AGREEMENT

between the

SANTA BARBARA CITY COLLEGE

INSTRUCTORS’ ASSOCIATION

and the

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Santa Barbara, California

January 1, 2010 - December 31, 2012
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ARTICLE 1: RECOGNITION

The District hereby acknowledges that the Association is the exclusive bargaining representative for that unit of employees set forth in the Public Employment Relations Board Certification of Representation, as amended, as follows:

1.1 The Unit shall include:

(a) All regular contract, tenured and tenure-track faculty employed by the District (including those faculty previously identified as regular, certificated faculty); and
(b) All temporary, full-time contract faculty employed in the Credit Division of the District; and
(c) All part-time, adjunct faculty employed in the Credit Division of the District

1.2 The Unit shall exclude:

(1) Management, supervisory, and confidential employees; and
(2) Part-time faculty of the Continuing Education Division; and
(3) All other employees of the District not specifically identified in 1.1 above.
ARTICLE 2: COMPENSATION

GENERAL ALLOCATION:

The 2010 salary schedules will remain unchanged during the term of this Agreement. However, if the District receives a cost of living adjustment (unrestricted general funds) included in the signed 2012/13 state budget as reflected on the 2012/13 First Principal Apportionment document, the parties will reopen negotiations on the subject of salaries.

2.1 CREDIT CONTRACT AND REGULAR CERTIFICATED FACULTY

The Credit Faculty Salary Schedule (Schedule 10) will remain unchanged during the term of this Agreement, provided however, if the District receives a cost of living adjustment (unrestricted general funds) included in the signed 2012/13 state budget as reflected on the 2012/13 First Principal Apportionment document, the parties will reopen negotiations on the subject of credit contract and regular certificated faculty salaries.

2.2 CREDIT ADJUNCT CERTIFICATED FACULTY SALARY

The Credit Adjunct Faculty Salary Schedule (Schedule 11) will remain unchanged during the term of this Agreement, provided however, if the District receives a cost of living adjustment (unrestricted general funds) included in the signed 2012/13 state budget as reflected on the 2012/13 First Principal Apportionment document, the parties will reopen negotiations on the subject of credit adjunct certificated faculty salaries.

Non-instructional adjunct faculty (Schedule 9) will be paid in accordance with the current formula (i.e., 7/8 of class 2, steps 1-9 (as appropriate), divided by 1225.

2.3 CONTRACT AND REGULAR COSMETOLOGY FACULTY SALARY SCHEDULE

Effective with the beginning of the 2012/13 academic year contract and regular cosmetology faculty will be placed (and paid pursuant to their placement) on the credit faculty salary schedule (Schedule 10). Until such time contract and regular cosmetology faculty will be paid pursuant to Schedule 23. Cosmetology instructors will be paid at their daily rate for their extended work year. If a cosmetology instructor works beyond the extended work year, eg., during summer 2012 or thereafter, the instructor will be paid at the summer session rate (Schedule 15).

The work week is 35 hours. The District will continue to have flexibility in scheduling Cosmetology faculty throughout the week, including Saturdays.
2.4 ADJUNCT COSMETOLOGY INSTRUCTOR SALARY SCHEDULE

The adjunct instructor rate will be determined as 80% of the rate for contract and regular cosmetology faculty (Salary Schedule 23). The hourly rate for adjunct faculty will be determined by dividing the rate contained in schedule 23 by 1225 hours and then multiplying that amount by 80%. Notwithstanding the above, effective upon the implementation of the use of Schedule 10 for contract and regular cosmetology instructors, adjunct cosmetology instructors will be placed (and paid pursuant to their placement) on the Part-time Hourly Counselors, Librarians and other Non-Instructional Faculty Salary Schedule (Schedule 9).

2.5 CONTRACT AND REGULAR CHILDREN'S CENTER FACULTY SALARY SCHEDULE

The contract and regular children’s center faculty salary schedule (Schedule 13) will remain unchanged during the term of this Agreement, provided however, if the District receives a cost of living adjustment (unrestricted general funds) included in the signed 2012/13 state budget as reflected on the 2012/13 First Principal Apportionment document, the parties will reopen negotiations on the subject of contract and regular children's center faculty salaries.

2.6 ADJUNCT INSTRUCTOR CHILDREN'S CENTER SALARY SCHEDULE

The adjunct rate will be determined as 80% of the regular Children’s Center faculty schedule (Schedule 13). The formula will be based on a work year of 1400 hours. The formula to be applied will be to divide the regular schedule (Schedule 13) by 1400 hours and then multiply by 80% to obtain the adjunct rate.

2.7 SABBATICAL LEAVES

Effective with the 2011/12 academic year, any sabbatical leave monies funded (allocated) by the District but unused by the end of the academic year will be carried over to the next academic year. Conversely, if the District allocates a specified amount of money for sabbaticals for one academic year and such allocation is exceeded that year, such overage will be deducted from any monies allocated for the proceeding year.

2.8 SALARY SCHEDULES

Current unit salary schedules are attached as follows:

Credit Contract and Regular Certificated Faculty Salary Schedule (Schedule 10)

Credit Adjunct Certificated Teaching Faculty Salary Schedule (Schedule 11)
Credit Adjunct Certificated Non-Teaching Faculty Salary Schedule (Schedule 9)

Contract and Regular Cosmetology Faculty Salary Schedule (Schedule 23) [note - schedule expires as of the beginning of the first academic year following ratification of this Agreement.]

Credit Adjunct Cosmetology (Schedule 24) [note - schedule expires as of the beginning of the first academic year following ratification of this Agreement.]

Contract and Regular Children’s Center Faculty Salary Schedule (Schedule 13)

Summer Session Instructor Salary Schedule: Contract Regular faculty and beginning with the summer 2012 term, contract and regular cosmetology instructors, excluding Children’s Center faculty and instructors and Counselors, and Librarians (Schedule 15)

2.9 GUIDELINES FOR ADMINISTRATION OF THE CONTRACT AND REGULAR FACULTY SALARY SCHEDULE

2.9.1 General
Placement on the Credit Contract and Regular Salary Schedule (Schedule 10) shall be determined by the District according to the following criteria after receipt of appropriate verification of training and experience.

2.9.2 Definition Of Classes for Hires on or following 1/1/90

CLASS I
(a) Bachelor’s Degree, or less
(b) Associate Degree plus 6 years full-time related experience for instruction in the vocational disciplines

CLASS II
(a) Master’s Degree
(b) Bachelor’s Degree plus 2 years full-time related experience, for instruction in the vocational disciplines

CLASS III
(a) Master’s Degree with 45 units beyond Bachelor’s Degree
(b) Master’s Degree with 15 units beyond Master’s Degree
(c) Bachelor’s Degree plus 15 units plus 2 years full-time related experience, for instruction in the vocational disciplines
| CLASS IV | (a) Master's degree with 60 units beyond Bachelor's Degree |
|          | (b) Master's Degree with 30 units beyond Master's Degree |
|          | (c) Bachelor's Degree plus 30 units plus 2 years full-time related experience, for instruction in the vocational disciplines |
| CLASS V  | (a) Master's Degree with 75 units beyond Bachelor's Degree |
|          | (b) Master's Degree with 45 units beyond Master's Degree |
|          | (c) Bachelor's Degree plus 45 units plus 2 years full-time related experience, for instruction in the vocational disciplines |
|          | (d) Doctorate Degree (as defined in Article 2.10 doctoral bonus) |

See also Section 2.9.4d.

2.9.3 **Definition of "Units":**

A "unit" is defined as a semester unit of credit from an accredited college or university. For credit beyond the Bachelor's or Master's Degrees, only upper division or graduate course credit is acceptable. Lower Division courses are not acceptable. (Exceptions for good reason may be approved by the Academic Policies Committee.)

2.9.4 **Definition of Career Technical Education (CTE) Instructor:**

a. To qualify as a CTE instructor for purposes of salary classification, an employee must be assigned to teach courses in those disciplines identified by the Chancellor's Office as not requiring a Master's Degree.

b. Fifty-one percent of an employee's assignment must be in those CTE courses in order to qualify as a CTE contract instructor.

c. All salary classification changes shall be made in accordance with the Salary Class Transfer procedures. If an employee has his/her status changed from CTE to academic, under no circumstances shall his/her salary be reduced if he/she falls into a lower pay classification due to teaching in the new area. An instructor may transfer from an academic to a CTE program only if the appropriate dean of Educational Programs declares an intent to permanently transfer. All compensation changes shall be made at the beginning of the contract year.

d. For the purposes of salary class placement and salary class transfer, employees hired prior to January 1, 1990, shall be grand-
parented under the Definition of Salary Class for Hires Before 1/1/90 found in Appendix A of this contract.

2.9.5 Initial Step Placement

2.9.5.1 For initial placement of certificated personnel on the Contract and Regular Instructors’ Salary Schedule, the following criteria are used:

(a) The maximum credit granted for out-of-District experience is ten (10) years. The maximum entering step is No. 11. For Temporary Contract Certificated personnel, the maximum entering step is No. 7.

(b) Salary step placement will be based upon one (1) year of full-time teaching experience as equal to one (1) step on the salary schedule, subject to the provisions of this section.

(c) Step placement for faculty members who have previous credit part-time experience in the District will be one (1) step for each thirty (30) credit semester units of teaching (or 1,325 hours for certificated non-teaching work) not to exceed a maximum of seven (7) steps credited based upon total part-time District experience. Credit for such part-time Santa Barbara City College experience shall be recognized only if the applicant presents verified documentation of such experience to the Human Resources/Legal Affairs Department within thirty (30) days of the beginning employment date. Failure to meet the above requirements shall result in forfeiture of credit for part-time experience.

(d) Teaching experience is granted full credit up to the maximum allowable (over 60% assignment for 75% of school year).

(e) Teaching as a full-time teaching assistant at a four-year institution (15-20 hours weekly teaching load) is granted half credit to a maximum of two (2) full years of full-time teaching.

