# Final TA

# **PILLAR 1 -**  **INCREASED FACULTY PAY**

4.4 Initial Placement. All new faculty will be evaluated for initial placement on their salary schedule within thirty (30) days of the beginning of their faculty appointment. Permanent placement will be contingent upon submission of required records and documentary evidence within ninety (90) days of employment. Thereafter, any changes made in salary placement as the result of records or documentation submitted after the permanent evaluation will not be retroactive. Newly-hired faculty may request assistance from AFT regarding initial placement.

Initial salary schedule placement is set forth in Appendices A and B of this Agreement.

4.5 Movement on the Salary Schedule. Provisions for movement on the full-time salary schedule are set forth in Appendix A of this Agreement; provisions for movement on the part-time salary schedule are set forth in Appendix B of this Agreement.

4.6 Faculty Program Coordinators.

1. Purpose: Faculty coordinators perform specific tasks for a particular administrative unit that are related to the maintenance of quality instruction and program integrity, while maintaining employment status as faculty and adhering to all aspects of this agreement. Faculty program coordinator responsibilities are in addition to professional obligations.
2. Duties: The Unit Administrator, in consultation with the affected unit program faculty, will develop a written description of those tasks and related responsibilities for each faculty coordinator position in his/her unit. As appropriate, the Unit Administrator and affected unit program faculty will meet and identify priorities for the coordination assignment. Eachdescription will be distributed to faculty in the appropriate administrative unit before the faculty coordinator selection is made. A copy of the description will also be sent to the Vice President for Instruction and the AFT President. Faculty coordinators do not make administrative personnel decisions, such as supervising or disciplining faculty. They shall not direct faculty to perform duties, nor make decisions about faculty rights and responsibilities or compensation. Also, the role of faculty coordinators does not include summative faculty evaluation. Article 6.3 shall apply to work conducted as a faculty coordinator.

The Unit Administrator should review the faculty coordinator job description annually in consultation with the affected unit program faculty, including the faculty coordinator. Nothing above shall preclude the faculty coordinator or any affected faculty member from requesting a job description review as the need may arise. Any adjustments made in the faculty coordinator job description affecting costs must be pre-approved by the Vice President for Instruction.

1. Selection: All affected unit faculty will have the opportunity to provide input to the Unit Administrator regarding the selection of faculty coordinators for their administrative unit. Part-time faculty may be selected as faculty coordinators. The Unit Administrator’s recommendation will be sent to the campus president (or designee) via the appropriate vice president for final selection. Faculty coordinator appointments are intended to be made on a regular college year basis, but a shorter term basis is permissible. Summer appointments are optional based on the Unit Administrator’s assessment of need; these appointments will be made in accordance with Article 4.6.
2. Compensation: Factors determining compensation may include number of full-time and part-time faculty, student head count and FTE, number of certificates/degrees, level of support staff assigned to the unit, size of departmental materials/supplies budget, summer school planning and departmental complexity factors (e.g., unfilled full-time faculty positions, Unit Administrator with responsibilities beyond one full-time job, high rate of vulnerable students, etc.).
3. Reassigned time: The full-time student contact hour work load as defined in Article 11.3, may be reduced, i.e., faculty may be reassigned to coordinator tasks. The percentage of reassigned time will be as follows:

|  |  |
| --- | --- |
| Average number of hours per week | Percent of reassigned time |
| 10  | 25% |
| 13 | 33% |
| 20 | 50% |
| 26 | 65% |
| 30 | 75% |

Any percentage of reassigned time that falls between these amounts will be pro-rated according to this table.

1. [If no reassigned time] The faculty coordinator and Unit Administrator can negotiate a higher stipend if the duties require more than 88 hours per quarter.

|  |  |  |
| --- | --- | --- |
| Average number of hours per quarter |  | Stipend  |
| 22 |  | $770 |
| 44 |  | $1,540 |
| 66 |  | $2,310 |
| 88 |  | $3,080 |

4.7 Stipend Rate:

Faculty will be compensated at a rate of $35 per hour for non-instructional duties.

4.8 Summer School. Assignments will be based upon the following conditions: (Seattle Vocational Institute summer school is covered in Appendix G.1 and G.3 in the Agreement.)

