

# **AGREEMENT**

between

**CITRUS COLLEGE ADJUNCT FACULTY FEDERATION**  
Local 6352 of the American Federation of Teachers

and

**CITRUS COMMUNITY COLLEGE DISTRICT**

**July 1, 2023 through June 30, 2026**

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## **ARTICLE 1 – AGREEMENT**

- 1.1 This Agreement is made and entered into by and between the Board of Trustees of the CITRUS COMMUNITY COLLEGE DISTRICT, whose address is 1000 West Foothill Boulevard, Glendora, California 91741 (hereinafter designated as the “District” or “Board”) and the CITRUS COLLEGE ADJUNCT FACULTY FEDERATION (hereinafter referred to as the “Union”), an employee union and chapter of Local 6352 of the American Federation of Teachers.
- 1.2 This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549.3 of the Government Code.
- 1.3 The Union and the District agree to mutually review titles and document names and update them where appropriate.

## ARTICLE 2 – RECOGNITION

- 2.1 The Citrus Community College District hereby confirms its recognition of the Citrus College Adjunct Faculty Federation, which is a chapter of Local 6352, and is affiliated with the American Federation of Teachers, as the exclusive representative for the following academic unit.
- 2.2 Included: All academic part-time faculty teaching credit classes, counselors, librarians, “walk-on” head coaches, hourly non-credit instructors, and lab supervisors employed for 67% or less of a full-time load.
- 2.3 Excluded: All full-time regular faculty (teaching regular load or overload), contract faculty (teaching regular load or overload), substitutes, all management (performing a regular assignment or teaching overload), classified supervisors (performing regular assignment or teaching overload), confidential employees (performing regular assignment or teaching overload), Child Development Center permit teachers, specialists, and nurses, and all other non-academic personnel.
- 2.4 The Union and the District agree that this represents the appropriate unit. The Union and the District shall have the right to seek unit clarification by PERB proceedings on any new titles not specified in the above unit description. Nothing agreed to herein will prevent adjustments to the unit to be made upon mutual agreement of the District and the Union.
- 2.5 Disputes concerning this Article are not subject to the grievance provisions of this contract.

## ARTICLE 3 – BOARD'S RIGHTS

- 3.1 It is understood and agreed that the Board of Trustees retains all rights, powers, privileges, functions and authority to direct, manage and control the operations of the District to the full extent authorized by law, except as limited by the terms of this Agreement and the Educational Employment Relations Act, California Government Code Sections 3540 *et seq.*
- 3.2 In the event that there is a conflict between Board Policy and the Agreement, the Agreement language shall supersede.

## ARTICLE 4 – UNION RIGHTS

### Institutional Facilities

- 4.1 The Union shall have the right to use institutional bulletin boards, mailboxes, telephone voice mail, and email to distribute organizational messages and material to its Unit Members.
  - A. Union literature distributed through the District mail system shall identify the Union as sender and shall be dated.
  - B. The Superintendent/President shall be included on the distribution list for all materials for faculty-wide distribution through the District's mailbox, voice mail, or email systems. Notice to the Superintendent/President shall not be interpreted in a manner that infringes upon a Unit Member's free speech rights under the First Amendment to the U.S. Constitution.
- 4.2 The Union shall have the right to use institutional facilities subject to reasonable regulation by the District, for the purposes of conducting Union business. Access to, and use of, institutional facilities shall be subject to availability in accordance with site scheduling and reservation procedures.
- 4.3 Use or access to institutional bulletin boards, mailboxes, and facilities by the Union shall not interfere with or interrupt District operations, classroom activities, or the scheduled duties of employees. District supplies and materials shall not be used for organizational purposes. In cases of use or access that will result in costs to the District, the Union shall reimburse the District for such use or access.
- 4.4 The District will provide the Union with an official mailbox. The District shall, at no cost, provide the Union with an on-campus office, including basic furniture, telephone and telephone line, and internet access. Each fall semester, the District will assign the location of the office space for the academic year. Any change to the office location will be made in discussion with the Union and implemented effective as of the upcoming fall semester.

### Information to Citrus College Adjunct Faculty Federation, Local 6352

- 4.5 By the fourth Monday of each semester, the District shall furnish the Union, without charge, a list of names and assignments for those Unit Members then currently employed.
- 4.6 By the fourth Monday of each semester, the District shall furnish the Union with a list of names, home addresses and telephone numbers of currently employed Unit Members, except for those Unit Members who have requested that such information not be disclosed.

4.7 The District shall provide to the Union the agenda for each meeting of the Board of Trustees, together with all available supporting documents that are not exempt from public disclosure under the California Public Records Act. Documents provided to the Union are those documents provided to all other members of the public, some of which may be available at the meeting. The agenda shall be placed in the Union's campus mailbox at the same time the agenda is placed in the mailboxes for all other individuals/groups on campus.

4.8 The District will furnish new Unit Members a copy of this Agreement when they are hired.

### **Protection for Union Activity**

4.9 The District agrees not to discriminate against any Unit Member because of membership in or participation in the lawful activities of the Union.

### **Labor/Management Meetings**

4.10 Upon request of either party, the parties shall meet up to twice per month for labor/management meetings.

4.11. In the event that negotiations are scheduled at a time that a member of the Union's bargaining team has a scheduled assignment with the District, he/she shall be released from his/her assignment at no loss in pay.

### **Employee Orientation**

4.12 The District shall conduct an adjunct orientation/training session prior to the fall and spring semesters. The Federation will have access to the adjunct employees in attendance at such orientation/training. The dates for the orientation/training sessions shall be established by mutual agreement with the Federation.

## ARTICLE 5 – ORGANIZATIONAL SECURITY

- 5.1 The Union has the exclusive right to have employee organization membership dues and service fees deducted by the District from the wages or salary of employees in the bargaining unit in accordance with the provisions of this Article.
- 5.2 The District will implement automatic payroll deductions for all Unit Members who voluntarily become members of the Union in accordance with the District's procedures and the Union's dues schedule. The Union shall notify the District when a Unit Member becomes a member or discontinues membership in the Union.
- 5.3 The District shall, without charge, transmit to the Union the sums deducted under this Article.
- 5.4 The Union agrees to indemnify and financially hold harmless the District, its Governing Board, officers and administrators against any and all claims, demands, costs, lawsuits, including attorney fees incurred in defending said persons or District, or any other form of liability or expense, including but not limited to, all court or administrative costs, that may arise out of or by reason of action taken by the District for the purpose of complying with this Article.

## ARTICLE 6 – ASSIGNMENT AND SCHEDULING

- 6.1 The District agrees to use a form to solicit interest and availability from Unit Members for future assignments. Deans and directors will collaborate with adjunct faculty during the development of a student-centered schedule for each semester/intersession.
- 6.2 Assignments will be made as early as possible.
- 6.3 Whenever possible, names of those Unit Members, who are assigned, will be printed in the class schedule and on the online class schedule.
- 6.4 The load of a Unit Member will not exceed 67% without approval from the Board of Trustees.
- 6.5 A full-time faculty member may bump the assignment of a Unit Member only if the class or classes are needed to fill out his/her full-time teaching load.
- 6.6 When scheduling adjunct assignments, the management supervisor shall consider (in a non-ranked order): 1) the length of the unit member's successful prior performance at Citrus College based on the most recent evaluation; 2) the number of classes taught in the previous semesters; 3) the unit member's qualifications; 4) the unit member's preparation in the discipline; and 5) the skills required for the assignment. In the event that all of these factors are equal in determining an assignment, the management supervisor will give further consideration to length of employment. For purposes of this section, length of employment shall mean the unit member's initial date of hire provided that the unit member has had an assignment during the previous four semesters. In the event the unit member has not had an assignment during the previous four semesters, the unit member's most recent date with an active assignment will be used. To the extent course sections are available, the District will attempt to provide an assignment up to 67% of a full-time equivalent load. While the Federation and the District agree that the ultimate determination of assignment rests with the management supervisor, the Federation may file a grievance pursuant to Article 15 concerning this section where the management supervisor did not consider the above listed criteria. However, the Federation and the District agree that the ultimate determination of assignment rests exclusively with the management supervisor.
- 6.7 Unit Members are employed on a temporary basis from term-to-term and the District shall retain all customary and usual rights, powers, functions, and authority with respect to the employment, assignment, retention, and/or termination of temporary faculty members to the full extent of the law.
- 6.8 In the event that a Unit Member is not offered an assignment due to a reduction in the number of sections of the course taught by the Unit Member, the appropriate Dean will place the Unit Member's name on a list which shall include current contact information. If and when additional sections become available, of which the Unit Member has previously taught, the dean shall consistent with the provisions of this Article, consider the Unit Member for an assignment.

