

Side Letter Agreement  
between the  
All Faculty Association  
and  
Sonoma County Junior College District  
regarding  
Compensation for Extra-contractual Work, Summer and Fall 2020  
August 6, 2020

This side letter is for Summer and Fall 2020 only, and does not include extracontractual work that will be done to prepare remote courses and services for Spring 2021.

1. Department Chairs or faculty members who perform delegated Department Chair Duties, Program Coordinators, and faculty members with Special Assignments that require them to transition programs or services online may claim up to 40 hours total for the extracontractual work required for the remote transition for Summer and Fall 2020.
2. To recognize the additional workload and professional development associated with the transition of traditionally face to face courses to a remote modality, faculty members who transition(ed) new courses or student services to a remote modality may claim additional hours of compensation at the base hourly rate.
  - a. Preparation.
    - i. Up to 10 hours per course or allied assignment that the faculty member is teaching in Summer or Fall 2020 and that the faculty member received compensation for transitioning in a previous semester or term.
    - ii. Up to 15 hours per course or allied assignment that the faculty member is teaching in Summer or Fall 2020 and that the faculty member did not receive compensation for transitioning in a previous semester or term.
    - iii. Up to 5 hours per additional section that the faculty member is teaching in Summer or Fall 2020 and that the faculty member received compensation for transitioning under 2.a.i or 2.a.ii.
    - iv. Total hours claimed may not exceed 25 hours per faculty member for Summer 2020 and 25 hours per faculty member for Fall 2020 (instructional and allied assignments combined).
  - b. Larger classes. Faculty members with online classes that were not offered by that faculty member online prior to Spring 2020 may claim additional hours of compensation at the base hourly rate based on the following enrollment at census:
    - i. Five hours of additional compensation for classes with 35 to 44 students at census;
    - ii. Ten hours of additional compensation for classes with 45 or more students at census.

- iii. Related to emergency circumstances only and will not apply to future online class size discussions.
- c. FLEX credit. A faculty member may claim up to 12 hours of FLEX credit during academic year 2020/21 for excess hours worked beyond those claimed for pay in a. or b. above.
- d. PGI units. 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 and FLEX credit.  
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.
- 3. Hours for pay will be claimed by submitting an agreed-upon form to the District by August 31, 2020 for Summer and October 31, 2020 for Fall.
- 4. This agreement is for the Summer 2020 and Fall 2020 terms only and nothing in this agreement shall be precedent setting.

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Sean Martin, President  
All Faculty Association

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