1. Length: Summer school will not exceed forty (40) instructional days in length.
2. Appointments: Summer school appointments will depend upon enrollment and upon the judgment and decision of appropriate College administration. Low enrollments may result in the cancellation of courses or programs and the subsequent termination of the related faculty appointments. (For course cancellation criteria, see Article11.6 below.)
3. Assignments: Summer school assignments will be rotated equitably among all regularly contracted full-time faculty and Priority Hire (PH) faculty members who wish assignments and who are qualified for positions available. So that all faculty within the division are aware of summer assignments, the unit administrator will inform each eligible faculty member of the opportunities and potential arrangements. The method of rotating will be determined cooperatively between the unit administrator (or designee) and faculty of the division after placing all eligible faculty on one list and establishing criteria that is equitable and based on previous summer teaching opportunities. The Unit Administrator will work cooperatively with the faculty, if that division/department faculty wish to be involved, and other administrators, in developing summer school programs.
4. Full-time faculty with split assignments: Full-time faculty with split assignments in two (2) or more divisions/departments shall be eligible for rotation only in the division/department where they have the major portion of their workload.
5. PHL Faculty with full-time employment in exempt or classified categories shall be eligible for rotation only if there are unassigned classes after the PHL and FT faculty receive assignments.
6. Summer school shall be paid in accordance with the provisions of Appendix B.

# 4.9 One-on-One Music Lessons:

To meet the learning needs of music students who wish to receive college credit for one-on-one music lessons, the SCCD and the AFT agree to the following conditions of employment:

Individual music lesson instructors will be paid $200 per quarter July 1, 2017-June 30, 2018,$350 per quarter July 1,2018-June 30, 2019, and $400 per quarter beginning July 1, 2019, per credit for one ½ hour lesson per week, with the addition of benefits, subject to the Agreement, except as in item b, below.

Faculty workload, for benefit purposes will be calculated as a function of instructional hours, on a 30 hour workload base, (e.g.: 20 students at 1/2 hour per week, per student = 10 hrs. per week = 10/30 = .3333. Alternatively, 10 students at 1 hr. per week, per student = 10 hrs. per week = 10/30 = .3333 workload.) Workload will apply toward benefits, but not toward the pro-rata threshold.

# 4.10 Part-time Librarians and Counselors:

Compensation for part-time librarians and counselors will be based on a 30 hour workload except when they are assigned to teach a class, in which case they will be paid according to the established workload as determined in Article 11.3, on a 15-hour workload.

Part-time librarian workshop hours can be tracked on an hourly time sheet for the quarter.

Payment will be made at the end of each quarter~~.~~

# **ARTICLE 11 -- OPERATIONAL POLICIES**

11.8 Clustered and Combined Classes

A. Clustered classes : Classes with similar discipline content may be clustered, provided there is agreement from the faculty of record and the class capacity is not exceeded. The maximum enrollment for the cluster will be that of the smaller of the two classes, as listed in the Master Course Outline. These classes will be called a clustered class.

B. Combined classes The college will not combine sections of the same class that have different modes of instruction.

#  **APPENDIX A - FACULTY SALARY PROVISIONS**

A.1 Full-Time Faculty Salary Schedule Annual Amount

(effective June 26 , ~~2008~~ 2017).

*Note: This salary placement schedule starts at step 9 = $57,103.68 annually. Step designations are now intended for administrative purposes only. Although step designations will not change, salary amounts will change contingent upon amount of COLA allocations and earning increments. Now: Increments ≠ steps; Increments = $.*

**Appendix A: The FT faculty salary ~~placement~~ schedule is:**

**INCREASE BY 2% EFFECTIVE June 30, 2017.**

|  |  |
| --- | --- |
| **Initial Placement Steps** | **$ Amount (annual)** |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 | 57,104 |
|  |  |
| 10 | 58,009 |
| 11 | 58,913 |
| 12 | 59,819 |
| 13 | 60,722 |
| 14 | 61,628 |
| 15 | 62,531 |
| 16 | 63,438 |
| 17 | 64,343 |
| 18 | 65,246 |
| 19 | 66,152 |
| 20 | 67,057 |
| 21 | 67,964 |
| 22 | 68,868 |
| 23 | 69,772 |

Faculty who were on steps 5-8 before June 26, 2017 will all be re-placed at Step 9.