## ARTICLE 7 – PERSONNEL FILES

- 7.1 A single personnel file shall exist for each Unit Member.
- 7.2 No disciplinary action shall be taken against any Unit Member that is based on information not first seen by that employee.
- 7.3 Derogatory materials shall not be filed in the Unit Member's personnel file until the employee has been given notice of the filing and has had at least ten (10) working days to submit a response to be attached to the material. The ten (10) day period shall begin when the Unit Member receives a true copy of the derogatory material (actual notice). Anonymous materials shall not be placed in the personnel file. Routine District forms that do not contain the name of the originator shall be initialed and dated by the person placing them in the file.
- 7.4 At the request of the employee, derogatory material may be removed or sealed with mutual agreement between the Unit Member and the Superintendent/President.
- 7.5 A log will be kept recording the name of each person inspecting the file and the date of the inspection. Exceptions to these entries include routine handling of the files by the Human Resources staff.
- 7.6 Authorization to inspect the Unit Member's personnel file is granted to the employee (by appointment) and the Superintendent/President or his/her designee. The Unit Member's designee may inspect the file with non-continuing written permission from the employee.
- 7.7 The original of all performance evaluations will be placed in the Unit Member's personnel file.
- 7.8 Unit Members will have the right, by appointment, to inspect and make copies of materials in their personnel file during normal business hours, but not during the time the employee is actually required to render services to the District. Pre-employment materials will be removed from the file prior to the inspection appointment in accordance with Education Code.
- 7.9 Subject to reasonable regulation by the District, a Unit Member shall have the right to submit materials related to their performance as an employee of the District for placement in the Unit Member's personnel file.

## ARTICLE 8 – EVALUATIONS

8.1 Unit Members will be evaluated once during their first semester of service and at least once every six (6) semesters thereafter (*Appendix A – Performance Evaluation – Instructor; Appendix B – Performance Evaluation – Counselor; Appendix C – Performance Evaluation – Librarian; Appendix D – Performance Evaluation – Walk-On Head Coach; Appendix E – Performance Evaluation – Professional Growth Report*).

Within the first two weeks of each semester, the District and the Federation will meet to review the list of Unit Members to be evaluated during the academic year and the schedule for those evaluations.

In compliance with Title 5 of the California Code of Regulations concerning the inclusion of diversity, equity, inclusion and accessibility standards for the evaluation of faculty and staff, the District will convene a workgroup composed of representatives from the full-time faculty, the adjunct faculty, staff, managers, and supervisors/confidential employees, to develop DEIA+ competencies which will be used for purposes of evaluation. Once these competencies are determined, the respective employee groups and the District will meet to modify the respective evaluation procedures to include the manner in which the DEIA+ competencies will be evaluated.

8.2 For teaching faculty, evaluation visits shall not be conducted during the first-class meeting or the last two (2) class meetings. For non-teaching faculty, evaluations shall not be conducted during the two (2) weeks or last two (2) weeks of the semester.

8.3 Unit Members will be given advance notice of the evaluation criteria, identity of the evaluator, and a two-week time span during which the evaluation will be conducted.

8.4 A Unit Member may submit a self-evaluation, which may include items, such as a narrative, examples of work product, or a log of professional development activities, to be included as a component of the evaluation.

8.5 The Unit Member's immediate management supervisor shall ensure that each Unit Member is evaluated as provided in this Agreement. As required by Education Code Section 87663(c), Unit Member's evaluations shall include a peer review process.

A. A full-time or adjunct faculty member, selected jointly by the Unit Member and management supervisor, shall perform one of the following peer review options as a part of the Unit Member's evaluation:

- 1) Classroom, library, or counseling observation of student-contact activities for at least thirty (30) minutes; or
- 2) Review of course documents, including but not limited to, the class syllabus, handouts, tests, quizzes, and/or lesson plans.

B. In the event a Unit Member and management supervisor cannot jointly agree on who should serve as the evaluator, the management supervisor will provide the Unit Member with a list of three (3) names from which the Unit Member must choose one (1) to serve as the evaluator. Should a Unit Member serve as the peer review evaluator, he or she shall be compensated for two (2) hours at his/her lecture hourly rate.

8.6 All evaluations shall result in an overall performance rating of “superior,” “satisfactory,” or “unsatisfactory.”

8.7 There may be a student component included in the evaluation (*Appendix F – Performance Evaluation – Student*). If such student component is considered, it shall, under no circumstances, be the determining factor in the Unit Member’s evaluation.

8.8 Within two (2) weeks after all evaluation components have been completed, the immediate management supervisor shall contact the Unit Member to schedule a conference date and time to discuss the results of the evaluation.

8.9 The Unit Member’s immediate management supervisor shall prepare the final evaluation report which shall include the peer review report, the observation, the self-evaluation (if one has been submitted) and a summary of student evaluations (if any).

8.10 Once an evaluation review conference has occurred, a copy of the evaluation shall be given to the Unit Member, and the original signed evaluation will be kept in the Unit Member’s personnel file. The Unit Member’s signature shall indicate receipt of a copy of the evaluation, but not necessarily agreement with any conclusions therein. A Unit Member shall have the right to submit a rebuttal to his/her evaluation. Such rebuttal shall be attached to the evaluation in the Unit Member’s personnel file.

8.11 A Unit Member who receives an unsatisfactory evaluation shall have the right to receive a reevaluation the following semester in the event they are assigned a class. A Unit Member shall have the right to submit a rebuttal to his/her re-evaluation. Such rebuttal shall be attached to the re-evaluation in the Unit Member’s personnel file.

8.12 Each Unit Member shall submit to his or her immediate management supervisor a syllabus for each teaching assignment no later than two (2) weeks into the term, regardless of whether they are to be evaluated that term. The District shall inform the Unit Member before their first-class session of their responsibility to comply with this request.

## ARTICLE 9 – LEAVES

9.1 Sick Leave: Unit Members shall earn one (1) hour of paid sick leave for every eighteen (18) hours worked. A Unit Member shall notify his/her department of leave and, upon returning, shall complete the appropriate absence report. Sick leave absences shall be deducted in one (1) hour increments based on actual hours of absence.

9.2 Unit Members shall have the right to transfer accumulated sick leave from other eligible entities.

9.3 Personal Necessity Leave: A Unit Member may elect to use up to six (6) hours of available paid sick leave, each semester, in cases of personal necessity for the following purposes:

- A. Death of a member of the Unit Member's immediate family when additional leave is required beyond that provided under Bereavement Leave.
- B. As a result of an accident or illness involving the Unit Member's person or property or the person or property of his/her immediate family.
- C. Resulting from the Unit Member's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- D. Related to the diagnosis, care, or treatment of a family member.
- E. Religious observances.
- F. Such other reasons approved by the Superintendent/President or his/her designee.
- G. Related to domestic violence, sexual assault, or stalking.

Absence for personal necessity leave shall be deducted from available sick leave in one (1) hour increments based on the actual hours of absence.

9.4 Bereavement Leave: A Unit Member shall be granted necessity leave of absence with full pay if such absence is due to the death of an immediate family member of the Unit Member.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to personal necessity leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, aunt or uncle, brother/sister-in-law, daughter/son-in-law, mother/father-in-law, of the Unit Member or of the spouse/domestic partner of the Unit Member, or any other person for whom the Unit Member is legally responsible or any other member of the immediate household.

Such leave shall be taken as soon after notification of death as possible, and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the Unit Member, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

9.5 Industrial Accident Leave: A Unit Member shall be entitled to industrial accident and illness leave under the following rules and regulations:

- A. Accident or illness must have arisen out of and in the course of employment for the District and must be accepted as such by the District's third-party Worker's Compensation administrator.
- B. Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.
- C. Allowable leave shall not be accumulated from year to year.
- D. Industrial Accident or Illness Leave of Absence shall commence on the first day of approved Industrial Accident/Illness Absence. Any days of absence associated with a claim for Industrial/Illness that is not approved shall be charged against the Unit Member's sick leave.
- E. Payment for wages lost on any day shall not, when added to an award granted the Unit Member under the Worker's Compensation laws of the state, exceed the normal wage for the day.
- F. Industrial Accident Leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers' Compensation.
- G. When the Industrial Accident or Illness occurs at a time when the full sixty (60) days shall overlap into the next year, the Unit Member shall be entitled to only the amount remaining at the end of the year in which the injury occurred, for the same injury or illness.
- H. During any paid leave of absence, if the Unit Member receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the Unit Member appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

9.6 Family Medical Leave: This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave. A Unit Member is eligible for leave if the Unit Member:

- A. Has been employed for at least twelve (12) months; and

B. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

A Unit Member, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes:

- A. The birth of a child or to care for a newborn of the Unit Member.
- B. The placement of a child with a Unit Member in connection with the adoption or foster care of a child.
- C. To care for a child, parent, spouse, or other designated person who has a serious health condition.
- D. A serious health condition that makes the Unit Member unable to perform the functions of his/her position.
- E. Any period of incapacity due to pregnancy or for parental care.

Although the District recognizes that emergencies arise which may require a Unit Member to request immediate leave, he/she is required to give as much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days' notice is required.

A Unit Member's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.

9.7 **Maternity Leave:** A Unit Member is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the Unit Member is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave.

A Unit Member requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed and shall be determined by the Unit Member and the Unit Member's physician and be given to the division dean and the Office of Human Resources.

There shall not be discrimination against a Unit Member because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

9.8 **Parental Leave:** Parental leave means leave for the reason of the birth of a child of the Unit Member, or the placement of a child with a Unit Member in connection with the adoption or foster care of the child by the Unit Member. A Unit Member may use her/his sick leave for the purposes of parental leave for a period up to twelve (12) weeks. A Unit

Member shall not be provided more than one (1) 12-workweek period for parental leave during any 12-month period.

9.9 Military Leave: A Unit Member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law rising out of the exercise of military leave.

