

Article 11 Professional Expectations and Development Opportunities

11.1 Introduction

LRCFT and LRCCD share an interest in consistent professional expectations and opportunities for professional development.

11.2 Professional Expectations

As professionals, all faculty members recognize and accept their responsibilities to fulfill those professional commitments and obligations that directly affect instruction and support services to students. In order to fulfill their professional expectations, faculty members shall:

- 11.2.1 Conduct a classroom environment that is conducive to student learning, growth, and development in which students are free from discrimination, prejudice, and harassment and in which students are free to express relevant ideas and opinions.
- 11.2.2 Clearly differentiate to students the expression of a faculty member's personal opinions or convictions from the objective presentation of theory, fact, or ideas.
- 11.2.3 Adhere to District procedures for using approved materials and resources.
- 11.2.4 Meet obligations for college service, participate in institutional planning processes and accreditation efforts, and submit course and department-related documents, such as, but not limited to, syllabi, student grades, updated rosters, schedules, requisitions, textbook orders.
- 11.2.5 All faculty who teach classes shall have the following level of minimum usage of the mutually approved Learning Management System (LMS) for all classes irrespective of modality, except in instances where the use of an LMS is prohibited:
 1. Include instructor contact information and office hours when applicable.
 2. Post the course syllabus.
 3. Publish the Learning Management System course shell no later than the first day of instruction for online courses, and by the end of the first week of classes for on-ground courses. For last minute course assignments, appropriate adjustments and accommodations will be made.
 4. Require students to visit their LMS course.

5. Use the LMS gradebook consistent with the grading procedure outlined in the faculty member's syllabus, ensuring compliance with 8.4.1.8. The LMS gradebook may be customized to reflect the faculty member's approach to grading, such as contract grading, ungrading, or equity for grading, for example.

11.2.6 In the event of an emergency closure as declared by the District, faculty shall create an announcement or page that informs students of what to expect from the course during the period of remote operations.

11.3 Conference and Meeting Attendance

Unit members may be authorized by the District to attend conferences, workshops or meetings which are directly related to their work assignments and institutional responsibilities without loss of pay when it has been determined by established college procedures that the District, the students, and the member will profit by attendance.

11.4 Administration of Conference/Travel Funds

- 11.4.1 Funds made available for conference and travel at each college will be divided equitably among the disciplines and areas of the college and will be administered by established college procedures. Such procedures shall be published.
- 11.4.2 Unit members will receive reimbursement for previously authorized reasonable and necessary expenses up to the amount specified on the authorization form.
- 11.4.3 Out-of-state travel shall require approval of the Chancellor.

11.5 Use of Private Vehicles in Conducting District Business

- 11.5.1 Unit members who report to a regular place of work and then are required as part of their regular workload to travel in their private vehicles to another location will be reimbursed at the established District rate for the miles traveled between the two (2) locations. Mileage after reaching the additional location will be allowed only in the case that the member is required to return to the principal place of work before the close of the working day.
- 11.5.2 A unit member having an assignment requiring that part of their regular contract duties be performed at a location away from their principal place of work is expected to use a District vehicle whenever possible and can receive mileage reimbursement only when no District vehicle is available.

11.5.3 The distance from a unit member's principal place of employment to an offcampus location is to be greater than two (2) miles in length to be eligible for reimbursement.

11.6 Professional Development Leaves, Types A and B

(See Chart of Professional Development Leaves, Appendix D.)

11.6.1 *Nature and Purpose*

Type A and Type B Professional Development leaves provide release from regular duties to enable unit members to respond to changing educational conditions and student needs. These leaves allow time for unit members to engage in studies, projects, or other beneficial activities which do not fall within their regular responsibilities.

11.6.2 *Duration*

11.6.2.1 Type A is leave of one (1) semester at full pay or one (1) year at half pay.

11.6.2.2 Type B is leave at full pay of up to one hundred percent (100%) reassigned time for up to one (1) year in duration.

