

8.2.3 Payment for Overload Unit(s) All units above 15 for the semester or above 30 for the year will be compensated and paid at the overload rate of pay.

- (a) A full-time unit member assigned a temporary overload contract shall be paid in five (5) equal payments, beginning with the first pay period of each semester in which contract service was performed (August of the Fall semester; January of the Spring semester).
- (b) Department Chairs, UPM and Academic Senate representatives assigned duties during June and July shall be paid in six (6) equal payments beginning in July and/or January.
- (c) A unit member teaching a late start class(es) shall begin to receive pay on the mid-month payroll following the month in which the service began (e.g. class beginning in October would receive pay for that service on the November mid-month payroll).

8.2.3.1 Salary: Reduced Load. If a unit member receives a reduced load approved by the UDWC, his/her salary shall be reduced on a pro-rated basis and deducted in equal amounts for the remaining pay periods of the contract.

8.2.3.2 Cancellation of Course/Assignment. If a temporary overload course or assignment is cancelled before the full-time unit member can perform service for which they have been paid, he/she shall reimburse the District through a pro-rated salary adjustment distributed evenly over the remaining pay periods of the contract.

8.3 Union/District Workload Committee

The Union-District Workload Committee (UDWC) shall be composed of four (4) members, two (2) appointed by UPM and two (2) appointed by the District. The UDWC shall review and recommend teaching units and/or service hour values to all new courses/assignments in the District, and for all modifications of existing course-teaching unit allocations and/or service hour values. The UDWC shall make its recommendations according to existing contract standards as defined in Article 8. The UDWC shall also approve courses identified by departments which require "special skills" for the purposes of the assignment of ETCUMs as provided for in 6.8.3, A.

The UDWC shall also review and recommend each semester all reassigned time assignments, overloads or stipends granted unit members (Form F 8.3). Temporary unit members are eligible to apply for reassigned time or stipends if they are employed for the equivalent of .40 FTE/year. This requirement shall be waived if the temporary unit member has expertise otherwise unavailable to the District. The UDWC shall recommend to UPM and the Superintendent/President all criteria for the granting of such reassigned time, overloads or stipends. UPM and the Superintendent/President shall modify, delete and/or add to these criteria and these shall be the criteria used by the UDWC for the recommending of such reassigned time, overloads or stipends. Any criteria not agreed to by UPM and the Superintendent/President shall be submitted to binding arbitration by either party. The criteria finally agreed upon, and only those criteria, shall be utilized by the UDWC in recommending such reassigned time, overloads or stipends. Specific reassigned time, overloads or stipends meeting the criteria shall be recommended to the Superintendent/President by the UDWC. Applicants for reassigned time, overloads or stipends who are denied said reassigned time, overloads or stipends may appeal via the provisions in the Grievance Article of this contract. In the event that the UDWC cannot make a recommendation, based on a majority decision, on an individual request, the applicant may appeal via the provisions in the Grievance Article of this contract.

8.3.1 Activities for Use of Reassigned Time, Overload and Stipend. Reassigned time, overload or stipends may be used for the following:

1. Governance or performance of special projects for specific periods of time.
2. Coordination of activities and/or programs not part of the regular workload responsibilities. Regular workload responsibilities shall be the equivalent of 14-16 teaching units in lecture and/or laboratory, or 28 hours for counselors, or 35 hours for librarians or school nurses.

3. Academic Senate officers' responsibilities.
4. Special functions such as budget development, curriculum or program development, program coordination or other special projects.
5. Field work coordination or internship coordination.
6. Externally funded grants.

8.3.2 Request Categories. Requests for overload, stipend or reassigned time shall be classified in one of the following six categories:

- I. Contractually mandated:** required by the current negotiated labor contract
- II. Externally funded:** available through a grant or other externally funded source (See Memorandum of Understanding Re: Solicitation of Faculty Interest in Assignments Funded by Outside Sources (e.g. Grants))
- III. On-going:** activities of two or more semesters duration, including, but not limited to, coordination responsibilities, department chair duties, etc.
- IV. Academic Senate:** for faculty serving as President or Officers of the Academic Senate or as chairs of the Curriculum Committee or Academic Standards Committee.
- V. Instructional or learning development:** individual research and development (IR&D) projects by the faculty for one or two semesters. Said projects shall be for the exclusive purposes of evaluating, and developing new curricula deemed feasible (as opposed to course preparation for current curricula); evaluation and improvement of instructional effectiveness; improving student learning; increasing student enrollment and retention; and encouraging the adoption of instructional, learning or technical innovations. Ongoing normal professional duties, such as periodic program review/revisions and course revisions due to updates to texts, materials, or scope of instruction, are specifically excluded.

