



“There are two kinds of people, those who do the work and those who take the credit. Try to be in the first group; there is less competition there.”

-Indira Gandhi

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Yuba College American Federation of Teachers Local 4952

COMPRESSED CALENDAR

The Yuba Community College district is moving towards using a compressed calendar for the 2016-17 academic year. There are a lot of advantages to the compressed calendar and hopefully only a few disadvantages. The suggestion at this time is for two fifteen-week semesters (Fall and Spring) and two six-week Summer sessions with an eight-week session overlapping during the same summer time frame. Saturday will become an official part of the schedule and the number of Saturday offerings may be increased.

The main disadvantage is the short breaks between semesters; there is a distinct lack of down time in this schedule. Instructors will have to keep grades and other Admissions and Records issues under control to assist those working on these items in administration. There may be

some problem for CTE students who have a specific number of hours to put in per semester.

The advantages are potentially great for part-time instructors. Semesters last 15 weeks instead of 17 weeks. This means less driving **IF** you don't get your once a week class split into two day sessions and you have to drive 30 times instead of 17. Thanks to recent negotiations we now have an increased load limit of 20 units per academic year. These 20 units can be "balanced" between fall and spring. The 20 unit limit applies only to Fall and Spring. There are no load limits for Summer. A part-time instructor can opt to teach as much as is offered in the summer, theoretically twice as much as is now possible for the summer.

The shortened semester length and the doubled summer

opportunities will be beneficial for students as well. This calendar schedule could give them more options. Hopefully the administration will keep in mind the needs of the Yuba Community College District students and not simply accommodate the demands of the accreditation people.

The calendar committee has agreed on a draft calendar. Dr. Carabajal will take the committee's recommendation to the Board of Trustees for information on December 11, 2014. In February, the Vice Presidents will conduct Compressed Calendar Forums at each college site and the Colleges will develop the Fall 2016 schedule during Spring 2015. The request to go to a compressed calendar will be submitted to the State Chancellor's Office in May 2015.

FLEX

If you teach at a Woodland College campus you are probably not having the issues with FLEX that those who teach at Yuba College are having.

Part-time Instructors have "official" members of the FLEX committees now. Yuba College FLEX committee is working hard to eliminate some of the hassle involved in planning, reporting and being compensated for your FLEX activities.

Remember, this year we have to fill out a detailed flex agreement at the beginning of

the academic year. The agreement was due in September, and had to contain detailed information on how each instructor planned on meeting their flex obligation. If you haven't completed your flex plan you can still follow the steps below to start the process. Even if you complete your flex obligation with convocation or the part-timer's meeting at the beginning of the semester, you have to go through the complete process in order to get paid.

Part-timers have to go through the process twice as their FLEX obligation for spring semester is not determined until the spring semester. However, FLEX activities completed in the fall can count toward spring FLEX and vice versa. All FLEX for the academic year must be completed by May 15th. There are some exceptions and they require additional paperwork.

If you are having difficulty with any part the FLEX process feel free to contact your campus rep.

NEGOTIATION UPDATE—NOVEMBER 2014

We have concluded agreements that alter provisions of the current contract as follows:

- Eliminate the limitation to step 3 on the salary scale for new part-time hires
- Stipends for committee service now include part-time representation on both academic senates, college councils, DC3 (two representatives), District Distance Learning Committee (up to four representatives), District IT Committee, District Calendar Committee. Stipend amounts vary.
- Clarification of the basis for STRS service credits.
- Stipends for developing SLOs/assessment methods/criteria for success (retroactivity to the 2011-12 academic year with credible documentation), program reviews/vitality matrix, curriculum development including course outline review and/or development. **In order to qualify for compensation there must be approval for the work by department head or appropriate dean.** The stipend is greater in departments with no full-time faculty. Procedures for obtaining payment, including for retroactivity purposes, are being developed. Stay tuned.

