

Agreement between the District Board of
Trustees of Palm Beach State College and the
United Faculty of Palm Beach State College

July 1, 2023 – June 30, 2026

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Preamble

This agreement is entered into by and between the District Board of Trustees (Board) and the United Faculty of Palm Beach State College hereafter referred to as the Union.

Palm Beach State College provides accessible, student-centered teaching and learning experiences in academic, technical and lifelong learning to transform lives and strengthen our community.

Article I Recognition

Section A: The Board hereby recognizes the Union as the exclusive collective bargaining agent with respect to all wages, hours, working conditions, and conditions of employment for all full-time Instructors (Instructional Faculty), all full-time Counselors, all full-time Librarians, and all full-time Career Certificate Program Instructors.

Section B: It is understood and agreed that the Union shall have the right to represent bargaining unit members in processing grievances (as defined later in this Agreement) through the grievance procedure, subject to the limitations contained in the Florida law.

Section C: The Union shall represent all members of the bargaining unit actively employed at the College or on authorized leave, so long as they continue to have employment relationships with the College.

Section D: The Board will not recognize the Union as the exclusive bargaining agent for any employees except those referred to in Section A above, in the absence of a proper certification.

Section E: If a dispute arises during the term of this Agreement as to whether any position is within the bargaining unit described in Section A, that dispute will be subject to resolution through normal legal procedures.

Article II Definitions

For the purpose of this Agreement, the following definitions apply:

Section A: Board shall mean the District Board of Trustees of Palm Beach State College.

Section B: Employer shall mean the District Board of Trustees of Palm Beach State College, Florida.

Section C: The Union shall mean the United Faculty of Palm Beach State College.

Section D: Bargaining Unit shall mean the unit described in Article I, Section A.

Section E: Bargaining unit member shall mean an employee with the bargaining unit.

Section F: Full-time shall mean being assigned to duties requiring a minimum of 35 or 40 duty hours a week during any term, depending on individual contract length.

Section G: Instructional Faculty shall mean full-time teachers of AA, AS, AAS, BS, and BAS courses.

Section H: CCP Instructors shall mean full-time teachers of CCP courses.

Section I: Librarian shall mean a full-time librarian professional.

Article III Union Rights

Section A: Upon request of the President of the Union, the President of the College shall supply or shall cause to be supplied any and all information to the extent required by law which may be necessary for the Union to process any grievance or complaint.

Section B: During the term of this Agreement, the Employer will not withhold from the Union (or its designated representative) any information to which it is entitled under Florida law. The College administration will see to it that this Section is complied with. The College will provide the President of the Union documents of interest to bargaining unit members.

Section C: All Associate Deans will upon request share with the President of the Union or his/her designee information they have at any given time concerning scheduling or tentative scheduling.

Section D: The Employer agrees that the policy of the District Board of Trustees of the College will not be applied to the Union in a manner that is discriminatory when compared with the application of the same policy to other non-College groups seeking the use of College facilities.

Section E: The United Faculty shall have the right to represent any bargaining unit member who wishes to be represented at any scheduled meeting between the bargaining unit member and any member of the Board or Administration, the subject matter of which is within the scope of wages, hours, working conditions, and conditions of employment.

Section F: The Union may, during non-duty hours, make general distribution of Union materials to individual bargaining unit members on College premises. The Union will not use the College mail service, College equipment, College personnel, and/or College supplies or materials.

Section G: Representatives of the United Faculty may, at the election of the Union, be included in the process of preparing the academic calendar for the succeeding year at the same time and to the same extent as the Registrar and other individuals currently providing input to the Vice President of Academic Affairs or other responsible individuals.

When the next required calendar has been prepared the Board's bargaining team will present it at the bargaining table, where it will be submitted to the bargaining process.

It is agreed that implementation of the calendar as developed by the Administration shall not in any event be delayed by any disagreement as to its contents. After implementation, in the absence of agreement on the entire calendar, the United Faculty may have negotiations at its request at any time, as to future calendar events subject to the provisos of the above sentence.

Section H: The Administration shall, upon no more than two requests a year, furnish the President of the Union a complete list of bargaining unit members. This list shall include each bargaining unit member's name and address.

Section I: Subject to availability, the Union shall continue to be provided a private office/storage space on one of the College's campuses.

Article IV Rights of Bargaining Unit Members

Section A: The parties agree and understand that each employee within the bargaining unit shall have the right to or not to freely organize, join, and support the Union for the purpose of engaging in collective bargaining and other concerted lawful activities for mutual aid and protection.

Section B: The provisions of this Agreement shall be applied without regard to race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, pregnancy status, genetic information, or disability in any of its employment, or education programs or activities, or legitimate Union activity.

Section C: 1. No written reprimand concerning the actions of any bargaining unit member shall be placed in a bargaining unit member's personnel folder by any administrator or supervisor unless notice of such action is given to the affected bargaining unit member at least twenty-four (24) hours in advance of the action, or unless such bargaining unit member is previously provided with the reprimand.

2. If a bargaining unit member is called to a conference or meeting with a supervisor or administrator, the bargaining unit member will be entitled upon asking to be told whether or not the meeting is intended to be disciplinary in nature.

3. None of the provisions of Article IV, Section C, shall operate to deprive any bargaining unit member of any right assured to him or her by state or federal law.

Section D: Any legal outside activity of a bargaining unit member shall not be the concern of the Board or its agents unless it adversely affects the College or the terms of the bargaining unit member's contract, or violates State Board of Education Regulations or Board Rules.

Section E: When any bargaining unit member believes that he/she is being required to work under unreasonably unsafe or hazardous conditions or to perform tasks which unreasonably endanger his/her health, safety, or well-being after the College's safety protocols have been addressed with the applicable department, the bargaining unit member may register a written complaint to the Vice President of Finance and Administration and the President of the Union of the condition(s) and may suggest ways to remedy the condition(s). The Vice President of Finance and Administration may assign internal and/or external experts to assess the complaint and respond accordingly to alleviate the condition(s) if warranted. The Vice President of Finance and Administration or his/her designee shall inform the bargaining unit member who registered the complaint and the United Faculty President in writing as to the actions taken.

Section F: Whenever the Employer makes any change in duties or responsibilities of any bargaining unit member, it will meet with the Union upon request to discuss any objections that the affected bargaining unit member may have. The obligation to meet and discuss shall not, however, delay the implementation of any change, nor does it imply that the Employer's action will be modified as a result of that discussion. The Administration will inform the affected employee as soon as possible in advance of the effective dates of the change(s). Performance of new duties will not imply a waiver of any right the bargaining unit member might have under this Agreement.

Section G: Bargaining unit members shall have a right to inspect their personnel file documents in the Office of Human Resources. Copies of such documents will be made available to such members at a cost of 15 cents per page.

Section H: Promptly after receiving such information the Director of Resource and Grant Development will provide the President of the Union, notices of grants which are available to bargaining unit members.

During the sessions of the State Legislature, information concerning bills relating to community colleges will be provided to the President of the Union as the information becomes available and is received.

Section I: The Administration will entertain requests from pairs of instructional faculty members with relatively equal qualifications to exchange teaching assignments on a full-term basis. Approval of such requests will not be unreasonably withheld.

Section J: All Associate Deans will, upon request, share with bargaining unit members whatever information they have at any given time concerning scheduling or tentative scheduling.

Section K: Full-time instructional faculty assignments for each term shall ordinarily be made before adjunct instructional faculty assignments are made. This procedure shall, however, yield to operational considerations on the basis of administrative discretion.