(f) Full-time experience in an occupational industrial field other than teaching, but in a field relevant to the teaching assignment, may be granted half credit; one step credit for each two (2) years of full-time experience.

(g) Relevancy of the experience of the teaching assignment is determined by the Vice President of Human Resources/Legal Affairs in consultation with the Department Head.
2.9.5.2 As required by Education Code Section 87815, a divisor will be used in calculating salaries for contract instructors serving less than a full school year.

2.9.5.3 The amounts shown on the Contract Instructors' Salary schedule are annual salaries for the contract school year. Amounts for extra contractual assignments, are added to the annual contract.

2.10 DOCTORAL BONUS FOR CONTRACT AND REGULAR FACULTY

Full-time certificated contract and regular employees with a doctorate earned and received from a fully accredited institution will receive an additional five percent (5.0%) of Class I, Step 1 of the Contract Salary Schedule annually. The institution must have been accredited for at least five years prior to the time the doctorate was earned and received. A fully accredited institution is an institution of higher education accredited by a United States recognized regional accrediting association, or the Committee of State Bar Examiners of the State Bar of California or the American Medical Association [AMA].

Employees with a foreign degree must be evaluated for an equivalency.

2.11 SERVICE INCREMENTS

2.11.1 Service increments shall be paid, based upon Class II, Step 1 of the Contract Salary Schedule, to contract and regular unit members in accordance with the following schedule:

<table>
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<tr>
<th>YEARS OF SERVICE</th>
<th>PERCENT OF CLASS II, STEP 1</th>
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<tr>
<td>18-19-20</td>
<td>2.25</td>
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<tr>
<td>21-22-23</td>
<td>4.50</td>
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<tr>
<td>24-25-26</td>
<td>6.75</td>
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<tr>
<td>27-28-29</td>
<td>9.00</td>
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<tr>
<td>30-31-32</td>
<td>11.25</td>
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<td>33-34-35</td>
<td>13.50</td>
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<tr>
<td>36-37-38</td>
<td>15.75</td>
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<tr>
<td>39-40-41</td>
<td>18.00</td>
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*will continue according to the above pattern for service beyond 41 years.
2.11.2 Service as a teaching faculty member of the institution presently known as Santa Barbara City College occurring prior to July 1, 1965, shall be considered as service to the Santa Barbara Community College District.

2.11.3 An instructor shall be granted one increment for each year of teaching service (75 percent or more of the days in the contract college year over 50% assignment) until the maximum salary for the class is reached. For contract and regular faculty, service increments are computed on the basis of one increment per year. Only one increment is allowed per year.

2.11.4 A certificated employee who is granted a military, exchange, or sabbatical leave shall be granted the same service increments as if in regular certificated service. Personal leave, without pay, does not count toward service increments.

2.11.5 Effective Spring 2001, any credit contract or regular certificated employee of the college who, during the final year of full time service achieves a new increment milestone and has had her/his request for retirement approved by the Board, shall, at the mid-year, be given full credit for actual service completed and have the new payment put into effect at that time.

2.12 NON-TEACHING FACULTY COMPENSATION

Except as set forth in Sec. 2.12.1(e) faculty duties of department chairs, directors of programs, laboratory coordinators, coaches, and chairs of certain committees shall be compensated by stipends. Assignments will run from July 1 to June 30 of each academic year.

2.12.1 Computation of Compensation

(a) Faculty receiving stipends for departmental leadership and other non-teaching responsibilities shall be as identified in District Policy 1913.1 and as listed in Appendix “C” of that policy. The formula for determining compensation for non-instructional departmental and institutional leadership is set forth in District Policy 1913.1 and the Department Chair Stipend Worksheet and the Faculty Leadership Stipend Worksheet. In essence, the formula involves multiplying the load factor for each position by the dollar multiplier set forth below. Department Chair load factors related to the number of full or part-time faculty in a department; the number of classified personnel in a department; or the number of department TLUs shall be computed and updated annually by the Office of Educational Programs each fall semester for the academic year. Department chair stipends shall be paid in equal monthly installments from October until June of each academic year. Other stipends will be paid in equal monthly installments from September through June of each academic year. If an additional
summer session or winter intersession is added, leadership compensation would be increased by twenty percent.

(b) The dollar multiplier for department chair stipends is equal to 0.419% of Class II Step I of the full time faculty salary schedule.

c) The dollar multiplier for non-instructional and institutional leadership (except for hourly and assistant coaches and the department chair stipend) is equal to 0.35% of Class II Step I of the full time faculty schedule.

d) The dollar multiplier for hourly coaches is equal to 0.261% of Class II, Step 1 of the full time faculty salary schedule.

e) Those positions compensated by extra days or base load assignments are set forth in Appendix “C” of District Policy 1913.1.

(f) In lieu of receiving all or part of the leadership and/or non-teaching compensation in the form of a stipend, the faculty member may, in conformance with District policy, use stipend proceeds to:

- Reduce his/her teaching load by purchasing release time at the prevailing hourly instructor TLU cost.
- Share compensation with department faculty for shared or delegated leadership or support service responsibilities.
- Hire additional student worker assistance.

2.12.2 Any increases in the number of stipends or the amount of a stipend, (including but not limited to, changes in the factors or weight of the factors used to determine stipends) not addressed in the formulas set forth in subsection 2.12.1(b) and (c) above, or requests for funding for new leadership positions, will be evaluated and considered for funding through the Program Review process.

2.12.3 Except as set forth above, any increases in stipends will be prospective only (ie., no retroactivity).

2.13 ACADEMIC SENATE COMPENSATION

Faculty members of the Academic Senate shall be compensated according to a TLU schedule mutually agreed upon by the Academic Senate and the Superintendent/President. The total TLUs in the schedule allocated for faculty involvement in shared governance shall be 48 TLUs per semester.

The District agrees to provide a stipend not to exceed $3,000 to the Academic Senate President for summer assignments based on the nature of the activities to be performed during the summer. The Superintendent/President, in consultation with the President of the Academic Senate, will determine the
amount of the stipend for the agreed upon assignments to be completed during the summer.

2.14 COMPENSATION FOR DISTRICT REQUESTED NON-TEACHING ASSIGNMENTS PERFORMED DURING THE SUMMER

2.14.1 Faculty members of the Academic Senate selected to participate in summer Academic Senate meetings and/or summer College Planning Council meetings will be compensated at their hourly lab rate for the time spent attending these meetings.

2.14.2 Faculty members who are asked by the college administration to perform non-teaching assignments during the summer months will be compensated for the completion of that assignment. The conditions of the assignment and the amount of compensation for its completion shall be agreed upon by the faculty member and the Executive Vice President of Educational Programs prior to beginning work on the assignment.

2.15 INSTRUCTOR LOAD

The following changes are made to the District's Instructor Load Policies (Section 1900):

2.15.1 Underloads and Overloads (Unbalanced Loads)

Balancing Underloads

An underload shall be made up preferably in the following semester, but a maximum of 3 semesters will be allowed for balancing. Balancing will be done by assignment of compensatory overload(s). If banked TLUs are unavailable, an underload can be made up during the summer session with mutual agreement of the instructor with the underload, the department chair and the appropriate dean of Educational Programs.

2.15.2 Overload for Sabbatical

Banked overload TLUs accumulated during the fall, spring and summer session terms may be applied toward a sabbatical leave so that an instructor may receive full pay while on sabbatical. To receive full pay while on a one-semester sabbatical leave, 3.5 overload TLUs must be accumulated by the end of the semester prior to the sabbatical leave. To receive full pay while on a one-year sabbatical leave, 12 overload TLUs must be accumulated by the end of the year prior to the sabbatical leave.

Certificated non-teaching faculty will be allowed to accumulate additional hours beyond their assigned contract (which includes extended days) to apply toward a fully paid sabbatical. For certificated non-teaching faculty each 42 hours worked beyond their assigned contract shall equal (one) 1 TLU. Each 147 hours worked beyond their assigned contract shall equal 3.5 TLUs. These faculty may apply 147 extra hours of work beyond their contract toward a fully paid semester sabbatical. Certificated non-
teaching faculty who wish a fully paid sabbatical will have worked 504 hours beyond their assigned contract. Hours accumulated in this manner may only be used for compensating time off or sabbatical credit as described herein. If compensating time is accumulated and not applied toward a sabbatical leave or is not compensated, it shall be taken in a manner agreed upon by the appropriate Dean.

A single banking system will be used to bank overloads. The banked TLU overload can be used to offset an underload, it can be applied pro rata toward a sabbatical leave, and/or it can be paid to the instructor at his or her request.

By March of the year in which a sabbatical leave for the following academic year is approved, the faculty member must notify the appropriate Vice President of the approved sabbatical and the intent to apply accumulated overload TLUs to the sabbatical, and shall present a record of accumulated overload TLUs. The Vice President shall notify Human Resources/Legal Affairs of augmented sabbaticals that have been approved for the purpose of contract preparation and the amount by which the sabbatical shall be augmented.

2.16 SALARY CLASS ADVANCEMENT GUIDELINES ON CREDIT CONTRACT AND REGULAR FACULTY SALARY SCHEDULES (Schedules 10, 23 and 13)

2.16.1 Procedure for requesting salary class advancement

(a) Advancement from one class to the next, after initial placement, is based upon plans of advancement developed by the Academic Policies Committee and approved by the Committee and the District. Salary Class Advancements are made only once each academic year, effective Fall Semester.

(b) Applications for Salary Class advancement are made available in the Human Resources/Legal Affairs Office.

(c) Applications for Salary Class Advancement shall be completed and submitted to the Academic Policies Committee on or before March 15th for any plan which is to be completed and recognized by the following college year.

(d) An official transcript or grade cards must be presented to verify each course used for Salary Class Advancement.