The faculty salary schedule is based on 172 days. Calculation of the salary for full-time appointments of less than the full academic year is as follows:

Rate of Pay per Schedule X *Number of Assigned Days*

 172 days

For IEL (See H.6.b.3):

* Annual salary / 172 contractual days x 151 days = fall, winter and spring quarter salary
* Annual salary / 172 contractual days x 75% x 49 days = summer salary

A.2 Initial Placement. Initial salary placement for full-time faculty new hires will be at step nine (9) on the A.1 Full-time Salary Schedule. Initial placement will be made higher than step nine (9) only in such instances where such action is deemed necessary for competitive reasons.

A.3 ~~Advancement~~ Salary increases.

There are three (3) ways to increase annual full-time salaries:

1. Increments: To receive any annual increment towards salaryincreases, a full-time faculty member is required to submit to his or her unit administrator a one to two page annual Education, Experience and Professional Development (EEPD) that includes completed professional development and/or district, campus, or division/program committee activities. The report shall discuss any of the following:
2. Description of activities engaged in throughout the previous academic year which support the faculty member’s present or future instructional assignment and professional interests.
3. Discussion of how the activities will support District, college and/or divisional/program goals and objectives.

The upcoming year’s EEPD and previous year’s report on EEPD activites are due to the unit administrator by June 15 of each yearFor faculty hired after spring quarter development day, the upcoming year’s EEPD is due October 30.

If revisions need to be made to an EEPD turned in by June 15, the due date for revisions is October 30.

Upon the successful completion of the activities listed in the EEPD, faculty will earn a share of increment funding. ~~Approval will be assumed upon submission unless the report does not contain information about professional development as discussed above and in section A.5.~~ “Successful completion” will be determined by the unit administrator. UA will meet with a faculty member who requests a consultation. Annual increases on this model will be assumed if the faculty member is not informed otherwise by the appropriate unit administrator by July 15.

If approval is not granted by the unit administrator, appeal of the decision may be made to the appropriate vice president. The final decision will be made by the Vice President.

Increments will be effective at the start of the next academic year – Fall Quarter.

The increment pool is a combination of legislative funding for increments, turnover savings, and all other increment funds in accordance with state law.

The total increment funding shall be divided by the total number of District state-funded full-time faculty who have submitted their EEPD report; this amount will be added to the base salary of eligible non-state-funded faculty (such as, but not limited to, IEL, TRIO and grant-funded. These funds do not originate from the increment funding).

Should state law or grant conditions contravene this allocation, this allocation shall be negotiated between the District and AFT Seattle.

1. COLA. Full-time faculty will receive Cost of Living Allocation (added to base salary) equal to that allocated by the state. Distribution of the COLA is applied as an equal percentage increase across the salary schedule each year funds are allocated by the state.
2. Promotional Increases:
3. When a faculty member attains tenure faculty status, $1,500 will be added, permanently, to the annual salary, beginning Fall quarter of the year following tenure.
4. Starting in the 2007-2008 academic year, $1,000 will be added, permanently, to the annual salary of all FT faculty members who have ten (10) years of FT service and who agree to be mentors. Faculty members who attain ten (10) years of service in subsequent years and who agree to be mentors will all receive the $1,000 increase beginning Fall Quarter of the following year. The $1,000 increase will be for peer mentoring.

FT faculty members who choose not to be a mentor upon eligibility according to paragraph (2) above shall have the option to be a mentor in subsequent years.

1. When a full-time faculty member earns an additional degree in his/her discipline, he/she will be moved to the next salary step.
	1. A special task force of faculty and administration (not DFSGC) will be formed to look into best practices at other institutions around the issue of “credentials and certifications.” A report to the Chancellor will be due February 19, 2019.

A.4 Integration with Legislative Funding. Salary increases granted pursuant to A.3.a and A.3.b above must be authorized and funded by the Legislature. When state funds are appropriated for an annual salary increase, the District and the AFT shall meet to mutually determine the distribution of these funds.

A.5 Increment Eligibility Activities. Eligibility for a share of the annual increment includes, but is not limited to, the following:

1. all credits necessary for undergraduate or graduate degree programs or vocational certification.
2. credit courses, seminars, workshops, colloquia, institutes, lectures, field or research study, etc. offered by the District, other higher education institutions, or industrial or professional organizations.
3. activities for professional-technical certification and development.
4. activities which support District, college and/or division goals.
5. joint committee participation: joint committee and faculty representative participation.
6. ex-officio faculty representatives to Board of Trustees.
7. employment experience in the District

# **APPENDIX B - PART-TIME SALARY PROVISIONS**

# B.1. Part-time Salary Schedule.

. All faculty with part-time teaching assignments will be placed into one of the following salary schedules.

