

## ARTICLE 14: WORK YEAR AND CALENDAR

1 The normal work year consists of 175 service days, plus commencement as required in this article. Two  
2 (2) extra service days for tenured faculty are considered part of the four (4) mandatory “flex” days. Three  
3 (3) extra service days for all first-year contract employees of which two (2) are considered part of the four  
4 (4) mandatory “flex” days and the other day is utilized for orientation.

### 5 **Days Beyond the Normal Work Year**

6 The following faculty positions may be assigned additional service days beyond the normal work year. All  
7 additional days for coordinators shall consist of a workweek of thirty-five (35) assignable hours. All  
8 additional days for counselors shall consist of a workweek of thirty (30) assignable hours.

Faculty Position	Maximum Number of Days
Administration of Justice Coordinator	185
Campus Life Coordinator	180
Counselor	190
Distance Learning Coordinator	195
Fire Technology Coordinator	185
Health Services Coordinator	190
Learning Disabilities Specialist	190
Learning Resource Center Faculty Coordinator	195
Math Center Coordinator	195
DSPS Coordinator	195
RISE Program Coordinator	195
Writing Center Coordinator	195

9 The District may assign additional service days beyond the normal work year to faculty. The work year,  
10 including all additional days, shall be annually developed by the appropriate educational administrator  
11 (AEA) prior to April 1 of each year. Work days over 175 will not be assigned without prior consultation  
12 with the faculty member. Additional modifications may be made on or before May 15<sup>th</sup> with prior  
13 consultation with the faculty member. Changes subsequent to May 15<sup>th</sup> of each year shall be with the  
14 consent of the faculty member.

15 Pay shall be at the appropriate daily rate.

16 Faculty members will be entitled to twenty-two (22) consecutive work days off. Leave may be taken at  
17 any time during the year based upon prior approval of the AEA.

### 18 **Nursing Faculty: Extra Service Days**

19 The work day for full-time Nursing faculty may fall at any time during the academic calendar. The District  
20 may assign additional service days beyond the normal work year to faculty. The work year, including all  
21 additional days, shall be annually developed by the appropriate educational administrator (AEA) prior to  
22 April 1 of each year. Work days over 175 will not be assigned without prior consultation with the faculty  
23 member.

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1 Additional modifications may be made on or before May 15<sup>th</sup> with prior consultation with the faculty  
2 member. Changes subsequent to May 15<sup>th</sup> of each year shall be with the consent of the faculty member.

3 All days under this section must be calendared as full service days. Pay shall be at the appropriate daily  
4 rate.

### 5 **Calendar Committee**

6 The Association will appoint up to 8 representatives to the committee. The President of the College will  
7 appoint additional representatives, while ensuring that faculty maintain a majority of representatives.  
8 The committee shall convene to consider and recommend the District's college calendar for the following  
9 year consistent with all applicable articles of the Agreement. The committee will present the  
10 recommended calendar to the Academic Senate for consultation and the SCFA Executive Board for  
11 approval. The Committee's approved recommendation will be forwarded to the President of the College.  
12 The action taken by the President of the College as a result of the Committee's recommendation is not a  
13 matter for grievance. Compliance with this provision shall fulfill the District's obligation to negotiate the  
14 calendar.

### 15 **Holidays and Non-Student Attendance Days**

16 The District agrees not to schedule any of the normal work year service days on any of the following days:

Independence Day	New Year's Day
Labor Day	Martin Luther King's Day
Veterans' Day	Lincoln's Birthday
Thanksgiving Day	Washington's Birthday
Day After Thanksgiving	Week of Spring Vacation
Christmas Day	Memorial Day

### 17 **Commencement Participation**

18 Any full-time faculty member may participate in any commencement exercise at Sierra College. Full-time  
19 faculty participating in commencement exercise may choose to attend the Rocklin, Nevada County, or  
20 Truckee campus ceremonies by notifying the AEA. All other faculty may elect to participate on a voluntary  
21 basis. There shall be no additional compensation for participating in commencement exercises.

22 On even-numbered years, the full-time faculty whose last names begin with the letters "A" through "K",  
23 will participate in the commencement exercises. On odd-numbered years, the other half of the full-time  
24 faculty whose last names begin with the letters "L" through "Z", will participate.