(e) Verification (transcripts) shall be filed with Human Resources/Legal Affairs at least one week prior to the first working day of the Fall semester for a Salary Class Advancement to be effective during that college year.

(f) Verification of the doctorate to qualify for the doctoral bonus shall be filed with Human Resources/Legal Affairs at least one week
prior to the first working day of the Fall semester for the doctoral bonus to be effective during that college year.

2.16.2 Course work applicable to salary class advancement

2.16.2.1 Upper division and graduate units and courses may be applied to Salary Class Advancement under the following categories:

(a) All units in one's major field will be counted; no duplication is allowed.

(b) All units taken toward obtaining an educational credential may be counted.

(c) All units outside one's major field but directly related to one's teaching field.

(d) All units outside one's major field but required for a Master's or Doctor's Degree.

(e) One-third of the allowable units per class advancement may be in general education elective courses.

(f) Other courses must be approved by the Academic Policies Committee. Prior approval on courses in which a unit member plans to enroll should be obtained in order that s/he be assured his/her units will be applicable for advancement on the salary schedule.

(g) Six units of undergraduate work are permitted one time during a faculty member's District career if directly applicable to applicant’s major or emerging trends in pedagogy that are directly related to the faculty member's primary assignment. These undergraduate units are applicable only for class advancement.

2.16.3 Non-Course Professional Work and Activity

This is a measuring instrument for determining semester unit equivalents for non-course professional work and activity. The purpose of the instrument is essentially to provide more options to faculty members at Santa Barbara City College for their own enrichment and advancement along professional growth lines.

The areas that constitute officially recognized professional development and growth are Education, Research and Creative Activity and Professional Activities. Other areas for professional development are available, but these are approved as those translatable for salary advancements.
(a) The measuring instrument may be used for advancement to Class II, III, IV and V on the current salary schedule. The measuring instrument is also to apply only to credit regular certificated employees.

(b) To avoid misunderstandings, prior discussion of non-course work and activity shall be held with the Academic Policies Committee as to the suitability of proposed work and activity with respect to actual professional growth.

(c) Non-course work shall apply for class advancement only and not for initial salary placement at the time of hiring.

(d) Applications for class advancements as a result of approved non-course credit shall be made in accordance with the District's Salary Class Advancement Policy and Procedures (Section 2.16.2), and must first be approved by the applicant's department, Division Dean and Vice President prior to submission to the Academic Policies Committee.

(e) Recommendations regarding the suitability and approval of non-course work shall be made by the Academic Policies Committee to the Executive Vice President, Educational Programs. Decisions made under this policy are final and shall not be subject to employee appeal or the grievance procedures of this agreement.

(f) Non-Course Measuring Instrument. In the areas to follow, all items are to be documented by the applicant.

Research and Creative Activity

1) An original article in the faculty member's present teaching field that is published in a professional journal is given .5 to 1.5 units, depending upon scope. The journal must have an editorial board that reviews and selects articles for publication and be listed in a reputable publication's directory, e.g., Magazines for Libraries, Katz and Katz. Limit: 6 units career maximum.

2) An original published textbook, workbook, or manual for classroom use is given 1 to 5 units, depending upon scope. Limit: 6 units career maximum.

3) A book or text in the faculty member's present field is given 1 to 5 units, depending upon scope. Self-published books shall not be considered, except where they have been of evident use and benefit to students in the classroom.
Professional Activities

1) The presentation of a scholarly paper or other original professional material at a conference, workshop or seminar, which shows evident research and is not merely extemporaneous in nature and is directly related to the applicant's teaching field, is given 1/2 unit. Limit: 3 units career maximum.

2.17 GUIDELINES FOR ADMINISTRATION OF CREDIT ADJUNCT INSTRUCTORS SALARY SCHEDULE

2.17.1 Adjunct (Part Time) Faculty Parity Pay

2.17.1.1 Parity will be defined as 75% of the work commitment of full time credit instructors. The 75% figure is derived by allocating that portion of the commitment devoted to teaching, grading, student advisement and preparing for classes to the full time teachers' workload. Comparable work thus means teaching, grading, student advising and preparing for classes. Parity is a goal required by the Chancellor's Office to be determined through negotiations but is not yet fully achieved.

A full time credit instructor’s load is defined by the hours per week of student contact, and a part time credit instructor’s load is defined as no more than 67% of the hours per week of student contact considered a regular assignment for full time credit instructors.

2.17.1.2 Parity pay will be based on Column II, Steps 1-9 of the full time credit instructors’ salary schedule. Parity will then be determined by adjusting the salary at Column II, Steps 1-9 of the full time credit instructors’ salary schedule to equate to 75%. The hourly compensation level for each hour of teaching will then be determined by dividing the adjusted salary (75% of Column II, Steps 1-9 of the full time credit instructors’ salary schedule) by 525 (35 weeks x 15 hours of teaching per week).

For example, for the 2011 calendar year parity (step 1 of 9) would be determined as follows:

Column II, Step 1 $55,668
x 75%
$41,751

Adjusted salary $41,751 = $79.53 (Hourly compensation level)
Divided by 525
2.17.1.3 Parity for non-standard instruction, such as laboratory instructors, counselors and librarians, will be defined using a separate but similar formula to that set forth above.

2.17.2 Salary Placement

Salary placement on this salary schedule shall be determined by the District according to the following criteria.

2.17.2.1 New adjunct instructors are placed on Step One (1). Continuing adjunct instructors will advance one step on the salary schedule for each two adjunct or contract semesters in the Credit Program. Credit will be given for contractual service obtained after January 1, 1993. Beginning August 19, 2002, adjunct instructor advancement to the next higher step will become effective when these semesters have been completed whether at mid-year or at the beginning of a new school year.

Effective Fall 2005, Step 7 and Step 8 representing 8 and 10 years of District service in credit programs will be applied.

Effective Fall 2006, adjunct instructors will be eligible for placement on Step 9 which represents 12 years of service.

A credit semester shall be considered to be taught if the instructor is scheduled to teach a class and is prevented from doing so due to the death of a dependent or spouse.

2.17.2.2 Salaries for hourly and short-term substitute (fewer than 6 weeks) non-teaching certificated employees are computed on the basis of the hourly laboratory rate.

2.17.2.3 The formula for payroll computation for teachers is as follows: TLUs are converted to hours using a standard of 17.5 weeks per semester. The hours are multiplied by the pay rate for a total for the semester. This total is divided to produce five equal payments. (Substitute teaching less than 6 weeks is paid on straight hourly basis).

2.17.2.4 Salary schedules reflect compensation for adjunct instructors who teach credit courses for student advisement.

2.17.2.5 Placement and Advancement of Adjunct Instructors Who Have Previously Taught in the SBCC Non-Credit Program

Placement:
For the purposes of initial placement on the Credit Adjunct Salary Schedule, adjunct instructors teaching credit courses will advance one step for every 525 hours of teaching non-credit courses offered as part of the college’s Continuing Education Division. This is applicable only when the non-credit and credit hours are in the same discipline.

Advancement:
Credit adjunct instructors would be advanced one step for every 15 credit TLUs/525 hours of non-credit instruction (15 TLUS x 35 hours per TLU = 525 hours) taught in the college’s Continuing Education Division provided credit and non-credit hours are in the same discipline.

2.17.3 Final Exams
Adjunct instructors shall be paid at the lecture rate for final exams.

2.17.4 Doctoral Bonus For Adjunct Instructors

2.17.4.1 Adjunct instructors with a doctorate earned and received from a fully accredited institution shall receive additional compensation as indicated on Schedule 11. Adjunct instructors with a foreign degree must be evaluated for an equivalency.

2.17.4.2 The institution must have been accredited for at least five years prior to the time the doctorate was earned and received. A fully accredited institution is an institution of higher education accredited by a United States recognized regional accrediting association, or the Committee of State Bar Examiners of the State Bar of California or the American Medical Association [AMA]. Verification of the doctorate to qualify for the doctoral bonus shall be filed with Human Resources/Legal Affairs at least one week prior to the first working day of the Fall semester for the doctoral bonus to be effective during that college year.

2.17.5 Assistant Athletic Coaches

The District will provide for the equivalent of fifteen (15) Assistant Athletic Coaches. Assistant Athletic Coaches will receive a stipend of $4,683 for the entire sports season. An increase will be applied during the duration of this Agreement equivalent to the increase, if any, applied to Salary Schedule 10.

2.18 THIS SECTION WILL BE IN EFFECT UNTIL JULY 1, 2012
GUIDELINES FOR ADMINISTRATION OF FULL-TIME COSMETOLOGY CONTRACT AND REGULAR FACULTY SALARY SCHEDULE
Salary placement on the Cosmetology program (Full-Time) Contract and Regular Faculty Salary Schedule shall be determined by the District according to the following criteria.

2.18.1 Definition of Classes

Class I  Instructors with an Associate’s Degree  
Class II  Instructors with a Bachelor’s Degree  
Class III  Instructors with a Bachelor’s Degree plus 30 units

2.18.2 Initial Placement and Step Advancement

For initial placement of certificated personnel on the salary schedule, the following criteria are used for the evaluation of previous experience:

a. The maximum credit granted for out-of-District experience is six (6) years. The maximum entering step is 7.

Salary step placement will be based upon one (1) year of full-time teaching experience as equal to one (1) step on the salary schedule, subject to the provisions of this section.

Step placement for faculty members who have previous credited part-time experience in the District will be one (1) step for each 1,456 work hours, not to exceed a maximum of two (2) steps credited based upon total part-time District experience. Credited for such part-time Santa Barbara City College experience shall be recognized only if the applicant presents verified documentation of such experience to the Human Resources/Legal Affairs Office within thirty (30) days of the beginning employment date. Failure to meet the above requirements shall result in forfeiture of credit for part-time experience.

b. Teaching experience is granted full credit up to the maximum allowable (over 60% assignment for 75% of school year.)

c. Each year of experience advances the candidate one (1) step on the schedule.