**General Part-time Faculty Base Quarterly Salary Schedule**

**INCREASE BY 2% EFFECTIVE June 26, 2017.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
|   | As of June 26, 2017 |
|   |   |
| **GENERAL** |  | **A** | **B** | **C** | **D** | **E** |
|   | **Step 1** | $14,087 | $14,199 | $14,507 | $14,685 | $14,762 |
|   | **Step 2** | $14,895 | $15,173 | $15,330 | $15,678 | $15,740 |
|   | **Step 3** | $15,911 | $15,978 | $16,299 | $16,456 | $16,860 |
|   | **Step 4** | $17,017 | $17,139 | $17,426 | $17,583 | $17,724 |
|   | **Step 5** | $17,985 | $18,142 | $18,348 | $18,581 | $18,839 |
|   | **Step 6** | $19,258 | $19,258 | $19,258 | $19,258 | $19,258 |

For all part-time faculty, each quarter’s salary will be calculated by multiplying the quarterly percentage workload by the quarterly base salary at the appropriate salary step and cluster listed above. For example, a 50% workload at Step 2, Cluster C would result in a quarterly salary ~~rate~~ of $17,283 \* 0.50 = $8641.50 ~~$13,499 \* .50 or $6,749.50 quarterly~~.

Qualifying non-instructional duties will generally fall under Article 4.6 (faculty program coordinators) or Article 6.8.B (additional obligations). Non-instructional duties will be paid at the stipend rate (Article 4.6).

1. Seattle Vocational Institute

Part-time faculty teaching in SVI will be placed on the same step and cluster as the General Base Quarterly Part-time Faculty Schedule. However, because SVI faculty have one additional day per quarter, this additional day is calculated into the salary schedule (salary step from General PT Salary Schedule in B.1 x 1.02%).

INCREASE BY 2% EFFECTIVE June 26, 2017.

**SVI Salary Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **~~A~~** | **~~B~~** | **~~C~~** | **~~D~~** | **~~E~~** |
| **~~Step 1~~** | ~~$14,615~~ | ~~$14,742~~ | ~~$15,089~~ | ~~$15,289~~ | ~~$15,377~~ |
| **~~Step 2~~** | ~~$15,526~~ | ~~$15,839~~ | ~~$16,016~~ | ~~$16,409~~ | ~~$16,478~~ |
| **~~Step 3~~** | ~~$16,672~~ | ~~$16,749~~ | ~~$17,109~~ | ~~$17,286~~ | ~~$17,742~~ |
| **~~Step 4~~** | ~~$17,919~~ | ~~$18,056~~ | ~~$18,379~~ | ~~$18,556~~ | ~~$18,715~~ |
| **~~Step 5~~** | ~~$19,010~~ | ~~$19,187~~ | ~~$19,419~~ | ~~$19,683~~ | ~~$19,974~~ |
| **~~Step 6~~** | ~~$20,446~~ | ~~$20,446~~ | ~~$20,446~~ | ~~$20,446~~ | ~~$20,446~~ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

As of June 26, 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IEL** |  | **A** | **B** | **C** | **D** | **E** |
|   | Step 1 | $12,552 | $12,652 | $12,926 | $13,084 | $13,153 |
|   | Step 2 | $13,271 | $13,519 | $13,659 | $13,969 | $14,024 |
|   | Step 3 | $14,177 | $14,237 | $14,522 | $14,662 | $15,022 |
|   | Step 4 | $15,162 | $15,271 | $15,526 | $15,666 | $15,792 |
|   | Step 5 | $16,024 | $16,164 | $16,348 | $16,556 | $16,786 |
|   | Step 6 | $17,159 | $17,159 | $17,159 | $17,159 | $17,159 |
|   |   |   |   |   |   |   |

1. Intensive English Language Programs

Part-time faculty teaching in IEL will be placed on the same step and cluster as the General Base Quarterly Part-time Faculty Schedule. However, since IEL faculty teach a ten (10) week quarter, the salary rate has been adjusted accordingly (salary step from General PT Salary Schedule in B.1 x 89.1%: 49 days per IEL quarter / 55 days per academic quarter).