9.10 Judicial/Witness Leave: Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of a Unit Member to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

A. A Unit Member shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.

B. The District shall continue to pay a Unit Member his/her regular salary until the Court releases him/her.

C. A Unit Member receiving compensation by the District must report to work during assigned working days and hours when not retained for jury duty, except a Unit Member on a late shift shall be excused from reporting to work on any working day when he/she is retained for jury duty.

A Unit Member shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the Unit Member.

A Unit Member shall receive regular pay less any amount received for jury or witness fees.

9.11 Catastrophic Leave: Unit Members shall have the right to voluntarily donate sick leave to a catastrophic leave pool established in a specific Unit Member's name to be used by that Unit Member for catastrophic illness or injury. Eligible leave credits must be donated at a minimum of eight (8) hours, and in hour increments thereafter. Except as provided in Section 5.C below, the donation of eligible leave credits shall be irrevocable.

A. Catastrophic illness or injury means an illness or injury that is expected to incapacitate the employee for an extended period of time and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off, if any exists.

B. Unit members eligible to receive leave credits must meet all of the following requirements:

1) The Unit Member who is suffering from a catastrophic illness or injury requests on the appropriate form that eligible leave credits be donated. The Office of Human Resources verifies that the Unit Member has exhausted all available paid leave.

- 2) The employee's personal physician provides written verification to the Office of Human Resources that the Unit Member is unable to perform services for an extended period of time. Upon receipt of the physician's written verification, the Office of Human Resources shall notify the Unit Member that he or she is eligible to participate in the Catastrophic Leave Program.
- 3) A Unit Member who receives paid leave pursuant to this section shall use any leave credits that he or she continues to accrue on a monthly basis prior to receiving eligible credits under the terms of this program.

C. The Catastrophic Leave Program shall operate on a case-by-case basis. Once the affected Unit Member receives District approval, the Union shall solicit Catastrophic Leave donations from Unit Members. The Union shall deliver to the District all tendered donations, in monthly increments, up to the quantity necessary to complete the extended period of catastrophic absence. Donations tendered but not delivered to the District shall be returned to the tendering Unit Member. The Union shall keep complete and accurate records of all donations tendered and of those delivered to the District. These records shall be available to the District in the event that they are required for a state audit and/or when needed to resolve a formal complaint lodged in writing by a Unit Member.

D. Either the Unit Member's return to work or the end of the current assignment shall terminate the use of catastrophic leave for that Unit Member.

9.12 Upon receipt from STRS or PERS, the District shall complete the appropriate statement of the Unit Member's unused sick leave.

## ARTICLE 10 – SALARY

- 10.1 Unit Member salaries are implemented in accordance with the Adjunct Faculty Salary Schedule and all the terms included on the schedule (*Appendix G – Salary Schedule*).
- 10.2 Units counted toward advancement on the salary schedule must be graduate units earned at an institution accredited by one of the regional associations such as, Western Association of Schools and Colleges. Undergraduate units, which have been given prior approval by the appropriate vice president, may also be counted toward advancement. Graduate units earned at foreign colleges or universities must be approved in advance by the appropriate vice president. Foreign transcripts must be translated and evaluated for equivalency by a bona fide U.S. evaluation service.
- 10.3 Unit Members who plan to advance from one salary classification (column) to another must notify the Human Resources Office at the time the advancement is to become effective. The salary will not be changed until all units claimed for the change are officially verified. A change will be made in salary advancement due to the accumulation of units on the first of the month following verification.
- 10.4 It is the responsibility of the Unit Member to notify the Human Resources Office of any error in placement on the salary schedule. Errors in salary placement or payment(s) discovered either by the Unit Member or by the District will be corrected. The recovery of any underpayment or overpayment of funds shall be made as permitted by law.
- 10.5 Each Unit Member shall be granted one increment (one step) on the Adjunct Faculty Salary Schedule for each year of satisfactory service until the maximum number of increments (steps) is reached. Satisfactory service shall be defined as having received no evaluation less than “satisfactory” during the year of service.
- 10.6 Whenever, for any cause, the work of a Unit Member is designated as “unsatisfactory” on the Unit Member’s evaluation, class (column) or step increments may be withheld until improvement is affected.
- 10.7 In moving from any salary class (column) to another, a Unit Member may not advance more than once each year. In moving from any salary step to another, a Unit Member may not advance more than once each year.
- 10.8 The District shall pay the administrative costs associated with direct deposit of pay warrants to all participating financial institutions for all Unit Members who elect to subscribe to such service. The District shall not be responsible for errors or missed deadlines that might occur between the Los Angeles County Office of Education and the employee’s financial institution. If an error occurs, the District will assist the employee in getting the direct deposit error corrected.
- 10.9 *Definition of Parity:* The District and the Union agree that parity for Unit Member salaries, based on workload, equals 75% of a full-time faculty workload. This 75% includes 37.5% of in-classroom time, 37.5% of preparation time, and grading. Office hours are not

included but will be paid for as performed under the terms of the Article on Office Hour Program in this contract.

10.10 In the event that a Unit Member's class is cancelled after a class has met, the Unit Member shall be compensated for all class hours at the hourly rate calculated from Class 1, Step 1 of the Adjunct Salary Schedule. The hourly amount shall be determined by dividing the per LHE amount by 17.5.

10.11 All salary schedules set forth in the agreement, shall be increased as follows:

- A. Effective July 1, 2023, or as soon as practicable after ratification of the agreement by the parties, salary schedules shall be increased by 12%.
- B. Effective July 1, 2024, salary schedules shall be increased by 5%.
- C. Effective July 1, 2025, salary schedules shall be increased by 2%.

## **ARTICLE 11 – OFFICE HOURS**

- 11.1 For fall and spring semesters, Unit Members shall hold office hours for students, one-half hour each week.
- 11.2 Unit Members shall list such office hours on their syllabi.
- 11.3 The District shall continue to provide areas throughout the campus where Unit Members may have discussions with students.

## ARTICLE 12 – MEDICAL BENEFITS

For information concerning Medical Benefits for the 2023-2024 academic year, please refer to Appendix L.

- 12.1 Each academic year the District shall allocate \$10,000 towards the medical benefits programs as outlined below. Half of the allocation is to be used for the fall semester and half for the spring semester. When the allotment has been exhausted, medical benefits reimbursement will no longer be funded. This reimbursement will be on a first come-first served basis.
- 12.2 Unit Members are eligible to participate in the Medical Benefits Program if they:
  - A. Have a faculty assignment equal to or at least a 40% load during each semester of their participation; and
  - B. Have had faculty assignments at the District for at least three (3) full semesters prior to the first semester of their participation.
- 12.3 The District will reimburse the Unit Member up to \$500 per semester for the cost of medical benefits with appropriate application and verification of insurance. The application must be submitted to the District on or before June 30 to qualify for reimbursement for the immediately preceding fall and spring semesters. Reimbursements are on a first come, first served basis.
- 12.4 The forms and procedure for reimbursements are provided for in Appendix L. Information on the Medical Benefits Program may also be found on the Citrus College website under Human Resources.

## ARTICLE 13 – WORKING CONDITIONS

- 13.1 The District shall provide as safe conditions as reasonably possible for Unit Members while they are on District facilities and using those facilities provided for the purpose of carrying out their assigned responsibilities. Unit Members are encouraged to submit written recommendations to their immediate management supervisor or the safety officer regarding the maintenance of safe working conditions, facilities and equipment, and repairs and modifications to insure compliance with appropriate safety standards.
- 13.2 Unit Members shall be responsible for observing posted safety rules.
- 13.3 The District shall provide, to the extent reasonable, supplies, equipment, printing and support services to the Unit Members to carry out their assigned responsibilities.
- 13.4 The District shall reimburse a Unit Member for mileage and parking fees when the Unit Member must use his or her personal vehicle while acting within the scope and course of employment.
  - A. Mileage reimbursement shall be at the prevailing rate allowed by the Internal Revenue Service as reimbursable expense.
  - B. Reimbursement shall be granted only after presentation of a written claim and verification on forms prepared by the District.
  - C. In no case shall reimbursement be granted for mileage between the Unit Member's residence and the District work locations of the Unit Member. Mileage reimbursement shall be made for trips within a single day between two (2) or more work sites of Citrus College when such travel is necessitated by the Unit Member's assigned duties.
  - D. When more than one Unit Member must travel while acting within the scope and course of employment in the performance of assigned duties, the minimum number of vehicles consistent with safety and economy must be used, and only the Unit Member(s) who must use a personal vehicle shall receive reimbursement.
- 13.5 Materials, supplies, and the use of District equipment to support expected assignment-related activities shall be provided for Unit Members during days and hours the District is open for business.

## ARTICLE 14 – NON-DISCRIMINATION

- 14.1 The District and the Union agree to cooperate in a policy of non-discrimination against employees and students. The District shall not discriminate against any employee with regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability use of family medical care leave, genetic information, military or veteran status, gender identity, gender expression, a perception of having one or more of the foregoing characteristics, an association with a person or group with one or more of these actual or perceived characteristics [In the event that either State or Federal law is amended to include further protected categories, then this section will be interpreted to include any such protected categories].
- 14.2 Sexual harassment shall be considered discrimination under this Article.
- 14.3 Disciplinary action will be taken against any employee who engages in any activity prohibited under this Article.
- 14.4 The District agrees to take corrective action to ensure that such practices are remedied and that such discrimination does not continue. Reprisal against Unit Member serving as witnesses is prohibited.
- 14.5 Any charges by a Unit Member of discrimination relating to the categories enumerated in this Article will be adjudicated through the District's discrimination complaint procedure and/or the appropriate governmental agency, and shall remain outside any contractual grievance process.