2.18.3 Work Year for Full-Time Cosmetology Contract and Regular Faculty

The work year for full-time cosmetology contract and regular faculty shall include 25 extended work days in addition to the regular faculty work year of 175 days. Any additional work beyond the 25 extended work days referenced above is paid at the summer schedule pay rate.

2.19 GUIDELINES FOR ADMINISTRATION OF ADJUNCT COSMETOLOGY INSTRUCTOR SALARY SCHEDULE

Salary placement on this salary schedule shall be determined by the District according to the following criteria.
2.19.1 Definition of Classes

Instructors are rated-in on Classes I through III of the Adjunct Cosmetology Instructors Salary Schedule in accordance with the same criteria as are applied for rating-in on Classes I through III of the Contract Cosmetology Program Instructors' Salary Schedule.

2.19.2 Step Placement Advancement

Adjunct instructors are placed on Step 1. A one-step advance permitted for each complete year of teaching experience (75 percent or more the days in the contract college year).

2.20 GUIDELINES FOR ADMINISTRATION OF CHILDREN'S CENTER CONTRACT AND REGULAR INSTRUCTOR SALARY SCHEDULE

Salary placement on the Full-time Children's Center Contract and Regular Instructor Salary Schedule shall be determined by the District according to the following criteria.

2.20.1 Definition of Classes

Class I - Instructors with a Regular Children's Center Instructional Permit (with less than a Bachelor's Degree)

Class II - Instructors with a Regular or Life Children's Center Instructional Permit (with a Bachelor's Degree)

Class III- Instructors with a Children's Center Supervision Permit with a Bachelor's Degree or higher

OR

Instructors with a Regular Kindergarten-Primary or General Elementary credential or Standard Teaching credential with Specialization in Elementary Teaching, issued by the California State Board of Education

The Director assigned full-time receives an additional $500 per month. Head Instructors receive an additional $109.20 per month.

2.20.2 Initial Placement and Step Advancement

For initial placement of certificated personnel on the salary schedule, the following criteria are used for the evaluation of previous experience:

a. The maximum credit granted for out-of-District experience is six (6) years. The maximum entering step is 7.
Salary step placement will be based upon one (1) year of full-time teaching experience as equal to one (1) step on the salary schedule, subject to the provisions of this section.

Step placement for faculty members who have previous credit part-time experience in the District will be one (1) step for each 1,456 work hours, not to exceed a maximum of two (2) steps credited based upon total part-time District experience. Credit for such part-time Santa Barbara City College experience shall be recognized only if the applicant presents verified documentation of such experience to Human Resources/Legal Affairs within thirty (30) days of the beginning employment date. Failure to meet the above requirements shall result in forfeiture of credit for part-time experience.

b. Teaching experience is granted full credit up to the maximum allowable (over 60% assignment for 75% of school year.)

c. Each year of experience advances the candidate one (1) step on the schedule

2.21 GUIDELINES FOR ADMINISTRATION OF ADJUNCT CHILDREN'S CENTER INSTRUCTORS SALARY SCHEDULE-

Salary placement on this salary schedule shall be determined by the District according to the following criteria.

2.21.1 Definition of Classes

Instructors are rated-in on Classes I through III of the Adjunct Children's Center Instructors' Salary Schedule in accordance with the same criteria as are applied for rating-in on Classes I through III of the Contract Children's Center Instructors' Salary Schedule.

2.21.2 Initial Placement and Step Advancement

Adjunct instructors are placed on Step 1. A one-step advance is permitted for each complete year of teaching experience (75 percent or more of the days in the contract college year).

2.22 SUMMER SESSION PAY

2.22.1 Summer Session Faculty/Instructors Salary (Schedule15)

2.22.1.1 New faculty

Contract/regular faculty are rated in for class placement for Summer Session on the basis of the same criteria as are used in rating-in to the regular contract salary schedule.
2.22.1.2 Continuing faculty
Contract/regular faculty teaching summer courses are placed on the same step on which they are placed currently on the Contract Instructors’ Salary Schedule (to a maximum of Step 10).

2.22.1.3 Adjunct instructors will be paid at the same rate as they are paid during the fall and spring semesters.

2.22.1.4 This schedule does not apply to summer pay for any Children’s Center faculty or instructors.

2.22.1.5 These same provisions will apply respectively to regular and adjunct faculty for compensation for any additional summer session or winter intersession.

2.22.2 THIS SECTION WILL BE IN EFFECT UNTIL JULY 1, 2012
Summer Pay for Cosmetology

Daily rates for Cosmetology Instructors for Summer Session pay are computed on the basis of base salary divided by the approved number of working days in the fiscal year.

2.23 POST-RETIREMENT EMPLOYMENT AGREEMENT

Compensation for written post-retirement teaching assignments shall be a pro-rated 75% of the full-time credit contract and regular instructor salary schedule, measured at Class V Step 15 per TLU, with total compensation not to exceed the STRS earning limitation. This amount shall be increased at the beginning of each fiscal year by any increase to the base contract salary schedule.

2.24 UNDERPAYMENTS OR OVERPAYMENTS

Proper salary class and step placement and payment by stipend are joint responsibilities of the employee and the District. Each instructor shall be responsible for maintaining up-to-date records of college courses completed and other work accomplished which apply toward salary class advancement. Should an instructor suspect that s/he is placed incorrectly on the salary schedule, that information should be brought to the attention of the District immediately.

In the event that an incorrect salary placement or payment by stipend results in an underpayment, the District will issue a supplementary warrant for the amount due the instructor. Should the incorrect salary placement or payment by stipend result in an overpayment, the District is required to recover the full amount of such overpayment.
No action seeking recovery of salary based upon alleged erroneous placement on the salary schedule or incorrect payment by stipend shall be maintained unless a claim relating thereto had been filed with the District in accordance with Division 3.6 of Title 1 of the Government Code within one year after the accrual of the cause of action.

2.25 Guidelines for Administration of Lecture and Laboratory Compensation

Laboratory instruction teaching load units (TLUs) will be rated as follows: 1.25 lab hours per week per semester will be equal to 1.0 TLU in Fall 2011.

2.26 Non-Instructional Faculty – Extended Work Year

Non-instructional faculty who are required to work beyond the regular 175 day work year will be paid their daily rate of pay for such work. Faculty who work such schedules include (but are not limited to) the following:

1. Educational Programs
   Director, Faculty Resource Center  20 extended days
   Director, Learning Support Services  20 extended days
2. Counseling
   Counselors  20 extended days
3. Disabled Students Programs and Services
   Director and Counselors  20 extended days
4. Extended Opportunity Program and Services
   Counselors  20 extended days
5. Library
   Director, Library  20 extended days
6. Health Services
   Director, Health and Wellness  20 extended days
7. Continuing Education
   Director, Omega Program  10 days
ARTICLE 3: HEALTH AND WELFARE BENEFITS

3.1 CONTRACT AND REGULAR EMPLOYEES

3.1.1 Employees

For the term of this contract, unit members eligible for benefits will receive Health and Welfare Benefits according to Appendix B attached hereto and under the plans described therein.

3.1.2 Unit members eligible for Health and Welfare benefits as described in Appendix B are contract and regular faculty members employed half-time or more for a full school year. Eligible unit members receive the district’s benefit allocation when they are in paid status.

3.1.3 Certain adjunct faculty who are unit members may be eligible for participation in a District adjunct health plan as described in Appendix C. Criteria for eligibility of adjunct faculty who may participate are described in Appendix C.

3.1.4 Contract and regular certificated employees who retire at age 55 or older are permitted, as voluntary members, to join the District's medical and dental group, making their own contributions.

3.1.5 Participation will be available for domestic partners pursuant to Appendix D.

3.1.6 Spouse/Dependent Medical Coverage on Death of Active Employee or Retiree Not in Early Retirement Program

3.1.6.1 Upon the death of an active employee who is enrolled in the District’s medical and dental plans, the District will provide to the surviving spouse and eligible dependents, the deceased employee’s District contribution until the date the deceased employee would have reached age 65 or for six months from the date of death, whichever is less. Thereafter, a surviving spouse and/or eligible dependents who were enrolled in the District plans may remain in the District’s medical and dental plans in accordance with the provisions of public law (COBRA). Domestic partners and their dependents are not eligible for continuation of benefits under COBRA.

3.1.6.2 Upon the death of a retiree who is enrolled in the District’s medical and dental plans, eligible for benefits, a surviving spouse and/or dependents who were enrolled in the District’s plans may remain in the District’s medical and dental plans indefinitely, so long as they meet the eligibility rules and pay the premiums for such coverage.
3.2 EARLY RETIREMENT INCENTIVE PROGRAM

As part of the District’s Early Retirement Incentive Program, the District shall contribute to the retirees’ medical and dental plan according to the following provisions:

a. The District will contribute the specified premium amount for the retiree's District group medical and dental plan up to a maximum of $5,200 annually.

b. This sum shall be prorated for those normally assigned less than full-time at the time of retirement, in accordance with District policy.

c. District contributions shall continue until the retiree reaches age 65 or the date of the retiree's death, whichever is earlier.

d. A person must have rendered 15 years of service with the SBCCD and be at least age 55. Five years of that service requirement shall be immediately preceding retirement.

e. "Regular" service with the District is defined as service in paid status and shall exclude all part-time employment and non-tenured faculty hired pursuant to Education Code § 87470.

f. These provisions apply only to those employees who retire during the term of this agreement.

g. Upon the death of a retiree participating in the early retirement program, a surviving spouse and/or eligible dependents enrolled in the District’s health insurance program at the time of the employee’s death shall continue to receive district contributions toward insurance coverage for a six (6) month period from the date of death or until the date the deceased retiree would have attained age sixty-five (65) whichever occurs first (see c. above). After District contributions cease, the surviving spouse/dependent(s) may remain in the District’s medical and dental plans indefinitely, so long as they meet the eligibility rules and pay the premiums for such coverage.
3.3 CATASTROPHIC ILLNESS LEAVE DONATION PROGRAM

3.3.1 Purpose:
The purpose of this program is to allow permanent contract unit employees to donate their accrued, unused sick leave to catastrophically ill or injured employees (faculty, classified staff or administrators) who have completely exhausted other paid leave benefits. The program is voluntary.

