Reassigned (Release) Time:** can be offered in any amount of workload units or designated as a course release.
- **Semester:** designated as Fall, Spring, and Summer
- **Term:** any subset of the semester or academic year, generally broken into 16, 12, 8, and 4 weeks. Note that these subsets are sometimes referred to as “sessions”.

Base Workload

Full-time faculty shall be assigned a base teaching load of 30 workload units (WLUs). The base teaching load shall be comprised of two (2) ~~terms~~ semesters: fall, spring and/or summer. Full-time College faculty shall be assigned 180 days of service to include ten (10) official College holidays. Appropriate administrators will collaborate with faculty members to ensure each faculty member is assigned a workload that best meets student and institutional needs. In cases where faculty are in an overload or underload situation, banking procedures may be followed. Cumulative WLU totals of 29.5 to 29.9 will be rounded up to 30 WLUs. Courses where load is not calculated using Category B in Appendix E, count towards base workload prior to any courses

that use Category B in Appendix E, for the calculation of base workload. Classes shall always be counted toward load before reassigned time. Sections that take the faculty member over base load (30 WLU) shall be calculated at the base load rate.

For the 2019-20 academic year, and extending to the 2020-21 academic year only, if a contract extension has not been ratified by July 1, 2020, Adult Ed and ESOL faculty in a full-time faculty position shall be provided six (6) WLUs of reassigned (release) time as part of their base teaching load of 30 workload units (WLUs). Professional activities in which faculty participate during this time will be jointly determined during conferences between the faculty member and the appropriate administrator. The faculty union president will be copied on each finalized reassigned time document.

Section I – Workload Variations

A. Teaching Faculty (180 days and 40 hours per week)

Full-time teaching faculty shall work a standard forty (40) hours per week on College activities. Thirty (30) hours shall be scheduled and the remaining hours will be used for College related professional activities as listed in Section III of this article.

Each teaching faculty member shall schedule thirty (30) hours which includes classroom contact hours, posted office hours available, and instructional support time.

Ten (10) office hours will be scheduled by the faculty member and approved by the supervising administrator to best meet the needs of the students. For faculty whose workload consists of more than twenty (20) classroom contact hours per semester office hours will be equal to 30 minus the classroom contact hours. Half of scheduled office hours may be held in a virtual/electronic format or at an off-campus location. Office hours may be rescheduled as needed. When feasible, notices and/or electronic communication with students and the appropriate administrator's office will be posted in advance indicating alternate times that the faculty member will be available.

Professional activities in which faculty participate during the remaining hours will be determined during conferences with the appropriate administrator and evaluated annually. Reassigned time may be initiated by an Executive Chair/Campus President, granted at the discretion of the administrator or approved by the Provost/Vice President of Academic Affairs in collaboration with an Executive Chair/Campus President. It shall be the responsibility of the supervising administrator to plan a full load for all full-time faculty within the two (2) required ~~terms~~ semesters. Priority will be given to full-time faculty for load.

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It is recognized that in order to build an efficient class schedule that best supports maximizing enrollment, student success, and completion, the input of faculty working collaboratively with administrators is integral to the schedule building process. The draft

base load schedule per semester shall be made available to faculty for review and feedback as soon as it is available during the ~~term~~ semester prior to implementation/registration and prior to encoding. Upon review, faculty members and/or discipline teams may submit requests for revisions and additions for consideration by the supervising administrator or administrators. Appropriately credentialed fulltime faculty shall be given preference over adjuncts in the selection of available courses, regardless of modality for their base load and any approved overloads. Faculty members teaching online courses are required to complete an approved training or demonstrate proficiency in the referenced modality, prior to teaching. By August 15, 2017, faculty members teaching hybrid courses will be required to complete an approved training or demonstrate proficiency in the referenced modality.

B. Librarians (180 days and 40 hours per week)

Full-time librarians shall work a standard 40 hours per week on college activities. Thirty-five (35) hours shall be scheduled except during peak times to ensure that student needs are met. Professional activities in which faculty participate during the remaining hours will be determined during conferences with the appropriate administrator and evaluated annually. Work schedule conferences shall be held with the appropriate supervisor during the spring semester of each year and assignments made. Annual schedules shall be developed by the librarian in collaboration with and approved by the appropriate administrator to ensure that adequate coverage is provided to meet student needs. Additional weeks may be assigned based upon institutional needs as provided below. Librarians may teach classes when approved. The supervising administrator may grant up to five (5) hours of reassigned time to librarians for special projects. (Librarians on a 220-day contract as of March 1, 2003 may elect to stay on a 220-day contract or may accept a contract with fewer days by mutual agreement with the appropriate supervisor, to a minimum of 180.)