Section L: When bargaining unit members are assigned to an evening class as part of their regular load, the Administration will make a good faith but non-mandatory effort to avoid scheduling bargaining unit members for classes starting at 7:30 a.m. or earlier the next morning.

Section M: The right to apply for, receive equal procedural consideration for, and/or hold a bargaining unit position at the College shall not be denied a qualified professional person solely because a member of his/her immediate family is already employed at the College. However, the College will not employ a person in a position where he/she will either supervise or be supervised by a member of his/her immediate family.

Section N: The observation report of bargaining unit members must contain a conclusionary statement either positive or negative of the observed classroom or duty performance. All classroom or duty observations performed by Associate Deans or supervisory administrators and evaluations by same shall be discussed with the bargaining unit member and signed by them acknowledging discussion prior to being placed in their file. Any written evaluations may be answered by the bargaining unit member within fourteen (14) working days of a signature by the employee, and such answer shall be attached to the evaluation in the file. Nothing in this Agreement or in Board policies shall be construed as creating in any bargaining unit member any right to be observed or evaluated, nor shall any such observation or evaluation or assistance effort made pursuant thereto, be deemed a precondition to any personnel action. Should a bargaining unit member not meet expectations, as reflected either in the evaluation instrument or the classroom observation report, supervisory personnel shall make a reasonable effort to assist the bargaining unit member in designing a modus of improvement, upon written request by the bargaining unit member. Any actions or efforts under this paragraph shall not be subject to the grievance procedure of this contract.

Section O: It is declared to be and shall continue during the term of this Agreement to be, the policy of the Board to avoid decisions the primary purpose of which is to diminish the size of the bargaining unit. This Section does not, however, create any right or cause of action in any individual unit employee, nor does it in any way or to any extent provide new or enhanced employment rights to personnel on annual contract status. A claim of violation of this Section shall give rise only to a Union grievance under Article XXVIII, and to no other right or cause of action

Section P: The Employer shall assign the number of hours of work and the workload to bargaining unit members in accordance with Article XXI and Appendix C.

Section Q: After two (2) years of satisfactory College employment, the College will provide one classic gabardine style academic gown, mortar or tam, and hood from the Bookstore for any bargaining unit member required to participate in commencement exercises.

Any bargaining unit member who purchases their academic regalia from outside vendors, will be eligible for reimbursement not to exceed 100 percent of the cost of the classic gabardine gown, mortar and hood as sold by the Bookstore.

The College will purchase only one set of academic regalia for each bargaining unit member, even if they leave the College and are reemployed at a future time.

The college will provide rental regalia during the first two years of employment, or the bargaining unit member will wear their own regalia, to graduation.

Section R: Nothing in this Article or this Agreement shall be construed, standing alone, as creating in any bargaining unit member not on continuing contract status any property right in his/her job or any right or improved prospects for continuing contract status.

Section S: Instructional faculty, counselors and librarians may be awarded continuing contracts, multiple year contracts, or annual contracts according to the provisions of State Board of Education Rules. The College retains the sole discretion to determine the number of continuing contract eligible employees it will recommend and/or approve for continuing contracts, multiple year contracts or annual contracts.

Article V Unit Employees To Cooperate As To Sanitation And Safety

Section A: The employer shall at all times have the right and prerogative to require the affirmative cooperation of all bargaining unit members in keeping all premises and facilities safe, sanitary and clean. This does not mean that bargaining unit members are to perform janitorial services.

Section B: Custodial and Maintenance Services/Non-interference

The Employer will make a reasonable effort to schedule routine maintenance and custodial services so as not to interfere with classes in session. Complaints concerning these activities shall be brought to the attention of the campus facilities manager for rectification. Emergency

conditions shall be the exception.

Section C: Temperature Control

The Employer will make a reasonable effort to maintain the existing temperature control equipment in buildings where bargaining unit members work so that it will and does function properly during periods when the College is in session and when the offices are open.

Article VI Bargaining Unit Members To Assist Board In Discharging Its Responsibilities

Section A: The Employer shall at all times have the right and prerogative of requiring the affirmative, full and complete cooperation of all bargaining unit members in assisting it to be and remain in compliance with all laws and regulations to which it is or may be subject.

Article VII Bargaining Unit Members To Disclose Information

Section A: The Employer shall at all times, and subject to any constitutional or other lawful privileges that may exist and be invoked and supported by the bargaining unit member, have the right and prerogative of requiring any bargaining unit member to make available to its administrative officials any information which he/she may possess and which is necessary to enable or assist the Board and/or Administration in carrying forward or carrying out the normal functions of the College.

Article VIII Academic Rank System for Instructional Faculty, Counselors and Librarians

Section A: Salary schedules and other compensation schedules published pursuant thereto are approved for bargaining unit members.

Section B: Bargaining unit members desiring advice regarding acceptable degree or coursework to qualify for advancement in academic rank may contact the Vice President of Academic Affairs, who will confer with the Academic Dean's Council, to verify acceptable degree or coursework for promotional consideration consistent with the Committee for Academic Promotions' Guidelines.

Bargaining unit members who meet the criteria for advancement to a particular rank, as specified in Appendix A, must submit a complete advancement in rank request prior to August 10th of each year electronically. The request must include an official copy of the transcript (if not already on file with the Office of Human Resources). If a faculty member is graduating, the graduation date must be on or prior to August 10 to be considered for promotion, and an official degree audit of completion received by August 10 will be accepted as the transcript placeholder. The official transcript must be received by the beginning of the current academic year. When additional coursework is needed to qualify for promotional consideration, the bargaining unit member must complete the request and submit an official copy of a transcript electronically by August 10 to Human Resources verifying such coursework has been successfully completed.

To qualify for promotional consideration, it is understood that requirements include: (1) prior approval of degree and coursework by the Academic Dean's Council for all courses outside of the area of specialization, (2) a complete electronic advancement in rank request, (3) a recommendation for advancement to the higher rank by the Committee for Academic Promotions, and (4) a recommendation by the President of Palm Beach State College.

Article IX Replacement/Substitute Pay

Section A: The parties agree to the following provisions relative to payment of instructional faculty, as otherwise provided for under current Board rule, for work outside of the individual's regular load a replacement or substitute for other instructional faculty:

1. Wages shall be paid in accordance with the salary schedule contained in Appendix B.
2. Payment to instructional personnel for replacing or substituting for other instructional faculty shall be made beginning the first day of replacement or substitution.

Article X Intellectual Property Rights

Section 1. Purpose

The College and the Union have a mutual interest in establishing an environment that fosters and encourages the creativity of individual faculty members. In accordance with that mutual goal, the purpose of this Article is to identify ownership, uses, and rights regarding certain Intellectual Property that may be created by faculty members.

Section 2. Definitions

- A. **Intellectual Property** - means any and all Copyrightable Material (including all derivative works, updates, and modifications), Inventions (whether patentable or not), Tangible Research Materials, Trademarks, Trade Names, and Trade Secrets, including but not limited to, educational materials, books, textbooks, articles, dramatic and musical compositions, poetry, fictional and non-fictional narratives, analyses (e.g., scientific, logical, opinion or criticism), works of art and design, photographs, films, video and audio recordings; computer software, web based materials, architectural and engineering drawings, choreography, works (whether copyrightable or not), publications, compositions, discoveries, and processes.
- B. **Scholarly Work** - Scholarly and instructional Intellectual Property prepared by faculty at the College that falls within certain categories of Copyrightable Works, including, but not limited to: textbooks, class notes, classroom presentation and instructional materials, lecture notes, course handouts, overhead/PowerPoint presentations, research articles, educational courseware, recordings (video or audio), computer software, photography,

web-based materials, publications, choreography, research monographs, paintings, drawings, sculpture, musical compositions and performances, dramatic works and performances, poetry, fiction, and nonfiction, or other works of artistic expression.

