

TO: Members of the Executive Board
FROM: Constitution/By-laws, Policy/Procedures Committee
RE: Existing Board Policies*

1. GOVERNANCE

1.1 Procedures for formulating the agenda:

- a. Items for the agenda will be submitted at least seven calendar days prior to Executive Board meetings.
- b. Agenda items shall be categorized as “information” or “action,” and actions growing out of informational items shall not be voted on at that meeting, but will appear as action items on the agenda at the next Executive Board meeting.
- c. Reports of committees or subcommittees shall be distributed with the Executive Board agenda whenever possible.
- d. Recommendations contained in the reports of the Executive Board committees or subcommittees shall be considered to have been moved by the chairperson of that committee upon submission of the report to the Executive Board.
- e. All agenda items should have sufficient detailed information so that the Executive members have the opportunity to discuss the items with others prior to the Executive Board meeting.
- f. The agenda shall be distributed at least three calendar days before the Executive Board meeting.

1.2. Political Action Policy

- 1.2.1 Endorsement of candidates for political office and ballot measures
Submission of names or ballot measures for possible endorsement will be first presented to the Political Action Fund Committee for recommendations to the Executive Board for action. Endorsements may be made in state, national, and local constituencies, which lie substantially within the District service area, with a focus in local elections. Endorsements will not be backed by monetary contributions of members’ dues.
- 1.2.2 Legislative agenda: LRCFT may adopt a legislative agenda and/or take action on issues related to the LRCFT contract.

1.3 Editorial Board Policy:

- 1.3.1 The Editorial Board shall review and approve any LRCFT publications, including the *Union News*. The Editorial Board shall include the President, the Dispute Resolution Chair, the Chief Negotiator and College Presidents, with the Executive Director and the newsletter editor serving as non-voting members. Any unit member may submit articles to the Editorial Board for review and possible publication. (Revised 10/27/99)

1.3.2 Any proposed advertising will be considered by the Editorial Board for acceptance or rejection. (Revised 10/27/99)

1.4 Standing Rules:

1.4.1 The LRCFT Executive Board forbids the use of proxy votes at all Executive Board meetings. (Approved 1/8/1986)

1.5 Visitors at Executive Board Meetings:

1.5.1 Visitors attending LRCFT Executive Board meetings shall be asked to identify themselves. If it is the desire of any such person to address the Board, a special order of business shall be entertained to allow for public comment. Upon approval of the order, the individual shall be permitted to speak at the top of the agenda. Such speakers are limited to five minutes unless the president rules otherwise.

1.5.2 Individuals attending as observers shall be given copies of the agenda and any materials in the Board packet that the president deems appropriate. To discuss any sensitive issues related to unit members, the president may adjourn the meeting into executive session. To discuss any matters related to LRCFT personnel, the President shall adjourn the meeting into executive session. (Revised 10/27/99)

1.6 Outside vendors requesting access to unit members:

1.6.1 All requests by outside vendors of goods and services for access to members of the bargaining unit shall be referred to the Executive Director for review. The Executive Director will carry the information to the Executive Board. .

1.6.2 Upon request by outside vendors of goods and services, the LRCFT Executive Board will consider providing an addressing, stuffing, and mailing service for a fee (cost-plus basis). (Adopted 10/7/1987)

2. NEGOTIATIONS:

2.1 Negotiations Policy:

The LRCFT Negotiating Team has the sole responsibility to negotiate with the LRCCD administration or its bargaining team. The LRCFT Bargaining Team may designate a small team (two or more) to negotiate specific contract issues. The results of the small team must be approved by the LRCFT Bargaining Team.

2.2 Equal Representation in Negotiations:

In the spirit of the Rodda Act, this local reaffirms its position that all members of the bargaining unit should be equitably represented and that the negotiating team will be instructed to pursue the realization of the principle at the bargaining table. (Approved 10/27/1999)

2.3 High Priority Negotiation Issues:

2.3.1 Pro-rata pay:

The LRCFT Executive Board favors pro-rata pay as well as office space for adjunct faculty. The Executive Board also favors district-wide hiring rights. (Approved 10/27/1999)

2.3.2 The LRCFT Executive Board supports and works to promote conversion of part-time temporary faculty positions into full-time tenure track faculty positions at a level above the minimums legislated in AB1725. (Approved 2/23/1999)

2.3.1 The LRCFT Executive Board places a high value on local autonomy and opposes any weakening of its ability to have self-determination by imposing state-level collective bargaining particularly when the result is that categorical funds are created that have the effect of reallocating community college system general apportionment funds. (Approved 2/23/1999)

2.3.2 This local affirms that the issues of faculty should include all non-classroom faculty as well as classroom faculty. (Approved 2/23/1999)

2.4 Salaries:

The LRCFT works toward the goal of assuring that Los Rios faculty salary and benefits should be in the top ten in the state. LRCFT should move as rapidly as possible in that direction. (Approved 5/11/94)

2.6 LRCFT Representation on district and college budget committees:

The LRCFT Executive Board supports the LRCFT representation on budget committees at the District and College levels. (Approved 10/27/99)