11.6.2.3 Leaves shall normally commence at the beginning of a semester.

11.6.3 *Eligibility*

11.6.3.1 Any tenured faculty member with a high level of performance of duties (as defined in Article 11.6.3.3) who has satisfactorily completed a sequence of four (4) full years of service with the District is eligible for a Type A Leave. In addition, there must be seven (7) years of satisfactory service between Type A Leaves granted to one (1) individual.

11.6.3.2 Any tenured or tenure-track faculty member with a high level of performance of duties (as defined in Article 11.6.3.3) who has satisfactorily completed a sequence of three (3) full years of service with the District is eligible for a Type B Leave. There is no service requirement between Type B Leaves.

11.6.3.3 "A high level of performance of duties" is defined as: 1) a current overall "Satisfactory" performance evaluation under either Procedure A or Procedure B review process, and 2) no formal disciplinary action within the last evaluation cycle or pending formal disciplinary action within the current evaluation cycle.

11.6.3.4 Applicants who have previously applied for either a Type A or Type B leave must also have successfully met the reporting criteria as described in Section 11.6.7 Process of Reporting.

11.6.4 Purpose and Scope

Applications for leaves will be considered according to one (1) or more of the categories provided in Sections 11.6.4.1 through 11.6.4.7. All categories shall be regarded as equal in value; applications falling within any one (1) or more categories shall be considered equal in rank.

11.6.4.1 Retraining of applicant to allow for new assignment(s) in a needed area as determined by college and District priorities.

11.6.4.2 Studies, projects or activities that provide staff with opportunities to upgrade academic, technical and vocational skills and knowledge for current or future assignments.

11.6.4.3 Studies, projects, or activities for the improvement and/or innovaon of curriculum, educational delivery systems, student personnel services, or other support services.

11.6.4.4 Studies, projects or activities for development or revision of certificate or degree programs.

11.6.4.5 Studies, projects or activities related to feasibility or revision of new or existing programs.

11.6.4.6 Studies, projects or activities for the enhancement of student access and success at the course, department, program or institutional, or community college system levels.

11.6.4.7 Studies, projects, or activities that support completion of college and/or District goals, objectives and priorities.

11.6.5 Application Procedures

11.6.5.1 Eligible faculty will apply on standard forms to the college Professional Standards Committee (See Appendix C).

11.6.5.2 Each application must be accompanied by the following:

11.6.5.2.1 An outline of the planned program that includes the following:

- overview of project's purpose and objectives.
- connection to college and/or District goals, objectives and priorities.
- specific activities proposed and estimated time associated with each.

- any required budget or resources support.
- appropriate methods for research, assessment, evaluation and/or production.
- a plan for sharing the results of the research, studies, projects or activities.

11.6.5.2.2 A signed sabbatical leave agreement

11.6.6 Selection of Candidates

11.6.6.1 The Professional Standards Committee (which includes LRCFT representation) will review all faculty applications and submit its recommendation to the College President. The College President's recommendations will be sent to the Chancellor for presentation to the Board each semester. Should the College President disagree with the committee's selection, the reasons shall be given in writing and forwarded to the committee within two (2) weeks after submission. Any faculty member who is recommended for a leave by the college Professional Standards Committee and is not recommended by the College President or the Chancellor shall have the right to appeal to the Board.

11.6.6.2 The primary factors to be considered in evaluating a request for leave will be:

- The project's relative potential benefit to the students, college programs, the institution and/or the faculty member making the request.
- The applicant's high level of performance of duties (refer to Section 11.6.3 "Eligibility Criteria).
- Completeness of the application as outlined in Section 11.6.5.2.1.
- Project's connection to college and/or District goals.

11.6.6.2.1 Applicants previously awarded either Type A or Type B leaves must also have submitted an approved post-sabbatical report (see Article 11.6.7 "Process of Reporting").

11.6.6.3 The final selection among recommended candidates shall rest with the Board.

11.6.7 Process of Reporting

11.6.7.1 Within three (3) months after returning to regular duties, the recipient shall submit a report to the Professional Standards Committee in accordance with Articles 11.6.6.2 and 11.6.7.2. The Committee will review the report and recommend approval or disapproval to the College President. Upon approval of the College President, the report is transmitted to the Chancellor.