**IEL Salary Schedule**

**INCREASE BY 2% AS OF June 26, 2017.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **~~A~~** | **~~B~~** | **~~C~~** | **~~D~~** | **~~E~~** |
| **~~Step 1~~** | ~~$12,767~~ | ~~$12,878~~ | ~~$13,181~~ | ~~$13,355~~ | ~~$13,432~~ |
| **~~Step 2~~** | ~~$13,562~~ | ~~$13,836~~ | ~~$13,991~~ | ~~$14,334~~ | ~~$14,395~~ |
| **~~Step 3~~** | ~~$14,564~~ | ~~$14,630~~ | ~~$14,944~~ | ~~$15,100~~ | ~~$15,497~~ |
| **~~Step 4~~** | ~~$15,653~~ | ~~$15,772~~ | ~~$16,055~~ | ~~$16,210~~ | ~~$16,348~~ |
| **~~Step 5~~** | ~~$16,606~~ | ~~$16,760~~ | ~~$16,964~~ | ~~$17,194~~ | ~~$17,448~~ |
| **~~Step 6~~** | ~~$17,860~~ | ~~$17,860~~ | ~~$17,860~~ | ~~$17,860~~ | ~~$17,860~~ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

As of June 26, 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SVI** |  | **A** | **B** | **C** | **D** | **E** |
|   | Step 1 | $14,369 | $14,483 | $14,798 | $14,979 | $15,058 |
|   | Step 2 | $15,193 | $15,476 | $15,636 | $15,992 | $16,054 |
|   | Step 3 | $16,229 | $16,298 | $16,625 | $16,785 | $17,197 |
|   | Step 4 | $17,357 | $17,482 | $17,774 | $17,934 | $18,078 |
|   | Step 5 | $18,344 | $18,505 | $18,715 | $18,953 | $19,216 |
|   | Step 6 | $19,643 | $19,643 | $19,643 | $19,643 | $19,643 |
|   |   |   |   |   |   |   |

#

# B.2 Initial Placement for Newly-Hired Part-time Faculty

Initial salary placement for new hires may be at Step 1 - Cluster A, Step 2 - Cluster A, or Step 3 - Cluster A on the B.1 General Part**-**time Faculty Quarterly Salary Schedule. Newly hired part-time faculty teaching at SVI or in Intensive English Language programs will be placed on their appropriate respective salary schedule.

Faculty hired into more than one program will only have one step and cluster placement in a respective salary schedule.

Initial placement for any part-time faculty will not be made higher than Step 3 except in instances where such placement is necessary for competitive reasons. Placement on the part-time salary schedule shall be in accordance with the following:

1. Initial Placement at Step 1. Minimum qualifications for placement in Step 1 shall be a master's degree in the applicable instructional field or five (5) years educational preparation and/or qualification for the appropriate vocational, and/or professional/technical certificate. It is understood that the District may waive minimum qualifications for initial placement on the part-time salary schedule where program needs dictate (e.g., special programs such as ESL).
2. Initial Placement at Step 2. For initial placement at Step 2, part-time faculty will have 3 years full-time equivalent related teaching experience at an accredited post-secondary educational institution. For vocational or professional/technical programs, placement on Step 2 will be based upon 3 full-time equivalent years teaching the subject, or 5 years related work experience in the professional/technical or vocational field.
3. Initial Placement at Step 3. Initial placement at Step 3 will be based upon possession of a doctoral degree AND 3 full-time equivalent years related teaching experience at an accredited post-secondary educational institution, or a master’s degree and 7 years related teaching experience at an accredited post-secondary educational institution. For vocational or professional/technical programs, initial placement at Step 3 will be based on possession of advanced certification(s) and 3 years full-time equivalent teaching experience, or 7 years related work experience in the professional/technical or vocational field and 3 years teaching experience.
4. Initial Placement Process.All new faculty will be evaluated for initial placement on the salary schedule within thirty (30) days of the beginning of their faculty appointment. Permanent placement will be contingent upon submission of required records and documentary evidence within ninety (90) days of employment. Thereafter, any changes made in salary placement as the result of records or documentation submitted after the permanent evaluation will not be retroactive.

