

Appendix A

Salary and Benefits

A.1 Funding Sources/Fiscal Years

The bargaining unit shall receive its proportionate share of eighty percent (80%) of certain new or increased unrestricted revenue which is above an established base amount. The bargaining unit's proportionate share of such revenues is based upon:

- 1) The unit's total salary and benefit cost, including the cost of District contribution towards health coverage for all authorized/filled positions, including summer term positions, associated with the LRCFT unit which is compared to the total District salary benefit and contribution costs for authorized/filled positions of all District employee groups.
- 2) Authorized/filled positions which are funded from special programs/categorical funds are excluded from both LRCFT unit's cost and other employee group costs.
- 3) The related salary and benefit costs associated with District contract managers are also excluded.
- 4) Contract year consists of the fiscal years 2023-24, 2024-25 and 2025-26.
- 5) Any reference to prior year refers to the fiscal year preceding one of the contract years stated above.

The determination as to whether such defined revenues are continuing or one-time-only is defined below but may be modified during the term of this contract due to new State law or regulations. Such revenues and related base amounts are defined as follows:

A.1.1 Base Revenues (Basic Allocation plus Base Full-Time Equivalent Students Supplemental and Student Success Allocation; funded by State General Apportionment, Property Taxes, Education Protection Act (EPA), and Student Enrollment Fees)

The base amount for a contact year is the revenue level recognized in the prior fiscal year that was used for retroactive salary improvement calculations for that year including any prior year Cost of Living Adjustments (COLA), and prior year Growth Funds and reduced by any State deficit, which may be applied retroactively. Base revenues are generally considered continuing funds and shall be used to fund continuing salary and benefit costs applicable to LRCFT unit members.

A.1.2 COLA

New or increased revenues above the base amount are generally derived from two primary sources: 1) Cost of Living Adjustments (COLA); and 2) Growth Funds. The determination, availability, and distribution of the bargaining unit's proportionate share of new or increased revenues due to the COLA factor applied to Base Revenue is dependent upon the final adoption of the State Budget and the reliability of receiving such entitlements. An initial salary schedule improvement may be implemented

for the fiscal year based upon COLA funds authorized in the State budget for community colleges provided that such COLA revenues are reliable (no projected State funding deficit) and subject to the use of such funds as provided in Section A.2.

A.1.3 Growth Funds

After providing for specified costs associated with student growth, as described in Attachment 1, net available Growth funds are considered continuing funds and are proportionally allocated to the unit. Growth funds are attributed to either an increase in funded Full-Time Equivalent Students (FTES) or an increase in the District's Basic Allocation.

A.1.3.1 Cost Reduction

As described in Attachment 1, any cost savings which were previously funded from student growth funds shall be included in the calculation of net available Growth Funds.

A.1.4 Lottery Revenue

The initial base amount for Lottery revenue was established at \$3.3M. Effective July 1, 2000, fifty percent (50%) of Lottery revenues above 1997-98 revenues are restricted per the conditions set forth in Gov. Code 8880.4. Such restricted amounts may not be used for salaries and benefits and, therefore, are excluded from the provisions of this article.

In 2014-15, the base amount for unrestricted Lottery revenue was increased by \$2.6M to a new established base of \$5.9M. Eighty percent (80%), which is \$2.08M, of the increase was considered a continuing resource and the proportionate amount of such funds was provided to LRCFT through the proportionate share calculation as a continuing resource.

Lottery revenues below the base amount of \$5.9M shall reduce available continuing funds.

Any revenue received above the established base of \$5.9M is considered one-time-only revenue and the proportionate amount of eighty percent (80%) of such funds provided to LRCFT as a non-continuing resource.

A.1.5 State Mandates

Mandate Block Grant is unrestricted funding provided to districts that elect to receive a block grant in lieu of filing claims seeking reimbursement for mandated activities for a specific fiscal year. If the State budget includes mandate block grant funding during the contract year and the District elects to receive the block grant in lieu of filing a claim, eighty percent (80%) of that amount will be allocated to the compensation calculation to be distributed to LRCFT unit members based upon its proportionate share. This resource is categorized as one-time only funding.