- C. **Substantial Support** - Financial, personnel, or other support provided by the College to faculty members over and above the cost of the faculty member's normal compensation, office space, technological, computer, and other College services, audio-visual services and equipment, minimal secretarial support, local telephone use, minimal office supplies, and copy services.

Work-For-Hire - refers to any work specifically ordered or commissioned by the College in writing that is performed by a faculty member outside of the faculty member's regular workweek and for which the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

- D. **Net Revenues** - means gross receipts of anything of value less expenses incurred in connection with the creation, commercializing and/or copyrighting or patenting of the Intellectual Property, including, but not limited to, direct costs of obtaining, securing, and marketing copyrights or patents, indirect costs, and all reasonable attorneys' fees. For purposes of this Article, Net Revenues only include Net Revenues collected by the College.

Section 3. Sole Ownership by Faculty

The faculty member(s) shall be the sole and exclusive owner of the following Intellectual Property (s)he created, to which the College waives any and all ownership interest:

- A. Any and all Intellectual Property created without Substantial Support.
- B. Any and all Scholarly Work that is part of the faculty member's instructional assignments, regardless of the degree of support provided by the College.
- C. The parties acknowledge and agree that Section 3 shall not apply to Intellectual Property created by a faculty member under a "Work-for-Hire" agreement with the College, or to Intellectual Property created by a faculty member through grant funds obtained by the College for the creation of that specific Intellectual Property.

Section 4. Sole Ownership by the College

The College shall be the sole and exclusive owner of the following Intellectual Property, to which the faculty member waives any and all ownership interest:

- A. Intellectual Property wherein the faculty member(s) received Substantial Support from the College (except as indicated in Section 3.B., above).

- B. The college and faculty member expressly agree that a faculty member will, on college time, create a specified duty work.
- C. The faculty author has voluntarily transferred the copyright, in whole or in part to the institution. Such transfer shall be in the form of a written document signed by the faculty author.
- D. The college has contributed to a "joint work" under the Copyright Act. The institution can exercise joint ownership under this clause when it has contributed specialized services and facilities to the production of the work that goes beyond what is traditionally provided to faculty members generally in the preparation of their course materials. Such arrangement is to be agreed to in writing, in advance, and in full conformance with other provisions of this agreement.
- E. Intellectual Property created by a faculty member through grant funds obtained by the College for the creation of that specific Intellectual Property.
- F. Intellectual Property created by a faculty member for the College under a Work-For-Hire Agreement. A work should not be treated as "made for hire" merely because it is created with the use of college resources, facilities, or materials of the sort traditionally and commonly made available to faculty members.

Section 5. Use of Intellectual Property

- A. The College acknowledges that a faculty member owns all legal rights in the Intellectual Property (s)he owns, including the right to use, reproduce, distribute, and prepare derivative works.
- B. The Faculty acknowledges that the College owns all legal rights in the Intellectual Property it owns, including the right to use, reproduce, distribute, and prepare derivative works.
- C. Either Party may use Intellectual Property owned by the other Party as authorized by law (i.e., "Fair Use").
- D. For that Intellectual Property that is owned by the College, all faculty, including the creator(s), may only use such property for instructional purposes at the College, unless otherwise agreed to in writing by the College.
- E. A faculty member who wishes to identify his or her relationship with the College with regard to any Intellectual Property (s)he owns shall seek prior approval in writing (e-mail included) from the VPAA. If the VPAA does not respond within 30 calendar days, the request shall be deemed approved.

- F. If the College wishes to use any Intellectual Property owned by a faculty member in any promotional or marketing materials of the College, the College shall seek prior approval in writing (e-mail included) from the faculty member who created the Intellectual Property. If the faculty member to whom the request was submitted does not respond within 30 calendar days, the request shall be deemed approved.

Section 6. Compensation

A faculty member(s) who creates College-owned Intellectual Property, with the approval of the College, shall be compensated by the College on one of the terms set forth below, which shall be agreed upon by the parties in writing. Payment of compensation under this Section shall not continue beyond the expiration of the statutory period of protection for any Intellectual Property.

- G. Forty percent (40%) of the Net Revenues collected by the College for each Intellectual Property created under this Article shall be set aside annually by the College and Net Revenues shall be divided equally among the faculty member creator(s) of the Intellectual Property. The faculty member co-creators may agree to an alternative distribution arrangement by providing the College with a written agreement evidencing this arrangement. The College shall have no obligation to pursue or pay uncollected Net Revenues. However, this does not preclude a faculty member from pursuing uncollected Net Revenues due to the faculty member.

- A. A flat rate negotiated in advance between the College and the faculty member creator(s).

Section 7. Documentation

Prior to a faculty member's creation of College owned Intellectual Property, the College and the faculty member shall execute a written agreement that shall include an acknowledgment form identifying the compensation arrangement (See Section 6.A. and B., above) and all other material terms.

Section 8. College Joint Intellectual Property Policy and Rights Committee

In order to alleviate unnecessary disputes, and to make sound use of college resources there will be established an on-going Joint Intellectual Property Committee representing both faculty and administration.

This committee shall keep faculty and administration apprised of technological changes that will affect the legislative, contract, and policy contexts.

This committee will develop policy and perform a dispute resolution function.

The Joint Intellectual Property Policy and Rights Committee will be composed of members equally apportioned between faculty (appointed by the Union) and administration (appointed by the

president or his/her designee.) The committee members shall elect a chair from among themselves each year. At the time of initial appointment or election, each member shall be designated as serving a one or two, or three year term, so that the term of one faculty committee member and one administration member will expire each year, and replacements will be appointed or elected each year. After the first appointment, subsequent members shall serve a three-year term, commencing on July 1 and terminating on June 30. Committee members may serve one additional three-year term.

The Committee shall monitor and review technological and legislative changes affecting intellectual property policy and shall report to relevant faculty and administrative bodies when such changes affect existing policies.

The committee shall serve as a forum for the receipt and discussion of proposals to change existing institutional policy and/or to provide recommendations for contract negotiations.

Disputes over ownership and its attendant rights, of intellectual property will be decided by the Intellectual Property Policy and Rights Committee.

The committee shall make an initial determination of whether the college or any other party has rights to the invention or other creation, and, if so, the basis and extent of those rights. The committee shall also make a determination on resolving competing faculty claims to ownership when the parties cannot reach an agreement on their own.

The committee will review the merits of inventions, and other creations, and make recommendations for the management of the invention, including development, patenting, and exploitation.

If the inventors/creators disagree with the determination of the committee the dispute shall be settled pursuant to the grievance and final and binding arbitration procedures contained in this contract.

Article XI Union Activities During Work Day Or Week, Emergencies

Section A: During the term of this Agreement, Union representatives and bargaining unit members will not engage in Union activities during the working time of any employee involved, without prior permission from the Administration. Bargaining unit members will not be interfered with or interrupted for such purposes during class time, scheduled or posted office hours, conferences, or over the objection of any individual involved.