11.6.7.2 The recipient's report will include all of the following components:

- description of project, its primary objectives, and connection to college and/or district goals, objectives and priorities
- outline of the specific activities engaged in as part of meeting each primary objective
- findings, barriers, outcomes, learnings, etc. associated with each primary objective
- explanation for, and description of, any modifications to original scope, application or approach to original projects as submitted
- analysis of the project's potential impacts and applications
- plan for sharing results and potential applications
- outline for financial resources, and potential sources, required to implement findings

11.6.7.3 A copy of the report will be filed at the college library and in the Chancellor's office.

11.6.8 Number of A and B Leaves Per Year

11.6.8.1 As of July 1, 2005, six (6) Type A Leaves are available and the full-time equivalent (FTE) total for Type B Leaves is four (4) FTE. Leaves of Type A and Type B may be granted annually by the District up to a combined total number of leaves which equals two percent (2%) of the full-time FTE reported for the previous fall to the State Chancellor's Office. This State compliance report filed in November of each year reflects the District's full-time faculty staffing level and full-time/part-time staffing ratio as required per Title V provisions. The District's calculated "Full-Time Faculty" or FTF as shown on this report shall be used as the basis for determining the maximum number of Type A and B Leaves that may be available in the succeeding contract year. The maximum number of authorized

leaves shall be rounded to the nearest 0.2 leave increments and any fraction of a leave shall be added to the number available for Type B Leaves. For example:

Per State compliance report:

750 FTF x 2% = 15 Type A and B Leaves

800 FTF x 2% = 16 Type A (10) and B (6) Leaves

811 FTF x 2% = 16.2 Type A (10) and B (6.2)

11.6.8.1.1 With the establishment of sixteen (16) Type A and B Leaves, Section 11.6.8.1 shall apply.

11.6.8.2 Any increase in the number of Type A and B Leaves stated in Section 11.6.8.1 shall be authorized pending the identification of sufficient revenues to support the additional cost for such leaves. LRCFT and District representatives shall meet in November or December of each year to review the calculated maximum number of leaves. Any increase in the number of Type A and B Leaves will be funded in 1.6 FTE increments. The increased leaves will be distributed proportionately across the District to the colleges: ARC (3), CRC (2), FLC (1), SCC (2). The cost of the increased leaves shall be funded from LRCFT's proportionate share of revenues as described in Appendix A.

11.6.8.3 The Professional Standards Committee of each college may recommend to the President of the college that a Type A Leave or leaves be converted to Type B Leave or leaves. The conversion is to be an even exchange in terms of FTE. According to Section 11.6.2.1 of the LRCFT Agreement, one (1) Type A Leave is equal to one (1) semester at full pay 0.5 FTE). Thus, the committee may recommend that a Type A Leave be converted to 0.5 FTE of Type B Leave.

The Professional Standards Committee may make this recommendation each year at each college. It is understood that the agreement is for conversion of Type A into equivalent Type B Leaves and does not apply to conversion of Type B into Type A Leaves.

11.6.8.4 If a college does not recommend its minimum allocation of candidates in a given year, it may request Board approval to carry the remaining minimum leave openings to the following year.

11.6.8.5 Each college may carry forward to the next academic year a maximum of 1.0 FTE in Type A Leave and 0.4 FTE in Type B Leave. The balance of unused leaves will be returned to the unit to be used for one-time-only compensation improvements per Appendix A.

11.6.9 Service Agreement with the District for Type A Leaves

11.6.9.1 The applicant shall agree in writing to serve the District for a period of time which is equal to twice the period of the leave immediately after the completion of the leave.

11.6.9.1.1 If this agreement is not fulfilled, the applicant shall be required to repay to the District an amount which bears the same proportion to the total compensation received as the amount of time which was not served bears to the total amount of time agreed upon.

11.6.9.1.2 This obligation shall be canceled if death or permanent disability prevents fulfilling the terms of the contract.