A.1.6 State Adjunct Medical Premium Reimbursements

The 2022 Budget Act appropriates \$200.49 million for the Part-Time Faculty Health Insurance Program. In any year where funds provided in the budget are insufficient to cover the total cost of all claims submitted, each district will receive a proportionate share of the available funds. Any funds remaining after all participating district claims have been reimbursed will revert to the State general fund each year. The Chancellor's Office shall first reimburse all districts that establish a part-time faculty health insurance program up to 50% of the districts' costs of the individual premiums paid to the health insurance coverage of participating part-time faculty, multidistrict part-time faculty, and their dependents. After an initial allocation of up to 50% of costs, any remaining funds will be allocated to districts who meet the program eligibility criteria for up to 100% reimbursement. Eligibility requirements are stated in Section 3.3.5.

A Memorandum of Understanding dated April 15, 1998, between Los Rios Community College District and the Sierra Joint Community College District further specifies the terms of participation in the program and follows the guidelines and requirements prescribed by the State Chancellor's Office (EC 87860 through 87869 - AB 3099).

A.1.6.1 Each fiscal year the Los Rios district shall file the appropriate claim for reimbursement with the State for medical premium costs incurred by both districts and for benefits provided to adjunct faculty who participate in the District's plan.

A.1.6.2 Amounts received by the District shall: 1) reimburse Sierra for their share of costs incurred for adjunct premiums (up to 50%) and as specified in the Memorandum of Understanding with Sierra; and 2) remaining amounts shall be used to support the cost of this Adjunct Medical Premium program.

A.1.6.3 Such reimbursements are considered a funding source available to LRCFT for related medical premium costs (Section A.2.3) in the year such monies are paid by the State and received by the District.

A.1.7 State Adjunct Faculty Office Hours Program

In 1997, the State established requirements and funding for participating districts for the cost of office hours held by adjunct faculty. This program provides up to fifty percent (50%) reimbursement to districts to offset the office hour costs incurred for participating faculty members who maintain a workload of twenty percent (.20 FTE) or more. The Adjunct Faculty Office Hours Program is further described in Section 4.10.11 and follows the guidelines and requirements prescribed by the State Chancellor's Office.

- A.1.7.1 Each fiscal year the District shall file the appropriate claim for reimbursement with the State for adjunct office hour costs incurred which meet the State requirements.
- A.1.7.2 Amounts received by the District from the State shall be used to reduce the cost of this program.
- A.1.7.3 Such reimbursements are considered a funding source available to LRCFT for adjunct office hour costs (Section A.2.10) in the year such monies are paid by the State and received by the District.

A.1.8 Part-Time Faculty Compensation Funds

These funds are designated by the State to be used toward salary schedule parity for part-time faculty. Once parity was achieved, residual funds were used for other part-time faculty compensation items that are now part of the base funding and compensation for the unit. The 2021-22 level of Part-Time Faculty Compensation funds is \$945,170. Should Part-Time Faculty Compensation funds receive COLA, the COLA will be identified as a continuing resource for the unit to support salary and benefit costs. Should the State restore the funding reduction of \$1,294,856 for Part-Time Faculty Compensation reflecting the 2002-03 level of \$2,240,026, such increase to the 2002-03 level will be included with other resources for the unit to support salary and benefits costs. If revenues above the 2002-03 level, excluding COLA, are received, the District and LRCFT will meet to negotiate the use of such funds. If the State further reduces the funding, other continuing sources will be used to offset such continuing costs.

A.1.9 District Contribution Reduction

Should District contribution for medical and dental coverage be reduced in a contract year below the preceding years established level, the related reduction in District contribution costs for unit members shall be returned to the unit as a source of funds which are available for redistribution.

- A.1.9.1 The amount of funds attributed to premium reductions in a contract year shall be distributed to unit members in combination with any District growth funds.