The terms “interference” and “interruption” do not refer to normal conversation between bargaining unit members such as taking place with regard to other subjects and which does not take the attention of either away from his/her duties.

Persons not in the employ of Palm Beach State College but acting as agents, representatives, or

on behalf of the Union will not approach bargaining unit members during class time, posted or scheduled office hours, or during any time when any person involved is on work time, except with the prior permission of the Administration for that encounter. "Union activities" include, but are not limited to, solicitations with reference to union matters.

Section B: When it is necessary for a bargaining unit member to engage in Union activities directly relating to Union duties that cannot be performed other than during normal College hours, or which constitute an emergency situation, the member shall be allowed to take personal leave on an unpaid basis for this purpose, provided that no instructor shall miss more than 20 percent of the scheduled meetings of any class that he/she is scheduled for in any term, and provided that the total time taken by all Union members hereunder shall not exceed ten (10) days in each of the Fall or Spring terms, and no days in each of the Summer A and Summer B terms.

Section C: Application for such leave shall be made as required by the applicable Board rule and the applicant shall state in the application the number of meetings of any given class that he/she has missed during the current term to engage in Union activities.

Article XII Work Hours

Section A: The work week and work day shall remain as provided for by Board rules during the term of this Agreement. However, the Administration will in good faith seek to avoid undue hardships to bargaining unit members in the matter of scheduling work.

Section B: The Board reserves the right at any time and without need for further bargaining, to modify the work week for bargaining unit members, or any number of bargaining unit members, as by utilizing a four-day work week instead of a five-day work week, or as by designating work days different from those usually worked, provided that no such modification shall result in a bargaining unit member's loss of gross pay under an existing contract of employment. Should the Board elect to utilize a four-day work week, counselors, librarians and CCP Instructors will receive a thirty (30) minute lunch break included as a part of their regular daily schedule. This Section relates to Summer A and Summer B terms only.

Article XIII Weekend Class Assignments

Section A: In the event that weekend classes are offered, the necessary instructional faculty, librarians, and counselors will be provided and assigned in the following manner:

1. Assignments will be made from among those bargaining unit members who request weekend classes as part of their regular loads, with the Employer retaining the prerogative of determining qualifications and suitability for the particular assignments which are available.
2. Any openings which remain unfilled after assignments are made under paragraph 1, will be made from among bargaining unit members who volunteer for weekend classes on an

overload basis. If the College is then unable to assign such bargaining unit member a full regular load for the term involved, the assigned weekend class will be paid as an overload.

3. The Board will not mandate weekend classes as part of any bargaining unit member's regular load due to the inability to assign that person a full regular load to be performed Monday through Friday.

Article XIV Mid-Term Grade Procedure

Section A: Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class that the bargaining unit member teaches within the online learning management system.

Article XV Travel Expenses

Section A: Travel expenses will be paid to bargaining unit members under Board rules without discrimination between unit personnel and non-unit personnel, subject to any qualifications, or limitations imposed by higher authorities, by way of regulations, laws, etc., during the term of this Agreement.

Article XVI Assigned Work Locations

Section A: There shall be no discrimination due to Union membership in terms of the unnecessary assignments of bargaining unit members to perform recurring, regular duties at an inordinate number of separate locations, meaning campuses or centers or other places where the College's functions are performed, away from the bargaining unit member's assigned campus.

Article XVII Co-Curricular Duties

Section A: The United Faculty recognizes the right of the Employer to appoint bargaining unit members to work with any student organizations or groups.

Section B: The Employer shall continue to have the prerogative of determining the basis upon which bargaining unit members shall be compensated for performing co-curricular duties, including, but not limited to, advising a student organization, coaching and/or directing a student athletic activity, assisting and/or directing a student musical or theatrical production, by monetary supplement, by released time, or by a combination of the two methods, except for those specifically designated in Appendix B, part E, and F, Supplements for Co-Curricular Duties, and Other Supplements. Any compensation shall be for active performance of such duties only.

Section C: The active status of a bargaining unit member in the performance of such duties shall be verified by Student Activities, with right of appeal to, and subject to the approval of, the Vice President of Student Services & Enrollment Management and/or to the President of the College.

Article XVIII Academic Freedom And Correlative Obligations

Section A: In recognition that bargaining unit member and students must be able to examine ideas in an atmosphere of freedom and confidence, the parties affirm: Bargaining Unit members are entitled to freedom in the instructional setting when discussing their subjects and pursuing the truth in accord with appropriate standards of scholarly inquiry, even those elements that may be deemed controversial, unconventional or unacceptable by society, to the extent that they do not violate state or federal laws. Nevertheless, bargaining unit members will not depart significantly from their respective areas of competence or divert substantial time to material and/or discussion extraneous to the course. Bargaining unit members have the right and obligation to assess and evaluate student performance in a fair and reasonable manner. Bargaining unit members are citizens, members of an educational institution, and members of an honorable and learned profession. As members of a college community, they must be free to evaluate, criticize, and advocate their personal views concerning the policies and programs of the college; however, such advocacy should be exercised responsibly and in a spirit of collegiality. When a bargaining unit member communicates, he/she must recognize the special position in the community he/she holds as an employee of Palm Beach State College in that the public may judge both the bargaining unit member's institution and profession by his/her statements.

Section B: The parties, therefore, recognize and affirm the Board's authority and prerogative to regulate the instructional setting and professional conduct of bargaining unit members, and to take steps appropriate to implement its responsibilities as prescribed in this Section.

Article XIX Terminations For Cause

Section A: Instructional faculty, counselors and librarians hereby subscribe to and agree to be bound by Rules 6Hx-18-5.44, 6Hx-18-5.45, and 6Hx-18-5.48 of the Human Resource Board Policies. CCP Instructors hereby subscribe to and agree to be bound by Rules 6Hx-18-5.44, 6Hx-18-5.48, and 6Hx-18-5.68 of the Human Resource Board Policies.

Section B: The parties further agree that a bargaining unit member shall be obliged to pursue those remedies provided in the Rules referred to in Section A above, and only those remedies, with regard to all actions, situations and circumstances coming within the purview of such Rules.

Section C: Whenever the Rules referred to hereinabove permit a bargaining unit member to be represented by counsel, this shall be construed as including representation by the Union.

Section D: The District Board of Trustees shall not operate to deprive any person of any right assured to him/her by State Board of Education Regulation 6A-14.411, subsections (4) or (6).

Article XX Transfers

Section A: If a position in the bargaining unit becomes vacant on any campus or center it will be announced through an electronic posting to all bargaining unit members unless the position is available due to an unexpected medical problem with a current employee, a late resignation or retirement or a similar emergency situation which requires the filling of a position in such a short time period that an announcement is not feasible.

If one or more positions are being transferred (e.g., from the Lake Worth Campus to another campus or center), announcement of requests for transfers will be included through an electronic posting to all bargaining unit members, or transfer requests will be announced at the appropriate departmental meeting.

Instructional faculty may request to transfer to another campus after the completion of three (3) years of satisfactory evaluations and continuous full-time teaching at the College unless the transfer is requested by the Administration. The Administration will retain the sole right to select or reject any personnel interested in being promoted, reclassified, or transferred to another position. The Administration reserves the right to reject bargaining unit members who requested such transfers, and to assign other bargaining unit members if in its judgment the bargaining unit member requesting such transfers would not satisfy the needs of the educational program.

