

ARTICLE 4: ASSOCIATION RIGHTS

1 **Reassign Time**

2 Each school year the District and the Association shall agree to a release time schedule for Association
3 leadership. The Association president shall designate Association members to these positions. It is the
4 responsibility of SCFA to provide the District with a list of those faculty members receiving reassigned
5 time or compensation prior to the end of the academic year for the next academic year.

6 The release time is to be used for Association business including such things as negotiations, grievances,
7 impasse proceedings, and unfair labor practice hearings with the appropriate P.E.T.B. representatives.
8 This agreement is contingent upon the District and Association continuing to work together utilizing a
9 collaborative model.

10 The Association shall be provided 1.4 FTE of annual release time. The Association may secure up to an
11 additional .8 FTE release time. This accounting shall appear as a line item in the Omparty formula.
12 Additional release above 2.2 FTE shall be purchased by the Association with Association funds. The cost
13 of the release time shall be calculated based upon the actual replacement cost or the actual payment
14 when a stipend is paid.

15 Ordinarily, faculty serving release time appointments may either be paid or released from regular duties.
16 At no time shall a faculty member be given the option of release from regular duties if such a release
17 jeopardizes the integrity of the program.

18 **Purchase of Additional Release Time**

19 The Association may purchase from the District a maximum total of ten (10) days, in hourly increments,
20 per academic year of release time for the purpose of Association business. The Association shall
21 reimburse the District for such released time at the part-time laboratory rate.

22 A minimum of two (2) days advanced written notice shall be presented to the District.

23 **Association Access**

24 Authorized representatives of the Association shall be permitted to transact official Association business
25 on school property and utilize District facilities at all reasonable times, provided normal room utilization
26 procedures are followed and provided that such activities do not interfere with instruction.

27 **Bulletin Boards and Mailboxes**

28 The Association shall have the right to post notices of activities and matters of Association concern on
29 appropriate bulletin board spaces located in such places as the Staff Dining Room, Library, Administration
30 Building, Part-Time Faculty workroom, Staff Development, and in or adjacent to each division office. In
31 addition, the Association shall have the right to post these notices electronically through the District's
32 intranet facilities.

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1 The Association may use the District mail service and faculty mailboxes for communications to Faculty. All
2 postings for bulletin boards or items for school mailboxes shall contain the date of posting or distribution,
3 and the identification of the Association together with a designated authorization by the Association
4 officer. A copy of such postings or distributions will be delivered to the Superintendent or designee, at
5 the same time as posting or distribution. The Association agrees to abide by Federal and State laws.

6 **District Equipment and Supplies**

7 The Association shall be permitted to use typewriters, copy equipment, and audio-visual equipment, and,
8 subject to availability, word processing and micro-computers provided the Association reimburses the
9 District for its cost of materials, supplies and personnel time, subject to law.

10 The Association shall have reasonable access to computerized institutional files. Access to any
11 computerized institutional files must be authorized by the President/Superintendent or designee to the
12 same extent as afforded to private citizens under the law or District policy.

13 **District Budget and Agenda**

14 The President of the Association will be supplied with two (2) copies of the District's preliminary and final
15 budget and no more than ten (10) copies of the Board agenda as soon as provided to the Board.

16 **Information**

17 The District shall provide and maintain a website displaying this Agreement. As the Agreement is
18 modified, the District must, within reasonable limits, keep the website current.

19 The District shall provide all current full-time and part-time faculty with a copy of this Agreement within a
20 reasonable amount of time after ratification by the Association and approval of the Board of Trustees.

21 During the term of this contract, new hires both full-time and part-time faculty shall be provided a copy of
22 this Agreement.

23 Periodic updates to provisions of this Agreement shall be distributed by the District within a reasonable
24 period of time after ratification by the Association and approval of the Board of Trustees.

25 **Association Representatives**

26 The Association shall provide the District with the names of Association-designated representative and
27 shall indicate their authorized area of responsibility. The District agrees to deal only with the designated
28 representatives as submitted by the Association in all matters relating to grievance and the terms and
29 conditions of employment as set forth in this Agreement.

30 **Office Space**

31 The Association shall be entitled to the use of office space for the purpose of conducting Association
32 business and to meet privately with faculty.

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- 1 The District shall furnish the office with a desk, chairs, and a filing cabinet.
- 2 The Association, at its expense, will provide any additional equipment and office supplies.
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