25 Failure of a full-time faculty member to participate in commencement when required, unless excused  
26 through any of the normal leave provisions of the Contract or by decision of the appropriate  
27 administrator, will result in the loss of one-half (1/2) day's pay calculated at the appropriate daily rate as  
28 defined in Article 9.

29

1 **Collaborative Training**

2 For the collaborative process to be maintained and supported, all full-time faculty employed are required  
3 to attend a multi-day District sponsored training session during either their first or second year of  
4 employment.

5 **Flexible Calendar**

6 Sierra College Board of Trustees has adopted the flexible calendar option allowed under Title 5, Article 2  
7 §55720 et seq. The District has allocated ten (10) of the 175 required days as “flex” days.

8 All full-time faculty shall complete a Sierra College Flexible Calendar Contract indicating the individually-  
9 planned activities completed during the flexible calendar year. This Contract must be submitted to the  
10 Staff Development office by April 1<sup>st</sup> of each academic year.

11 **Flex Calendar Days**

12 The 175 service days shall include 4 days (24 hours) of mandatory “flex” days; 6 days (36 hours) of  
13 institutionally and/or individually planned “flex” days (full-time faculty member option). The 4 days (24  
14 hours) of required flex activities include institutionally planned events such as convocation, senate,  
15 division, and departmental meetings.

16 Full-time faculty are accountable for fulfilling the ten (10) flex days of accountable time.

17 Flex days shall be converted to hours (six hours per flex day). Flex days shall be accounted for in ½ hour  
18 increments or a total of 60 hours during the flex year for faculty members teaching a full load.

19 **Part-Time Flex Obligation**

20 Part-time or overload instructional faculty shall be remunerated for flex hours for attending institutionally  
21 planned activities only when assigned to teach full-term courses or activities subject to reduction of hours  
22 under the flexible calendar. The number of hours for which part-time instructional faculty may be  
23 remunerated shall equal the number of hours per week for which the faculty member is assigned to teach  
24 full-term courses (e.g. three hours class per week = three hours of flex time per semester).

25 Staff Development will provide a minimum of 10 District planned flex activities within the Fall and Spring  
26 semesters with the intent of maximizing participatory opportunities for all faculty. This will result in the  
27 ability to receive flex training in a timely and compliant manner without requiring faculty to schedule  
28 compensatory activities during a non-instructional period.

29 **Exemptions**

30 Regular and part-time faculty whose curriculum requires State approval such as an administration of  
31 justice program, emergency medical technology program, nursing program, and fire technology program  
32 will be exempted from the flex activities as described in this Article.

33

1     **Loading Calculation**

2     The loading formula for part-time faculty will be calculated on a regular work week of assigned time based  
3     on a normal work year as described in Article 16.

4     **Overlap of Assigned Hours**

5     Flex activities may not overlap assigned hours without prior approval from the Flex Review Committee.

6     The Board of Trustees retains the right to determine the continuation of the Flexible Calendar Option in  
7     subsequent years after consultation with the faculty. The Flex Review Committee will submit an annual  
8     report to the Board of trustees.

9     **Definitions**

10    Flexible calendar year is July 1 through June 30.

11    A flex day shall equal six (6) hours.

12    Flex time shall be allowed in increments of ½ hour.

13    A full-term course is a course that begins within one week of the first day of instruction of each semester  
14    as designated in the official school calendar and ends within one week of the scheduled last day of  
15    instruction in each semester.

16    Courses not subject to flex are: summer school, short-term, or positive attendance courses which hours  
17    have not been reduced because of the flexible calendar.

18    Full-term assignment for special services faculty is an assignment which hours have not been reduced  
19    because of the flexible calendar.

20    **Flex Presenters**

21    Any faculty member presenting workshops planned by the District shall be granted two (2) flex hours of  
22    each hour of presentation.

23    **Utilization of Credit for Coursework**

24    Full-time faculty who receive flex activity credit for coursework cannot apply that credit toward  
25    advancement on the Faculty Salary Schedule. However, faculty may apply flex activity credit toward the  
26    doctoral stipend.