Article XXI Time Accounting

Section A: Instructional faculty shall be on duty thirty-five (35) hours a week, excluding lunch, except as provided in Section D of this Article. Instructional faculty shall schedule a minimum of twenty-five (25) hours each week, which shall consist solely of classroom contact, student advising and office hours. Remaining duty hours to fulfill the required thirty-five (35) hours a week shall be spent conducting college business (which includes, but is not limited to, preparation for classes, meeting attendance, grading assignments and the like). The Administration recognizes that it is the proper function of instructional faculty to schedule office hours and also a minimum one-half hour lunch period during each duty day, having due regard for the principle that service to the student is of first importance. This recognition does not deny the Administrator's right to require modification of this schedule for good reason stated to the instructional faculty member or to direct the work of bargaining unit members on duty days to include requiring attendance at convocation, graduation, and professional development days.

Section B: Counselors and librarians shall be scheduled to be on duty for 35 to 40 hours a week, depending on individual contract length. All scheduled duty, including a minimum of one- half hour lunch period each duty day, is subject to the Administrative right provided in Section A.

Section C: Schedules for counselors and librarians will allow for a reasonable degree of flexibility to teach classes, attend meetings, sponsor organizations, and participate in campus or college-wide projects and initiatives. In order to perform such duties, the schedules of counselors and

librarians may be modified upon the approval of the administration in order to provide adequate service to students and other members of the College community.

Section D: Each bargaining unit member shall be responsible for accounting to the Employer for all duty time.

Section E: Instructional faculty, counselors, and librarians who are assigned to teach an evening class (any section of a course that is regularly scheduled to meet at or after 6:00 p.m.) as part of their normal full load shall be credited with two and one-half clock hours of their weekly scheduled time for each meeting of the class which requires a second trip on the day of the class. If the normal duty assignment is performed on the Lake Worth Campus, Palm Beach Gardens Campus, or Boca Raton Campus, and if he or she is assigned to the Belle Glade Campus as a part of his or her normal full load, he or she shall be credited with four clock hours of weekly scheduled time for each meeting of the class. These hours shall be in addition to the actual hours of the class meeting.

Section F: CCP Instructors shall be scheduled to be on duty forty (40) hours a week, which shall consist of classroom contact, student advising and office hours. Remaining duty hours to fulfill the required forty (40) hours a week shall be spent conducting college business (which includes but is not limited to preparation for classes, meeting attendance, grading assignments and the like). The Administration recognizes that it is the proper function of CCP Instructor to schedule office hours and also a minimum one-half hour lunch period during each duty day, having due regard for the principle that service to the student is of first importance. This recognition does not deny the Administrator's right to require modification of this schedule for good reason stated to the CCP Instructor.

Article XXII Reduction In Force

Section A: One month prior to any systematic reduction of the number of employees in the bargaining unit brought on for any reason, the criteria for such reductions shall be subject to discussion between the United Faculty and the Employer. During the period of one month following the notice to the Union of the intent to reduce force, the Employer agrees to meet at reasonable times and places for such discussion. However, the Employer shall not be obligated to delay the making or implementation of any decision to reduce staff after the one month discussion period, although it may rescind or modify such actions on the basis of its consideration of matters presented by the Union at the discussions.

Section B: The discussions provided for herein are not intended to be collective bargaining in the legal sense, and statutory impasse resolutions will therefore not be applicable.

Section C: This Article will not apply to terminations or severances for cause, or to non-renewals of contracts on the basis of considerations relating to the individual involved, but only to general reductions in force arising out of economic or operational considerations.

Article XXIII Accommodation With Board Rules, Policies, Etc.

Section A: This Agreement shall take precedence over any Board of Trustees policy or rule with which it is expressly in conflict. However, no such conflict shall be found by implication or because of secondary effect, and Board policies and rules shall be presumptively controlling, with the party contending otherwise to have the burden of showing a clear and unavoidable conflict.

Section B: The College agrees to notify the bargaining unit electronically of each change in Chapter 5 of the Board rules, within a reasonable time of its adoption by the Board.

Section C: Outside employment of College faculty shall be permissible providing it does not interfere with the faculty member's regular College duties, and there is no conflict of interest as defined in Florida Statute 112.313.

Should the outside employment change or should a conflict arise, the faculty member shall notify his or her immediate supervisor of the nature of the change, within one week of the change.

At the time of each faculty member's annual evaluation/appraisal, the faculty member shall verify that the scope of the outside employment has not changed, and there continues to be no conflict of interest between the outside employment activity and the faculty member's College work assignment.

Article XXIV No Strikes, No Picketing, No Conduct Adverse To The Employer's Services

Section A: The parties hereto are cognizant of those definitions of, prohibitions of and sanctions against strikes and related activities set forth in Florida Statutes subsections 447.203(6), 447.501(2) (e) and (f), 447.505, 447.507 and 447.509.

Article XXV Non-Bargaining Consultations

Section A: During the term of this Agreement, the Employer, through its designated representative(s) will be available to meet on a mutual consent basis with the U.F. to consult (not bargain) on any legal subject of bargaining.

Article XXVI Employer Prerogatives

Section A: This Agreement shall be construed as completely setting forth all rights and obligations of the Employer, the Union, and the covered employees, rather than as a partial expression of, or basic guide to, such rights and obligations. The Employer shall have and retain, to the maximum extent permitted by law, all of the rights and privileges, whether exercised or not, that it would

have had in the absence of a collective bargaining relationship, except to the extent that it has herein agreed to express limitations upon those rights and privileges.

Section B: The provisions of this Agreement are not to be interpreted as creating waivers of employee rights emanating from any source except where the language has that effect, by express wording or by logical implication; provided that this paragraph shall not impair the right and prerogative of the Employer to take unilateral action as to aspects of wages, hours, or working conditions not governed by the various provisions of this Agreement.

Article XXVII Benefits

Section A: Annual Vacation and Terminal Leave

All twelve-month full-time employees shall be allowed annual paid vacation leave exclusive of holidays, in accordance with the following schedule:

Continuous service up to and including five (5) years)	One (1) day of vacation leave for each calendar month, or major fraction of a calendar month, of service during the vacation year.
Continuous service of more than five (5) but less than ten (10) years	One and one-fourth (1 ¼) days of vacation leave for each calendar month, or major fraction of a calendar month, of service during the vacation year.
Continuous service of more than ten (10) years	One and one half (1 ½) days of vacation leave for each calendar month, or major fraction of a calendar month, of service during the vacation year.

“Continuous service” is defined as service in a full-time position during which the employee’s employment relationship with the District Board of Trustees has been unbroken and uninterrupted. Absences due to any kind of approved leave of absence or layoff will not be deemed as breaking or interrupting continuous service, although an employee’s total continuous service credit will be reduced by the length of any unpaid leave or layoff. An employee’s continuous service, as defined above, at any Florida community or junior college other than Palm Beach State College will be added to his/her continued service at Palm Beach State College for purposes of computing entitlement to vacation leave, provided that such employee begins, or has begun, his/her full-time twelve-month employment in a position at Palm Beach State College at the beginning of the regular term next following the end of the last regular term during which he/she was employed at such other college, and further provided that the termination of his/her employment at such other college was not for cause.

“Vacation year” is defined as the year commencing with the first day, or the anniversary day of the first day, of the employee’s continuous service.

No employee shall have accumulated to his/her credit more than fifty (50) days of unused vacation leave time as of December 31 of each calendar year.

