

# YCCD

# For

# Part-timers

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**Presented by**  
**Yuba College - American Federation of Teachers**  
**YC-AFT**

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## Faculty Reference for Yuba College

There is a new resource on the Faculty/Staff webpage (<http://yc.yccd.edu/about/facultystaff.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. This guide may 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](http://learn.yccd.edu). You may wish to bookmark these two websites.

## Print Shop

Yuba Community College District has an awesome print department.

Ask your Division/Location Secretary for a budget number.

Go online to the portal (<http://mycampus.yccd.edu/faculty/Pages/default.aspx>).

The link for the print shop is on the left hand side under “Portal links”

Once you are on the print shop page you should choose “OnlinePrintRequest”

Or you can use this link: <http://mycampus.yccd.edu/staff/printshop/SitePages/OnlinePrintRequest.aspx>

Fill out all the information, attach your document (.pdfs work the best), submit, and then receive your print request in record time.

If you need a lot of copies for your students consider ordering a student reader. The print shop is also responsible for printing the class readers that are ordered by faculty and purchased by students. This service saves students money every semester.

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## **Union Membership**

If you are not a member of our union, you still pay the same fees and the union will represent you in a grievance with the administration. You do not get to vote on issues unless you are a member of YC-AFT. This includes voting for officers, on contracts, and constitution changes.

YC-AFT is actively recruiting the agency fee payers to become members. This will make our presence at the bargaining table even stronger when we negotiate for the current contract. Please join one of our get-togethers to hear more about what we are doing on your behalf, and please consider joining us. We are currently at 65% membership; our goal is 95%. Together, we are stronger.

## **YCAFT Website**

Our website address is [www.aftyuba.org](http://www.aftyuba.org).

There, you can find our bylaws, constitution, contact information, back issues of our newsletter, meeting minutes, and lots of other information.

**YCCD.edu email** can be forwarded to the account of one's choice:  
<https://help.yccd.edu/faq/how-do-i-forward-my-emails-to-external/>

## **How to use the library online**

You can get to the online library resources through the portal (<http://mycampus.yccd.edu/faculty/Pages/default.aspx>). Choose "Library" under the Yuba College and Clearlake Campus on the "Faculty" tab. This service is available to all part-time faculty, no matter which work location.

On the library page you will find many resources, including educational films and clips, most of which are closed captioned well.

## **Canvas**

Canvas is a tool for both online and face-to-face classes.

You can use Canvas to communicate with your students, post grades, distribute assignments, and much more.

Canvas is located at [de.yccd.edu](http://de.yccd.edu).

More information about canvas and how to use it is located at <http://mycampus.yccd.edu/staff/canvas/default.aspx>

## Return Rights (continued)

5. When department course schedules are posted for the next semester, check the listing immediately. The practice of posting department schedules before finalizing the listings is supposed to be in effect. If you have been offered, at a minimum, your full return rights load, you have been scheduled appropriately. If you have not been offered your return rights load, check to see if there is other faculty with a lower seniority rank being offered courses. (This includes newly hired faculty who are not on the list.) If you think this has happened to you, contact a union representative immediately. Union contact lists should be posted in the mailrooms as well.

There are two common misconceptions about the seniority list and return rights. The facts are: you have no return rights to any specific class, no matter what; and you have no return rights above six units, no matter how many units you have been teaching in the past.

After your initial **placement on the salary scale**, subsequent movement will occur when you successfully complete 15 load units of teaching within the District, including summer session or the equivalent of fifteen (15) load units for non-teaching assignments.

## YCCD Portal

You need to access the portal. (<http://mycampus.yccd.edu/faculty/Pages/default.aspx>). The portal is how you get to your Flex agreement, district calendar, library, print shop and so much more. Use your Yuba (Colleague) ID and password. On the portal you often have to enter “yccdweb\” in front of your WebAdvisor login ID. If you can’t see the entire screen, go down (way down) to the bottom of the page to access the slider.

### How to get your colleague number

Your Colleague ID number is very important. It is your log-in for your YCCD email, the portal, Canvas, and Web Advisor. You can find your ID number by going to WebAdvisor (<https://webadvisor.yccd.edu>). Choose the Login and Password Info link. This page can help you look up your ID number and will let you reset your password to the default MMDDYY of your birth date.

**Grades and census rosters** are reported through WebAdvisor on the Faculty tab. **Pay advices** are located on the Employee tab.

*Check your pay advice often as errors in payroll are frequent.*

## **Flex for Part timers**

The Yuba Community College District participates in an alternate calendar and course scheduling program known as the Flex Program (also known as the Flexible Calendar Program). This program allows the district to replace actual classroom instructional hours with alternative professional development activities. These hours are in-lieu-of regular instruction so faculty are obligated to complete the “in-lieu-of” hours with development activities focused in three distinct areas: Staff Improvement, Student Improvement, and Instructional Improvement.

How do you start? You can get to your Flex agreement from the front portal page (<http://mycampus.yccd.edu/faculty/Pages/default.aspx>). The portal uses your standard YCCD log in. The links for Flex are on the far right under “portal links”. There is a separate link for each college.

Choose “Manage your Flex Agreement” in the Flex administration area on the right.

Once you log in, you come to your Flex Agreement page. This page has buttons. The middle button says “Help/Information”. All the instructions are there.

**2.** Make sure you are listed at the right location. For the purposes of the seniority list, YCCD has three locations: Marysville (Marysville, Sutter, and Beale AFB), Woodland (Woodland and Colusa), and Clear Lake. This is especially important if you are teaching any type of Distance Education or teaching at more than one location. Your seniority can only be attached to one location, but you can choose which location you prefer. You may change your seniority location by sending a written request to the HR Department of YCCD stating your interest in transferring return rights to a different location within the district. This should be done BEFORE scheduling starts for the next semester.