C. Counselors (180 days and 40 hours per week)

Full-time counselors shall work a standard 40 hours per week on college activities. Thirty-five (35) hours shall be scheduled except during peak times to ensure that student needs are met. Professional activities in which faculty participate during the remaining hours will be determined during conferences with the appropriate administrator and evaluated annually. Work schedule conferences shall be held with the appropriate supervisor during the spring semester of each year and assignments made. Annual schedules shall be developed by the counselor in collaboration with and approved by the appropriate administrator to ensure that adequate coverage is provided to meet student needs. Additional weeks may be assigned based upon institutional needs as provided below. Counselors may teach classes when approved. The supervising administrator may grant up to five (5) hours of reassigned time to counselors for special projects. (Counselors on a 220-day contract as of March 1, 2003 may elect to stay on a 220-day contract or may accept a contract with fewer days by mutual agreement with the appropriate supervisor, to a minimum of 180.)

D. Special Contract Option

An extra teaching ~~term~~ semester may be offered to teaching faculty in designated programs at a flat rate as approved in the contract. The base load for an extra ~~term~~ semester will be 15 WLUs.

F. **Extra Non-teaching Weeks**

Extra non-teaching weeks may be offered to faculty when institutional need requires and as approved by the Provost/Vice President of Academic Affairs. Each non-teaching week will involve activities related to College goals. Faculty will be compensated at 2.5% of their base rate per week.

F. **Convocation Week**

Convocation Week shall have no more than two (2) days designated for all College, School, and Departmental meetings and events. The remaining days will be designated as “Instructional Preparation Days,” providing faculty the opportunity to prepare for classes.

Section II - Overload

Overload assignments will be made to meet student and instruction need by mutual agreement between the appropriate administrators and faculty. A faculty member whose total workload units in a 16-week period exceed 24 requires permission from the appropriate instructional dean. Faculty members who meet their base teaching load at 30 WLUs per academic year shall not be required to accept additional class assignments that place them over 31 WLUs. A faculty member shall not be required to teach a sixth course in any given ~~term~~ semester to fulfill base load.

Section III - Other Professional Activities for Teaching Faculty

During contract days when a teaching faculty member has no scheduled classes as part of base load, the following activities may be scheduled: program development, course development, committee and task force service, student advising and recruiting, participation in College-sponsored professional development, approved internships and professional residencies, certification training, professional meetings, tutoring, working in the learning lab, development of work-based learning agreements, in field research, and approved special projects.

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In those courses where a faculty member places students in the work environment under the supervision of an employer and visits the students throughout the semester to ensure work-based learning is occurring, the workload unit shall be the student credit hour earned, up to 3 WLUs, for enrollments of 12 to 25. Faculty may choose to count enrollments under 12 as part of their load using the formula 0.07 times the WLU times the number of students with a minimum of one (1) WLU earned. The appropriate Vice President may designate courses with enrollments under 12 to be the student credit hour earned, up to 3 WLUs.

Sections may be combined in order to make a full course. Exceptions to this rule may occur if dictated by accreditation entities and reflected in the curriculum files.

Team Teaching

WLUs assigned to a team-taught course will be divided proportionally between or among the teaching faculty. Total WLUs may not exceed those assigned to the course through the curriculum process.

Course Combining

Combining of courses may be used to improve College efficiency and effectiveness. Combined classes shall meet the class size guidelines of a single class in the college curriculum outlines.

Combining of Course Levels

Subsequent to consultation with the faculty member, the supervising administrator may combine courses of various instructional levels as academically appropriate. If the two classes have two different WLU values, the faculty member will be credited with the larger value.

Directed Study and Independent Study

Faculty may choose credit toward their teaching load at the rate of 0.07 times the WLU times the number of students. Faculty may have no more than ten (10) directed or independent study students per semester unless an exception is agreed upon by the faculty member and the supervising administrator. Payment shall be as per Article 27: Compensation.