3.3.2 Contributions:
On a case by case basis any unit member may donate up to five (5) days of accumulated sick leave to an eligible employee who has suffered a long-term catastrophic illness or injury and has exhausted all other available paid leave. Donations must be for a minimum of one day (eight (8) hours). Donations are irrevocable; unused days are retained by donee. Terminating employees may donate up to 5 days.

a) The donating employee must, after the donation, retain a minimum of two year's worth of accrued, unused sick leave from prior accumulations.

b) The donating employee shall execute and file with the Human Resources/Legal Affairs Office a form authorizing and irrevocably assigning the donated leave to the donee employee.

3.3.3 Eligibility:
Unit members shall be eligible to request the donation of other employees' sick time subject to the following conditions and limitations:

a) The unit member is an I.A. contract permanent employee; contract and temporary unit members are not eligible to participate either as a donor or donee.

b) The unit member suffers from a non-industrial, catastrophic illness or injury, which is defined as an injury or illness which for a period of not less than one hundred (100) work days has caused the employee to be incapacitated from the performance of duty as an employee of the District, and is expected to continue to be incapacitated for an extended period of time (at least 30 days). Examples of such catastrophic illness or injury include life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc. *Not covered:* stress related illness; normal pregnancy, workers compensation claims, normal illness such as colds, flu, allergies, headaches, etc.

c) The unit member has exhausted all of his/her available paid leaves, including regular and extended sick leave and vacation. Any sick leave and vacation accrued while on catastrophic leave shall be used before donated leave.
d) The maximum number of donated days which may be utilized by one unit member for a single catastrophic illness or injury shall not exceed (100) days.

e) Each unit member shall be limited to one donation request per school year.

f) Donations may only be accepted during a two (2) week call for donations window period. Donation received outside of this 2 week window period will not be accepted.

3.3.4 Administration:

a) Applications for benefits shall be submitted to the Human Resources & Legal Affairs Office on a District form.

b) The applicant shall provide medical verification of catastrophic illness or injury from a physician before the application will be considered.

c) After verifying the unit member’s eligibility, the District's Human Resources/Legal Affairs Office shall notify the Instructors’ Association of the request, and the Association shall circulate a request for sick leave donations to be submitted to the payroll office (two week window period). A District request form must be used.

d) Donated sick leave not used prior to the employee’s return to service shall be retained by the donee.

e) The donee unit member shall be solely responsible for any taxes on the hours received. Such taxes shall be withheld at the normal rate for the employee. In the event the State or Federal governments rule that a tax liability is due other than is taxed, the unit member shall be solely liable therefore.

3.3.5 General:

No action taken under this Section shall be subject to the grievance procedure of this agreement or of any other District grievance procedure. Unit members voluntarily participating in this program shall hold the District and the Instructors’ Association harmless for any and all disputes arising out of this program. Use of donated sick leave is a privilege and not an entitlement.

3.3.6 Disability Insurance:

Long-term disability (income protection) insurance is included as part of the mandatory benefit package for employees eligible for district insurance. The insurance plan pays a benefit of 66.66% of an employee’s regular monthly compensation up to a maximum of $5,000.
3.4 ADJUNCT INSTRUCTORS’ SICK LEAVE AND JURY DUTY

3.4.1 Adjunct instructors shall accrue sick leave at the rate of one (1) hour for each seventeen (17) hours of teaching service in accordance with Section 2022.52 in District Policies. Such accumulated sick leave is available for use only after the member has taught thirty-six (36) hours.

3.4.2 Adjunct instructors may claim up to 60% of their annually accrued sick leave, accumulated and carried over from the prior academic year, for use for personal necessity in accordance with the provisions of District Non-Administrative Certificated Policy 2022.8 Personal Necessity.

3.4.3 All unused sick leave shall be cumulative from year to year unless there is a break in service of three (3) semesters or more. If adjunct employees become contract or regular employees, their accumulated sick leave shall remain credited to the employee.

3.4.4 Adjunct instructors shall receive jury duty leave in the same manner as provided for contract/regular faculty, in accordance with the provisions of District Non-Administrative Policy 2022.9 (c) Judicial Appearances. The District shall provide substitutes for the classes of those absent on jury duty when deemed necessary by the appropriate Vice President.

3.5 AUDIT/ENROLLMENT - FACULTY EMERITUS AND CURRENT EMPLOYEES

The following is added to those benefits contained in the District Policy for faculty Emeritus Status:

a. All retirees (and current unit members) may enroll in and audit one credit course each semester without payment of the audit fee or health fee.

b. All retirees (and current unit members) may enroll in one non-credit course each term and the District shall waive the enrollment fees.

3.6 ADJUNCT INSTRUCTORS’ PARTICIPATION IN TAX SHELTERED ANNUITY PROGRAM (TSAs)

Adjunct instructors who regularly work twenty (20) or more hours per week or the equivalent of half time at SBCC shall be entitled to participate in the District’s tax sheltered annuity plan (403b) program.

The guidelines for participation are as follows:

Section 3.6 is to permit participation of adjunct instructors of the college in 403(b) programs through college payroll deductions.

Adjunct instructors who may participate are those who regularly work twenty hours a week or more or the equivalent of half-time.

“Half-time”, for teaching faculty shall be defined as 7 ½ teaching load units (TLUs) or more per semester.
“Half-time”, for all non-teaching faculty shall be defined as twenty hours or more per week.

“Regular work” is defined by Fall and Spring semester assignments exclusive of summer school or any special assignments.

“Regular work” means twenty hours or more each semester or an average load of at least 7 ½ TLUs/semester every two consecutive semesters.

Initial participation for teaching faculty requires completion of two consecutive semesters of 20 hours a week or with an average of 7 ½ TLUs per semester. Participation thereafter requires 20 hours each semester or an average load of 7 ½ TLUs /semester every two consecutive semesters.

3.7 SICK LEAVE ACCRUED WHILE ON SABBATICAL LEAVE

The following provision shall be added to Section 2022.11 d. Compensation, of District Policies:

Members on Sabbatical Leave shall accrue sick leave in the same manner as those faculty who are not on sabbatical leave, i.e., those on full year sabbatical will accrue 10 sick leave days.

3.8 ADJUNCT INSTRUCTOR ELECTION REGARDING SDI COVERAGE

As soon as practicable after the ratification/adoption of this Agreement the District will facilitate an election among active adjunct instructors to determine whether they wish to be covered by State Disability Insurance (SDI). The program will be implemented if a majority of active adjunct instructors vote in favor of such coverage. If the program is implemented, any costs associated with SDI coverage will be borne by the adjunct instructors (and not the District).
Article 4: ASSOCIATION RIGHTS

4.1 The Association shall have the right of access to areas in which employees work, the right to use institutional telephones (at no cost to the District), bulletin boards, mailboxes, electronic mail services, and institutional facilities provided that such use or access shall not interfere with nor interrupt normal District operations, including classroom activities.

a. Arrangements for use of District facilities shall be made by an authorized Association representative in accordance with established District operations.

b. Fees shall be paid for public service use as established by District policy.

c. All postings for bulletin boards and items for distribution must contain the date of posting and the identification of the organization together with a designated authorization by the Association President and may not be defamatory.

d. A copy of public postings must be delivered to the Superintendent/President or his designee at the same time as the posting.

4.2 The District shall provide to the Association each semester, as soon as practicable, the names and addresses of all unit members.

4.3 The District shall distribute to the Association President all written non-confidential policies, rules, regulations or procedures which relate to conditions of employment of the members of the unit, which are generally distributed to certificated unit member employees and which are generally distributed to department and/or division chairpersons. This provision is not subject to the grievance procedure unless the District's failure to distribute has been in bad faith.

4.4 The District shall furnish the Association President with one copy of all non-confidential meeting agendas including attachments and minutes of the Board and the notice of any Board subcommittee meetings. The notice of the Boards' subcommittee meetings shall be distributed to the Association President in advance of the time and place of the meeting. Agendas, minutes and notices of subcommittee meetings shall be put in the Association President's mailbox at the same time that they are distributed to the Board members.

4.5 The District shall provide the Association with a copy of the Certificated Non-Administrative Policies Manual pertaining to unit members, and shall provide the Association with a copy of all changes and amendments when they are distributed.

4.6 The District when requested shall make a reasonable effort to provide authorized Association representatives with access to documents of public record that the District normally compiles that are necessary for the Association to develop its collective bargaining position.
4.7 At the time that the preliminary budget is under preparation in the spring, and from time to time thereafter as requested by the Association, the Superintendent/President or his/her designees shall discuss with authorized Association representatives projected income and expenditures.

4.8 Reasonable effort will be made to hold negotiating sessions in the daytime hours of the work week, at times when there are no teaching or committee conflicts for members of the negotiating committees. In the event the conflicts are unavoidable, negotiators shall be relieved from committee meetings involved, and teaching substitutes shall be provided at District expense for affected classes.

4.9 The District shall not object to the Association entering into an agreement with the Academic Senate to share the office space provided to the Academic Senate. The District will not require the Academic Senate to share their present office space with any person or organization other than the Association.

4.10 The District shall provide to the President of the Instructors’ Association, four (4) TLUs per semester release time to conduct association business. The Instructors’ Association shall have the right to purchase from the District a maximum of 10 TLUs per semester at the appropriate hourly lab or lecture rate and provided there is no detriment to the academic program.