A.1.10 Salary Savings (Decrements)

Any net salary savings, after actual replacement costs are considered, realized from unit member retirements or resignations will be included as a resource for the unit. Decrements are the difference between the placement (base) salary of the employee who vacated the position and the estimated replacement cost at class III, step five (5). Step 5 is the average step newly hired faculty are initially placed. Actual replacement costs are calculated as the difference between the placement of new hires compared to class III, step 5. Decrements for positions vacated at the end of the academic or fiscal year will be included in the calculation for the following fiscal year. Step 5

is used because it is the average placement step of a new hire. Net salary savings may be used to:

- A.1.10.1 Address the unit's proportionate share of any reductions in Base revenues below the defined base, and
- A.1.10.2 Fund the increased cost of conversions of part-time instructional FTE to regular full-time instructional positions if growth funds per Attachment 1 are not available or are insufficient to fund such increased costs; then,
- A.1.10.3 Remaining salary savings shall be available to the unit as another source of revenue.

A.1.11 State Revenue Recalculations and Other Funding Sources

Should Base, COLA or Growth revenues be increased or reduced as a result of retroactive calculations performed by the State Chancellor's Office (February of the following year) such revenue adjustments shall be applied to the related revenue computations as per Section A.1.1 through A.1.9.

A.1.12 Carry Forward of Funds from prior year

Should the Unit and the District agree to defer either continuing or one-time funds from a prior year calculation such funds will be combined with other available resources for the following contract year.

A.2 Distribution or Allocation of Funds

Unit members' proportionate share of such additional funds shall be applied in the following priority order:

- A.2.1 The cost of step increments and class changes for a contract year for unit members and any prior year step increment costs which were not adequately funded from previous year's continuing funds; then
- A.2.2 The increased District cost in a contract year of providing Medicare coverage to members and other increased payroll related benefits such as disability insurance coverage, Social Security or unemployment coverage.
- A.2.3 The District contribution cost increases for medical premiums for eligible adjunct faculty who are jointly employed by Los Rios and Sierra Community College Districts as described in Section 3.3.5.
- A.2.4 The increased cost over the prior year level of providing the District contribution up to the level agreed to by the District and LRCFT for each contract year.
 - A.2.4.1 The 2023-24 District contribution for medical premiums is established at \$1,485.50 per month on a twelve-month basis and shall remain at this level until sufficient continuing funds allow for an increase, subject to agreement by the District and LRCFT to use continuing resources for any additional

contribution. The contribution level is only made up to the premium level for the plan selected.

A.2.4.1.1 The District will contribute to a Health Savings Account (H.S.A.) for regular employees who select one of two high deductible health plans (HDHP) offered by the District: the Western Health Advantage (WHA) HDHP or Kaiser HDHP. The contribution level for 2022-23 is either \$100 per month or \$150 per month dependent upon single or family coverage, respectively. The H.S.A. contribution will remain in effect for the contract term unless the WHA HDHP or Sutter Health Plus HDHP is discontinued or as long as the premium for the plan selected by the employee plus the H.S.A. contribution is less than or equal to the District contribution. The H.S.A. contribution amount for 2023-24, 2024-25 and 2025-26 will be determined based upon the difference between the District contribution for medical compared to the premium level for the HDHP. Adjunct employees may select either HDHP plan, but are not eligible for the H.S.A. contribution.

A.2.4.2 Negotiated increases in the District contribution for medical premiums may be determined prior to the open enrollment period for the upcoming fiscal year dependent upon the availability of continuing resources.

A.2.4.3 The District contribution level may be increased, but not lowered, during or at the end of each contract year subject to the availability of continuing resources. However, this does not preclude a reduction in the contribution level for the subsequent year if the District and LRCFT agree to a lower contribution.

A.2.5 The cost in a contract year for increasing the District contribution for the monthly dental premium.

A.2.5.1 For 2022-23; the District contribution level for dental coverage is established at \$128.00 per month (twelve month basis);

A.2.6 Any increase in the premium cost above the current premium of \$6.75 for \$50,000 term life insurance, accidental death and dismemberment coverage.