Dynamic Banking

Base load for faculty will normally be completed during the fall and spring ~~terms~~ semesters. Other combinations of ~~terms~~ semesters may be used as appropriate. It shall be the responsibility of the supervising administrator to plan a full load for all full-time faculty. At the discretion of the supervisor, dynamic banking may be used to shift earned or needed WLUs to the subsequent year. The use of WLUs from one contract year that impacts upon the subsequent year will be limited to eight (8) WLUs for each faculty member.

Dynamic banking will be used as a tool to ensure optimum resource utilization and scheduling flexibility. The appropriate supervising administrator will consult with faculty members who have earned excess WLUs or have not made base load. While the preference of faculty will be given significant consideration, the load plan will ultimately be based on student need. Administrators may bank WLUs on behalf of faculty using the following guidelines:

- A. During class scheduling for fall and spring ~~terms~~ semesters, priority will be given to full-time faculty to achieve their load obligations. During the faculty member's second ~~term~~ semester scheduling, if a faculty member is not scheduled to meet load obligations, he or she shall have the option of teaching courses at other campuses in collaboration with the respective school/campus supervising administrator.
- B. Base load review will occur by April 1 of each year. If a faculty member has earned WLUs beyond their basic load, they may, if approved:
 - Be paid for all WLUs over the maximum base load.
 - Bank the excess to reduce their load obligation in the subsequent contract year.
 - Bank WLUs taught over summer terms to reduce load obligations in the subsequent contract year.

- Banked WLUs are calculated at the base load value in Appendix E, Category B. Should the faculty member no longer be employed in a full-time faculty position for the subsequent contract year, banked WLUs will be recalculated at the overload value for payment.

C. If a faculty member has not completed base load at the end of the contract year, the following options will be utilized and a plan will be developed by the supervising administrator in consultation with the faculty member:

- Completion of WLUs during the subsequent ~~term~~ semester.
- Completion of the required number of WLUs during the subsequent academic year.
- When options one and two cannot be implemented, salary reduction shall be calculated at the applicable WLU rate for the faculty member's base salary.
- Courses taught to remedy an underload situation are calculated at the base load value in Appendix E, Category B.

When the plan has been developed, a copy of the plan will be sent to the Executive Chair/Campus President, the Chief Human Resource Officer and the Union President.

D. The banking of WLUs is a process that works over a three-year period. The three (3) years consist of the year the WLUs were earned or not earned and the subsequent academic year. Negative WLUs must be resolved by the end of the second academic year unless the negative banking has occurred solely as a result of course cancellations. In that case, a third academic year may be used to resolve the negative balance. Positive or negative banked hours will be used as the first hours expended toward base load requirements in the first ~~term~~ semester of the subsequent academic year.

Workload Unit Course Values

Courses existing in the master course outline developed through the College's Curriculum Committee process and in effect at the close of the 2015-16 Spring ~~Terms~~ Semester shall serve as the assignment of WLU value for each course for the duration of the term of this agreement. Courses may be added or amended or revised during the duration of this agreement through the College's Curriculum Approval Process.

The curriculum committee may deviate from [Appendix E](#): Load Value Calculation provided faculty are not adversely affected in terms of workload unit.

APPENDIX 'E'

Appendix E

LOAD VALUE CALCULATION

Workload Units (WLU) calculation

Category A: LECTURE COURSES

College-credit courses where contact hours (per week, 16-week term) equal credit hours

$$1 \text{ contact hour} = 1 \text{ WLU}$$

Example: AMH 2010: 3 contact hours/week = 3 WLU

Category B: LAB COURSES

College-credit courses where contact hours (per week, 16-week term) do not equal credit hours

In these cases, there is a lab/clinical activity that affects WLU values for the course.

$$1 \text{ lecture hour} = 1 \text{ WLU}$$

BASE LOAD VALUE BY GENERAL LABORATORY TYPE

Each preparation laboratory contact hour point	=	0.7 <u>1.0</u>	WLU
Each supervised laboratory contact hour point	=	0.5 <u>1.0</u>	WLU
Each clinical/laboratory (dental hygiene, respiratory therapy, physical therapy) contact point hour	=	0.8 <u>1.0</u>	WLU
Each unsupervised foreign language point	=	0.0	WLU
Each physical education activity contact hour point	=	0.5 <u>1.0</u>	WLU
Each rehearsal contact hour point	=	1.0	WLU
Each studio or seminar contact hour point	=	0.5 <u>1.0</u>	WLU
Each lecture/laboratory combination contact hour point	=	1.0	WLU

(Applied music courses that meet for .5 contact hour (30 minutes) will be assigned ~~.35~~ .5 of a workload unit point per student for each 30 minutes of instruction. In addition, applied music courses that meet for 1 contact hour will be assigned ~~.7~~ 1.0 of a workload unit point per student.)