- Office Hours stipend of \$250 has been established regardless of the number of part-time faculty who apply. The Request for Office Hours form must be submitted within the first 8 weeks of the semester and office hours must be listed on the course syllabus. Eligibility requirements remain unchanged.
- Balancing of teaching loads is contractually authorized to allow a load over 10 units in one semester so long as it is balanced so that the total for the academic year does not exceed 20 units.

During spring semester YC-AFT members will have the opportunity to cast a ballot to ratify these agreements. Look for a mailing in the near future.

We are also commencing negotiations on a successor contract which will address the following items, among others:

- Salary scale adjustments
- Free or reduced parking permits for part-time faculty
- Opportunity for in-house recruitment of part-time faculty for vacant full-time positions
- Normalizing compensation for

Cooperative Work Experience instructors by including it in the salary scale and seniority system.

- Formulation or revision of evaluation, grievance, and discipline policies
- Clarification of STRS service credit reporting and benefit election policies
- Access to mailboxes and a part-time faculty email group
- Providing a “hold harmless” provision regarding seniority-based assignments should a part-time faculty member refuse assignment to a Saturday class.

We will keep unit members informed about the process and outcome of these negotiations.



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FACULTY REFERENCE

Brian Jukes, Interim Vice President, Academic and Student Services, Yuba College, has announced a new resource on the Faculty/Staff webpage (<http://yc.yccd.edu/about/faculty-staff.aspx>). Under the Resources subhead, you will find a new link: "Faculty Quick Reference." You can also find this document by following this link: <http://yc.yccd.edu/pdf/academics/faculty/>

FacultyQuickReference.pdf

The Yuba College Deans and directors assembled this document to provide helpful information on Syllabi, SLOs, Census Certification, FLEX, Grades, Student Discipline, and other issues and procedures all faculty should know. Hopefully this guide will assist you in your instructional duties. Administration is

directing all new Yuba College faculty to this document. All current Yuba College faculty should take time to look over its contents and be familiar with the information and guidelines.

Other very helpful information can be found at learn.yccd.edu. You may wish to bookmark these two websites.

BENEFITS OF JOINING THE UNION

You pay union dues whether you have actually joined or not, because you are part of our bargaining unit. We are responsible for providing representation to you in the event of a dispute with management. If you have joined, you get to have a voice in our contract. Next semester, we will be sending out a ballot to ask for members to vote to ratify the latest changes to our contract. Want to have say in whether those changes are approved or not? Not sure if you have voting rights? Call our Membership Chair, Mary Benson, at 707-994-1005 to find out.

Union members also get a number of other benefits. Our members are covered by a \$1 million liability policy for lawsuits related to teaching activities. Those of you who pay dues but are not actually members do not have this coverage.

Your AFT membership card will get you 10-70% discounts on electronics, apparel, home furnishings, sporting event tickets and more! AFT Advantage gives you and your family exclusive access to a FREE online shopping program for AFT members. Members can receive a discount of 15% on select wireless plans

with AT&T, the only national unionized wireless company. The AFT + Auto Buying program can save you money on new cars and used fleet vehicles. You can also save on online Dell and HP computer purchases. Teleflora, Powell's Books, Goodyear tires, Target, Ann Taylor, Blue Nile Jewelry, Lands End and other vendors also offer exclusive discounts to our members.

Join so you have a voice, and stay because you get valuable discounts. It's a win-win!

UNEMPLOYMENT

Even if you have been offered a class or classes next semester you may be eligible for unemployment. If your teaching position(s) is your only source of employment, it is your *legal right* to receive unemployment. Many part-timers have regularly applied for and received unemployment for summer sessions when their classes are not offered. Filing is relatively easy and here are some pointers to steer you:

Do not procrastinate. There's a one-week waiting period between filing a claim and the beginning of your claim period; if you miss the filing deadline for that week, your claim won't begin until the beginning of the next week. Your procrastination will cost you a full week's benefits.