# B.3 Salary Schedule Advancement

The base salaries in each cluster within a step may be increased through COLA, turnover savings, increments, and additional educational attainment. Once placed in a cluster within a step, faculty do notmove horizontally within a step from cluster to cluster except as described inb.2 below.

a. Increments: All faculty paid from the part-time salary schedules during the year shall receive a share of the annual increment and turnover funding. Total funding available will be based on the District’s part-time faculty turnover dollars in addition to increment funding from the state. All faculty on the part-time salary schedule will receive an equal distribution of these available funds added to their base salary, effective at the start of the next Fall quarter.

 b. Educational attainment

When a part-time faculty member earns an additional degree in his/her discipline, his/her salary will be increased to the next Step in the same column as their current placement.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

B.4 COLA and Equity:Part-time faculty will receive Cost of Living Allocation (added to base salary) and part-time equity increases equal to that allocated by the state. When state funds are appropriated for COLA salary increase, it will be applied as an equal percentage increase across the board. When state funds are appropriated for Equity purposes, the District and AFT Seattle shall meet to mutually determine the distribution of these funds.

B.5 Additional Part-time Pay Stipulations:

1. Full-time faculty who moonlight can request one new placement on the part-time salary schedule in accordance with the initial placement criteria in B.2. Thereafter, full-time moonlight and summer faculty will advance on the part-time salary schedule through increment/turnover and COLA increases.
2. Librarians and counselors will be paid at the appropriate rate established for a 30-hour workload except when they are assigned to teach a class or workshop, in which case they will be paid according to the established workload as determined in Article 11.3.b.
3. The method of compensation for faculty who are substituting will be a fixed hourly rate of $55.00 multiplied by the number of contact hours up to a period equal to 20% of the course contact hours. For periods of replacement more than 20% of the course contact hours, compensation will be based on the substitute’s current part-time faculty salary rate multiplied by the percent of full-time workload. Substitute or replacement hours for periods of less than eight weeks, or for a shorter period when the assignment equals that of a full quarterly load (see 4.1.b), for any one continuous assignment do not apply toward pro-rata pay.
4. Calculations for Leave Without Pay will be based on the part-time hourly salary rate of $55.00 multiplied by the number of contact hours up to a period equal to 20% of the course(s) contact hours. For periods of absence beyond 20% of the course(s) contact hours, reduction in pay will be based on the quarterly rate multiplied by the percent of full-time workload.
5. Part-time faculty who participate in Development Days will be paid $100 per each Development Day attended. (refer to Article 11.1.C.4)

B.6 Course Outline. Newly hired part-time faculty will be given a copy of the course outline (i.e. “Master Course outline”) for courses they are assigned to teach. AFT Seattle publications will inform part-time faculty of the availability of course outlines.

**APPENDIX F - COMMUNITY AND CONTRACT SERVICE (CONTINUING EDUCATION) SALARY PLANS**

F.1 Community Service/Continuing Education Courses.

1. Courses to be Offered: Courses to be offered are those non-credit/non-graded self-support courses and activities which are conducted by the SCCD system for members of the community not directly related to the fulfillment of requirements for a state approved degree, state approved certificate or state approved diploma.

Courses to be excluded from this program are those coded by institutional intent as 11, 21, 22 and 23, i.e., Academic Transfer, Academic Basic Education, Academic General Education, Occupational Preparatory, Occupational Supplementary, Non-Wage Earning Occupational, and Intensive English Programs (see Appendix H).

1. Tuition and Class Fees: Student tuition and fees for community service courses will be established by the president or his/her designee at each campus.
2. Faculty Salary: Compensation for instructing community service classes will be negotiated as follows: (1) a minimum of $25 per contact hour, or (2) a minimum of 45 percent of the actual student tuition collected (excluding special fees) instead of an hourly rate. A rate mutually agreeable to the college and the instructor may exceed these rates.

The appropriate administrator must inform the instructor as to which method will be used and the rate of compensation prior to the first class session. The method or rate of compensation may be changed after the first class session only if it is mutually agreeable to the college and the instructor.

Final determination of quarterly pay for the percent-of-student-tuition method of compensation will be deferred until revenue generated by a course (student fees and tuition less withdrawal refunds) is accurately determined. Payment then would normally be in two installments.

1. Annual Review: There will be an annual review of the community service/leisure-time program and copies of the review will be provided to the AFT no later than November 1 each year.

G.1 Instructional Year.

1. Beginning in Winter Quarter of the 2017-18 Academic Year, there will be 172 work days for the contract work year, including 165 instructional days (or their equivalent in non-contact instructional activities) and three (3) Development Days.