**3.** Make sure you are listed in the right discipline. If you teach a cross-listed class, and you do not meet minimum qualifications to teach in the second discipline, you will not appear on the seniority list in the second discipline. You will only be listed where you meet the minimum qualifications.

**4.** Make sure you are listed for the correct load. You are entitled to return rights for the maximum number of units taught in the last 6 semesters, up to 6 units. This information was missing from some of the seniority lists in the past, but will be included in the future.

**Return Rights:  
The Seniority List and You  
Adjunct Faculty Member Return Rights**

Part-time faculty who teach a general education course (as determined by the college) for at least three of the last six semesters, can continue to teach a load equal to the highest load taught in the last six semesters up to a maximum of six units as long as they receive a satisfactory evaluation. Counselors and librarians have the same return rights as instructors.

Summer courses are not counted in determining the return rights load for fall and spring semesters, but there is a separate list for determining return rights for summers only.

To make this list work for you, and for all of us, you need to be proactive. Review the seniority list as soon as possible. When the list is published it will be posted in part time faculty mailrooms.

1. Make sure you are on the list. Each site should have a site specific list printed and posted with two different sorting schemes, one alphabetical by last name and one by discipline. If this is your first semester teaching for Yuba Community College District, you won't be listed as there is a one semester lag before new faculty appears on the seniority list.

If you read the instructions and you are still not clear what your next step is, then email your Flex rep. You can find your Flex rep on the same Flex agreement front page. Email your rep and say, "What do I do next?" or "Am I through?" The Flex committee wants you to get paid for your Flex work and they are there to help you.

Flex is reset for part-timers at the start of the spring semester. do not work on your spring flex until after the start of the spring semester.

But Flex has more to offer than payment for your Flex activities. The Flex committee is actively seeking part-time faculty to present workshops. As college faculty part-timers have a lot of expertise to offer YCCD. This is your chance to shine. It is also a great way to complete your Flex obligation. The workshop presenter may claim three (3) times the credit of the actual hours of the workshop for Flex. If you are interested in presenting a Flex

## Office Hours Pay

You have to apply for office hours compensation at the beginning of every semester. If you do not apply on time, you will not be paid for having office hours. All unit members teaching during the fall and spring semesters, including 9 week courses during the regular semester, are eligible to apply for office hour compensation. Unit members must be teaching unit bearing, transfer, degree, or certificate courses. Additionally, to be eligible, each unit member is required to have a minimum load of 20% or 3 units in the semester of the request.

According to the YC-AFT contract, you need to adhere to the following procedures.

\*Office hours must be listed in your class syllabus and distributed to students.

\*Download and fill out the adjunct office hours request form located on the HR forms page of the district website (<http://php.yccd.edu/hr/viewform.php?id=990>) within the first 8 weeks of the semester.

\*Submit the form to your dean. Since you have already submitted your syllabus to your dean, you do not need to attach your syllabus to the request form. Your dean will forward your request for office hours

Explain that community colleges operate on a different basis than K12, and part-time faculty 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.

If you have trouble with the unemployment office contact your Campus Rep.



## How to apply for unemployment at the end of the semester

Even if you have been offered a class or classes next semester you may be eligible for unemployment. If your teaching position 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 their 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.

## Compensation issues: Curriculum/SLO/committee participation

Part-time faculty who have been asked and agreed to work on development of Student Learning Outcomes, Program Reviews or Updates, Course Outlines, and other curriculum development topics are entitled to compensation. If this work was in the past, part-time faculty can still request compensation. If this is a current assignment DO NOT start the work without a signed agreement form from the person asking you to do the work that includes the amount of your compensation. We urgently request that you contact members of the Executive Board of YC-AFT (Elaine Robinson and Doug Harris specifically) with questions and reports of your experience in this process.

There are several **committee** positions that have stipends. If you are interested in serving on a committee, contact your campus rep.

**SICK LEAVE** Part-time faculty accrue sick leave each semester. The only way to check how much sick leave you have is to contact HR.

**Evaluation: how it is supposed to work**

Every unit member (part-time faculty) should be evaluated once (1) each semester in each of the first three semesters of service and in every sixth (6th) semester of service thereafter.

Except for programs that do not follow the semester schedule, such as police academy, fire academy, etc, evaluations should follow the evaluation schedule on opposite page. →

The evaluator shall provide the part-time faculty with an evaluation schedule at least one week prior to the in-class evaluation. Any part-time faculty not given appropriate notice is entitled to have the evaluation rescheduled.

If the part-time faculty is assigned an evaluator with whom he/she feels there is a conflict of interest, the Dean or Director and the campus rep should be contacted immediately.

If the evaluation is not acceptable to the part-time faculty, he/she will have the option to attach written comments within ten (10) days of review of the evaluation with the supervising Dean or Director.

If the evaluation is unacceptable in *any* way the part-time faculty should contact their campus rep **immediately**.

Evaluation Timeline	Fall Semester	Spring Semester
Begin Semester based on Academic Calendar:	Approx. Aug. 20	Approx. Jan. 14
Dean or Director Schedules "peer evaluator":	On or before Oct. 1	On or before Mar. 1
Peer Evaluator schedules and performs classroom evaluation:	On or before Nov. 15	On or before April 15
Peer Evaluator completes evaluation, meets with unit member and submits to supervising Dean or Director:	On or before Nov. 30	On or before April 30
Supervising Dean completes evaluation of unit member, including meeting and reviewing evaluation, if requested by either party:	On or before Dec. 15	On or before May 15