## ARTICLE 15 – GRIEVANCE

### Definitions

- 15.1 A “grievance” is a claim by a Unit Member that there has been a violation of any of the provisions of this Agreement, except those provisions that state they may not be grieved.
- 15.2 “Academic year” is the period commencing with the first day of fall semester and ending on the day of commencement.
- 15.3 A “grievant” is the Unit Member(s) adversely affected or the Union.

### Purpose

- 15.4 The purpose of this procedure is to secure, at the lowest possible administrative level, an equitable solution to a grievance.
- 15.5 Both parties agree that these procedures will be kept as informal as may be appropriate at any level of the procedure.
- 15.6 The aggrieved Unit Member(s) may request that the Union represent them, but nothing contained herein will be construed as limiting the right of any Unit Member having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention by the Union, provided that such adjustment is not inconsistent with the terms of the Agreement.
- 15.7 Grievances shall be processed as rapidly as possible, the time limits specified at each level should be considered to be maximum and every effort should be made to expedite the process. However, the time limits may be extended by mutual written agreement.
- 15.8 If a grievance is not processed by the grievant and/or the Union in accordance with the time limits set forth in this Agreement, it shall not be subject to further procedures and shall be considered settled on the basis of the decision last made by the District. If the District fails to respond to the grievance within the time limit specified at each level, the failure to respond shall be deemed a denial of the grievance and termination of the level involved. The grievant may proceed to the next step.
- 15.9 In the event a grievance is filed at such a time that it cannot be processed through all the steps within this grievance procedure by the end of the academic year and, if left unresolved until the beginning of the following academic year, and if this delay could result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be completed prior to the end of the academic year, or as soon thereafter as may be agreeable to the grievant and the District.

### Procedure – Level One

- 15.10 Within thirty (30) working days of the Unit Member’s discovery of the alleged violation, a grievant shall file a written grievance with their appropriate immediate management supervisor. The written grievance must, at a minimum, set forth the date of the alleged

violation and the section(s) of the agreement alleged to have been violated. At the request of the grievant, a Level One meeting shall take place between the grievant and the appropriate immediate management supervisor in an effort to resolve the grievance. A written decision by the appropriate immediate management supervisor will be provided within ten (10) working days after the Level One grievance meeting.

#### **Procedure – Level Two**

- 15.11 If the grievant is not satisfied with the disposition of the grievance at Level One, the grievant may file the grievance in writing, with the appropriate vice president, within ten (10) working days following the written, dated decision at Level One.
- 15.12 A Level Two meeting will take place between the grievant and the appropriate vice president in an effort to resolve the grievance.
- 15.13 A written decision by the appropriate vice president will be provided within ten (10) working days after the Level Two grievance meeting.

#### **Procedure – Level Three**

- 15.14 If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within the ten (10) working days, the grievant may file a Level Three grievance with the Superintendent/President not more than twenty (20) working days beyond the Level Two meeting.
- 15.15 A Level Three meeting will take place between the Grievant and the Superintendent/President within fifteen (15) working days from the filing of the Level Three grievance.
- 15.16 A written decision by the Superintendent/President shall be provided within ten (10) working days from the Level Three grievance meeting. The Superintendent/ President's decision shall be final with no further local avenue of appeal.
- 15.17 The exception to this provision is a grievance filed because of action or inaction of the Superintendent/President. This grievance will start at Level Two with the Superintendent/President. Level Three of this process would then be addressed to the President of the Board of Trustees. The decision by the Board of Trustees shall be final with no further local avenue of appeal.

#### **Procedure – Level Four**

- 15.18 If the grievant is not satisfied with the disposition at Level Three, the grievant, with the consent of the Union, may request that his/her grievance be submitted to mediation for review.
- 15.19 Within fifteen (15) days of receipt of a written request to proceed to mediation, the District will request the services of a mediator from the California State Mediation and Conciliation Service.
- 15.20 The function of the mediator shall be to assist the parties to achieve a mutually satisfactory resolution of the grievance by means of the mediation process.

- 15.21 If a mutual resolution of the grievance is reached during mediation, a written statement of the resolution will be prepared and signed by the parties.
- 15.22 In the event that a mutual resolution of the grievance is not reached during mediation, the Union may, within ten (10) days from the last mediation meeting, appeal the grievance to Level Five.

#### **Procedure – Level Five**

- 15.23 In the event the grievance is not resolved at Level Four, the Federation may request that the grievance be submitted to advisory arbitration. Such request must be sent to the District's Office of Human Resources within the time specified at Level Four, Section 15.23.
- 15.24 Submission to arbitration shall be made by the Union to the State Mediation and Conciliation Service. The parties shall then be bound by the rules and procedures of the State Mediation and Conciliation Service in the selection of an arbitrator and the arbitrator shall proceed under the rules of said service.
- 15.25 If the District claims that a grievance should be dismissed because it falls outside the scope of the procedure, or was filed or processed in an untimely manner, or that the grievance has become moot, or that a party has breached the confidentiality provisions, then such a claim shall, at the option of the District, be heard and ruled upon by an arbitrator prior to any hearing on the merits of the grievance, with a suitable stay/continuance between such a ruling and any further proceedings which the arbitrator deems necessary.
- 15.26 As soon as possible and in any event not later than fourteen (14) days after the District receives the written notice of the aggrieved person's desire to arbitrate, the parties shall attempt to agree upon an arbitrator. If no agreement is reached within said fourteen (14) days, an arbitrator shall be selected from a list of seven (7) arbitrators supplied by the State Mediation and Conciliation Service by alternate striking of names until one name remains. The party who strikes the first name shall be determined by lot. If the arbitrator selected will not be available for the hearing within a reasonable period of time, not exceeding sixty (60) days, the parties shall proceed to select another arbitrator from above list. If the District claims that a grievance should be dismissed because it falls outside the scope of the procedure, or was filed or processed in an untimely manner, or that the grievance has become moot, or that a party has breached the confidentiality provisions, then such a claim shall, at the option of the District, be heard and ruled upon by an arbitrator prior to any hearing on the merits of the grievance, with a suitable stay/continuance between such a ruling and any further proceedings which the arbitrator deems necessary.
- 15.27 The arbitration shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of this Agreement in the respect alleged in the grievance. The decision of the arbitrator shall be based solely upon the evidence and arguments presented by the respective parties in the presence of each other and upon arguments presented in briefs.

- 15.28 The arbitrator may hear and determine only one grievance at a time unless the District and the grievant(s) expressly agree otherwise. However, both parties will in good faith endeavor to handle in an expeditious and convenient manner, cases which involve the same or similar facts and issues.
- 15.29 The arbitrator's decision will be in writing and will set forth all findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any recommendation which requires the commission of act prohibited by law or which violates the terms of this Agreement. However, it is agreed that the arbitrator is empowered to include in the arbitrator's decision such financial reimbursement or other remedies as is judged to be proper. The decision of the arbitrator will be submitted to the Board, the Superintendent/President of the District, the grievant, and the Union.
- 15.30 The decision of the arbitrator within the limits herein prescribed shall be submitted to the parties as an advisory opinion.
- 15.31 All fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall bear the expenses of the presentation of its own case.
- 15.32 The Board of Trustees shall review the arbitrator's advisory opinion at the next the regular Board of Trustees meeting following receipt of the arbitrator's advisory opinion. The Board of Trustees shall review the advisory opinion in closed session and no testimony or evidence other than that contained in the arbitrator's advisory opinion shall be presented. Within fifteen (15) days of the Board of Trustees' review of the arbitrator's advisory opinion, the District will notify the Union in writing as to either the Board of Trustees' decision to adopt, modify, or reject the arbitrator's advisory opinion. The Board of Trustees' written notification to the Union shall conclude the grievance procedure.

### **Miscellaneous**

- 15.33 No reprisals of any kind will be taken by the Superintendent/President of the District or by any member or representative of the administration of the District against any aggrieved person, any member of the Union, or any other participant in the grievance procedure by reason of such participation.
- 15.34 The aggrieved Unit Member may represent himself or herself at all stages of the grievance through Level Three. The grievant may be represented by the Union at all levels of the grievance process. At each grievance meeting, the grievant and the District decision-maker at that level may each be accompanied by no more than two (2) representatives or advisers. Any legal counsel appearing on behalf of the grievant shall be retained by the Union. Legal counsel representing the grievant or the District shall be counted among the total number of persons permitted to be present as specified above.
- 15.35 If a grievance arises from action or inaction by the Superintendent/President, the aggrieved person shall submit the grievance in writing directly to the Superintendent/President of the District, commencing at Level Two. In this case, Level Three may involve the President of the Board of Trustees.

- 15.36 Time limits provided in each level shall begin at the expiration of the previous time limit or the day following receipt of written decision by the parties in interest.
- 15.37 Grievance meetings will be scheduled by the District so as not to conflict with classroom duties.
- 15.38 From the time a grievance is filed until it is processed through its completion or closure, neither party shall make public either the grievance or evidence regarding the grievance. This will constitute a breach of confidentiality.
- 15.39 All procedural documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file held in the Office of the Superintendent/President and will not be kept in the personnel file of any of the participants.