SAMPLE BASE LOAD VALUE BY DISCIPLINARY LAB TYPE

Culinary Arts Labs	=	0.7 <u>1.0</u> (preparation)
Dental (DEH)	=	0.8 <u>1.0</u> (clinical/practice lab)
Emergency Medical Services (EMS)	=	0.7 <u>1.0</u> (preparation lab/clinical)
Information Technology (CGS, CTS)	=	0.7 <u>1.0</u> (administratively assigned)*
Music (with the term "Applied")	=	0.35 <u>0.5</u> per 0.5 contact hour/per student; 0.7 <u>1.0</u> per contact hour/per student
Music (with the term "Class")	=	1 to 1
Nursing (NUR)	=	0.7 <u>1.0</u> (lab)
Nursing (NUR)	=	1.0 (clinical)
Physical Education (Activity)	=	.50 <u>1.0</u>
Physical Education (Performance-based labs)	=	1 to 1 (lab)
Respiratory	=	0.8 <u>1.0</u> (lab/clinical)
Sciences	=	0.7 <u>1.0</u> (special type of preparation lab)
Aviation (AMT, ATF)	=	0.5 <u>1.0</u> (if no lecture hours)**

OVERLOAD VALUE BY GENERAL LABORATORY TYPE

<u>Each preparation laboratory contact hour point</u>	≡	<u>0.7</u> <u>WLU</u>
<u>Each supervised laboratory contact hour point</u>	≡	<u>0.5</u> <u>WLU</u>
<u>Each clinical/laboratory (dental hygiene, respiratory therapy, physical therapy) contact point hour</u>	≡	<u>0.8</u> <u>WLU</u>
<u>Each unsupervised foreign language point</u>	≡	<u>0.0</u> <u>WLU</u>
<u>Each physical education activity contact hour point</u>	≡	<u>0.5</u> <u>WLU</u>
<u>Each rehearsal contact hour point</u>	≡	<u>1.0</u> <u>WLU</u>
<u>Each studio or seminar contact hour point</u>	≡	<u>0.5</u> <u>WLU</u>
<u>Each lecture/laboratory combination contact hour point</u>	≡	<u>1.0</u> <u>WLU</u>

SAMPLE OVERLOAD VALUE BY DISCIPLINARY LAB TYPE

<u>Culinary Arts Labs</u>	≡	<u>0.7</u> (preparation)
<u>Dental (DEH)</u>	≡	<u>0.8</u> (clinical/practice lab)
<u>Emergency Medical Services (EMS)</u>	≡	<u>0.7</u> (preparation lab/clinical)
<u>Information Technology (CGS, CTS)</u>	≡	<u>0.7</u> (administratively assigned)*
<u>Music (with the term "Applied")</u>	≡	<u>0.35</u> per 0.5 contact hour/per student; <u>0.7</u> <u>per contact hour/per student</u>
<u>Music (with the term "Class")</u>	≡	<u>1</u> to <u>1</u>
<u>Nursing (NUR)</u>	≡	<u>0.7</u> (lab)

<u>Nursing (NUR)</u>	=	<u>1.0 (clinical)</u>
<u>Physical Education (Activity)</u>	=	<u>.50</u>
<u>Physical Education (Performance-based labs)</u>	=	<u>1 to 1 (lab)</u>
<u>Respiratory</u>	=	<u>0.8 (lab/clinical)</u>
<u>Sciences</u>	=	<u>0.7 (special type of preparation lab)</u>
<u>Aviation (AMT, ATF)</u>	=	<u>0.5</u>

Category C: INTERNSHIPS AND PRACTICUMS

Internships and practicums are calculated based on the number of students. Generally, a Load Value of 3 is calculated for classes with 12 or more students. If under 12 students, the Dean may offer a stipend calculated at .07 times the appropriate overload rate (up to 3 workload units) times the number of students.