3. FISCAL

3.1 Donations by LRCFT:

The Executive Board does not make charitable contributions from members' dues. The Executive Board may recommend, via articles in the *Union News*, that members donate to causes which the EB determines to be worthy. Such requests will be published in the newsletter. (Revised 11/10/1999)

3.2 Contributions/Donations to the LRCFT:

3.2.1 The Executive Board will accept and acknowledge any cash contributions made to the Local. (Approved 12/4/1985)

3.3 Executive Board Members' Expenses:

Because the IRS recommends documentation of reimbursed officers' expenses to avoid challenges, which could result in losing tax-exempt status, all expense reimbursement requests should be accompanied by approved reimbursement forms noting date, purpose, and receipts, if appropriate. Reimbursement for mileage will be at the approved IRS rate. (Revised 10/27/1999)

3.3.1 Expenses will be reimbursed in accordance with the following:

3.3.1.1 When expenses are incurred as required for carrying out Union business, including education of members.

3.3.1.2 When expenses are itemized and receipts are attached to the expense form, as appropriate. Mileage will be reimbursed at the current federal rate when the reason for the travel has been included in the itemization. Reimbursement for meals requires a receipt and, if a guest or guests were included, the reason for the meal.

3.3.1.3 Expense forms are to be submitted to the Union office and will be paid within thirty (30) days of receipt of the expense form.

3.3.1.4 Requests submitted after the close of the fiscal year will require Executive Board approval and will be contingent upon available funds. Expense reimbursements will not be considered for reimbursement if they are older than one fiscal year. The exception to this policy is years prior to 2004-2005, which will be considered until October 1, 2005. (Approved August 24, 2005)

3.3.1.5 There shall be two LRCFT credit cards, one for the LRCFT president and one for office use, in the possession of the Executive Director.

3.3.1.5.1 The office credit card shall be used for all Executive Board-related expenses not paid for by the LRCFT President on his/her credit card. Examples include travel-related expenses for members to authorized meetings, conventions and conferences

3.3.1.5.2 The same rules apply to the LRCFT credit card expenses as apply to individual officer expenses noted above, e.g. receipts and explanations, where necessary, are required to document all expenses.

3.3.1.5.3 Every expenditure on the monthly LRCFT credit card statement of both the President's credit card and the office credit card that is not justified as union business on a submitted receipt (see 3.3.1.5.2), will be considered a personal (not business) expense and the expense shall be recorded as wages and will be taxed accordingly.

3.3.1.6 The LRCFT's credit card policy shall be reviewed bi-annually to determine whether it shall continue in its

present form or whether changes need to be made.
(Approved 12/12/2007)

3.4 Pass-through Amounts:

All affiliation charges for AFT and CFT will be passed on to unit members. (Revised 10/27/1999)

3.5 Agency Fees

- 3.5.1 As per state and federal laws, any member of the bargaining unit represented by the LRCFT may choose not to be a dues paying member of the LRCFT and become an agency fee payer.
- 3.5.2 The rights and obligations of agency fee payers are outlined in Article 19, Section 19.5.1 through 19.5.5 of the Agreement between the LRCFT and the LRCCD.
- 3.5.3 The Executive Board recognizes its obligation under the Educational Employment Relations Act (EERA) to represent all members of the bargaining unit, irrespective of the individual's status as dues paying member or agency fee payer.
- 3.5.4 No member of the bargaining unit will have his/her dues/fees waived except as outlined in Article 19, Section 19.5.4 of the Agreement.
- 3.5.5 It shall be the policy of the LRCFT to exclude agency fee payers from coverage under the AFT's professional liability insurance policy and the AFT's accident insurance policy, both of which are paid by the LRCFT as part of its per cap payment to the AFT/CFT.

3.6 Investment of Excess Cash

- 3.6.1 It is the policy of the LRCFT to invest excess cash. Excess cash is cash that is not currently needed to pay current accounts. This cash will be invested in short-term (one year or less) investments that are considered low risk. An example of a low risk investment would be United States Treasury bills. The investments should be made with the institutions that are insured to further reduce the risk. (Approved August 24, 2005)

3.7 Capitalization and Disposal of Long-Term Assets

- 3.7.1 It is the policy of the LRCFT to expense assets in the period purchased if the individual asset costs \$500 or less. Assets costing in excess of \$500 individually will be capitalized (recorded as an asset rather than an expense) and depreciated in accordance with LRCFT depreciation policies.
- 3.7.2 Improvements to real property and leasehold improvements will be capitalized if they individually cost in excess of \$1,000. Repairs which cost in excess of \$1,000 and increase the useful life of the asset will be capitalized. All other repairs will be expenses.