4.11 The District shall distribute 10 copies of the signed agreement to the Association immediately after its approval by the Board of Trustees, and then will distribute a copy of the agreement to each member of the unit as soon as possible thereafter.
ARTICLE 5: MAINTENANCE OF MEMBERSHIP

Instructors’ Association shall have the sole and exclusive right to have membership dues deducted for employees in the bargaining unit by the District.

The District shall deduct in accordance with the Instructors’ Association dues schedule from the wages of all employees who are members of Instructors’ Association fifteen (15) working days after the date of the execution of this Agreement, and who have submitted dues authorization forms to the District.

Once an employee has agreed to and has joined the Association, the employee must retain his/her membership for the duration of the Agreement so long as the unit member remains a member of the bargaining unit.

Instructors’ Association shall hold the District harmless in any dispute that arises with regard to the deductions authorized under this Article. It is specifically understood that failure of any Instructors’ Association member to pay monies to Instructors’ Association or to comply with Instructors’ Association rules, regulations or by-laws will be a dispute between the Instructors’ Association and the member and will not be a dispute with or involve the District.
ARTICLE 6: GRIEVANCE PROCEDURE

6.1 DEFINITIONS

A "grievance" is a formal written allegation by a grievant that he/she or the Association has been adversely affected by a violation of the specific provision of this Agreement. Actions to challenge or change the policies of the District not covered by this Agreement must be undertaken under separate legal processes. Other matters for which a specific method of review is provided by law, by the rules and regulations of the Board of Trustees, or by the Administrative regulations and procedures of this college district and not covered by this Agreement are not within the scope of this procedure.

A "grievant" is any one or more unit members covered by the terms of this Agreement who pursues a grievance or the Association acting in pursuit of a grievance. It is agreed that the Association may pursue a grievance on behalf of three (3) or more unit members who are in substantially similar positions and have been adversely affected by a violation of the same specific provisions of the agreement. In such cases the unit member has the option to be included within the group represented by the Association; having chosen to be included, the unit member relinquishes the right to pursue his/her own grievance.

A "day" is any day in which the central administrative office of the Santa Barbara Community College District is open for business. The time lines set forth herein may be extended by mutual agreement between the District and the grievant. A request by either party to extend the time lines will not be unreasonably denied.

The "immediate supervisor" is the lowest level non-unit certificated supervisor(s) designated by management to administer grievances and having immediate jurisdiction over the grievant. When the Association is the grievant acting on its own behalf rather than on the behalf of a unit member or members, then the immediate supervisor is the appropriate Vice President or Vice President, Human Resources/Legal Affairs, depending upon who has jurisdiction over the subject covered by the grievance.

The "appropriate administrator" is the Vice President of the area concerned.

"Conferee" is any person whom either party wishes to have as an advisor.

6.2 REPRESENTATION

Either party may have a conferee present at any or all levels of the Grievance Procedure.

6.3 INFORMAL LEVEL

The District and the IA are committed to resolving grievances at the earliest stage. Every effort will be made to resolve complaints through informal conferences between the parties involved. The IA president or designee will be available to assist in conciliation.
Before filing a formal grievance the grievant shall attempt to resolve it by an informal conference with the immediate supervisor.

6.4 FORMAL LEVEL

Step One

Within twenty (20) days after the grievant knew or by reasonable diligence should have known of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing on the appropriate District form to his/her immediate supervisor with a copy to the Grievance Officer of the Instructors' Association.

This statement shall be a clear, concise statement of the grievance, indicating which provision of the Agreement is alleged to have been violated or misapplied, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.

Upon the request of either party, a face to face meeting will be held.

The supervisor shall communicate his/her decision to the unit member in writing within ten (10) days after receiving the grievance. The time for this response may be modified in advance by mutual agreement of the parties. If the supervisor does not respond within the time limits, the grievant may appeal to the next level. If the grievant is the Association acting on its own behalf, the grievant appeals directly to Step Three, bypassing Step Two.

Step Two

In the event the grievant is not satisfied with the decision at Step One, he/she may appeal the decision in writing to the appropriate administrator within ten (10) days.

This statement shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

Upon the request of either party, a face to face meeting will be held.

The appropriate administrator shall communicate his/her decision within ten (10) days after receiving the appeal. The time for this response may be modified in advance by mutual agreement of the parties. If the appropriate administrator does not respond within the time limits, the grievant may appeal to the next level.

Step Three

If the grievant is not satisfied with the decision at Step Two, he/she may within ten (10) days appeal the decision on the appropriate District form to the Superintendent/President or his/her designee, provided that his/her designee is not the same person as at Step Two.
This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.

Upon the request of either party, a face to face meeting will be held.

The Superintendent/President or his/her designee shall communicate his/her decision to the grievant within ten (10) days. The time for this response may be modified in advance by mutual agreement of the parties. If the Superintendent/President does not respond within the time limit provided, the grievant may appeal to the next level.

**Step Four**

If the grievant is not satisfied with the decision at Step Three, he/she may within ten (10) days file a written appeal regarding the decision on the appropriate District form to the Board of Trustees.

This statement shall include a copy of the original grievance and appeal, the decisions rendered, and a clear, concise statement of the reasons for the appeal.

The Board of Trustees, or their designee, shall communicate their decision to the grievant within ten (10) days. The decision of the Board of Trustees shall be final.
ARTICLE 7: PERSONNEL FILE INSPECTION

Official certificated personnel files shall be maintained under the following circumstances:

7.1 Upon appropriate advance written request by the employee, s/he shall be permitted to examine his/her file.

7.2 No derogatory material relative to an employee's conduct, service, character or personality shall be placed in the file unless the employee has had an opportunity to read the material and comment thereon. An employee shall have the right to enter, and have attached to any derogatory material, his/her own comments. An employee shall receive a copy of all evaluations put in his/her file.

7.3 The employee shall be permitted to request that any such derogatory material in his/her file be reproduced.

7.4 Nothing in this policy shall allow the employees access to confidential references.
ARTICLE 8: PAYROLL

8.1 PAY PERIODS

8.1.1 PAY PERIODS

Contract and regular faculty receive their salary in ten payments, with the first payment received on the last working day of September. Subsequent payments are received on the last working day of each month, except December which will be received on the first working day of January.

8.1.2 SUMMER SAVINGS

At the election of a contract or regular faculty member, an after tax deduction “Summer Savings” may be elected wherein a portion of the salary is placed into a non-interest bearing trust account for each of the months that are paid. In July and August that savings is returned in two equal payments. (When requested by a unit member, to the extent permitted by law in accordance with Section 13519 of the Education Code, an amount equal to 16 2/3 percent of each monthly payment shall be withheld and the total amount so deducted shall be paid in two equal installments, one installment to be paid not later than the 5th day of August next succeeding and one installment to be paid not later than the 5th day of September next succeeding. Pay dates shall be the last working day of each month.)

8.2 PAYROLL DEDUCTIONS

8.2.1 Federal Income Tax

Federal income tax will be withheld on the basis of information furnished by the employee on Form W-4.

8.2.2 Retirement Fund

8.2.2.1 All contract and regular certificated employees will be required to participate in the California State Teachers Retirement System.

8.2.2.2 Deductions will be made at rates determined by the retirement system.

8.2.2.3 Deductions will be made for the actual months of active employment.

8.2.3 Other Deductions

When authorized by the employee, deductions will be made for insurance, tax sheltered annuity programs, income protection plans, and credit payments approved by the Board of Trustees.
8.3 ADJUNCT INSTRUCTORS-AUTOMATIC DEPOSIT OF PAYCHECKS

8.3.1 The District will process automatic paycheck deposits for adjunct instructors provided the following conditions have been met:

(a) To be eligible, adjunct instructors must have worked at least four complete consecutive semesters teaching semester-long courses each semester.
(b) A summer session, if worked, will count toward the four complete consecutive semesters but will not constitute a break in service if not worked.
(c) Employee must submit to Payroll a competed affidavit attached as Appendix E
(d) Employee has obligation to initiate the request for automatic deposit by submitting completed affidavit.
ARTICLE 9: REDUCTION IN STAFF

When any reduction in the faculty may be required, the applicable provisions of the Education Code shall be followed. No permanent or probationary faculty member can be laid off while any employee with less seniority is retained or render a service in a faculty service area in which the senior employee is both qualified and competent to perform. (Ed. Code §§ 87743-87761, inclusive, and 87414-87415).

Since the Education Code provides for a specific method of review during the reduction in staff process, the grievance procedure set out in Article 6 herein will not be applicable to this Article.
ARTICLE 10: DISCIPLINE

All formal disciplinary action will follow normal District policies and the President of the Instructors’ Association shall be notified by the administration within (10) ten working days of each case as it occurs.
ARTICLE 11: REDUCED WORKLOAD PROGRAM

11.1 In accordance with provisions of Education Code Section 87483, faculty may, when approved by the District, reduce their workload from full-time to part-time and receive credit for retirement as if employed on a full-time basis, if the following conditions are met:

a. The employee has reached the age of 55.

b. The employee has been employed full-time in a position requiring certification for at least 10 years in the Santa Barbara Community College District of which the immediately preceding five years were full-time employment.

c. The minimum part-time employment is the equivalent of one-half of the number of days of service required by the employee’s contract of employment during his/her final year of service in a full-time position.

d. The employee intends to retire within three years.

11.2 The option of part-time employment to be credited for retirement, as if employed full-time, may be exercised only at the request of the employee and may be revoked only with the mutual consent of the Board of Trustees and the employee.

11.3 Part-time employment credited for retirement, as if employed full-time, shall be limited to a period of three years.

11.4 During the period the employee works with a reduced workload credited for retirement as if employed full-time, the District shall do the following:

a. Pay the employee a salary which is the pro rata share of the salary s/he would be earning had s/he not elected to exercise the option of part-time employment, and continue all other rights and benefits for which the employee makes payments that would be required if s/he remained in full-time employment.

b. Provide benefits for the employee in the same manner as for full-time employee.

c. In addition to its regular STRS contribution for full-time employee, the District pays a stipend to the employee equal to the amount the employee would have contributed if s/he were employed on a full-time basis.

d. Maintain the necessary records to separately identify each employee receiving credit pursuant to this policy.