Category D: **BASE** LOAD VALUE FOR NON-CREDIT COURSES

Area of Study	Total Course Contact Hours per Term <i>(where applicable)</i>	Faculty Workload Units	Formula
Adult Ed	64	2.56 (WLU) per course	No formula, 2.56 standard administratively assigned (WLU) for Adult Ed
ESOL	96 180 150	3.84 (WLU) per course 7.2 (WLU) per course 6.0 (WLU) per course	No formula, standard administratively assigned (WLU) [180 150 contact hours and 7.2 6.0 WLUs for ELL 0101, 0102, and 0103; the other 23 ESOL Courses are 96 contact hours and 3.84 WLUs]
PSAV	Variable	Formula for (WLU)	Contact hours divided by 30 25 for faculty (WLU)
Continuing Workforce Education	Variable	Formula for (WLU)	Contacts hours divided by 30 25 for faculty (WLU)

OVERLOAD VALUE FOR NON-CREDIT COURSES

<u>Area of Study</u>	<u>Total Course Contact Hours per Term</u> <u><i>(where applicable)</i></u>	<u>Faculty Workload Units</u>	<u>Formula</u>
<u>Adult Ed</u>	<u>64</u>	<u>2.56 (WLU) per course</u>	<u>No formula, 2.56 standard administratively assigned (WLU) for Adult Ed</u>
<u>ESOL</u>	<u>96</u> <u>180</u> <u>150</u>	<u>3.84 (WLU) per course</u> <u>7.2 (WLU) per course</u> <u>6.0 (WLU) per course</u>	<u>No formula, standard administratively assigned (WLU) [180 150 contact hours and 7.2 6.0 WLUs for ELL 0101, 0102, and 0103; the other 23 ESOL Courses are 96 contact hours and 3.84 WLUs]</u>
<u>PSAV</u>	<u>Variable</u>	<u>Formula for (WLU)</u>	<u>Contact hours divided by 30 for faculty (WLU)</u>
<u>Continuing Workforce Education</u>	<u>Variable</u>	<u>Formula for (WLU)</u>	<u>Contacts hours divided by 30 for faculty (WLU)</u>

* (Information Technology courses with a 3 lecture, 1 lab and the credit hour value is 4 = 4 Load Value; however, if the IT course has 3 lecture, 1 lab and only 3 credits charged, the Base Load Value = 3.7 4.0 and the Overload Value = 3.7.)

~~** Courses with lecture hours are considered lecture/laboratory combination and no separate value is given to lab.~~

ARTICLE 27: COMPENSATION

A. Faculty Base Salaries

1. Faculty salaries shall be based on the most current degree in the discipline or a related discipline as validated by official transcript(s) held in the individual personnel file in Human Resources, as follows:

Pay Level I	Bachelor's Degree
Pay Level II	Master's Degree
Pay Level III	Earned Doctorate or MFA

Faculty shall see a base salary increase for the following pay level changes:

Level I to Level II	8%
Level I to Level III	21%
Level II to Level III*	13%

*Faculty who were previously at a Masters +30 level will see an 8% increase in going from Level II to Level III.

The recommendation for pay level change shall be submitted for Board approval no later than the second Board of Trustees meeting after the application is turned in to the assigned dean.

Pay level changes shall be effective on the first payroll date following District Board of Trustees approval.

~~Faculty employed by the College in a full-time faculty position during the 2015-16 academic year will receive a 2.44% increase to their 2015-16 base salary for the 2016-17 academic year effective August 16, 2016.~~

~~Faculty employed by the College in a full-time faculty position during the 2016-17 academic year will receive a 2.44% increase to their 2016-17 base salary for the 2017-18 academic year effective August 16, 2017.~~

Faculty employed by the College in a full-time faculty during the 2018-19 academic year will receive a one-time, non-recurring lump sum payment equal to 2% of their 2018-19 base salary, payable within 30 days of contract ratification and Board approval. The Faculty member must be a current College employee to receive payment.

Faculty employed by the College in a full-time faculty position during the 2018-19 academic year will receive a 3.0 % increase to their 2018-19 base salary for the 2019-20 academic year or be placed at the initial salary placement for their pay level, whichever is greater. The rate increase will be effective August 21, 2019.

