

## Guidance Memo – AFT Spring 2021 MOU

January 11, 2021

The District and AFT have agreed to an MOU for Spring 2021 (through May 2021). Most of the items in the MOU are status quo from the previous Fall 2020 MOU. Listed below are the new items. In addition, I have included previous MOU items that are continuing through the Spring MOU to highlight previous guidance and/or provide new guidance.

### Spring 2021 MOU Items

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#### LEAVES

1. The District shall continue to adhere to and provide all leaves that were required by the Families First Coronavirus Response Act (“FFCRA”), even if FFCRA expires and is not reauthorized. **(Notes: The District is administering these leaves as if it were the first time. Faculty members who used FFCRA leave in 2020 could use FFCRA leaves again if eligible.)**

#### DISTRICT SUPPORT FOR TRANSITION TO DISTANCE MODALITIES

1. The District will provide regular outreach to students, informing them how to access tech support, and that synchronous tech support for students is available between the hours of 9:00 a.m. and 9:00 p.m.
2. The District has, and will continue to provide training, materials, and other resources required to prepare and implement such a program, including trainings and information regarding various tools for remote instruction, including use of CANVAS and ZOOM. For trainings other than QOTL faculty will be compensated for participating in these trainings at the special hourly rate, **if it has been determined by the appropriate administrator that the training is appropriate, applicable and necessary.**

The District will compensate faculty for out of district provided trainings recommended by the District at the special hourly rate **if it has been determined by the appropriate administrator that the training is appropriate, applicable and necessary.**

## **WORKLOAD AND COMPENSATION**

1. Faculty shall receive compensation at the special rate for six hours for each course converted for the first time by that faculty member to a distance modality in the Spring 2021 term. Course refers to each unique course as listed in the course catalogue.

Faculty who converted a course to a distance modality in Spring 2021, who also worked on the course conversion during QOTL training, are entitled to compensation for conversion of that course.

Courses that are separately listed in the course catalogue constitute "unique" courses, entitled to the compensation for conversion, even where those separate courses are scheduled to be taught concurrently by the same instructor. However, course numbers that include decimals belong to course families, and the decimal notation serves the purpose of limiting repeatability of these courses; in this case, each course does not constitute a "unique" course and is not entitled to separate compensation. Faculty will receive conversion pay for one course for each course family.

Where a single course is cross listed in another department, the cross listing does not constitute a "unique" course and is not entitled to separate compensation. **(Notes: It is best to apply the language literally. If you have a situation where you are not sure about denying or approving a conversion, check in with Human Resources before a decision is made.)**

### **IN ORDER TO FACILITATE TIMELY PAYMENTS PLEASE FOLLOW THE PROCESS OUTLINED BELOW:**

- Division Dean will confirm/identify courses converted to a distance modality and number of hours.
- Division Dean will forward list of faculty and the unique courses they converted to CBOs.
- Division Dean will forward faculty time sheets to college payroll department for processing:

#### **Please ensure this information is included on timesheets:**

- Number of hours
- CRN # that was converted (for audit purposes)
- Non-instructional special pay rate
- Last date of course may be used on the timesheet as completion of course conversion.
- Please code the FOAP as: Fund: 18035, Org: Department Org/Home Org, Account: 14XX (College CBOs will instruct which account code to use as these may vary by site) Program: 689011
- Dean may sign the timesheet if faculty is not available for signature to expedite the processing.

2. To assist faculty defray expenses incurred as a result of teaching online from home, all faculty assigned to teach a full-time online load shall receive a \$100 monthly

allowance, less any amount already being reimbursed by the District to the unit member (e.g. any existing stipend for phone, etc.). Faculty assigned less than a full-time online load shall receive a prorated allowance. **(Notes: The allowance will be processed automatically by Human Resources. Faculty members teaching in-person courses will not be eligible. Human Resources will reach out to the divisions to obtain a list of faculty members who are teaching in-person courses.)**

3. Faculty will also get additional weekly compensation for Spring 2021 classes that are larger than this cap as follows: **(No change from Fall 2020 MOU. Information provided to remind folks of payment process)**
  - a. For classes with 46-57 students at census or 41-54 at withdrawal, faculty will receive 1.0 hours.
  - b. For classes with 58-69 students at census or 55-69 at withdrawal, faculty will receive 2.0 hours.
  - c. Classes with 70 or more will follow the large lecture compensation rates set forth in the CBA.:

**In order to facilitate timely payments please follow the process outlined below:**

- The Division dean will run a report to confirm/identify large classes, qualifying faculty and number of hours to be compensated.
- The Division dean will forward list of classes and qualifying faculty to CBOs.
- The Division dean will forward faculty time sheets to college payroll department for processing

**Please ensure this information is included on timesheets:**

- Number of hours to be compensated
- CRN # of large class (for audit purposes)
- For Full-Time Faculty: Special Rate (Regular Faculty OL Schedule)
- For Adjunct Faculty: Special Rate (Non-Instructional AJ Schedule)
- Please code the FOAP as: Fund:18035, Org: Department Org/home org, Account: 13XX-**College CBOs will instruct which account code to use as these may vary by site, Program: 689011**
- Please note, classes with 70 or more students will follow the large lecture compensation special rates set forth in the CBA and will be coded, as usual, to 1000X-XXXX-1395-170100
- \*Dean may sign the timesheet if faculty is not available for signature to expedite the processing.\*

4. If a part-time faculty's load falls below 40% due to the cancellation of an in-person class pursuant to a new health order, the part-time faculty member will still qualify for the medical stipend reimbursement. **(Notes: This section will only apply if we return to in-person instruction during the spring semester and there is a cancellation of an in-person class due to a new health order.)**

5. Not teaching in Spring 2021 does not affect a part-timers position in the seniority list.

## **EVALUATIONS**

1. Evaluations for tenured and part-time faculty will be delayed until in person instruction resume, except as follows:
  - New part-time faculty hired in the Spring 2021 semester, or new part-time faculty hired in Fall 2020 who have a Spring 2021 assignment, will be evaluated consistent with the regular contractual schedule.
  - Faculty support and assessment in connection with a pre-existing PIP (performance improvement plan) shall not be delayed.

Once in-person evaluation resumes, each delayed evaluation will be completed as soon as practicable, Deans will prepare a proposed evaluation schedule, for each faculty member whose evaluation was delayed, which will be finalized after consultation with the member and AFT.

## **QUESTIONS**

For questions regarding interpretation of the MOU language, please contact Aaron McVean, Vice Chancellor of Educational Services and Planning, [mcveana@smccd.edu](mailto:mcveana@smccd.edu), or David Feune, Director of Human Resources, [feune@smccd.edu](mailto:feune@smccd.edu) .