11.5 The participating employee shall sign a Reduced Workload Program Agreement outlining the terms and conditions of participating in the Reduced Workload Program.
ARTICLE 12 PROCEDURES FOR ADJUNCT FACULTY REASSIGNMENT RIGHTS

12.1 The District and the IA recognize that the success of the College’s instructional and student services programs is dependent upon a valued and competent faculty that is committed to consistently delivering high quality instruction and services. What follows represents the minimum standards for adjunct faculty reassignment rights developed collaboratively between the District and the Instructors’ Association.

1. The chair of the department has the primary responsibility for determining the need for adjunct faculty.
2. The objective is to assign the most qualified instructors for each course taught in the department. Department Chairs shall be guided by the input of the department’s full time faculty and by a review of the following criteria:

   A. Minimum qualifications
   B. Education (both past and continuing education)
   C. Scope and recency of experience
   D. Faculty and student evaluations
   E. Expertise in academic discipline and area of assignment
   F. Currency in area and subject(s) taught
   G. Previous teaching assignments

When the department chair determines that there are two or more equally qualified adjuncts relative to the above specified criteria who possess the experience and skills best suited to teach the available course or non-instructional assignment, priority shall be given to the adjunct instructor with the greatest amount of seniority.

When the number of sections offered to adjunct faculty within a department is reduced, the department chair may consider equitable distribution of the number of sections taught as a factor in determining who to assign (eg., rather than giving all sections to the most senior instructor(s) distribute available sections among all interested continuing senior adjunct faculty).

3. The assignment of classes shall not adversely affect the College’s commitment to diversify its faculty.

12.2 “Seniority” defined

   • Seniority (reassignment preference) status will be based upon:
     A. Satisfactory completion of six semesters and a minimum of three satisfactory evaluations;
     B. Semester or term of first department assignment, provided that there has not been a break in service; and,
     C. History of assignment load within a department.
   • Break in Service: A break in service occurs whenever an active senior adjunct instructor declines a class assignment. A break in service will result in the instructor losing seniority for the course(s) that were offered and declined. Exceptions shall be made for verified illness or extenuating personal or professional circumstances that are approved as an exception by the department chair and area dean.
• Adjunct faculty shall not lose seniority status if the assigned teaching load is reduced because a course was cancelled or given to a full-time faculty member.

• Adjuncts will not be allowed to “bump” other adjuncts due to low enrollment of courses.

• If a course previously taught by an active adjunct is not offered, the adjunct will retain seniority relative to that course for one academic year.

12.3 Reassignment rights shall be contingent upon satisfactory performance. If an adjunct receives two successive evaluations of “needs improvement,” reassignment rights are forfeited. Reassignment rights may be withdrawn after one “needs improvement” evaluation if the department chair, in consultation with the area dean, determines it is in the best interests of the college and students to do so.

• Reassignment rights shall be withdrawn if the adjunct refuses an assignment twice during two calendar years, unless the assignment is refused because of extenuating personal reasons (such as pregnancy, birth of a child, a serious illness, etc.) these exceptions shall have prior approval by the department chair and area dean. The acceptance of another work assignment shall not constitute a compelling personal reason.

12.4 If an adjunct faculty member believes that this procedure has been violated, he/she may file a grievance pursuant to Article 6, up to Level II of the contract grievance procedure (ie., the decision of the Executive Vice President of Educational Programs is final and binding).

12.5 This Article may be reopened upon the request of either party.
ARTICLE 13: COMPLETION OF MEET AND NEGOTIATION

This Agreement constitutes the full and complete commitment between the parties.

13.1 If any provisions of this Agreement are held to be contrary to law by a Court of competent jurisdiction or of any administrative agency or is invalidated by state law, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. In the event of suspension or invalidation of any article or section of this Agreement by a Court or by state law or if a state law is enacted or amended requiring that the parties hereto are mandated to negotiate then, under such circumstances, the parties agree to meet and negotiate within sixty (60) days after such determination for the purpose of arriving at a mutually satisfactory replacement for such an article or section.

13.2 During the term of this Agreement, the parties expressly waive and relinquish the right to meet and negotiate with respect to any subject or matter referred to or covered in this Agreement.

13.3 During the term of this Agreement, the Association delegates to the Academic Senate its right to negotiate any matters with respect to the following subjects: leaves of absence including sabbatical leaves; faculty evaluation; academic calendar; work load and assignments (including but not limited to working days, office hours, student contact hours, overload and class size); salary class transfer requests; standards for employee conduct and discipline; and academic title policy. The District will not develop or amend policy with respect to these subject matters nor the subject matters described in Title 5 Sections 53200 through 53204 of the California Code of Regulations (inclusive) during the term of this Agreement without following Participatory Governance policies and practices, as described in the above referenced sections of the Code of Regulations and in District Policy 1205 through 1206.3 (inclusive) that provide for consultation with and reliance upon the Academic Senate. It is agreed and understood that excluding from this contract some subjects covered by the Rodda Act (California Government Code Sections 3540 et seq.) does not create the presumption that they will be excluded from future contracts.

13.4 During the term of this Agreement the Association expressly waives the right to negotiate any matters now included in the Rodda Act and not covered by this Agreement or by the foregoing paragraph and agrees that the District shall not be obligated to negotiate with respect to such subjects. However, it is expressly agreed and understood that with respect to such subjects they may be opened and negotiated upon the mutual agreement of both parties.

13.5 Except as provided to the contrary hereinabove, it is the express intention of the parties to limit the scope of this Agreement so that the District shall continue to maintain all of its present policies including the present method of adopting and amending District policy as described in section 13.3 above.

13.6 This Agreement shall not be altered, changed, added to, deleted from, or modified except through the mutual written agreement of the parties.
ARTICLE 14:  TERM

This Agreement shall remain in full force and effect up to and including December 31, 2012, and thereafter shall continue in effect year-by-year unless one of the parties notifies the other in writing no later than September 15, 2012, or September 15 of subsequent years, of its request to modify, amend or terminate the Agreement.

Date:  August 31, 2011

LYNNE STARK  
President  
Santa Barbara City College  
Instructors’ Association

BRUCE BARSOOK, Attorney  
Chief Negotiator  
Santa Barbara Community College District

JACK FRIEDLANDER  
Acting Superintendent/President  
Santa Barbara Community College District

PETER HASLUND  
President, Board of Trustees  
Santa Barbara Community College District
## APPENDIX A

### DEFINITION OF CLASSES

*(reference 2.9.4d)*

<table>
<thead>
<tr>
<th>CLASS</th>
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<th>Bachelor’s Degree, or less</th>
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<tr>
<td>I</td>
<td></td>
<td><strong>(b)</strong> Partial fulfillment of requirements for Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (for instruction in vocational subject areas)</td>
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</table>

<table>
<thead>
<tr>
<th>CLASS</th>
<th>(a)</th>
<th>Master’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td></td>
<td><strong>(b)</strong> Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>(c)</strong> Partial fulfillment of above vocational credential requirements with Bachelor’s Degree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS</th>
<th>(a)</th>
<th>Master’s Degree with 45 units beyond Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td></td>
<td><strong>(b)</strong> Master’s Degree with 15 units beyond Master’s Degree</td>
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<tr>
<td></td>
<td></td>
<td><strong>(c)</strong> Standard Designated Subject, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas) with Bachelor’s Degree</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CLASS</th>
<th>(a)</th>
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</thead>
<tbody>
<tr>
<td>IV</td>
<td></td>
<td><strong>(b)</strong> Master’s Degree with 30 units beyond Master’s Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>(c)</strong> Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas) with Bachelor’s Degree with 15 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>(d)</strong> Partial fulfillment of above vocational credential requirements with Master’s Degree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS</th>
<th>(a)</th>
<th>Master’s degree with 75 units beyond Bachelor’s Degree</th>
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</thead>
<tbody>
<tr>
<td>V</td>
<td></td>
<td><strong>(b)</strong> Master’s Degree with 45 units beyond Master’s Degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>(c)</strong> Standard Designated Subjects, Special Secondary Class A, or Community College Instructor Credentials (all issued for life to instruct in vocational subject areas) with Master’s degree</td>
</tr>
</tbody>
</table>
APPENDIX B: HEALTH AND WELFARE BENEFITS

1. The District will provide for each full time eligible unit member up to the following annual sum of money for payment of premiums for existing unit members for mandatory health and welfare benefits. Such amount shall be prorated for eligible contract unit members who work less than full-time, but half time or more.

<table>
<thead>
<tr>
<th>2010/11</th>
<th>Medical Coverage Waiver</th>
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</thead>
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<tr>
<td></td>
<td>Single</td>
<td>$6195</td>
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<tr>
<td></td>
<td>Two-party</td>
<td>$11,797</td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td>$16,856</td>
</tr>
</tbody>
</table>

2011/12

For the 2011/12 plan year, the District will increase its contribution to any increase in the cost of insurance premiums by the dollar increase to the premium for the 80% plan (single, two party and family rates), not to exceed 5%. Any excess cost will be the responsibility of the employee.

2012/13

For the 2012/13 plan year, the District's maximum contribution will be the subject of reopener negotiations upon the request of either party.

The Medical Coverage Waiver will remain at $2,000 for the duration of the Agreement.

2. Mandatory Health and Welfare benefits will include:

(a) The District medical plan (except for verified comparable spousal coverage);
(b) The District life insurance plan;
(c) The District income protection plan, which will be provided at a payment rate of two-thirds of an employee's regular salary, up to a maximum of $5,000 per month;
(d) The District dental plan (minimal coverage is employee only), provided however, dental insurance is not required if the employee waives medical insurance (per section 2(a) above.