## **ARTICLE 16 – ACADEMIC FREEDOM**

### **Academic Freedom**

16.1 The Unit Member shall have the academic freedom to seek the truth and guarantee freedom of learning to the students, as set forth in Administrative Procedure 4030.

### **Intellectual Property**

16.2 The Unit Member shall have the right to intellectual property created by that Unit Member consistent with the provisions of Administrative Procedure 3715. The Federation shall be notified if there are to be any changes to Administrative Procedure 3715.

## **ARTICLE 17 – DURATION OF CONTRACT**

17.1 The term of this agreement shall be from July 1, 2023, through June 30, 2026.

## APPENDICES

Employee Name \_\_\_\_\_ Campus \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**PART I. Performance Standards**

Evaluator appraisals of performance are indicated by the following symbols:

**E** = Superior      **S** = Performance is satisfactory      **U** = Performance is unsatisfactory

Where an unsatisfactory rating is indicated, example(s) of behavior(s) relating to the relevant area(s) of the performance standard and recommendations for improvement must be recorded under "comments and recommendations." Cited examples and recommendations must be descriptive and specific.

Performance reflecting special strength in an area should also be recorded for the purpose of employee commendation.

If a rating criterion is not applicable or cannot be evaluated, mark "**N/A**."

1. Breadth, depth, and currency of knowledge appropriate to the subject matter of the course which is reflected in the course content and organization.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

2. Proficiency in written and oral communications.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

3. Effective lesson presentation, understanding that there are various methods, techniques and philosophies of sound education (lectures, discussions, questioning, panels, laboratory, or shop demonstration / supervision methods, etc.).

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

4. Classroom control appropriate to the teaching environment, understanding that there are various techniques and differing levels of student maturity.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

Page 2

Employee Name \_\_\_\_\_

5. Relevant out-of-class learning activities, understanding that there are various methods, techniques and philosophies of sound education (lesson assignments, papers, reports, field trips, projects, etc.).

**Rating      Comments and recommendations**

**E**

\_\_\_\_\_

**S**

\_\_\_\_\_

**U**

\_\_\_\_\_

**N/A**

\_\_\_\_\_

6. Documented, relevant and timely evaluation of student performance appropriate to the subject matter of the course, understanding that there are various methods, techniques and philosophies of evaluation.

**Rating      Comments and recommendations**

**E**

\_\_\_\_\_

**S**

\_\_\_\_\_

**U**

\_\_\_\_\_

**N/A**

\_\_\_\_\_

7. Concern for student safety, instructional equipment, and school property appropriate to the physical conditions of the teaching situation.

**Rating      Comments and recommendations**

**E**

\_\_\_\_\_

**S**

\_\_\_\_\_

**U**

\_\_\_\_\_

**N/A**

\_\_\_\_\_

8. Meeting administrative clerical requirements (attendance and grade records filled out properly and turned in on time, text and library book requests completed, etc.).

**Rating      Comments and recommendations**

**E**

\_\_\_\_\_

**S**

\_\_\_\_\_

**U**

\_\_\_\_\_

**N/A**

\_\_\_\_\_

9. Evaluation of course syllabi, class handouts, assignments, examinations, and other materials generated for professional use as appropriate to the assignment.

**Rating      Comments and recommendations**

**E**

\_\_\_\_\_

**S**

\_\_\_\_\_

**U**

\_\_\_\_\_

**N/A**

\_\_\_\_\_

10. Consider the extent to which the employee works as part of the team and works effectively and courteously with fellow employees, students, and the public.

**Rating      Comments and recommendations**

**E**

\_\_\_\_\_

**S**

\_\_\_\_\_

**U**

\_\_\_\_\_

**N/A**

\_\_\_\_\_

Page 3

Employee Name \_\_\_\_\_

**PART II. Assessment of Student Survey Responses**

Where performance is unsatisfactory or indicates a need for improvement, cite specific example(s) under "comments."

Provide a summary analysis of student survey responses with attention to indications of instructor behaviors reflecting the following:

- A. Courtesy, respect, and professionalism in communicating with students.
- B. Appropriate evaluation of student performance.
- C. Encouragement of student participation in the learning process.

**PART III. Overall Rating and Certification**

Overall rating for this employee:       Superior       Satisfactory       Unsatisfactory

---

Employee's signature

Date

---

Evaluator's signature (If other than immediate management supervisor)

Date

---

Immediate management supervisor signature

Date

---

CEO/designee signature

Date

---

 Employee requests follow up evaluation

---

Employee's signature

Date

Employee Name \_\_\_\_\_ Campus \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**PART I. Performance Standards**

Evaluator appraisals of performance are indicated by the following symbols:

**E** = Superior      **S** = Performance is satisfactory      **U** = Performance is unsatisfactory

Where an unsatisfactory rating is indicated, example(s) of behavior(s) relating to the relevant area(s) of the performance standard and recommendations for improvement must be recorded under "comments and recommendations." Cited examples and recommendations must be descriptive and specific.

Performance reflecting special strength in an area should also be recorded for the purpose of employee commendation.

If a rating criterion is not applicable or cannot be evaluated, mark "**N/A**."

1. Breadth, depth and currency of knowledge appropriate to academic/vocational advisement, course placement and other assigned duties.

**Rating      Comments and recommendations**

**E** \_\_\_\_\_  
 **S** \_\_\_\_\_  
 **U** \_\_\_\_\_  
 **N/A** \_\_\_\_\_

2. Proficiency in written and oral communication to students.

**Rating      Comments and recommendations**

**E** \_\_\_\_\_  
 **S** \_\_\_\_\_  
 **U** \_\_\_\_\_  
 **N/A** \_\_\_\_\_

3. Effective use of articulation agreements and guidance to students in planning transfer programs and/or careers.

**Rating      Comments and recommendations**

**E** \_\_\_\_\_  
 **S** \_\_\_\_\_  
 **U** \_\_\_\_\_  
 **N/A** \_\_\_\_\_

4. Appropriate guidance to students in values/goal clarification.

**Rating      Comments and recommendations**

**E** \_\_\_\_\_  
 **S** \_\_\_\_\_  
 **U** \_\_\_\_\_  
 **N/A** \_\_\_\_\_

**Appendix B – Performance Evaluation, Counselor**

Page 2 Employee Name \_\_\_\_\_

5. Relevant group or one-on-one presentation.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

6. Referral to academic, financial and psychological support services when appropriate.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

7. Documented, relevant and timely evaluation of student performance when appropriate.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

8. Meeting administrative clerical requirements (Student Education Plans, general education requirement forms, IGETC forms, etc.).

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

9. Evaluation of course syllabi, class handouts, assignments, examinations, and other materials generated for professional use as appropriate to the assignment.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

10. Consider the extent to which the employee works as part of the team and works effectively and courteously with fellow employees, students and the public.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

Page 3

Employee Name \_\_\_\_\_

**PART II. Assessment of Student Survey Responses**

Where performance is unsatisfactory or indicates a need for improvement, cite specific example(s) under "comments."

Provide a summary analysis of student survey responses with attention to indications of instructor behaviors reflecting the following:

- A. Courtesy, respect and professionalism in communicating with students.
- B. Appropriate evaluation of student performance.
- C. Encouragement of student participation in the learning process.

**PART III. Overall Rating and Certification**

Overall rating for this employee:       Superior       Satisfactory       Unsatisfactory

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's signature (If other than immediate management supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Immediate management supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

CEO/designee signature \_\_\_\_\_ Date \_\_\_\_\_

Employee requests follow up evaluation

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_ Campus \_\_\_\_\_

Division \_\_\_\_\_ Department \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

**PART I. Performance Standards**

Evaluator appraisals of performance are indicated by the following symbols:

**E** = Superior      **S** = Performance is satisfactory      **U** = Performance is unsatisfactory

Where an unsatisfactory rating is indicated, example(s) of behavior(s) relating to the relevant area(s) of the performance standard and recommendations for improvement must be recorded under "comments and recommendations." Cited examples and recommendations must be descriptive and specific.

Performance reflecting special strength in an area should also be recorded for the purpose of employee commendation.

If a rating criterion is not applicable or cannot be evaluated, mark "**N/A**."

1. Breadth, depth and currency of knowledge appropriate to research needs and other assigned duties.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

2. Proficiency in written and oral communications to students.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

3. Effective bibliographic instruction, including reference interview techniques.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

4. Worksite control appropriate to the library environment.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

**Appendix C – Performance Evaluation, Librarian**

Page 2 Employee Name \_\_\_\_\_

5. Relevant group or one-on-one presentation.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

6. Referral to out-of-library resources when appropriate.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

7. Documented, relevant and timely evaluation of student performance when appropriate.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

8. Meeting administrative clerical requirements (annual reports, department statistics, department supply orders, equipment requests, orientation reports, etc.).

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

9. Evaluation of course syllabi, class handouts, assignments, examinations, and other materials generated for professional use as appropriate to the assignment.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

10. Consider the extent to which the employee works as part of the team and works effectively and courteously with fellow employees, students, and the public.

**Rating      Comments and recommendations**

|                                     |       |
|-------------------------------------|-------|
| <input type="checkbox"/> <b>E</b>   | _____ |
| <input type="checkbox"/> <b>S</b>   | _____ |
| <input type="checkbox"/> <b>U</b>   | _____ |
| <input type="checkbox"/> <b>N/A</b> | _____ |

Page 3 Employee Name \_\_\_\_\_

**PART II. Assessment of Student Survey Responses**

Where performance is unsatisfactory or indicates a need for improvement, cite specific example(s) under "comments."