A.2.7 Non-credit revenues identified in accordance with Section 4.6.2, which are set aside for non-credit unit members workload adjustments; then

- A.2.8 The cost to improve stipend amounts at the rate of the continuing salary schedule improvements and increased for Department Chair stipends and reassigned time assignments; then
- A.2.9 The incremental cost increase of parking fees reimbursed to unit members in the preceding academic/contract year as defined per Section 3.9; then
- A.2.10 The increased cost for compensating adjunct faculty for office hours; then
- A.2.11 The cost to fund additional Type B Leaves as defined in Section 11.6.8.1.
- A.2.12 The costs defined in this article require continuing funds in order to permanently support such costs in succeeding fiscal years and are a funding priority for any continuous sources of revenue such as Base, COLA and Growth Funding. After funding the above costs, any remaining continuing funds shall be used to improve Salary Schedules A and B and payroll-related fringe benefit improvements by three percent (3%). Continuing funds earmarked as described in Section A.2.13 will be paid to all unit members as one-time only until sufficient funds are accumulated for implementation of those items.
 - A.2.12.1 The cost of any salary schedule improvements provided in advance of the final determination of revenues available to LRCFT shall be considered in the retroactive salary calculations.
 - A.2.12.2 Any of the above costs funded in a contract year from one-time-only revenues (as defined in Section A.1) shall be considered one-time-only distributions/improvements for the contract year. One-time only revenues are typically included with any distribution of retroactive compensation and other improvements.
- A.2.13 Then, remaining continuing funds shall be earmarked for the multi-year funding plan for funding the following items:
 - A.2.13.1 Funding will first be set aside to fund increasing the lab hour to lecture hour ratio from 0.75 to 1 to 0.8 to 1.
 - A.2.13.2 Following the implementation of the above item, earmarked continuing funds shall be used to fund the cost of compensating adjunct office hours at an hourly rate based upon the actual placement on Schedule B-1. The determination of the rate is the annual Schedule A class and step placement divided by 1,430 hours. Additional provisions for this change will be determined prior to implementation to avoid a reduction in pay for any participating member. The LRCFT and the District may choose to implement other options as intermediate steps toward this item such as using an alternative step and/or class from the B-2 schedule as funding allows and as mutually agreed.

A.2.13.3 The LRCFT and the District will meet prior to the distribution of remaining funds to consider whether the minimum 3% continuing salary schedule improvement should be lowered or waived for a given year in consideration of implementing the items listed above.

A.2.14 Should the District expand its Cafeteria plan offerings increased costs associated with changes in the plan shall be charged to the bargaining unit's proportionate share.

A.3 Distribution of Lottery Revenues

The increase in funds attributable to lottery revenues above the base amount stated in Section A.1.4 shall be considered one-time-only payments and will be distributed to LRCFT unit members on an annual basis in conjunction with other retroactive salary compensation for the fiscal year.

A.3.1 Lottery revenues for the fiscal year will be reasonably estimated at the time of processing any retroactive salary payments; such funds shall be included in the scheduled retroactive compensation improvement. Any revenue differences between actual lottery revenues received for this fiscal year compared to the lottery revenue estimates used in the improvements to salary and benefits shall be included in the succeeding fiscal year's revenue distribution to LRCFT.

A.3.2 Prior to distribution of lottery revenues to unit members, \$250,000 will be charged to the unit for the contract year Paid Employee and Immediate Family Catastrophic Leave and Eight (8) week Parental Leave programs. In addition, lottery funds will be charged for one-half (1/2) the amount of costs incurred by the leave bank between \$250,000 and \$350,000. If costs for the contract year exceed \$350,000, the unit will bear the full cost above \$350,000 as a charge against lottery revenues. In the event the costs for the program are less than \$250,000 in the contract year, the balance of the \$250,000 set aside from the prior year will be carried forward to the following contract year. The unit will contribute an additional initial \$750,000 for fiscal year 2023-24 to fund the Immediate Family Catastrophic Leave and 8-week Parental Leave program that was added as a pilot program for the 2023 – 2026 contract year. The leave bank must maintain adequate reserves. Adequate reserve levels will be established at the end of 2023 – 2026 contract year. Carryover funds will remain in the bank until the reserve level is established

A.4 Distribution of Net Available Resources

The distribution of available net resources as defined in A.2 shall be made no later than sixty (60) days after the final status of such funds is determined by the California Community Colleges Chancellor's Office, or the close of the District's fiscal year, whichever is later.