- 3.7.3 All capitalized assets will be depreciated over the estimated useful life using the straight-line method. For assets purchased during the year, first year depreciation will be derived from the month of purchase. Internal Revenue Service guidelines will be used to determine useful life.
- 3.7.4 A written record shall be kept for all capitalized assets. At the time of disposal, assets will be sold at fair market value, where determined appropriate. All other assets will be disposed of in a manner consistent with environmental safety and the safety of any data (for example, computer equipment) that might be contained on the equipment. (Approved August 24, 2005)

4. EXECUTIVE DIRECTOR JOB DESCRIPTION

4.1 Responsibilities:

The Executive Director shall assist the LRCFT President and Executive Board to:

- 4.1.1 Maintain, interpret and enforce the contract.
- 4.1.2 Develop and maintain an ongoing service relationship with full-time, and part-time employees and retired faculty of the District.
- 4.1.3 Develop and maintain professional relationships with the following entities:
 - 4.1.3.1 Legislature, governor's office, regulatory agencies and Statewide Chancellor's office.
 - 4.1.3.2 Los Rios Community College District Trustees, Chancellor and appropriate management staff.
 - 4.1.3.3 CFT, AFT, AFL-CIO, and Sacramento Central Labor Council
 - 4.1.3.4 Other collective bargaining units within the Los Rios District.
 - 4.1.3.5 Los Rios faculty senate organizations.
- 4.1.4 Create public relations information and develop a positive image between Local 2279 and the media.
- 4.1.5 Along with the Editorial Review Board, share responsibility for Union publications and communications:

4.1.5.1 Write, edit, design, layout, print and distribute union publications.

4.1.5.2 Draft letters, press releases, training materials, newsletter articles, etc.

4.2 The Executive Director shall objectively inform the President, Executive Board and appropriate committees about issues and potential options regarding negotiations, grievances, special services, and *Union News* (Revised 10/27/1999)

4.3 Develop and implement, as appropriate, organizing programs, e.g. membership and fair share campaigns, job actions, and professional development.

4.4 Assume other duties as assigned by the President and the Executive Board of LRCFT, Local 2279.

5.0 DISPUTE RESOLUTION

5.0.1 The general principles of the LRCFT dispute resolution process include accountability to the member, quality service to the member, and effective communication of information among the LRCFT officers responsible for the resolution of disputes.

5.0.2 The LRCFT dispute resolution officer should be informed of all college level disputes in process.

5.0.3 Resolutions and remedies of disputes should be consistent with and not contradictory to existing contract language.

5.1 A dispute is said to exist when the following conditions are present:

5.1.1 A member differs with an administrator's interpretation of a contract article or an LRCCD Policy, Regulation, or past practice and;

5.1.2 A member requests assistance in the resolution of that difference from an official or employee of the LRCFT.

5.1.3 If only the first condition exists and initial contact made with someone other than the responsible LRCFT college president results in clarification of the issue, then communication to the appropriate LRCFT college president is not required but is advisable.

5.1.4 If both conditions exist and the initial contact is with someone other than the responsible LRCFT college president, then communication and referral to the LRCFT college president is required.

5.2 Dispute resolution at the college level.

- 5.2.1 The LRCFT college president is the lead official responsible for college level dispute resolution and the LRCFT college representatives may participate by mutual agreement.
 - 5.2.2 The LRCFT college president has access to LRCFT resources including the advice and support of the dispute resolution officer and the LRCFT Executive Director.
 - 5.2.3 The LRCFT college president may communicate with LRCFT legal counsel subject to approval of the LRCFT dispute resolution officer and president.
 - 5.2.4 If the dispute is to be elevated to the district level, the LRCFT college president or designee, will be a member of the dispute resolution team.
- 5.3 Dispute resolution at the District level.
- 5.3.1 The LRCFT dispute resolution team members are the college president, or designee, of the college where the dispute originated, the dispute resolution officer, and the chief negotiator.
 - 5.3.2 The LRCFT dispute resolution officer is the lead official responsible for the district level dispute resolution process in consultation with the LRCFT college presidents.
 - 5.3.3 The LRCFT dispute resolution officer has full access to the resources of the LRCFT including the Executive Director and legal counsel.
 - 5.3.4 The Executive Director shall participate in an advisory capacity to the dispute resolution team but not as a voting member.
- 5.4 Grievances Appeal Process
- 5.4.1 All grievances subject to be moved to the Board of Review Level will be reviewed by the Grievance Appeal Subcommittee, comprised of each LRCFT college president or designee and the Dispute Resolution Officer.
 - 5.4.2 The subcommittee will make recommendations to the LRCFT executive board as to whether to move a grievance to the Board of Review level within timelines appropriate to the dispute resolution article of the LRCFT/LRCFT agreement.
 - 5.4.3 The Executive Director shall participate in an advisory capacity to the subcommittee but not as a voting member.
- 5.5 The Board of Review Process
- 5.5.1 Once the Executive Board has approved moving the grievance to a Board of Review (arbitration), the LRCFT Executive Director and/or legal counsel will be the advocate(s) at the Board of Review and beyond.
 - 5.5.2 If the dispute resolution team decides that the advocate is to be anyone other than the LRCFT legal counsel or the Executive Director, the Executive Board will consider purchasing additional reassigned time for the person chosen as the advocate.