11.6.10 Salary While on A or B Leave

11.6.10.1 For Type A Leave, the employee may be paid full salary for a one-semester leave or half salary for a one-year leave. The salary shall be paid in the same manner as if the employee were performing regular duties in the District.

11.6.10.2 For Type B Leave, the employee shall be paid for reassigned time granted in the same manner as if the employee were performing regular duties in the District.

11.6.11 Fringe Benefits While on Type A or B Leave

The employee shall receive the same benefits (medical, dental and longterm disability) granted to full-time regular employees. The leave shall be considered as time in service with the District for salary schedule purposes providing all requirements of the leave are met.

11.6.12 Retirement Service Credit

Time shall be credited for retirement purposes as governed by the policies of the State Teachers' Retirement System. The faculty member's contribution will be deducted in proportion to the salary received.

11.6.13 Sick leave may not be used to extend Type A or Type B Leaves.

11.6.14 Credit for Work Completed During A or B Leave

Academic credits or credentials earned or degrees awarded, research or work experience accomplished during leave shall be applied toward salary classification and professional growth requirements in accord with existing District policies.

11.6.15 *Non-District Earnings During Type A Leave*

Anticipated stipends and/or reimbursements for expenses from a public or private entity while on Type A Leave shall be identified and fully disclosed on the Sabbatical/Professional Development Leave Application for consideration by the Professional Standards Committee.

All gainful employment must be identified and fully disclosed on the Sabbatical/Professional Development Leave Application. Gainful employment, in this context, includes stipends, advances, and/or salary. Gainful employment that has been regularly earned in at least two-thirds (2/3) of the semesters in the past three (3) academic years and will continue to be earned during the period of the Type A sabbatical shall not be considered in evaluating the leave request. The mitigation of expenses while on sabbatical shall not be considered gainful employment, but shall be disclosed on the application form. All applications which include gainful employment or payments to mitigate sabbatical expenses will be evaluated by the District after review and recommendation for advancement by the Committee and College President. The District may:

- a. Not approve the Type A Leave.
- b. Approve the Type A Leave.
- c. Approve the Type A Leave with conditions. This may include reimbursement to the District of no more than one-third (1/3) of the gainful employment remuneration. Should there be reimbursement to the District, the sum shall be added to the sabbatical account.

The decision of the District for any sabbatical containing gainful employment shall be final and not subject to the grievance or appeal (Section 11.6.6.1) process.

11.7 Professional Development Leave, Type C

11.7.1 *Eligibility for Leave*

Faculty who work overloads without additional compensation may accrue the equivalent formula hours (EFHs) up to a maximum of thirty (30) equivalent formula hours for classroom faculty which may be applied towards a Type C, Professional Development Leave. Non-classroom faculty who work overloads without additional compensation may accrue up to 1.0 full time equivalent (FTE) of their assignment which may be applied towards a Type C Professional Development Leave.

- 11.7.1.1 The equivalent formula hour shall be determined each contract year and shall be based upon the proportionate level of pay at Class III, Step 1 that Schedule A bears to Schedule B.
- 11.7.1.2 A new agreement must be signed prior to the start of the semester or contract year in which the non-paid overload assignment occurs.
- 11.7.1.3 Fifteen (15) equivalent formula hours must be accrued for classroom faculty prior to taking the leave and are required for each semester of Type C Leave. 0.5 FTE must be accrued for non-classroom faculty prior to taking the leave and are required for each semester of Type C leave.
- 11.7.1.4 Equivalent formula hours earned in excess of thirty (30) EFHs or FTE earned in excess of 1.0 by the end of the semester/contract year, shall be paid to unit members in the semester when earned. Payment shall be based upon the appropriate Schedule B class and step of the unit member.