Vacations are to be taken during the vacation year next following the vacation year in which earned, unless accumulated with the limits provided above.

The scheduling of vacations shall be subject to the approval of the College Administration, which will approve requests as submitted so long as this can be done consistent with minimum disruption of the operation of the College.

Upon the termination of his/her employment with the District Board of Trustees, an employee with accumulated and unused annual vacation leave to his/her credit under the provisions of this section shall be paid for same at his/her then current rate of pay, provided that such payment shall not exceed an amount equal to thirty-six (36) days of pay at such rate for employees who have worked at Palm Beach State College for 10 years or less, and forty-four (44) days of pay at such rate for employees who have worked at Palm Beach State College for more than 10 years.

In the case of the death of such an employee, payment of his/her accumulated and unused annual vacation leave not to exceed an amount equal to thirty-six (36) days of pay at such rate for employees who have worked at Palm Beach State College for 10 years or less, and forty-four (44) days of pay at such rate for employees who have worked at Palm Beach State College for more than 10 years, at his/her then current rate of pay, shall be made to his/her beneficiary, estate, or as provided by law.

Persons employed at the College who are granted personal leave, professional leave, or sabbatical leave will not accumulate annual leave during the period for which the leave has been granted.

Section B: Sick Leave

Any bargaining unit member who is unable to perform his/her duty at the College because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative or other member of his/her own household and who must consequently be absent from his/her work shall be granted leave of absence for sickness by the associate dean or supervising administrator.

The following provisions shall govern sick leave:

1. Extent of leave with compensation:

- (a) Each bargaining unit member shall earn one day of sick leave with compensation for each calendar month or major fraction of a calendar month of service, not to exceed twelve (12) days for each fiscal year; provided that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year

to year. Accumulative sick leave may be transferred from another Florida community college, the Florida Department of Education, the Florida university system or a Florida district school board; provided that at least one-half (1/2) of the sick leave accumulated at any time must have been established during employment at Palm Beach State College, and provided further that such transferable sick leave shall not be credited to the employee until and unless he/she procures from the former employer and furnishes in writing to the employer certification to the President of the College of the amount of sick leave that is transferable. Sick leave shall be transferable, as provided hereinabove, only where the affected employee has commenced his/her employment at Palm Beach State College at the beginning of the regular term next following the termination of this employment with the employer from whom the sick leave is to be transferred, or within two (2) years following such termination if such termination is involuntary and not for cause.

- (b) Sick leave credits will not be advanced to bargaining unit members in anticipation of being earned. However, a bargaining unit member who has no credits to use due to being newly hired or having transferred to Palm Beach State College without being able to transfer any such credits will, during the first eight months of the first year of employment be entitled to apply for and receive up to eight days of paid sick leave, for reasons for which earned sick leave would be usable, and as needed due to actual illness and minus any credits earned.

The allowable advance will be pro-rated for bargaining unit members entering Palm Beach State College employment other than at the beginning of the normal contract period.

- (c) Terminal pay based on sick leave in event of retirement or death. The Employer will provide terminal pay to a bargaining unit member upon the occasion of his/her normal retirement with retirement benefits under the Florida retirement plan in which such employee was enrolled while employed at Palm Beach State College, or will make payment of such terminal pay to the employee's direct deposit account or check made out to the employee to the last address of record as previously designated by the employee if service is terminated by death, provided that such terminal pay shall not exceed an amount determined by multiplying the daily rate of pay of the employee at the time of retirement or death by one-half (1/2) of the total number of accumulated sick leave days credited to the employee as of such time.

If a bargaining unit member retires and receives terminal pay benefits based on unused sick leave credit, as provided above, all unused sick leave credit shall become invalid; however, if a bargaining unit member retires without receiving terminal pay benefits and interrupts retirement to return to employment with the College, his/her sick leave credit shall be reinstated.

- (d) Terminal Sick Leave Payment: All full-time personnel employed on or after January 1, 1999, will be eligible for terminal sick leave payment for up to one-fourth of unused sick days at the time of termination with a maximum of sixty (60) days providing such personnel have completed at least three (3) years of full-time college service. All other bargaining

unit members who terminate, except for personnel who are discharged for cause, will be eligible to receive payment for accumulated sick leave based upon the following amounts:

- (1) After completion of three (3) years of continuous full-time college service until the completion of six (6) years of service, an amount equal to 40 percent of the employee's daily salary times the number of accumulated sick leave days at the time of termination.
- (2) After the completion of six (6) years of continuous full-time service, until the completion of nine (9) years of service, an amount equal to 45 percent of the employee's daily salary times the number of accumulated sick leave at the time of termination.
- (3) After the completion of nine (9) years of continuous full-time service, an amount equal to 50 percent of the employee's daily salary times the number of days of accumulated sick leave at the time of termination plus 2.5 percent per year for each additional year of college service up to a maximum accumulation of 100 percent.

Such accumulated sick leave may be transferred to another Florida community or state college, the Florida Department of Education, the Florida University System or a Florida District school board in lieu of receiving the payment indicated above according to applicable statute and receiving entity's policy.

If service of such a bargaining unit member is terminated by death, the employee's beneficiary as designated by the employee for retirement purposes will receive such terminal sick leave payment.

2. **Claim Must Be Filed:** Any bargaining unit member who finds it necessary to be absent from his/her duties because of illness, as defined hereinabove shall notify their associate dean or supervising administrator, if possible before the opening of the College on the day on which he must be absent or during the day, except for emergency reasons recognized by the Board of Trustees as valid. Any bargaining unit member shall, before claiming and receiving compensation for the time absent from his or her duties while absent because of sick leave (including compensable personal leave) as prescribed herein, complete and submit a time off request in the online system which shall set forth the day or days absent. The associate dean or supervising administrator may, as a matter of discretion, require a certificate of illness from a licensed physician or from a county health officer in cases where illness is stated as a reason for absence, as a condition precedent to payment of compensation or granting of leave.
3. **Compensation:** Any bargaining unit member having sufficient unused sick leave shall receive full-time compensation for the time justifiably absent on sick leave; provided that no compensation may be allowed beyond that provided herein.
4. If a bargaining unit member has missed assigned duty and accrued sick leave is used, the bargaining unit member shall not be required to work additional hours to make the time up without pay at a later date.

Section C: Paid Personal Leave

A bargaining unit member will be allowed to use up to four (4) days of accrued sick leave per fiscal year for personal reasons. Such leave for personal reasons shall be non-cumulative.

Section D: Leave for Illness In Line of Duty

Full time employees will be eligible to receive up to five (5) duty days of full compensation for on-the-job illnesses or injuries which are covered by workers compensation. Such duty days shall be paid for lost time during the waiting period prior to the time that indemnity payments begin under workers compensation law. To be eligible to collect Illness in Line of Duty payments, which shall not be deducted from accumulated sick leave, employees must file the appropriate form(s) with the Office of Human Resources.

Illness in Line of Duty of up to five (5) days shall not be paid more than one time per injury or illness or more than one time per calendar year.

Section E: Leave for Military Duty

Military leave shall be granted to bargaining unit members who are required to serve in the armed forces of the United States or the State of Florida in fulfillment of obligations incurred under selective service laws or because of membership in reserves of the armed forces or the National Guard. A bargaining unit member granted military leave for extended active duty shall, upon completion of the tour of duty, be returned to employment without prejudice provided an application for re-employment is filled within six (6) months following the date of discharge or release from active military duty. Following the receipt of the application for re-employment, the Board shall have a reasonable time, not to exceed six (6) months, to reassign the bargaining unit member to duty at the College. Compensation allowed during military leave shall be only as provided in Section 115.14, Florida Statutes.