In the event that all dependent health insurance subsidies are terminated effective December 1, 2019, savings from the terminated subsidies of faculty will be converted to an equivalent increase to the base salary of eligible full-time faculty who elected dependent coverage for the 2019 plan year and based on coverage as of April 1, 2019. Eligible faculty include those employed by the College in a full-time position during the 2018-19 academic year, and who remain in a full-time position without a break in service until December 1, 2019 electing dependent health plan coverage. The effective date of the increase will be December 1, 2019.

In the event the High Deductible Health Plan (HDHP) becomes the only base plan for the College, the PPO will continue to be one of two base health insurance plans available for faculty.

Base salaries for teaching faculty and librarians and counselors hired after August 15, 2003, shall be based on 180 workdays per contract year.

2. Initial salary placement for new faculty shall be:

Level I	\$39,717	<u>\$41,300</u>
Level II	\$43,195	<u>\$45,000</u>
Level III	\$48,889	<u>\$50,800</u>

New faculty may receive up to 15% above the minimum base salary to recognize direct, job-related college teaching or other professional experience and/or extenuating labor market conditions, if requested by the recommending administrator and verified by Human Resources as justified.

B. Overload Pay

1. Overload assignments are as defined in Section II of Article 26 and begin after the 30th base workload unit taught in the academic year.
2. Payment for overload assignments will be per WLU over 30 within the academic year at the rate of \$690 per WLU, or the certified adjunct pay rate, whichever is higher.
3. Payment for overload assignments for an academic year will be made at the earliest possible date in the months of February, March, April, May, June, July and August upon confirmation of overload status.

C. Increases in Health Insurance Premiums During Term of Agreement

1. The College will pay the cost of rate increases in employee health insurance premiums for the base health plan that occur during the term of this agreement. This does not extend to dependents of the faculty member.
2. This applies to cost increases that are attributable to increases in premium rates. It does not apply to premium cost increases related to changing plans or adding coverage for family members, etc.

D. Student Retention Salary Supplement (Non-recurring/not added to base salary)

1. For Academic Years 2017-18 and 2018-19, faculty will receive a salary supplement based on improvement in fall-to-fall student retention. Each faculty member will receive a 1% non-recurring salary supplement per each 2.5 percentage point increase in fall-to-fall student retention rate. This 2.5:1 relationship applies to any improvement in student retention above 0.25 percentage points with a pro-rata adjustment for retention increases below 2.5 percentage points. For example, a change from 50% retention to 51% retention would be calculated as a 1.0 percentage point increase in retention and will yield a 0.4% salary supplement. This salary supplement is not added to the base salary. If the retention rate declines, faculty will not be penalized, but will simply not receive any salary supplement.
2. Faculty will be eligible for this salary supplement if they have worked as a full-time faculty member at any time during the prior Academic Year and are still employed at the time of payment. Payment will be made at the earliest possible date in the Spring semester.
3. For the purposes of this article, retention will be calculated as the percent of all students in the baseline term (who were enrolled in at least one class with a credit type of 01, 02, 03, 05, or 14) who were then enrolled in the following fall term (in at least one class with a credit type of 01, 02, 03, 05, or 14) and had not completed any program between the baseline fall term and the following term. The 2017-18 salary supplement will be based on improvements in the fall 2016-to-fall 2017 retention rate (using fall 2015-to-fall 2016 retention rate as comparison). Subsequently, the 2018-19 salary supplement will be based on improvements in the fall 2017-to-fall 2018 retention rate (using fall 2016-to-fall 2017 retention rate as comparison).

Credit Typology Chart

Credit Type	Course Classification
01	Academic and Professional
02	Occupational/Postsecondary Vocational
03	College Preparatory
05	PSAV or Vocational Credit
14	Upper Level Credit (baccalaureate)

~~**E. Additional Base Salary Increase Contingent On New Money (Recurring)**~~

1. ~~For Academic Year 2017-18, in addition to the 2.44% increase to base salary that is provided in Section A.1 above, the faculty will receive an increase of up to 2% to base salary calculated as follows:-~~
 - ~~Begin with: new year state FSCJ funding from Florida College System Program Fund (FCSPF) and Lottery~~
 - ~~Add: FSCJ base funding withheld for Performance Based Funding~~