Provide a summary analysis of student survey responses with attention to indications of instructor behaviors reflecting the following:

- A. Courtesy, respect and professionalism in communicating with students.
- B. Appropriate evaluation of student performance.
- C. Encouragement of student participation in the learning process.

**PART III. Overall Rating and Certification**

Overall rating for this employee:       Superior       Satisfactory       Unsatisfactory

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's signature (If other than immediate management supervisor) \_\_\_\_\_ Date \_\_\_\_\_

Immediate management supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

CEO/designee signature \_\_\_\_\_ Date \_\_\_\_\_

Employee requests follow up evaluation

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_



## **Adjunct Faculty Performance Evaluation**

### **Walk-On Head Coach**

(Not currently available)



## ADJUNCT FACULTY PROFESSIONAL GROWTH REPORT

NAME: \_\_\_\_\_ DISCIPLINE: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

### PROFESSIONAL RESPONSIBILITIES:

Describe your professional responsibilities at Citrus College.

Describe your recent faculty development activities (i.e., staff development) offered at Citrus College.

Describe new teaching techniques or approaches you have recently implemented, new courses taught, or other curricular-related activities.

### SERVICE TO CITRUS COLLEGE

Describe your recent activities which have contributed to Citrus College, your department, or your discipline (i.e., committees, department meetings, union activities).

Describe how you have incorporated and assessed District approved learning outcomes in your courses or interaction with students.

Page 2

**EDUCATIONAL AND PROFESSIONAL DEVELOPMENT**

Describe recent educational activities which may include courses taken, degrees attained, community service activities, publications, research you have conducted or have created or commercial applications you may have developed.

Describe your recent off-campus professional development activities (i.e., seminars, conferences, clinics).

---

Signature

---

Date

**CLASSROOM INSTRUCTION EVALUATION**
**INSTRUCTIONS**

1. Fill in Term, Year and CRN
2. Mark only one (1) response per question
3. Fill in response position completely
4. To change your answer, erase completely
5. Use the reverse side of this paper to add written comments

**SELECT TERM:**  
 FALL  WIN  SPR  SUM

**YEAR:**  
 2  0

**CRN:**

| RATING            |       |               |          |                      |                    |
|-------------------|-------|---------------|----------|----------------------|--------------------|
| STRONGLY<br>AGREE | AGREE | NO<br>OPINION | DISAGREE | STRONGLY<br>DISAGREE | NOT<br>APPROPRIATE |

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. This course was well organized, understandable, and effective.  | <input type="checkbox"/> |
| 2 The instructor explained the course material and concepts clearly.   | <input type="checkbox"/> |
| 3. The instructor checked to see if students understood the material.  | <input type="checkbox"/> |
| 4. The instructor seemed well-informed in his/her subject area.  | <input type="checkbox"/> |
| 5. The instructor was enthusiastic in his/her classroom presentation.  | <input type="checkbox"/> |
| 6. The instructor stimulated interest in the subject.  | <input type="checkbox"/> |
| 7. The instructor encouraged questions and discussion.   | <input type="checkbox"/> |
| 8. The instructor was open to viewpoints other than his/her own.   | <input type="checkbox"/> |
| 9. The instructor set and maintained high standards of achievement.  | <input type="checkbox"/> |
| 10. The instructor began class on time.  | <input type="checkbox"/> |
| 11. The instructor promoted appropriate student conduct in the classroom.  | <input type="checkbox"/> |
| 12. The instructor's syllabus was clear and accurately represented the course.   | <input type="checkbox"/> |
| 13. The instructor's assignments were clear.   | <input type="checkbox"/> |
| 14. The instructor provided reasonable time to complete assignments.   | <input type="checkbox"/> |
| 15. The exams were fair and understandable.  | <input type="checkbox"/> |
| 16. The instructor returned assignments and exams in a timely manner.  | <input type="checkbox"/> |
| 17. The instructor's system of grading was fair.   | <input type="checkbox"/> |
| 18. The instructor provided constructive feedback.   | <input type="checkbox"/> |
| 19. The required text was important to success in the class.   | <input type="checkbox"/> |
| 20. The instructor was available for personal consultation either through office hours on campus, virtual office hours, or by appointment. | <input type="checkbox"/> |
| 21. The instructor responded to emails or communication in a timely manner.  | <input type="checkbox"/> |
| 22. The site was well organized and easy to navigate. (Distance Ed)  | <input type="checkbox"/> |
| 23. My reading ability was adequate for this course.   | <input type="checkbox"/> |
| 24. My writing ability was adequate for this course.   | <input type="checkbox"/> |
| 25. I was rarely absent.   | <input type="checkbox"/> |
| 26. The instructor used Blackboard for disseminating information.  | <input type="checkbox"/> |
| 27. The instructor made use of Blackboard for posting grades.  | <input type="checkbox"/> |

**Appendix F – Performance Evaluation, Student**

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Faculty Salary Schedule (including intersession)**  
**Effective July 1, 2023**

|             | <b>LIFE Credential<br/>OR Minimum<br/>Qualifications<br/>as defined by<br/>Education Code<br/>Sections 87355<br/>and 87356</b> | <b>Master's Degree<br/>Including 40<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 60<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 80<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>   | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> | <b>LHE*</b>  | <b>LHE*</b>  | <b>LHE*</b>  | <b>LHE*</b>  |
| 1           | \$1,412  | \$1,484  | \$1,556  | \$1,631  |
| 2           | \$1,412  | \$1,484  | \$1,556  | \$1,631  |
| 3           | \$1,412  | \$1,484  | \$1,556  | \$1,631  |
| 4           | \$1,412  | \$1,484  | \$1,556  | \$1,631  |
| 5           | \$1,476  | \$1,542  | \$1,623  | \$1,699  |
| 6           | \$1,541  | \$1,616  | \$1,695  | \$1,765  |

\*Lecture Hour Equivalent

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitute: \$61.84

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than four (4) years of part-time teaching or work experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester periods completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2023

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Faculty Salary Schedule (including intersession)**  
**Effective July 1, 2024**

|             | <b>LIFE Credential<br/>OR Minimum<br/>Qualifications<br/>as defined by<br/>Education Code<br/>Sections 87355<br/>and 87356</b> | <b>Master's Degree<br/>Including 40<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 60<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 80<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>   | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> | <b>LHE*</b>  | <b>LHE*</b>  | <b>LHE*</b>  | <b>LHE*</b>  |
| 1           | \$1,483  | \$1,558  | \$1,634  | \$1,713  |
| 2           | \$1,483  | \$1,558  | \$1,634  | \$1,713  |
| 3           | \$1,483  | \$1,558  | \$1,634  | \$1,713  |
| 4           | \$1,483  | \$1,558  | \$1,634  | \$1,713  |
| 5           | \$1,550  | \$1,619  | \$1,704  | \$1,784  |
| 6           | \$1,618  | \$1,697  | \$1,780  | \$1,853  |

\*Lecture Hour Equivalent

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitute: \$64.93

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than four (4) years of part-time teaching or work experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester periods completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2024

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Faculty Salary Schedule (including intersession)**  
**Effective July 1, 2025**

|             | <b>LIFE Credential<br/>OR Minimum<br/>Qualifications<br/>as defined by<br/>Education Code<br/>Sections 87355<br/>and 87356</b> | <b>Master's Degree<br/>Including 40<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 60<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 80<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>   | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> | <b>LHE*</b>  | <b>LHE*</b>  | <b>LHE*</b>  | <b>LHE*</b>  |
| 1           | \$1,513  | \$1,589  | \$1,667  | \$1,747  |
| 2           | \$1,513  | \$1,589  | \$1,667  | \$1,747  |
| 3           | \$1,513  | \$1,589  | \$1,667  | \$1,747  |
| 4           | \$1,513  | \$1,589  | \$1,667  | \$1,747  |
| 5           | \$1,581  | \$1,651  | \$1,738  | \$1,820  |
| 6           | \$1,650  | \$1,731  | \$1,816  | \$1,890  |

\*Lecture Hour Equivalent

Hourly Salary for Adjunct Counselors, Librarians, Nurse, and Substitute: \$66.23

These rates of pay apply to semester length courses that are designated as lecture or lab sections.

No more than four (4) years of part-time teaching or work experience credit will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester periods completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2025

Board Approved: June 20, 2023

**Appendix G – Salary Schedule, Effective 07/01/25**

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Lab Supervisor Salary Schedule**  
**For Adjunct Faculty (including intersession)**  
**Effective July 1, 2023**

|             | <b>LIFE Credential<br/>OR Minimum<br/>Qualifications as<br/>defined by<br/>Education Code<br/>Sections 87355<br/>and 87356</b> | <b>Master's Degree<br/>Including 40<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 60<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 80<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>   | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> |  |  |  |  |
| 1           | \$37.36  | \$39.76  | \$42.18  | \$44.56  |
| 2           | \$39.57  | \$41.97  | \$44.33  | \$46.73  |
| 3           | \$41.73  | \$44.15  | \$46.51  | \$48.93  |

Two (2) years of verified part-time teaching or work experience will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester period completed (including intersession).