3. If the total cost of the mandatory benefits is less than the District's contribution, the unit member relinquishes that unused amount (except for waivers).

4. A flexible benefits plan (as defined in Internal Revenue Code Section 125) consisting of options for premium conversion, un-reimbursed medical expenses, and dependent care will be available for employees choosing to participate. Monthly service fees for each employee’s flexible benefit plan accounts will be paid by that employee.
5. The College Benefits Committee is responsible for the selection of the different benefit programs. If the total cost of the mandatory benefits is more than the District’s contribution limits set forth above, then the eligible unit member shall be individually responsible for the difference.

6. Bargaining unit members who regularly work more than twenty (20) or more hours per week shall be eligible to participate in the District’s tax sheltered annuity plan (403b) program. The District shall as permitted by law continue to permit employees on medical plan waivers to purchase tax-sheltered annuities from District funds after mandatory benefits are purchased.
APPENDIX C: ADJUNCT INSURANCE

Participation of Adjunct Instructors in SBCC Health Insurance Program

Scope of Participation
Certain credit adjuncts are eligible to participate in the District health insurance program.

Participation shall be limited to medical insurance only. Dental, vision, life insurance, disability protection or any other insurance benefits for regular employees are not available to adjuncts through the District.

Participation is limited to SISC approved health insurance. Only adjunct instructors who meet the eligibility requirements described below are able to receive a District contribution toward medical insurance premiums. Adjunct instructors who meet the eligibility requirements described below may cover a spouse, domestic partner and/or dependents at their own cost.

Administration of Adjunct Health Insurance
1. Participation in the above plan shall be voluntary.
2. Adjuncts will not be eligible for any “waiver” amount.
3. Participation must be administered by the college through payroll deductions and can be done on a pre-tax basis.
4. COBRA Statement: An adjunct covered by the district adjunct medical plan has the right to choose continuation coverage for up to 18 months if he/she loses this group health coverage because of loss of eligibility or termination of employment (other than for reasons of gross misconduct.)

Levels of Participation
There are two levels of participation:

1. Tier I: Credit adjuncts eligible to participate in the medical insurance program entirely at their own expense.
2. Tier II: Credit adjuncts eligible to receive an allocation of up to 40% of the premium (employee only portion) toward SISC approved SBCC adjunct health insurance as defined above for those who teach at least 40% of a full-time credit load, and up to 50% of the insurance premium (employee only portion) for those who teach at least 50% of a full-time credit load, provided the District’s costs will not exceed $40,000 per year or the minimum yearly dollar contributions set forth below per employee, whichever is greater. In the event the $40,000 cap is breached at the time of the yearly open enrollment, the District will pro-rate its contribution, provided however, that such contribution will not be less than: $800 per year ($80/month) per eligible employee for those adjuncts who teach at least 40%; and $1,000 per year ($100/month) per eligible employee for those adjuncts who teach at least 50%.
Eligibility for Initial Participation

1. Tier I Employee must meet (a), (b) and (c).
   (a) An individual must be currently employed by SBCC as an adjunct with a credit load of at least 40%, to initially enroll in the District’s adjunct health insurance program.
   (b) For those who work at least a 50% credit load each semester, initial participation requires completion of six (6) of the eight (8) fall or spring credit semesters preceding enrollment at SBCC; or
   (ii) For those who work at least a 40% credit load (but less than 50%) each semester, initial participation requires completion of eight (8) fall or spring credit semesters preceding enrollment at SBCC.
   (c) Initial participation requires completion of the two consecutive credit semesters (fall/spring or spring/fall) of regular 40% (or more) adjunct credit employment at SBCC in the academic year immediately preceding the enrollment semester.

2. Tier II
   (a) Initial participation for adjunct faculty in Tier II requires, in addition to all the criteria for Tier I (a, b, and c), completion of:
   (i) six (6) out of the eight (8) years (excluding summer teaching) preceding the implementation of this contract at half time credit instruction or more; or
   (ii) eight (8) years (excluding summer teaching) preceding the implementation of this contract at 40% credit instruction or more.
   (b) The additional years of employment required for Tier II can be met by completion of at least 15 credit TLUs or the equivalent of half time credit instruction each academic year, or 12 credit TLUs or the equivalent of at least 40% credit instruction each academic year.

3. Credit instruction, credit load and credit employment include classroom teaching, counseling, and librarian services in the credit program at SBCC.

Continued Participation

After enrollment, continued participation requires completion of at least 12 credit TLUs or the equivalent of 40% or more regular credit adjunct employment at SBCC each academic year (and those who qualify with at least 50% workload must maintain at least 15 credit TLUs or the equivalent of half time or more regular credit adjunct employment at SBCC each academic year). Summer session credit adjunct employment will be included for purposes of this requirement. The academic year begins with the fall semester of initial enrollment.
Open Enrollment Period

Open enrollment for adjuncts will begin the third week of each fall semester after adds/drops.
APPENDIX D: DOMESTIC PARTNERS

Domestic Partner Coverage Procedures

I. Eligibility:

Santa Barbara City College (SBCC) will provide benefits for Domestic Partners of the same or opposite sex and dependent children of Domestic Partners as follows:

A domestic partnership shall be established when both persons file a Declaration of Domestic Partnership with the Secretary of State and, at the time of filing, all of the following requirements are met:

(1) Both persons have a common residence.

(2) Neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved, or adjudged a nullity.

(3) The two persons are not related by blood in a way that would prevent them from being married to each other in this state.

(4) Both persons are at least 18 years of age.

(5) Either of the following:
   (A) Both persons are members of the same sex.
   (B) One or both of the persons meet the eligibility criteria under Title II of the Social Security Act as defined in 42 U.S.C. Section 402(a) for old-age insurance benefits or Title XVI of the Social Security Act as defined in 42 U.S.C. Section 1381 for aged individuals. Notwithstanding any other provision of this section, persons of opposite sexes may not constitute a domestic partnership unless one or both of the persons are over the age of 62.

(6) Both persons are capable of consenting to the domestic partnership.

Children of a Domestic Partner are eligible for enrollment on the same basis, and subject to the same requirements as stepchildren of eligible employees.

II. Documentation Required to Receive Domestic Partner Coverage:

In order to receive benefits as a Domestic Partner, the employee and the Partner must:

A. Submit proof that you have registered with the California Secretary of State
B. Complete and sign Domestic Partner medical and/or dental enrollment form(s).
III. Documentation Required for Change in Status of Domestic Partner Coverage:

The employee must notify the Human Resources & Legal Affairs Department in writing within thirty (30) calendar days of any change in the status of a Domestic Partnership.

In the event the facts attested to in the Declaration of Domestic Partnership no longer hold true due to termination of the relationship, death of a Domestic Partner, marriage to the Domestic Partner or any other cause, the employee must file a State of California Termination form with the Human Resources & Legal Affairs Office for adjustment in coverage, and mail a copy of that affidavit to the Domestic Partner.

After a termination of an existing Domestic Partner’s coverage, a subsequent Declaration of a new Domestic Partner cannot be filed until six (6) months after written notification of termination has been filed.

Domestic Partners and their dependents are eligible for continuation of coverage under the federal COBRA law or state law regarding continuing coverage under California Labor Code Section 2800.2 and attendant California statutes.

IV. Enrollment Deadlines

A. Employees currently employed, who later establish a Domestic Partnership eligible for coverage, have thirty (30) calendar days after becoming eligible to apply for coverage or must wait until the next open enrollment period to apply.

New employees hired after the original effective date of these Procedures, who have a Domestic Partner eligible for coverage, have thirty (30) calendar days after applying for coverage in which to submit required paperwork or must wait until the next open enrollment period to apply.

B. An employee will not be required to wait until the next open enrollment period if the employee can demonstrate that he or she is applying late because the Domestic Partner lost coverage previously applicable on a different benefit plan.

V. Premium Payment / Tax Consequences

The value of the Domestic Partner coverage is considered additional compensation to the employee. Therefore the value of that additional coverage is subject to federal and state taxes as well as all other payroll deductions. STRS / PERS will not be withheld from or credited to this additional amount.

The employee is responsible for covering the cost of the premium of the Domestic Partner and the Domestic Partner’s child(ren). If covering the Domestic Partner and the Domestic Partner’s child(ren) increases the premium, the difference will be paid from the employee’s wages as an after-tax payroll deduction. If the addition of the Domestic Partner and the Domestic Partner’s child(ren) does not increase the current premium,
then the value of the health coverage for the Domestic Partner and the Domestic Partner’s child(ren) will be reported as taxable income to the employee. If the difference between the increase in the three-tier rate structure is less than the value of the health coverage for the Domestic Partner, the increased amount will be an after-tax payroll deduction and the difference will be included in the employee’s includible income. The includible income will be reported on the employee’s W-2.
APPENDIX E: Declaration of Eligibility for Automatic Payroll Deduction

I, ________________________, have worked four complete, consecutive semesters as a credit adjunct instructor at Santa Barbara City College including the current semester.

The consecutive semesters are (fill in years):

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>

I declare under penalty of perjury under the laws of the State of California that I am a resident of ______________County, am over the age of eighteen and that the above statements are true and correct.

__________________________

Employee’s Name

__________________________

Print Employee’s Name

__________________________

Date
## SALARY SCHEDULES

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<th>Step</th>
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<th>with PHD</th>
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<td>09</td>
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# TABLE 10 - Effective 1/1/08

## Contract Instructors

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### Salary Table 11 - Effective 1/1/08
#### Part-Time Hourly Credit Instructor Salary Table

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## SALARY TABLE 13 - Effective 1/1/08

**Children’s Center Contract Instructors**

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## Salary Table 14 -- Children’s Center Hourly

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Salary Table 15 - Summer Session - Effective 1/1/08
Contract Instructors - TLU Rates

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### Salary Table 23 - Effective 1/1/08

**Cosmetology Instructors Contract Instructors**

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