11.7.2 Duration and Timing of Leaves

- 11.7.2.1 Type C Leaves must be taken in one (1) semester/half year or full year increments, except as noted in Section 11.7.2.1.1.
 - 11.7.2.1.1 Type C Leaves of less than a full semester may be used to supplement parental leave under the provisions of Section 9.4.2.3 only. Type C Leave can be used to maintain full or partial paid status during the parental leave period in the event the employee does not have sufficient sick leave to cover the absence during the period. Such use is available in the semester of the parental leave and can also be used to maintain full or partial paid status for any workdays following the expiration of the parental leave through December 31 (for fall semester leaves) and June 30 (for spring semester leaves). Use of Type C leave to supplement parental leave consistent with this section will be granted so long as the employee completes the District application and provides necessary information to support the leave request.
 - 11.7.2.1.2 Type C Leaves of less than a full semester may be used to supplement leaves without pay that qualify under Category A of Section 10.2. Type C Leave can be used to maintain full or partial paid status during the semester the leave commences

through December 31 (for fall semester leaves)
and June 30 (for spring semester leaves).

11.7.2.2 The semester or year selected must be mutually agreeable to the unit member and the District based on the educational program and staffing needs of the college.

11.7.2.3 Equivalent Formula Hours Determination

11.7.2.3.1 Formula hours accrued as of June 30, 1993, shall be converted to the equivalent formula hours based upon the terms and provisions of agreements previously signed by unit members.

11.7.2.3.2 For those unit members who have accrued EFHs as of June 30, 1993, the conversion rate stated in the original agreement shall be applied to non-paid overload formula hours earned after July 1, 1993, until a maximum of thirty (30) EFHs is accrued.

11.7.3 Application for Leave

11.7.3.1 The unit member shall apply for a Type C Leave by submitting a written request to their supervisor.

11.7.3.2 The request shall be reviewed by the College President and forwarded to the Director, Human Resources.

11.7.4 Salary and Benefits

Salary while on a Type C Leave shall be at the unit member's appropriate step on Schedule A. Regular health, dental and long-term disability benefits will be continued. Type C Leaves are exempt from Section 9.2.4. Faculty on Type C Leave shall receive service credit for salary advancement and retirement.

11.7.4.1 Faculty members are entitled to payment for unused EFHs if they leave the bargaining unit or retire.

11.7.5 Service Agreement

There is no service requirement upon completion of a Type C Leave.

11.8 Professional Development Leave, Type D (Difference-in-Pay Leave)

11.8.1 Eligibility

A unit member shall be eligible for a Difference-in-Pay Leave if they have served full-time for seven (7) years and at least three (3) years after any previous full-time professional development leave.

11.8.2 Application

Projects for Type D Leaves may be identified by either the unit member or by management. The unit member shall submit an application to the College President for the President's approval. The application shall include a statement of purpose for the leave and a description of a proposed project. The Area Dean shall provide a statement regarding the possible effect of the leave on student needs and educational program.

11.8.3 Salary

The salary for a Difference-in-Pay Leave for a unit member shall be the difference between the unit member's salary and the salary at Class II, Step 6, Schedule A-164.

11.8.4 Benefits

The leave shall be considered as time in service with the District for salary schedule purposes provided all requirements of the leave are met. The District will not pay health and dental insurance premiums, but the employee may continue their participation in the group plans by paying the District the cost of the premiums. Sick leave will neither be accrued nor used during the period of the leave.

11.8.5 Service Agreement

The unit member shall agree in writing to serve the District for one (1) year following a Type D Leave. At the option of the District, this requirement may be waived.

11.9 **Professional Development Leave, Type E (Retraining Leave)**

11.9.1 Purpose

11.9.1.1 Type E leaves provide retraining opportunities for unit members to prepare for future new assignments in new areas as determined by college and District priorities.

11.9.1.2 Type E Leaves also provide opportunities for study in order to update or upgrade skills for current or future assignments.

11.9.2 Number of Leaves

A total of up to two (2) FTE of Type E Leaves may be assigned each year within the District. Leaves which are not used in one (1) year shall not be carried forward to the subsequent year.

11.9.3 Eligibility for Type E Leave

A unit member who has satisfactorily completed seven (7) years of service with the District is eligible to apply for a Type E Leave. At least seven (7) years must have elapsed since the last full professional development leave.