A.5 Retroactive Salary Adjustment

Per the provisions defined in Sections A.2 through A.4, unit members may receive retroactive salary improvements both continuing and one-time in nature. Non-regular (adjunct and overload) services provided for Summer terms will not be included in the retroactive payment. Summer assignments will continue to be paid from the interim salary schedule in effect for the Spring term preceding the Summer term. However, Summer term salary improvements due to a continuing improvement of Schedule B are provided for in the determination of the use of continuing resources for the fiscal year preceding the Summer term.

A.6 Salary Savings (Other)

A.6.1 Salary savings resulting from unclaimed Dependent Care Assistance Program or Flexible Spending Plan elections by LRCFT unit members will revert to unit members who participated in the plan(s) per Internal Revenue Service code net of any costs associated with the plan administration.

A.6.2 Salary savings from unused Type A and B Leaves over the carryover limit will be used for one-time-only compensation improvements.

A.7 Other Unrestricted Funds

Should other new State unrestricted revenues become available in a contract year as a result of changes in funding legislation or excess unrestricted funds above the State's appropriation limit become available, such new revenue source(s) shall be subject to further negotiations.

A.7.1 The District shall notify the LRCFT unit of such new unrestricted revenues which are subject to further negotiations.

A.8 Excluded Revenue/Funding Sources

Other state revenues not defined herein, and other categorical apportionment funds, state apprenticeship, and other restricted or designated revenue sources shall be excluded from any computations of the bargaining unit's proportionate share of funds.

A.9 Ten Percent (10%) Limitation

Should the contract year revenues as defined above provide sufficient funding for salary, fringe, and health benefit improvements, including step and class changes and other mutually agreed upon allocations which result in a distribution in excess of ten percent (10%), such excess funds above ten percent (10%) shall be subject to further negotiations for the contract year.

A.9.1 The District shall notify the LRCFT unit of such excess funds above the ten percent (10%) level as it relates to the revenues defined herein.

A.10 Review of District Records

Records maintained by the District Office Business Services Department which relate to the implementation and calculation of LRCFT's proportionate share of the

defined funds shall be available for review by representatives designated by the LRCFT Executive Board. LRCFT and Business Services representatives shall meet at a mutually agreeable time. Business Services representatives will provide copies of any records upon the request of the designated representatives during their review of the records.

Annual reports which summarize the calculation of LRCFT's proportionate share of defined funds and the allocation/distribution of such funds shall be prepared by Business Services representatives. All such summary reports relating to the implementation of this Appendix shall be provided to designated representatives of LRCFT.

A.11 Changes in Funding Formulas for Community Colleges

Should the funding formula for community colleges change substantially for a contract year in a manner which affects the application of the contract provisions, the above Sections A.1 to A.5 shall not apply. Such new unrestricted funding provisions shall be subject to further negotiation for the contract year.

A.12 Reduction or Insufficient Defined Revenues

Should the total of all defined revenue/resources for a contract year be less than or equal to the various specified base amounts stated in Section A.1 above, LRCFT unit members shall bear their proportionate share of such reduced or insufficient funding levels. Such reduced revenues shall be calculated as specified in Appendix A. LRCFT's proportionate share of computed revenue reductions shall be applied, but not limited to: a) salary schedule adjustments; b) workload adjustments; c) suspension of salary schedule step advancements; or d) other adjustments as mutually agreed to by LRCFT and the District.

A.13 Cost and Salary Savings

Any cost savings realized per the calculation specified in Attachment 1 and salary savings (decrements) as defined in A.1.10 will offset either the overall reduction in resources or the unit's specific costs for that year.