- ~~• Less: non-recurring new year state appropriations included in FCSFP or Lottery~~
- ~~• Less: Current year recurring state appropriations~~
- ~~• Add: Current year projected tuition & fees increased by any expected rate increases on individual fees~~
- ~~• Less: Current year tuition & fees budget~~
- ~~• Equals: Change in recurring funds available~~
- ~~• Less: Fully loaded cost of a 2.44% increase in full-time faculty salaries~~
- ~~• Equals: Additional recurring funds available for faculty and staff increases~~
- ~~• Multiply funds available for increases above 2.44% by FT faculty salaries divided by all salaries (no benefits) = funds available for FT faculty salary increase above 2.44%.~~
- ~~• Divide funds available for FT faculty salary increase above 2.44% by calculated cost of a fully loaded 1% FT faculty salary increase = % FT faculty salary increase to be added to the base 2.44% increase. Example: if this final calculation is 1.2, then the total FT faculty increase will be 3.64%.~~

~~Note: If the state's funding methodology changes during the first two (2) years of this agreement, this subsection (Subsection E of Article 27) shall be reopened so that the calculation of "funds available" may be adjusted accordingly and mutually agreed upon.~~

F. E. Pay for Non-teaching Extra Weeks

Payment for non-teaching extra weeks will be 2.5% of base salary per week when non-teaching weeks are authorized by the administration.

G. E. Pay for Extra Teaching Terms

In the event that faculty are offered, and accept, an opportunity to teach 15 workload units in a third full term during a contract year, \$12,000 will be added to the faculty member's base salary for that year. Work and office hour requirements for such faculty will be the same as in other terms. Workload units will be determined under the provisions of Article 26.

H. G. Pay for Special Assignments

Stipends for special assignment work may be awarded at the discretion of the administration and as approved by the College President, or designee. An individual faculty member may not receive more than \$10,000 in stipends in any year.

I. H. Reimbursement for College Required Licensure

License renewal fees for required professional licenses shall be reimbursed to eligible employees beginning August 16, 2019. A required professional license is defined as either:

1. A license that is specified in FSCJ's faculty credentialing matrices as required to meet the minimum credentialing standard for courses that are in the faculty member's primary program or discipline area. In addition to being primarily assigned to a program or discipline requiring certification, the faculty member must have taught a course under the relevant credentialing requirement at least once in the three terms prior to the license renewal deadline to qualify for reimbursement under this definition. Note, also, that licenses used in alternative credentials that are not required in the minimum credentialing standards are not eligible.
2. One that is specified as required by faculty as part of an institutional or program accreditation that the College holds at the time of the license renewal deadline.

Although license renewals can be paid and reimbursed prior to a license's renewal deadline, that deadline is the date that determines whether the renewal falls in the time window that is eligible for reimbursement. This provision applies to the line item cost of the license renewal, exclusive of any additional items or charges.

I. Reimbursement for Travel Expense Incurred for College-related Travel

Faculty will be reimbursed for travel expense that is incurred for college-related travel in accordance with College policy and Florida Statute 112.061.

J. Terminal Leave Pay

Terminal leave pay shall be paid pursuant to applicable Florida law and Article 16.

K. Early Pay Out

Faculty, if interested, must elect early pay out of base salary no later than the 1st day of the Fall term. Base salary will be annualized over 20 pay periods and all deductions, both involuntary and voluntary, will be adjusted accordingly. This provision expires at the end of the 2018-19 academic year. Beginning with the 2019-20 academic year, faculty will be paid on the same pay schedule as all full-time non-instructional personnel.

L. One Step Salary Incentive

Faculty shall be eligible for a one step salary incentive pursuant to Board Rule 6Hx7-3.3, Pay Plan.

ARTICLE 28: TERM OF AGREEMENT

The term of the negotiated agreement between Florida State College at Jacksonville (College) and the United Faculty of Florida – Florida State College at Jacksonville (Union) shall be from August 16, 2016 through August 15, ~~2019~~ 2020.

Any Article can be reopened at any time by the mutual agreement of the parties.

This Agreement was ratified by the bargaining unit on ~~August 23, 2016~~ _____.

This Agreement was approved by the District Board of Trustees of Florida State College at Jacksonville on ~~September 13, 2016~~ _____.

Bargaining for the next CBA shall begin at least 120 days before the expiration of the current CBA. Bargaining shall be through an interest based approach, and the mutually agreed to interest based bargaining training shall be completed before January 31, 2020.

Florida State College at Jacksonville

**United Faculty of Florida –
Florida State College at Jacksonville**

Chair of the District Board of Trustees

President

College President

Vice President