Section F: Leave for Political Reasons

From time to time, bargaining unit members of the College exercise the privilege of running for a political office. This is highly commendable and should in no way be discouraged. It is reasonable, however, to expect that one who enters a campaign for office will have occasions when he/she must be absent from his/her duties. Any bargaining unit member who has filed to run for an office shall be required to request leave for political reasons effective on the date of the first need he/she has for being absent from his/her employment. Such request must be filed with the President at least five (5) days prior to the proposed effective date of its commencement. This leave without pay shall continue until a letter, notifying the President to the contrary, is received. Such a letter must be in the hands of the President at least thirty (30) days before the bargaining unit member wishes to return to duty. This policy does not restrict a candidate to being granted only one leave for political reasons during a campaign. Leave for political reasons is personal leave granted without compensation.

Section G: Leave for Maternity Reasons

Maternity leave shall include time off during pregnancy and a normal recovery period following delivery plus time off for the care of a newborn child. Time off for pregnancy will be considered temporary disability and accumulated sick leave may be used before the birth of the child and during the recovery period. The absences due to pregnancy will be treated the same as any other medical absences and individuals will advance in the salary range in the same manner as any other bargaining unit members on leave for medical reasons.

For all bargaining unit members, maternity leave may be granted up to six (6) months or the end of the academic term following six (6) months. If a bargaining unit member on maternity leave of absence wishes to return earlier than the expiration date of an approved leave of absence, she must submit such a request in writing to their supervisor at least thirty (30) calendar days prior to her intent to return to full time employment. An instructional bargaining unit member on a maternity leave of absence may not return early for an approved leave of absence after the midpoint of any academic term.

Section H: Leave for Jury Duty

A bargaining unit member who is summoned as a member of a jury panel shall be granted leave with pay; any jury fees shall be retained by the bargaining unit member. The College shall not reimburse the bargaining unit member for meals, lodging, and travel expenses incurred while serving as a juror.

A bargaining unit member subpoenaed as a witness, not involving litigation in which he or she is a principal, shall be granted leave with pay and any witness fee shall be retained by the bargaining unit member. The College shall not reimburse the bargaining unit member for meals, lodging and travel expenses incurred while serving as a witness.

A bargaining unit member subpoenaed in line of duty to represent the College as a witness or defendant shall have his or her appearance in such cases considered a part of a normal work assignment. The bargaining unit member shall be paid per diem, if eligible, and travel expenses, and shall be required to turn over to the College any fees received from the court.

In no case shall leave with pay be granted for court attendance when a bargaining unit member is engaged in personal litigation in which he or she is a principal, however, a bargaining unit member may be granted vacation, personal or emergency leave in such cases with the approval of the President; and provided further, that a bargaining unit member who is involved in litigation as a result of action relating to the carrying out of his or her official College duties and responsibilities may be granted leave with pay for court attendance upon approval of the President.

A bargaining unit member who is required to go to court for jury duty or as a witness will complete and submit the request in the online system under “court leave” prior to the date of the court session(s). The bargaining unit member will also be required to attach a copy of the summons or subpoena to the “Request for Leave” form.

Any bargaining unit member subpoenaed in line of duty to represent the College as a witness or defendant will submit time in the online system under “court leave”.

Section I: Sabbatical Leave for Instructional Faculty, Counselors, and Librarians

The following guidelines for sabbatical leave have been established for instructional faculty, counselors, and librarians.

1. Sabbatical leave may be granted for the purpose of travel or professional academic advancement.
2. Not more than two percent (2%) of the full-time instructional faculty, counselors or librarians, in the aggregate, shall be on sabbatical leave during one fiscal year.
3. Eligible employees are those who are in or beyond the seventh continuous year of full-time employment at the College. Once an employee has been awarded a Sabbatical Leave, an additional seven years of full-time service must accrue before that employee is eligible for a second Sabbatical Leave.
4. An employee on sabbatical leave may request one term of leave with one hundred percent (100%) of full pay, or two terms with seventy-five percent (75%) of full pay.
5.
 - a. Those applying for sabbatical leave must, by December 1, submit to the Sabbatical Leave Committee a written outline of his/her plans, which shall show the benefit to be derived from his/her leave by the instructional program of the College.
 - b. When a sabbatical leave is taken, a written report must be completed and submitted to the Vice President of Academic Affairs.
6. An employee who is granted sabbatical leave must return to Palm Beach State College for one contractual year of service following such leave, or he/she will be required to repay to the College any salary paid to him while on leave. Exception to this rule may be made if both the College and the person agree to the exception. Should the person who is granted a sabbatical leave not be able to proceed with the plans for which the sabbatical leave was awarded, he/she must return to the campus for duty.
7. Sabbatical leave does not obviate any fringe benefits (except sick leave and annual leave) and shall begin on the first duty day of the term for which it is granted, unless the recipient requests and receives approval otherwise.

8. A Sabbatical Leave Committee shall be created and appointed by the President or his designee. Any action or recommendation of the Committee will be advisory to the President.

Section J: Educational Leave for CCP Instructors

The following guidelines for educational leave have been established for CCP Instructors.

1. Educational leave may be granted to no more than one full-time CCP Instructor at a time and no employee may be granted educational leave for more than one calendar year (Fall, Spring and Summer). Supervisors must initiate the process by providing detailed information regarding the benefit to the College by the employee obtaining a degree.
2. The leave will be a full leave of absence at 50% of the employee's annual salary. The amount typically paid by the College for employee's health and dental insurance, life insurance and long-term disability will continue to be paid by the College. Any premium or benefit which is deducted through payroll may be continued; however, the employee will be responsible for the deductions. Annual and sick leave will not accrue during the employee's absence.
3. Funding for the employee's salary while on educational leave will be paid from Staff and Program Development (S&PD) funds. Approval for educational leave will be granted in the Spring to begin the following Fall.
4. The President or designee will appoint an Educational Leave Committee. Any action or recommendation of the Committee will be advisory to the President.
5. In order to be eligible, a nominated employee should be within one year of completing a degree and have completed seven years of continuous full-time employment. A full-time course schedule (at least 12 hours) per semester must be maintained while on educational leave. The educational institution attended must be accredited by one of the seven regional accrediting organizations.
6. Application Process: The application must be submitted to the Vice President of Academic Affairs by March 1, and must include the following:
 - (1) Detailed report of the benefit to the College.
 - (2) Synopsis of educational plans or career path.
 - (3) Degree audit from an advisor at the institution the employee will be attending.
7. Upon completion of educational leave:

The employee must submit to the Vice President of Academic Affairs, or designee, a report of the work accomplished, credits earned and degree awarded during the leave. The supervisor must submit objectives and goals to be followed as a result of the employee's completion of the degree. These reports must be submitted within 45 days after completion of the educational leave.

8. An employee granted educational leave must return to Palm Beach State College for three years of service following such leave or will be required to repay to the College any salary earned while on leave. Repayment will be prorated based on the amount of time worked after completion of leave and will be determined by the time the employee was away from the College:

Employees granted three semesters:

Time completed	Amount of repayment
Less than 1 year	100%
1-2 years	75%
2-3 years	50%

Employees granted two semesters:

Time completed	Amount of repayment
Less than 1 year	100%
1-2 years	50%

Employees granted one semester:

Time completed	Amount of repayment
Less than 1 year	100%

Extenuating circumstances will be reviewed individually by the President or designee.