27    **Workload Outside Flexible Calendar Parameters**

28    When courses not subject to flex are part of regular loading, full-time faculty will not have the  
29    responsibility to prepare flex activities for the percent by which these courses make up his/her regular  
30    work load.

1 **Flexible Calendar Obligation Review**

2 Full-time faculty individually planned flex activities outlined on the Flexible Calendar Contract shall be  
3 reviewed and approved by the Flex Review Committee. Lists of acceptable activities shall be maintained  
4 and updated by the Flex Review committee. Any activity for which faculty are remunerated above their  
5 regular salary shall not qualify for flex activity.

6 **Part-Time and Overload Faculty Requirements under the Flexible Calendar**

7 When assigned to full-term courses or activities, part-time and overload faculty members are not required  
8 to participate in flex activities. However, part-time and overload faculty may attend institutional planned  
9 flex activities and be paid at the lecture rate for up to the maximum hours for which they may be paid for  
10 flex activities. One hour of flex time is available for each teaching hour per week per semester.

11 When assigned to courses not subject to flex, part-time and overload faculty will not have the opportunity  
12 to use these courses or activities toward the maximum hours for which they may be paid for flex  
13 activities. Faculty teaching exempted course or activities are encouraged to participate in flex activities  
14 but will not be remunerated for such attendance.

15 Flex hours that are not submitted for remuneration by December 15<sup>th</sup> for Fall semester and May 15<sup>th</sup> for  
16 the Spring semester will be forfeited.

17 **Utilization of Sick Leave for Flexible Calendar Obligation**

18 For full-time faculty, if unable to complete flexible hours due to illness, sick leave may be utilized in the  
19 same manner as other assigned time.

20 If full-time faculty members fail to perform flex activities, those faculty members shall have their pay  
21 reduced according to the following formula:

22 Annual salary per salary schedule

23 
$$\text{Total assigned hours per year} \times \text{flex hours missed} = \text{cost}$$

24 **Flex Time Leaves**

25 Sick leave and personal necessity leave may be used for mandatory flex days and/or institutionally  
26 planned flex days. These leaves cannot be used in lieu of individually planned flex days without approval  
27 of the Flex Review Committee. One-half (1/2) hour of leave will be deducted for each one-half (1/2) hour  
28 of flex time scheduled.

29 **Flex Review Committee**

30 The Flex Review Committee reports to the Vice President of Instruction and is chaired by a full-time  
31 faculty member. The membership is made up of 8 full-time faculty members, consisting of 2 faculty  
32 members from 4 divisions, 2 part-time faculty members, and 2 representatives from the management

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1 group. Full-time faculty members are appointed by divisions. Faculty will be assigned by SCFA and serve  
2 at the pleasure of the SCFA Executive committee.

3 Responsibilities include:

- 4 • Reviews the final reports submitted by the faculty members.
- 5 • Recommends changes if reports do not meet guidelines.
- 6 • Approves final reports that meet the guidelines.
- 7 • Forwards unresolved issues to the Flex Review Committee Chair. If an arbitration hearing is  
8 needed a subcommittee of the Flex Review Committee will be drawn by lot. The  
9 subcommittee will summarize an action and report back to the Flex Committee. The Flex  
10 Committee will make a final recommendation and forward it to the Vice President of  
11 Instruction.
- 12 • Summarizes all the approved contracts and prepares a final report by division area that  
13 documents the appropriate usage of flex time per the flexible calendar option until Title 5,  
14 Article 2 Section 55720 et seq. and submits the report to the Vice President of Instruction for  
15 an annual report to the Board of Trustees.
- 16 • Meets to review contracts each spring.
- 17 • Oversees the entire flex process.

18 Any faculty member serving on the Flex Review Committee can earn up to 8 flex hours per year.

### 19 **Flex Calendar Contracts and Completion Forms**

- 20 • Sierra College Flex Calendar Contract
- 21 • Sierra College Flexible Calendar Contract completion certification for hourly certificated staff.
- 22 • Sierra College Flex Calendar Contract completion certification (full-time certificated staff)
- 23 • Sierra College Flex Calendar Contract modifications

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