A.14 Cost Advances

The cost of a contract year compensation improvements and related benefit costs for a contract year which are insufficiently funded shall be considered advanced by the District. Any cost advanced shall have first priority in the utilization/distribution of LRCFT's proportionate share of defined revenues in future years.

Links to the Stipend Salary Schedules for Faculty may be found here, under "Faculty (Instructional)": [Salary Schedules | Los Rios Community College District](https://employees.losrios.edu/human-resources-and-benefits/human-resources/salary-schedules)

(<https://employees.losrios.edu/human-resources-and-benefits/human-resources/salary-schedules>)

A faculty member with more than one (1) assignment may be eligible for more than one (1) stipend; however, no faculty member may receive more than two (2) stipends a semester (exceptions noted in the descriptions below). For purposes of developing stipends, fall and winter “seasons” are to be considered as one semester subject to the limitations described in this document.

Summary descriptions of responsibilities and guidelines for level of stipend to be awarded:

Art: Art Gallery Director (Non-Student Shows)

Responsibilities include following institutional budgetary procedures in coordinating all gallery exhibits to include scheduling and working with artists and students; preparing exhibit publicity and promotion; arranging opening receptions.

Maximum Stipend: Four (4) primary non-student exhibits.

Proportional Stipend: One-quarter (1/4) of maximum stipend per exhibit per semester.

Dance: Director

Responsibilities include conducting dance tryouts; assigning dance roles; choreographing the program; teaching the students the dances; conducting regular dance rehearsals; providing notes through run of the show.

Maximum Stipend: Three (3) full-production performances per semester.

Proportional Stipend: One-third (1/3) of maximum stipend per full-production performance.

Forensics: Coach

Responsibilities include following budgetary procedures in the coordination of overall district-wide forensics program including coaching and working with staff and assistant coach preparing district-wide tournament schedules and transportation; arranging for travel resources.

Maximum Stipend: Four (4) tournaments per semester.

Proportional Stipend: One-quarter (1/4) of maximum stipend per tournament.

Limit Exception: Two (2) maximum stipends per academic year. One (1) head coach of district-wide activities.

Forensics: Assistant Coach

Responsibilities include assisting forensics coach with coordination of overall forensics program, including coaching students.

Maximum Stipend: Three (3) tournaments per semester.

Proportional Stipend: One-third (1/3) of maximum stipend per tournament.

Limit Exception: Two (2) maximum stipends per academic year.

Forensics: Tournament Coordinator/Debate

Responsibilities include assisting forensics coach in preparing tournament schedules and transportation; arranging for travel resources.

Maximum Stipend: Three (3) tournaments per semester.

Proportional Stipend: One-third (1/3) of maximum stipend per tournament.

Limit Exception: Two (2) maximum stipends per academic year.

Journalism: Student Newspaper

Responsibilities include supervising students in the Journalism lab to include layout and production of student newspaper; evaluating staff and product; coordinating public relations; maintaining fiscal accountability; monitoring outside contracts and advertising; maintaining equipment.

Maximum Stipend: Weekly edition.

Proportional Stipend: One-quarter (1/4) of maximum stipend for monthly publication.

Limit Exception: One (1) maximum stipend per semester.

Journalism: Literary Journal Advisor

Responsibilities include supervising students in lab setting who write, edit, lay out and produce the annual literary journal; evaluating staff and product; coordinating public relations (including at least one (1) public reading), fund raising and sales of journal; maintaining fiscal accountability; maintaining equipment.

Maximum Stipend: One (1) annual edition.

Proportional Stipend: None.

Limit Exception: One (1) maximum stipend per semester; could be divided between two (2) advisors.

Music (Performing Group): Director

Responsibilities include selecting music; rehearsing group; scheduling performances; coordinating facilities, promotion, fliers, publicity, etc.; ticketing; preparing program; recruiting personnel.

Maximum Stipend: Four (4) concert performances per semester.

Proportional Stipend: One-quarter (1/4) of maximum stipend performance.