No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2023

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Lab Supervisor Salary Schedule**  
**For Adjunct Faculty (including intersession)**  
**Effective July 1, 2024**

|             | <b>LIFE Credential<br/>OR Minimum<br/>Qualifications as<br/>defined by<br/>Education Code<br/>Sections 87355<br/>and 87356</b> | <b>Master's Degree<br/>Including 40<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 60<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 80<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>   | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> |  |  |  |  |
| 1           | \$39.23  | \$41.75  | \$44.29  | \$46.79  |
| 2           | \$41.55  | \$44.07  | \$46.55  | \$49.07  |
| 3           | \$43.82  | \$46.36  | \$48.84  | \$51.38  |

Two (2) years of verified part-time teaching or work experience will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester period completed (including intersession).

No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2024

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Lab Supervisor Salary Schedule**  
**For Adjunct Faculty (including intersession)**  
**Effective July 1, 2025**

|             | <b>LIFE Credential<br/>OR Minimum<br/>Qualifications as<br/>defined by<br/>Education Code<br/>Sections 87355<br/>and 87356</b> | <b>Master's Degree<br/>Including 40<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 60<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> | <b>Master's Degree<br/>Including 80<br/>Graduate<br/>Semester Units<br/>Beyond<br/>Bachelor's<br/>Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>   | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> |  |  |  |  |
| 1           | \$40.01  | \$42.59  | \$45.18  | \$47.73  |
| 2           | \$42.38  | \$44.95  | \$47.48  | \$50.05  |
| 3           | \$44.70  | \$47.29  | \$49.82  | \$52.41  |

Two (2) years of verified part-time teaching or work experience will be allowed for initial placement on this salary schedule.

One (1) step increase per year shall be granted for each two-semester period completed (including intersession).

No more than two (2) semesters shall be counted towards a step increase in any one (1) year. Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2025

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Walk-On Head Coach**  
**Salary Schedule**  
**Effective July 1, 2023**

|             | <b>Bachelor's Degree or Special Credential</b> | <b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b> | <b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b> | <b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>                                 | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> |  |  |  |  |
| 1           | \$10,839                                       | \$11,148   | \$11,449   | \$11,760   |
| 2           | \$11,116                                       | \$11,423   | \$11,734   | \$12,039   |
| 3           | \$11,385                                       | \$11,702   | \$12,011   | \$12,314   |

One sport per semester equals 40% of a load.

No more than two (2) seasons of teaching/coaching experience will be allowed for initial placement on the salary schedule, with the exception that year for year credit may be given for head coaching experience at the college level.

One (1) step increase per year shall be granted for each two (2) seasons completed.

Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2023

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Walk-On Head Coach**  
**Salary Schedule**  
**Effective July 1, 2024**

|             | <b>Bachelor's Degree or Special Credential</b> | <b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b> | <b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b> | <b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>                                 | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> |  |  |  |  |
| 1           | \$11,381                                       | \$11,705   | \$12,021   | \$12,348   |
| 2           | \$11,672                                       | \$11,994   | \$12,321   | \$12,641   |
| 3           | \$11,954                                       | \$12,287   | \$12,612   | \$12,930   |

One sport per semester equals 40% of a load.

No more than two (2) seasons of teaching/coaching experience will be allowed for initial placement on the salary schedule, with the exception that year for year credit may be given for head coaching experience at the college level.

One (1) step increase per year shall be granted for each two (2) seasons completed.

Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2024

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Walk-On Head Coach**  
**Salary Schedule**  
**Effective July 1, 2025**

|             | <b>Bachelor's Degree or Special Credential</b> | <b>Master's Degree Including 40 Graduate Semester Units Beyond Bachelor's Degree</b> | <b>Master's Degree Including 60 Graduate Semester Units Beyond Bachelor's Degree</b> | <b>Master's Degree Including 80 Graduate Semester Units Beyond Bachelor's Degree</b> |
|-------------|--|--|--|--|
|             | <b>CLASS I</b>                                 | <b>CLASS II</b>  | <b>CLASS III</b>   | <b>CLASS IV</b>  |
| <b>STEP</b> |  |  |  |  |
| 1           | \$11,609                                       | \$11,939   | \$12,261   | \$12,595   |
| 2           | \$11,905                                       | \$12,234   | \$12,567   | \$12,894   |
| 3           | \$12,193                                       | \$12,533   | \$12,864   | \$13,189   |

One sport per semester equals 40% of a load.

No more than two (2) seasons of teaching/coaching experience will be allowed for initial placement on the salary schedule, with the exception that year for year credit may be given for head coaching experience at the college level.

One (1) step increase per year shall be granted for each two (2) seasons completed.

Class advancements shall be effective at the beginning of the month following verification of additional units.

Effective: July 1, 2025

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Non-Credit**  
**Salary Schedule**  
**Effective July 1, 2023**

| <b>STEP</b> | <b>Hourly</b> |
|-------------|---------------|
| 1           | \$51.89       |
| 2           | \$54.43       |
| 3           | \$57.05       |
| 4           | \$57.62       |
| 5           | \$58.20       |

No more than two (2) years of teaching experience credit will be allowed for initial placement on the salary schedule.

One (1) step increase per year shall be granted for each two-semester periods completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year.

|                          |
|--------------------------|
| <b>Golf Professional</b> |
| \$76.10                  |

Effective: July 1, 2023

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Non-Credit**  
**Salary Schedule**  
**Effective July 1, 2024**

| <b>STEP</b> | <b>Hourly</b> |
|-------------|---------------|
| 1           | \$54.48       |
| 2           | \$57.15       |
| 3           | \$59.90       |
| 4           | \$60.50       |
| 5           | \$61.11       |

No more than two (2) years of teaching experience credit will be allowed for initial placement on the salary schedule.

One (1) step increase per year shall be granted for each two-semester periods completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year.

|                          |
|--------------------------|
| <b>Golf Professional</b> |
| \$79.91                  |

Effective: July 1, 2024

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Adjunct Non-Credit**  
**Salary Schedule**  
**Effective July 1, 2025**

| <b>STEP</b> | <b>Hourly</b> |
|-------------|---------------|
| 1           | \$55.57       |
| 2           | \$58.29       |
| 3           | \$61.10       |
| 4           | \$61.71       |
| 5           | \$62.33       |

No more than two (2) years of teaching experience credit will be allowed for initial placement on the salary schedule.

One (1) step increase per year shall be granted for each two-semester periods completed (including intersession). No more than two (2) semesters shall be counted towards a step increase in any one (1) year.

|                          |
|--------------------------|
| <b>Golf Professional</b> |
| \$81.51                  |

Effective: July 1, 2025

Board Approved: June 20, 2023

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Faculty Lecture Lab LHE Factors**

| <b>Discipline</b>                              | <b>Discipline Code</b> | <b>Lecture</b> | <b>Lab Factor</b> |
|--|------------------------|----------------|-------------------|
| Accounting                                     | ACCT                   | 1              | 0.75              |
| Administration of Justice                      | AJ                     | 1              | 0.75              |
| Anthropology                                   | ANTH                   | 1              | 0.75              |
| Architecture                                   | ARCH                   | 1              | 0.75              |
| Art  | ART                    | 1              | 0.75              |
| Astrology                                      | ASTR                   | 1              | 0.85              |
| Auto Technology: NATEF Certified Labs          | AUTO, MTRK, PMET, SPWG | 1              | 0.85              |
| Auto Technology: Other Labs                    | AUTO                   | 1              | 0.75              |
| Biology  | BIOL                   | 1              | 0.85              |
| Biotechnology                                  | BIOT                   | 1              | 0.85              |
| Business                                       | BUS                    | 1              | 0.75              |
| Chemistry                                      | CHEM                   | 1              | 0.85              |
| Child Development                              | CHLD                   | 1              | 0.75              |
| Communications                                 | COMM                   | 1              | 0.85              |
| Computer Science                               | CS                     | 1              | 0.75              |
| Construction Management                        | CM                     | 1              | N/A               |
| Cosmetology                                    | COS                    | 1              | 0.75              |
| Counseling: Courses                            | COUN                   | 1              | 0.75              |
| Counseling: Educational Assistance             | EAC                    | 1              | 0.75              |
| Counseling: EOPS                               | EOPS                   | 1              | 0.75              |
| Counseling: Appointments                       | --                     | 1              | 0.5               |
| Culinary                                       | CLNU                   | 1              | N/A               |
| Dance: Development                             | DANC                   | 1              | 0.75              |
| Dance: Performance                             | DANC                   | 1              | 0.85              |
| Dental Assisting                               | DENT                   | 1              | 0.85              |
| Drafting Technology                            | DRAF                   | 1              | 0.75              |
| Earth Science                                  | ESCI                   | 1              | 0.85              |
| Economics                                      | ECON                   | 1              | 0.75              |
| Emergency Management                           | EMER                   | 1              | 0.75              |
| Emergency Med. Tech.                           | HEAL                   | 1              | 0.85              |
| Engineering                                    | ENGR                   | 1              | 0.75              |
| English  | ENGL                   | 1              | 0.75              |
| English as a Second Language                   | ESL                    | 1              | 0.75              |
| Esthetician                                    | ESTH                   | 1              | 0.75              |
| Ethnic Studies                                 | ETHN                   | 1              | N/A               |
| Forestry (Wildland Resources)                  | FOR                    | 1              | 0.85              |
| Gaming Technology                              | GAME                   | 1              | 0.75              |
| Geography                                      | GEOG                   | 1              | 0.75              |
| History  | HIST                   | 1              | 0.75              |
| Humanities                                     | HUM                    | 1              | 0.75              |
| Information Technology and Information Systems | ITIS                   | 1              | 0.75              |