11.9.4 Application Procedure for Type E Leaves

11.9.4.1 The College President or District may indicate areas where retraining is needed.

11.9.4.2 Eligible faculty shall apply to the College President for Type E Leaves. The application shall include a statement of the retraining goal, plus specifics regarding the courses or training activities to be undertaken to achieve this goal.

11.9.4.3 The application shall include a statement from the appropriate Area Dean(s) regarding the probable future assignments of the faculty member.

11.9.4.4 The College President's recommendations will be forwarded to the Chancellor for presentation to the Board.

11.9.5 Service Agreement

The applicant shall agree in writing to serve the District for two (2) years following a retraining leave. At the option of the District, this requirement may be waived.

11.9.6 Salary and Benefits

While on a Type E Leave, unit members shall receive salary and benefits as if fully employed and shall receive service credit for salary advancement and retirement.

11.9.7 Process of Reporting

While on a retraining leave, unit members shall submit brief progress reports quarterly. A final report shall be submitted to the College President within three (3) months after returning to the District.

11.10 Exchange Teaching

11.10.1 Upon the recommendation of the Chancellor and approval by the Board, a leave of absence of not more than two (2) consecutive semesters may be granted to a permanent full-time faculty member for exchange teaching.

11.10.2 Exchange teaching leaves shall normally commence with the beginning of a semester.

11.10.3 Salary and Status

11.10.3.1 While in the exchange position, their salary as prescribed in the Education Code will be paid by the Los Rios Community College District in the same amount as if they were teaching classes in the District.

11.10.3.2 Exchange teaching assignments shall be considered as time and service in the District for salary schedule placement and retirement purposes.

11.10.4 Application

Application for leave must be sent to the College President and forwarded to the District Human Resources Office as early in the academic year as possible, but not later than February 15 of the year previous to the leave.

11.10.5 Insurance Premiums

During the Exchange Teaching Leave, the District shall pay the same portion of the employee's health and dental insurance premiums as is paid for other full-time faculty employees and make retirement contributions on salary paid to the faculty member.

11.10.6 Foreign Educational Employment Leave

Employees on Foreign Educational Employment Leave whose one-year leave covers portions of two (2) academic years shall earn one (1) salary increment if the actual service to the District equals seventy-five percent (75%) of the required services days for one (1) year within the two-year period.

11.11 **Cancellation of Paid Leaves**

11.11.1 If the leave cannot be completed as approved, the leave will be canceled unless a suitable alternative program without substantive changes can be developed which is acceptable to the administration.

11.11.2 The college will attempt to reassign the faculty member as a regular fulltime employee during a period for which leave has been requested and approved.

11.12 **Reinstatement Upon Return from Leaves**

Upon returning from leave, the employee shall, unless otherwise agreed, be reinstated in the position held at the time the leave began, or an equivalent position, unless the purpose of the leave is to qualify for a new assignment.

11.13 **Failure to Perform**

11.13.1 If an employee fails to perform the planned program (as determined by the Professional Standards Committee pursuant to Section 11.6.7) upon which any Type A or B Professional Development Leave was granted, the

employee may be required to repay the District all compensation expended by the District on their behalf, including, but not limited to, salary, fringe benefits, and step increments. Whenever a Type A or B Leave is reimbursed, it shall be available to another eligible unit member at the college of assignment.

11.13.2 If an employee fails to perform the planned program of a Type D or E Leave, the employee will be required to repay the District all compensation expended by the District on their behalf.

11.14 **Other Paid Leaves**

11.14.1 Other paid leaves are not available while on professional development leave.

11.15 At the District level, a Faculty Professional Development Opportunities Study Committee shall be jointly convened by the LRCCD and LRCFT to explore models for faculty professional development opportunities.

11.15.1 The committee shall be composed of equal numbers of LRCFT representatives and LRCCD representatives.

11.15.2 The committee is charged with exploring and recommending models for professional development to be considered for future contract negotiations and/or MOUs. This shall be accomplished by defining each issue related to professional development, listing the interests of all affected parties, and identifying reasonable options to meet those interests and resolve the issues. The committee will then issue a report identifying strengths and weaknesses of the different options.