Theatre Arts: Director

Responsibilities include auditioning, casting and rehearsing the production; verifying institutional procedures in regard to budget, publicity, box office and house management are followed; establishing guidelines (concepts) for production and securing rehearsal and theatre space.

Maximum Stipend: One (1) main stage (full length) production with at least four (4) performances per production.

Proportional Stipend: One-quarter (1/4) of maximum stipend for each performance. Special productions (i.e., children's theatre, touring groups, etc.).

Theatre Arts: Technical Director

Maximum Stipend: One (1) main stage (full length) production with at least four (4) performances per production.

Proportional Stipend: One-quarter (1/4) of maximum stipend for each performance. Special productions (i.e., children's theatre, touring groups, etc.).

Theatre Arts: Technical Director - Lighting

Maximum Stipend: All of the responsibilities for a semester for all theatre productions, including at least one (1) main stage performance.

Proportional Stipend: A percentage for each production based on the number productions per semester.

Limit Exception: One (1) maximum stipend per semester, per college

Theatre Arts: Technical Director - Scene/Set

Maximum Stipend: All of the responsibilities for a semester for all theatre productions, including at least one (1) main stage performance.

Proportional Stipend: A percentage for each production based on the number productions per semester.

Limit Exception: One (1) maximum stipend per semester, per college

Theatre Arts: Musical Director

Responsibilities include coordinating all music requirements; coordinating cuts, additions, style and tempos with director, vocal director, and choreographer; coordinating physical set-up for orchestra for rehearsal and show; arranging and conducting all orchestral rehearsals; attending production meetings as required; providing notes following rehearsals/performances.

Maximum Stipend: One (1) main stage (full length) production with at least four (4) performances per production.

Proportional Stipend: One-quarter (1/4) of maximum stipend for each performance. Special productions (i.e., children's theatre, touring groups, etc.).

Theatre Arts: Vocal Director

Responsibilities include determining special requirements for music; accounting for vocal music; coordinating cuts, style tempos with director; attending production

meetings and auditions as required; conducting all vocal rehearsals; providing notes of rehearsals/performances.

Maximum Stipend: One (1) main stage (full-length) production with at least four (4) performances per production.

Proportional Stipend: One-quarter of (1/4) maximum stipend for each performance. Special productions (i.e., children's theatre, touring groups, etc.)

Theatre Arts: Costumer

Responsibilities include designing costumes; attending production meetings as required; creating drawings and renderings; building and/or supervising the construction of costumes; supervising the actors and the wardrobe crew during dress rehearsals and performance; maintaining costumes throughout run of show.

Maximum Stipend: Based on the number and complexity of the costumes that have to be built.

Proportional Stipend: Same definition as maximum stipend.

Theatre Arts: Choreographer

Responsibilities include conducting dance tryouts; helping to decide on casting; choreographing the show; teaching the dances; conducting regular dance rehearsals; providing notes throughout run of show.

Maximum Stipend: One (1) main stage (full-length) musical with at least four (4) performances per production.

Proportional Stipend: One-quarter (1/4) of maximum stipend for each performance. Special productions (i.e., children's theatre, touring groups, etc.).

Theatre Arts: Promotions/Box Office

Responsibilities include supervising the business and promotional side of a production per institutional policy; ordering tickets; creating a publicity campaign to include mailing list advertising, press releases and fliers; organizing photo shoots; supervising audience development; creating a season subscription drive; promoting community involvement; developing a lobby display; supervising box office and nightly front-of-house duties.

Maximum Stipend: All of the responsibilities for a semester for all theatre productions, including at least one (1) main stage performance.

Proportional Stipend: A percentage for each production based on the number productions per semester.

Limit Exception: One (1) maximum stipend per semester.

TV/Radio: Program Producer

Responsibilities include producing television and/or radio productions for broadcast working with faculty, students and staff in meeting the objectives of the production, including script writing, acting, lighting and editing.

Maximum Stipend: Three (3) productions per semester of at least one half (1/2) hour each.

Proportional Stipend: One-third (1/3) per half-hour production.

Limit Exception: One (1) maximum stipend per semester.