

**Tentative Agreement
Between
Part-Time Faculty United, AFT Local 6262
and the
Santa Clarita Community College District**

5/12/23

ARTICLE 11: WORKING CONDITIONS

A. Safe Working Conditions

1. The District shall provide as safe as reasonably possible working conditions for unit members.
2. All district activities shall be conducted in accordance with applicable OSHA regulations. Unit members are encouraged to submit written recommendations using the established on-line process regarding the maintenance of safe working conditions, facilities and equipment, and repairs and modifications to insure compliance with appropriate safety standards.
3. Unit members shall observe posted safety rules.
4. The district has a Safety Committee. AFT shall have the right to appoint one (1) Unit Member to the Safety Committee. Attendance at the committee meeting(s) will be considered allowable FLEX time, however, attendance hours will not be deducted from the total available per Article 19. The committee shall conduct surveys, accept petitions or complaints, and make recommendations to the Superintendent/President. Such recommendations shall be considered for implementation as soon as possible.
5. TB Testing will be required of all Unit Members every four (4) years.
6. The District will offer Shelter-in-Place training for all Unit Members. Compensation will be in the form of FLEX hours, per this agreement.
7. The District will offer sexual harassment and avoidance training for all Unit Members. Compensation will be via FLEX hours as outlined in this agreement.
8. The District will offer training related to Sexual Assault response for all unit members. Compensation will be via FLEX hours as outlined in this agreement, however if such training is mandatory, there will be no deduction from the FLEX hour allotment.

B. Participation in Governance

1. Unit Members may attend and be heard at department meetings. ~~At the option of the permanent department members, unit members may have the right to vote on specific department issues.~~ Unit members may have a right to vote on department issues at the option of the permanent department members.
- ~~1.~~ 2. Unit members have the right to select their own instructional materials to be used in their class(es), consistent with the official course outline of record. Exceptions may include situations in which all faculty teaching the given course(s) are required to use department-established laboratory manuals based on established

instructional schedules, instructional materials and learning management systems needed to meet requirements from external accreditation and authorizing bodies, required SLO assessment content to be evaluated consistently across the department, and the use of software programs which must be vetted by a department in accordance with college policies and procedures.

~~2.3.~~ Unit Members may have the opportunity to serve on department committees at the request of the Department chair. If paid at the non-instructional rate, such payment must be approved in advance by the Chief Instructional Officer or designee.

~~3.4.~~ Unit Members may request to serve on relevant campus committees.

~~4.5.~~ Unit Members shall continue to have the opportunity for faculty service outside of the classroom, including but not limited to course development and grant-writing.

~~5.6.~~ The district will pay one Unit Member each, at the non-instructional rate per the applicable adjunct salary schedule (Appendix A), for service on the committees specified in Appendix G. Prior approval must be provided by the CIO, and hours worked will be submitted by the unit member via timesheet. Such pay shall be considered pay for ancillary activities and shall not count towards the cap, as provided by State law.

~~6.7.~~ Part-time faculty members are welcome to serve on all standing District-wide committees and ad hoc committees as appropriate.

~~7.8.~~ If, at the end of the Academic Senate department chair selection process no full-time faculty member has been identified to perform department chair duties, and with CIO approval, Unit Members may serve as Department Chairs. If a Department Chair has been identified, Unit Members may, upon invitation, perform Department Chair duties and receive appropriate compensation.

C. Mailboxes

A mailbox will be provided to each Unit Member on the primary campus of instruction each term, in the campus mailroom.

D. Office Space

Unit Members shall have access to office and storage space as well as computer and phone access, at least as currently provided. The District will provide Bonelli 312, Boykin 115, and CCC 507 for the use of part-time faculty in the performance of course preparation, office hours, and other academic related activities.

1. Unit Members shall have access to office and storage space as well as computer and phone access, at least as currently provided. The District will provide Bonelli 312, Boykin 115, and CCC 507 for the use of part-time faculty in the performance of course preparation, office hours, and other academic related activities.

2. The District will provide Hasley 215 for the exclusive use of AFT 6262.

3. The District will ensure that the offices enumerated in D.1 and D.2 will be regularly cleaned every semester.

E. Travel

If a Unit Member uses his/her own vehicle for pre-approved District business, per District

policy, the District shall:

1. Provide reimbursement at the District's established rate per mile, if requested.
2. Upon receipt of adequate proof of loss, reimburse Unit Members for damage to their personal property in an amount not to exceed two hundred fifty dollars (\$250) or an amount necessary to satisfy any deductible requirements of the Unit Member's personal insurance, whichever is less. Such reimbursement shall not be paid to any Unit Member who received a citation from a law enforcement agency in connection with such property loss unless such citation is dismissed by a court of competent jurisdiction.
3. In the event a unit member's assignment based upon the needs of the department and at the specific request of the CIO (or designee) is split between two or more instructional locations (for example, the Valencia campus, the Canyon Country Campus or other off-campus site(s) or satellite(s) or the District) during the course of a regular work day (such that the assignment creates a need to travel between the site(s)) the District shall reimburse for mileage accrued in the course of that day and assignment at the District rate.

F. Parking

The District will pay for parking for unit members for the life of the Agreement.

G. Graduation - Caps and Gowns

Unit members are encouraged to participate in commencement exercises. The District will provide for the free rental of caps and gowns, through the campus Bookstore, for use during the graduation ceremony.

H. Camera Policy

1. Video recording may be used to promote a safe working environment on the campuses.
2. Video recording may be used for disciplinary purposes.
3. No video (moving or still) recording equipment will be used where there is a reasonable expectation of privacy, in accordance with applicable law. Areas that are expressly prohibited from video and/or audio recording include, but are not limited to, private faculty ~~unit member~~ offices, bathrooms, locker rooms, mental health consultation rooms, and medical exam rooms.
4. No audio recording devices will be used, overt or covert, on campus, except with two-party consent.
5. An adequate number of signs must be posted to reasonably notify faculty that video recording may occur in public spaces, where appropriate. The AFT President will receive a list of the number and location of video recording devices to be used on campus each year and the list will only be distributed to members of the AFT Executive Board.
6. If public video recording is used for proposing disciplinary action against a unit member, and upon request from the accused unit member, an AFT representative and/or attorney may be present during the unit member's initial viewing of that recording. Only District management personnel will be allowed to review video recordings used for discipline action against a unit member.
7. For all other matters related to camera use on campus, unit members will refer to any applicable Board Policy and Administrative Procedure.

The above is agreed to by both AFT and the District.

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Diane M. Fiero

For the District: Diane M. Fiero

S. V. - A. A.

[S. Warren Heaton Jr. \(Jul 1, 2023 12:44 PDT\)](#)

For AFT: Warren Heaton, Esq.

Jun 30, 2023

Date

Jul 1, 2023

Date