Know that you'll probably be scheduled for a phone interview. While EDD is doing a better job of educating its employees about the law entitling part-time faculty to unemployment (the *Cervisi v. CA Unemployment Insurance Appeals Board* case, commonly known as the Cervisi

decision), some may tell you that you don't qualify for unemployment because you're a teacher. Explain that community colleges operate on a different basis than K-12, and part-time instructors are entitled to unemployment under *Cervisi*.

Here are some interview tips:

- Have the college's address and phone number handy.
- Never say you quit or were discharged; say that your assignment *expired or terminated*.
- Answer "No" when asked if you have reasonable assurance of future employment.
- If you end up being denied benefits, **APPEAL IT**. The law is on your side.
- Remember: part-time faculty are entitled **by law** to file for unemployment; we are "at will" employees, who have absolutely no guarantee of continued employment from one semester to the next.

It doesn't matter even if your next semester's class is already full. By law, part-timers have no "reasonable assurance" of continued employment from one term to the next because that employment is subject to funding, enrollment, and/or program changes.



PRESIDENT'S MESSAGE

Now, this year of contract negotiations, is the time to become a member of YC-AFT. It costs you nothing to become a member. If you are not a member of YC-AFT your dues are already being deducted from your pay as an "agency fee payer". As a YC-AFT member you will get the opportunity to vote on the contract that governs our work with the Yuba Community College District. In the near future we will be voting on amendments from the last contract that impact us now. The YC-AFT Negotiations team is working on the new contract that will go back to July 2014. This is your chance to have your voice heard. Join us now. Membership applications are available in the mailrooms or you can contact Mary Benson, the membership chair (mary_benson@att.net).

Be an active part of YC-AFT and make a difference.

Elaine Robinson, President



CONVOCATION FEEDBACK

This fall all Marysville part-time instructors were invited to participate in Convocation with the full-time faculty and classified staff. To be included was a positive note, but how many part-time instructors would be excluded? YC-AFT posted a Survey Monkey poll online and distributed hot pink surveys. The results we have were strongly in favor of the inclusive practice. Those who took part in the Convocation felt included and felt it was worthwhile. Some were not able to attend the entire day and attended those pieces they were able to attend. The feedback we have received from full-time instructors was also very positive. Thank you to all of you who took the time to complete the survey.

If you are in any way feeling excluded from the process, please contact your campus rep.

SICK LEAVE

Do adjuncts accrue sick leave? Yes, we do. One hour of sick leave accrues for every eighteen hours of work per our contract. There is no distinction between lectures or labs. However, neither substitute hours nor office hours are eligible. Actual teaching hours or work hours of counselors and librarians are used to accrue sick time.

There used to be annual statements sent out when Human Resources had more staff, but for over 8 years, there has not been the staff support to do this. The Human Resources department is working to include accrued sick leave information on our paystubs but it is not there yet.

It is not only the part-time staff who are lacking this information. Currently, even paystubs of full-time staff do not contain sick leave information. If you need your sick leave record, contact Denise Daniel in HR by email: ddaniel@yccd.edu.

Remember: (From the YC-AFT Contract Article 9)

Reporting and Verification — Any unit member using sick leave benefits under provisions of this Article shall provide the employee's Immediate Supervisor with a signed REPORT OF ABSENCE form upon return to duty.

Notification of Absence — Unit members shall notify the immediate supervisor and/or the Division Secretary as soon as practically possible so that arrangements can be made for cancellation of class or obtaining a substitute. If the unit member becomes ill or another emergency arises during the day, he/she shall notify the immediate supervisor and/or the Division Secretary of the absence period.



CAMPUS MAILBOXES

Do you have a campus mailbox where you teach? Often this is the best method for YC-AFT to contact you.

What if you don't have a mailbox in the part-time instructors' area? Would you like to have one there? Do you prefer where your mailbox is now? Do you not have a mailbox at all?

One of the minor goals of negotiations this year is to have YCCD administration assign all



part-time instructors access to a mailbox that YC-AFT and administration can access to send you information. If you have concerns about not having a mailbox on campus or you would like us to know where your mailbox is now, contact your campus rep. Contact information is posted in the mail rooms and is located on page 2.



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