

Side Letter Agreement
between the
All Faculty Association
and
Sonoma County Junior College District
regarding

IGNITE program working conditions
May 27, 2023

AFA Proposal for Side Letter: IGNITE program working conditions:

The District will produce a list of courses that are eligible to be taught in a correctional facility.

No faculty member will be required to teach or provide services in a correctional facility.

Assignments to teach or provide services in a correctional facility will be made according to Article 16, with the exception that faculty members who decline an assignment in a correctional facility will be offered an equivalent assignment.

All faculty members who volunteer to teach or to provide services in a correctional facility agree to follow the rules, regulations, and conditions of the facility.

Faculty members who perform an assignment in a correctional facility will receive an additional \$200 stipend.

All faculty members who volunteer and are selected to teach or to provide services in a correctional facility will receive mileage reimbursement equal to a distance between the primary District site and correctional facility or between their home address and the correctional facility, whichever is less. Mileage must be actually incurred to be reimbursed. Mileage reimbursement will also apply for any mandated trainings, orientations, clearance checks, or tours at the correctional facility.

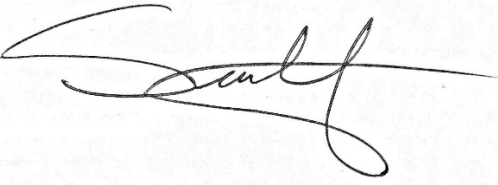
All faculty members who must revise instructional materials to adapt a course for instruction within a correctional facility will be compensated for ten (10) hours at the base hourly rate per course unit.

Faculty members will be paid at the base hourly rate for any mandatory clearance check, training, tour, or orientation required by the correctional facility. The hours may be claimed via timesheet with accompanying documentation.

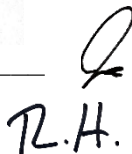
Faculty members who wish to perform an assignment in a correctional facility will, with approval from the District, complete the clearance check process prior to the scheduling process for the following term. The results of the clearance check process will be kept strictly confidential.

Faculty members who, with the approval of the District, complete any mandated clearance checks, trainings, orientations, or tours will receive all mileage reimbursements and hourly compensation associated with the process regardless of whether they pass the clearance check or perform the assignment.

AFA and the District agree to revisit this Side Letter at the end of the 2023-2024 academic year for possible revision and incorporation into the Contract.



Sean Martin, President
All Faculty Association



R.H.



Dr. Frank Chong, Superintendent/President
Sonoma County Junior College District