IR&D Grants are non-transferable. Funds expended for personnel services and equipment shall be limited to those line items and amounts specified in the grant as approved by the UDWC. Budget revisions require UDWC approval.

VI. New Coordinating Positions:

New coordinator positions shall be added to the list in Article 1.3.1. UDWC shall develop mutually agreed upon language to be added to Section 8.3.4, (as Category VI) that defines the principles and procedures which guarantees transparency, competence and fairness for the implementation of Article 1.3.3.

8.3.3 Criteria Evaluated. All requests for reassigned time, overloads or stipends shall be evaluated using some or all (as explained below) of the following criteria. For the purpose of ranking, points are to be awarded using the scale indicated.

- (1) The problem or need addressed has been adequately thought out and described (0-10 points).
- (2) The problem or need addressed is in support of one or more of the college's goals and objectives (0-7 points).
- (3) The project activities are likely to contribute to instructional effectiveness (0-10 points).
- (4) The project activities are likely to increase student learning and/or retention (0-10 points).
- (5) The project activities are likely to encourage the adoption of instructional, learning or technical innovation(s) at the discipline, department and/or instructional levels (0-7 points).
- (6) The proposed cost and probable availability of personnel, equipment, supplies and/or operational support will be available (0-5 points).

(7) The project activities will not adversely affect the discipline or department budget, facilities or schedule (0-5 points).

(8) The applicant(s) appears to have adequate experience and/or training to carry out the proposed project (0-5 points).

(9) Number of years since last award to recipient: [5 years or never awarded = 5 points; 4 years = 4 points; 3 years = 3 points; 2 years = 2 points; 1 year = 1 point; less than 1 year = 0 points].

8.3.4 Criteria Evaluated By Category.

Category II: All requests in Category II will be evaluated each semester using criteria #6 - #8.

Category III. All requests in Category III, except department chairs and coordinators designated in 1.3 of the CBA, will be evaluated each semester or year using criteria #1 - #4, #6, and #7.

Category V. All requests in Category V will be evaluated each semester using criteria #1 - #9. For the purpose of establishing the order of consideration by the UDWC, I R & D Grants shall be scored and ranked within each category (i.e., "A" and "B" of 8.3.5). Those with a total score of forty or more points (as determined by the criteria specified in 8.3.3 and 8.3.4) shall be voted upon (as defined in 8.3.5) in the order ranked, beginning with the Category "A" grant awarded the highest score.

8.3.5 Personal and Institutional Development. There are several opportunities available to faculty for personal and institutional development. See Chart entitled 'Faculty & Institutional Development', for explanation of recipient stipulations, and party responsible for scope of proposal. The members of the UDWC are responsible for developing criteria, interviewing faculty and recommending awards.

(a) **IR&D Grants.** The UDWC will be a guaranteed minimum of \$10,000 per year, to be used for "Individual Research and Development Projects". Any funds not allocated by the UDWC shall be added to the next year's budget and shall be spent in that year. Expenditure of these or additional "Individual Research and Development Projects" funds (other than externally funded grants which are covered under Articles 8.3.1 - 8.3.7) for unit member proposed activities may be denied only by a majority vote of the committee. IR&D Grants shall be divided into two categories:

1. Grants with specified expenses of three thousand dollars (\$3,000) or less: No more than five (5) grants shall be awarded in this category in any academic year.
2. Grants with specified expenses beyond three thousand dollars (\$3,000): The award of said grants shall not exceed the funds available.

(b) **IR&D Units.** The UDWC will be guaranteed 15 TU (Teaching Units) per year for projects up to one year in length.

(c) **Institutional Initiatives Fund.** The District will provide a minimum of \$20,000 per year for institutional initiatives proposed by the District. There is no dollar amount limit on the award for a project. Any funds not expended in a given year will not be rolled over to the next year.