|                              |                                       |   |      |
|------------------------------|---------------------------------------|---|------|
| Kinesiology: Adaptive        | KIN                                   | 1 | 0.75 |
| Kinesiology: Skills/Activity | KIN                                   | 1 | 0.75 |
| Kinesiology: Varsity Sports  | KINC                                  | 1 | 0.75 |
| Languages                    | ASL, CHIN, FREN, GER, ITAL, JPN, SPAN | 1 | 0.75 |
| Library Technology           | LIBT                                  | 1 | 0.75 |
| Mathematics                  | MATH                                  | 1 | 0.75 |
| Music: Applied               | MUSC, MUSE, MUSP                      | 1 | 0.75 |
| Music: Performance           | MUSC, MUSE, MUSP                      | 1 | 0.85 |
| Music: Development           | MUSC, MUSE, MUSP                      | 1 | 0.75 |
| Music: Theory                | MUSC, MUSE, MUSP                      | 1 | 0.75 |
| Natural History              | NAT                                   | 1 | 0.75 |
| Nursing: Nursing Assistant   | NRS                                   | 1 | 0.85 |
| Nursing: Registered          | RNRS                                  | 1 | 0.85 |
| Nursing: Vocational          | VNRS                                  | 1 | 0.85 |
| Office Technology            | OFF                                   | 1 | 0.75 |
| Philosophy                   | PHIL                                  | 1 | 0.75 |
| Photography                  | PHTO                                  | 1 | 0.75 |
| Physics                      | PHYS                                  | 1 | 0.85 |
| Political Science            | POLI                                  | 1 | 0.75 |
| Psychology                   | PSY                                   | 1 | 0.75 |
| Public Works                 | PUB                                   | 1 | 0.75 |
| Real Estate                  | REAL                                  | 1 | 0.75 |
| Recording Technology         | REC                                   | 1 | 0.75 |
| Sociology                    | SOC                                   | 1 | 0.75 |
| Speech                       | SPCH                                  | 1 | 0.75 |
| Speech: Forensics            | SPCH                                  | 1 | 0.85 |
| Theatre Arts: Development    | THEA                                  | 1 | 0.75 |
| Theatre Arts: Performance    | THEA                                  | 1 | 0.85 |
| Water Technology             | WATR                                  | 1 | 0.75 |
|                              |                                       |   |      |
| Laboratory Supervision       |                                       |   |      |
| When part of load            |                                       |   | 0.5  |

#### Appendix K – Faculty Lecture Lab LHE Factors

**CITRUS COMMUNITY COLLEGE DISTRICT  
ADJUNCT MEDICAL BENEFITS PROGRAM**

**APPLICATION FOR REIMBURSEMENT**

Reimbursement Semester Requested: \_\_\_\_\_

I certify that all of the following conditions have been met:

1. I have taught at least three full semesters at Citrus College
2. I currently teach a 40% load
3. No other employer or agency is paying for my medical insurance
4. Reimbursement is for employee only

I understand the following provisions of this program:

1. The \$500 maximum reimbursement per semester will be paid to me; it will not be forwarded to any insurance carrier or other 3<sup>rd</sup> party
2. Reimbursements are made on a first-come first-served basis
3. No additional reimbursements are available when the semester's allotment has been exhausted
4. Reimbursements will be issued approximately 10 to 14 days after all documentation has been received and approved by the District
5. The District may request verification of coverage
6. Applications must be submitted prior to June 30<sup>th</sup> of the current academic year for reimbursements covering Fall and Spring semesters only

I have attached my premium invoice(s) to this form for medical coverage that was in effect during the applicable semester.

*Please complete the section below:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date Approved \_\_\_\_\_ District Auth Signature \_\_\_\_\_

RM Contact: 626-914-8889  
01.0-00000.0-00000-00380-3911-5900000  
(Rev 2/26/2014)

**Appendix L – Adjunct Medical Benefits Program, Application for Reimbursement**

## Article 12 – Medical Benefits

This agreement also includes the memorandum of understanding regarding Article 12 for the spring 2023 semester dated March 30, 2023. The following memorandum will be signed as a separate document and not included in the collective bargaining agreement.

### Memorandum of Understanding Article 12- Medical Benefits 2023-2024 Academic Year

This agreement is between the Citrus College Adjunct Faculty Federation (“Federation”) and the Citrus Community College District (“District”) and is entered into for the purpose of implementing Education Code Sections 87861, 87862, 87863, 87864, 87865 and, 87867, in recognition of the 2022-2023 State Budget which enacted an increase in the state fund to reimburse districts providing healthcare options to part-time faculty, from \$490,000 per year to \$200.49 million per year. This agreement is for the 2023-2024 academic year only. The Federation and the District agree as follows:

1. Unit members whose fall 2023 semester or spring 2024 semester teaching assignment at the district equals or exceeds 40% of a full-time faculty assignment, defined as six (6) LHE, measured as of the census date, or 12 hours per week for unit members with an hourly assignment, are eligible to enroll in one of the district's medical<sup>1</sup> insurance plans equal to what is provided to the District's full-time faculty (currently at no cost.)
2. Unit members must be assigned to and must maintain a 40% assignment in each of the fall 2023 and spring 2024 semesters, for eligibility to enroll and receive medical benefits as described in section 1 above.
3. Unit members or their dependents whose premiums for health insurance are paid by an employer other than a California community college district are not eligible to participate in this program.
4. MULTIDISTRICT PART-TIME FACULTY: Unit members whose fall 2023 semester or spring 2024 semester teaching assignment at the district is below 40% of a full-time faculty assignment but based on assignments at one or more other California community colleges, equals or exceeds 40% of a minimum full-time faculty assignment, as defined in section 1 above, may be eligible for reimbursement under the Multidistrict part-time faculty program under Education Code Sections 87861(b), 87863(b) and 87865. To be eligible for reimbursement under this program, unit members must meet all of the following criteria:
  - a) Must hold and maintain assignments at Citrus College and one or more other California community college districts, equal to or exceeding 40%;
  - b) Multidistrict unit members or their dependents whose premiums for health insurance are paid by an employer other than a community college district are not eligible to participate;
  - c) Multidistrict unit members with an assignment load of 40% or more at a single California community college district that offers part-time faculty benefits are not eligible to participate;

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<sup>1</sup> This does not include Dental, Vision or life insurance benefits.

- d) A qualifying multidistrict unit member must provide timely documentation as requested by the District, demonstrating they meet the eligibility requirements as stated herein (documentation shall be required once per each qualifying semester);
- e) Upon receipt and District certification of the required documentation, including evidence of the multidistrict unit member's medical premium payment, the District shall issue a reimbursement, each qualifying semester, equal to its proportionate share which shall be determined by dividing the total medical insurance premium paid by the multidistrict unit member by the total number of California community college districts in which the multidistrict unit member holds a current, active assignment to meet the minimum required load (as specified above). At no point shall the District's proportionate share exceed that which it would have paid if the multidistrict unit member had been a full-time faculty member participating in the District's most commonly subscribed plan.

5. Unit members who have enrolled in the District's medical plan who later become ineligible, either after census date or at the conclusion of the fall or spring semester, will not receive District-paid medical benefits. Unit members who become ineligible will receive appropriate Consolidated Omnibus Budget Reconciliation Act (COBRA) notices. Unit members will then be eligible to enroll in COBRA at their own expense according to the laws and regulations governing COBRA.
6. This agreement is contingent upon state funding and if the state does not reimburse the District for 100% of the medical costs for unit members, this agreement will be extinguished and its terms will be null and void.
7. This agreement shall expressly expire on June 30, 2024, at which time Article 12 Medical Benefits of the Collective Bargaining Agreement shall be in place except the dollar amount in paragraph 12.1 shall be increased to \$20,000. If the funding for the part-time faculty health insurance program as defined in the preamble to this memorandum of understanding continues into the 2024-2025 fiscal year, the District and the Federation shall negotiate concerning part-time faculty medical benefits.

Collective Bargaining Agreement  
Between  
Citrus College Adjunct Faculty Federation  
Local 6352 of the American Federation of Teachers  
(CCAFF)  
And  
Citrus Community College District  
July 1, 2023 through June 30, 2026

**APPROVED**

By: Laura Bollinger  
President, Board of Trustees  
Citrus Community College District

Date: 7-28-2023

By: Rob J. Dennis  
Chief Negotiator for Board of Trustees  
Citrus Community College District

Date: July 18, 2023

By: Bill Zorn  
President, Citrus College Adjunct Faculty  
Federation Local 6352 of the American  
Federation of Teachers

Date: July 18, 2023

By: Bill Zorn  
Chief Negotiator, Citrus College Adjunct Faculty  
Federation Local 6352 of the American  
Federation of Teachers

Date: July 18, 2023

Approved by the Board of Trustees  
Citrus Community College District

Date: 06/20/2023

Ratified by the Citrus College Adjunct Faculty  
Federation Local 6352 of the American Federation  
of Teachers

Date: 06/19/2023

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