

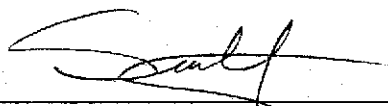
**Side Letter Agreement**  
between the  
**All Faculty Association**  
and  
**Sonoma County Junior College District**  
regarding

**Compensation for Extra-contractual Work, Spring 2020**  
**May 20, 2020**

This side letter is for Spring 2020 only, and does not include extracontractual work that will be done in the summer to prepare additional courses and services to go remote in Summer and Fall 2020.

1. Faculty members other than Department Chairs and Academic Senate leadership who performed extracontractual tasks on behalf of their departments during the transition of their programs to remote instruction and student services will be eligible for the same up to 35-hour compensation structure that the Department Chairs and Academic Senate leadership were eligible for.
  - a. Eligible faculty members may claim actual hours worked for a maximum of 35 hours and will provide a list of tasks performed that directly relate to the transition of their program to a remote format. These hours can be claimed only for work during Spring Break and the transition week in excess of contractually provided hours. The list of tasks and hours claimed will be forwarded to the appropriate supervising administrator for approval.
  - b. Parameters for eligibility:
    - i. Coordinators and other faculty members who performed program-specific delegated chair duties.  
(Examples include CTE coordinators who handled the transition for their disciplines and faculty members in non-CTE departments who handled the transition for their programs in the event that the chair did not perform all work related to the transition for every program in the department.)
    - ii. Faculty members in departments without chairs who performed department chair duties.  
(Examples include Health Sciences, Work Experience, Public Safety)
    - iii. Faculty members with Special Assignments who performed program-specific work not designated as department chair duties.  
(Examples include the director of the tutorial center and the writing center coordinator)
  - c. There will be an initial cap of 700 hours on total hours claimed. If the hours on submitted timesheets approach the cap, AFA and the District will return to the table to negotiate reallocating additional hours from the faculty mentor allocation of hours, if needed.
  - d. The deadline for submission of the timesheet and list of tasks to the supervising administrator will be Friday, June 5<sup>th</sup>, 2020. The hours will be included in the July 10<sup>th</sup> payroll.

2. Faculty members who transitioned courses or student services to a remote modality.
  - a. Adjunct faculty members may claim up to 10 hours per course, and allied adjunct faculty members may claim up to one hour of compensation for every 2 percent of allied load, up to a total of 10 hours per allied assignment. Total hours claimed may not exceed 25 hours (instructional and allied assignments combined).
  - b. Contract faculty members may claim up to 10 hours per course, and contract faculty members with allied assignments may claim up to 10 hours per assignment. Total hours claimed may not exceed 20 hours (instructional and allied assignments combined).
  - c. Contract faculty members eligible for PGI may claim PGI equivalent for hours spent completing Professional Growth activities related to the transition of courses (12 hours = 1 unit of PGI), minus the number of hours claimed for pay.  
PGI Applicants will identify the appropriate category of equivalency for PGI in 21.07.
    - i. Time spent learning how to use Canvas and other remote learning tools will qualify under category 21.07B.  
**Required Documentation:** No certificate is required under this agreement. Applicant will report in their PGI Application each tool learned along with the hours spent learning the tool.
    - ii. Authorship, creation, or development of instructional materials (e.g. producing online videos, recording lectures, instructional documents) will qualify under 21.07.I.5.  
**Required Documentation:** Copy of, or link to, original work.
    - iii. Time spent conducting independent study, tutorials or training videos (e.g. Canvas Video Tutorials on the Distance Education webpage) will qualify under category 21.07.J.3.  
**Required Documentation:** No certificate or travel request form is required under this agreement. Applicant will report in their PGI Application each independent study activity, tutorial or training completed along with the hours spent in completing the activity, tutorial or training.
  - d. Faculty members may only claim hours for transitioning courses or services that they were not already offering online during the Spring 2020 semester.
  - e. Hours for pay will be claimed by submitting a form to the District by June 5<sup>th</sup>, 2020.
3. Hours for pay for faculty mentors will be claimed by submitting a form to the District by June 5<sup>th</sup>, 2020. The hours will be included in the July 10<sup>th</sup> payroll.
4. This agreement is for the Spring 2020 semester only and nothing in this agreement shall be precedent setting.



Sean Martin, President  
All Faculty Association



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