(d) **Other District-Directed Initiatives.** The District will provide a minimum of \$10,000 per year for district-directed initiatives proposed by the District. There is no dollar amount limit on the award for a project. Any funds not expended in a given year will not be rolled over to the next year.

(e) **District-Directed Program Development.** The District will provide up to 15 TU (Teaching Units) per semester for assignment of faculty in a discipline to program development. Ongoing normal professional duties, such as periodic program review/revisions and course revisions due to updates to texts, materials, or scope of instruction, are specifically excluded. New, full-time hires to the District do not have to compete for assignment.

8.3.5.1 The unit members appointed by the Academic Senate to the College Employee Development Committee shall form a sub-committee of the UDWC and shall review all "Individual Research and Development Projects" proposals. Review shall follow the procedures described in Articles 8.3.1 - 8.3.7.

8.3.6 Applicant Request: UDWC Prerogative. It shall always be the prerogative of the UDWC to recommend that an applicant for reassigned time modify his/her request to take the form of a new course proposal. This course would generate student contact hours and be such that the instructional load would involve partial or total coordination of activities and/or programs not part of the regular workload responsibilities, and/or field work coordination and/or internship coordination.

8.3.7 Agreement: Reassigned Time, Overload & Stipend. (Form F 8.3.7). Upon the awarding of reassigned time, overload or stipend for categories II and/or V as defined in 8.3.2, the unit member shall execute a contractual agreement (hereafter "agreement") with the District for the specified number of units or dollars, the specific form of said "agreement." This "agreement" will include the following:

1. A statement and description of the final product that is to be delivered or outcome that is to be produced for the department, discipline and/or District.
2. The time when the final product or outcome is to be delivered/produced.
3. Signed recognition by the individual that failure to produce the final outcome or product at the time specified shall result in repayment to the District of all monies received. Repayment may be made through salary deductions at the rate of the original payments. Subject to approval by the UDWC, in lieu of repayment, the individual may work at his or her own expense for one additional semester to complete the work. Failure to complete in this additional time will result in repayment as above. The recipient shall be ineligible for any reassigned time, overload or stipend until successful completion or repayment.
4. Untimely completion may result in limited future eligibility for reassigned time, overload or stipends; however, following a written request by the grant recipient, the UDWC may extend the delivery date cited in the initial agreement. It shall be the responsibility of the UDWC to monitor and review compliance with the "agreement".

8.3.8 Determination of Available Units or Stipend.

The amount of reassigned time, overload or stipends available shall be determined as follows:

- Category I:** Negotiated by UPM and the District and is provided for in other parts of the CBA.
- Category III:** Negotiated by the UDWC and/or in the collective bargaining process.
- Category IV:** A minimum of 9 TU (Teaching Units) for the academic year, with additional units being arranged by the Senate and the District.
- Category V:** (a) IR&D Grants \$10,000 and (b) IR&D Units 15 TU (Teaching Units) per year for projects up to one year in length.

FACULTY & INSTITUTIONAL DEVELOPMENT

	IR&D Grants \$10,000 [Small portion for projects \$2,000 & under] [Remainder of \$ no limit on \$ amount]	IR&D Units 15 TU [Can be requested for a year long project]	Institutional Initiatives Fund <i>Minimum \$20,000</i> <i>No rollover of funds</i> [No limit on \$ amount for a project]	Other District-Directed Initiatives <i>Minimum \$10,000</i> <i>No rollover of funds</i> [No limit on \$ amount for a project]	District-Directed Program Development <i>Up to 15 TU per semester</i> [Assignment of faculty within discipline – assigned time for part-time faculty – new full-time hire to District does not have to compete, can be assigned]
Recipient	F-T Faculty P-T Faculty	F-T Faculty P-T Faculty	F-T Faculty P-T Faculty	F-T Faculty P-T Faculty	F-T Faculty P-T Faculty
Responsible for Scope of Proposal	Individual faculty member	Individual faculty member	District	District	District
Responsible for Developing Criteria	UDWC	UDWC	UDWC	UDWC	UDWC
Responsible for Interviewing and Selecting	UDWC	UDWC	UDWC	UDWC	UDWC