9. Should the employee not be able to proceed or continue with the plans for which the leave was awarded, the employee must notify the supervisor.

Section K: Holidays

Twelve-month bargaining unit members are scheduled to work every week day with the exception of the holiday/closed days per annum as approved from time to time by the District Board of Trustees, and with the exception of vacation days as approved by the appropriate administrator.

Section L: Tax-Deferred Annuity

Payroll deduction shall be provided for any bargaining unit member who wishes to enroll in a tax-deferred annuity program approved by the College.

Section M: Legal Services

The Employer may provide legal services for bargaining unit members who may be sued for actions which occur in performance of their assigned duties. Any bargaining unit member who feels that the Employer should consider providing such service may file a request to that effect with the Office of the General Counsel for transmission to the Board.

Section N: Dining Room and Lounge

The College will continue to furnish bargaining unit members with appropriate bargaining unit members and staff combined dining room and lounge area.

Section O: Tuition Reimbursement

All bargaining unit members who have completed a minimum of six (6) months of employment at the College are eligible to receive tuition reimbursement at the state university system rate. All bargaining unit members are eligible to receive a total of 12 semester credit hours each fiscal year for graduate or undergraduate courses at the junior or senior level.

Courses must be taken at a regionally accredited four-year college or university. If a bargaining unit member takes a course(s) at a private or out-of-state four-year college or university, tuition reimbursement will be at the Florida Atlantic University (FAU) rate. In order to qualify for tuition reimbursement, the bargaining unit member must have taken the course(s) for which reimbursement is requested while employed full-time at the College, must receive a minimum of a "C" grade, and must not have received payment for the course(s) through other funding sources.

In order to receive reimbursement, bargaining unit members must make the request electronically through the system and submit to the Office of Human Resources within (6) months of completing the course(s). The request must include an attached copy of the grade report, and a copy of a paid receipt or a letter from the institution indicating the payment type and the amount of payment. Funds will be dispersed upon a first come first serve basis, up to the amount budgeted for the fiscal year.

Section P: Reserved Parking

The Employer will provide sufficient spaces to accommodate bargaining unit members.

The College shall provide a reserved parking area beginning at 6:00 p.m., Monday through Thursday when college is in session. Such reserved areas shall be near classrooms and provide parking spaces to accommodate the vehicles of the evening instructional faculty on each campus.

Section Q: Office Facilities

1. The Employer agrees to provide each bargaining unit member with office space, a key to this space, a key to each classroom which he/she uses (on request), a lockable desk with chair, book storage facility, and a lockable file. No bargaining unit member will make any of these keys available to any other person without the prior permission of his/her Associate Dean, nor will any such keys be duplicated.
2. The Administration shall have the right to require an annual key audit.
3. A bargaining unit member will be permitted to retain possession of keys to his/her office, desk, file, and work area during any term when not on active duty with permission of the President

or his/her designee, which permission will be presumed and will not be unreasonably withheld without a reason stated in writing.

Section R: Insurance Coverage

The College shall provide and pay (as described below) for the following insurance coverage.

1. Health Insurance: Group health insurance shall be provided for all bargaining unit members. Faculty will pay zero increase in health insurance premiums until such time the staff and administration are required to contribute to a percentage of the increase in health insurance costs. In such a case, the faculty will pay an equivalent amount toward health insurance premiums as do staff and administration, with a maximum of 25% of annual insurance increases paid by faculty. Insurance is effective the first of the following month from full-time date of hire. Health insurance coverage for eligible dependents, as defined by the insurance plan, shall be available for bargaining unit members who elect such coverage. Such premiums shall be paid through payroll deductions. For purposes of this provision, the term eligible dependents shall include domestic partners.

The College will provide dental/vision coverage to bargaining unit members and will pay premiums up to \$10/month for such coverage.

2. Life Insurance: Term life insurance of one times the annual salary up to a maximum of \$50,000 shall be provided for bargaining unit members. An equal amount of accidental death and dismemberment insurance shall also be provided. Life insurance coverage shall be effective on the first of the month following thirty (30) days of employment.
3. Worker's Compensation: As provided by law unit personnel will be reimbursed for medical expenses and indemnity payments for loss of earnings in association with on-the-job injuries or illnesses. A bargaining unit member absent from duty as a result of an on-the-job illness or injury will not be entitled to receive reimbursement for more than his or her normal contractual earnings. If a bargaining unit member is reimbursed under both workers' compensation and from illness-in-line of duty or sick leave pay, such a person will be obligated to remand to the College the workers' compensation payment made to him or her.
4. The College will pay the premiums for long term disability insurance for full-time personnel. Coverage for new full-time personnel will begin on the first of the month following the start date of full-time employment.

Section S: Retirement

Membership in the Florida Retirement System or the State College System Optional Retirement Plan (SCSORP) is compulsory for all full-time personnel in budgeted positions.

Section T: Family and Medical Leave Act

Bargaining unit members hereby subscribe to and agree to District Board of Trustees Policy 6Hx-1-5.131, "Family Medical Leave" with the following addition:

Bargaining unit members with less than a twelve-month contract shall have approved leave applied based upon contract days.

Section U: Dependent Waivers

Dependents of instructional faculty, counselors and librarians (as claimed on the employees Form 1040) may take up to four (4) Palm Beach State College tuition waived classes per semester. This does not apply to avocational, supplemental vocational, recreational/fee based non-credit courses, or courses contracted through an outside vendor. The courses must be taken on a space available basis, as determined one day prior to the end of the add/drop period. If the class is already full, Palm Beach State College shall add one additional seat to the class to accommodate the dependent, providing that the seat does not violate applicable fire codes. This shall be done once per class per semester on a first come, first serve basis. As an alternative, the eligible dependent may also register during a scheduled registration period and pay all fees. If, one day prior to the end of add/drop period, it is determined that a class has not reached maximum enrollment (or if the College can add an additional seat as identified above) the dependent may request, in the prescribed manner, a refund for paid tuition.

Dependents of CCP Instructors may take up to two (2) Palm Beach State College tuition waived classes at a time. This does not apply to avocational, supplemental vocational, recreational/fee based non-credit courses, or courses contracted through an outside vendor. The courses must be taken on a space available basis, as determined one day prior to the end of the add/drop period. As an alternative, the eligible dependent may also register during a scheduled registration period and pay all fees. If, one day prior to the end of add/drop period, it is determined that a class has not reached maximum enrollment the dependent may request, in the prescribed manner, a refund for paid tuition.

The employee must pay all fees beyond tuition, including registration, special/lab, and other fees.

If the dependent does not successfully complete a course(s), does not meet audited course(s) attendance requirement, withdraws from a course(s), or if the employee transfers to part-time employment, or leaves employment before the course(s) is completed, the employee is required to reimburse the College for the cost of the course(s) taken by the dependent.

If the dependent does not receive a grade of "C" or better, ("S" or "X" for audit), the employee will be responsible for repayment of the course(s). Anyone not meeting the grade requirement due to extenuating circumstances may appeal the repayment in writing to the Refund Appeals Committee.

If the employee is required to repay the College for any reason under this policy, the College will bill the employee. In the event the fees are not paid in a timely manner, the College will withhold the amount from the employee's pay.

The tuition waiver benefit will not be available on courses formerly completed by the dependent with the exception of repeatable courses and courses required for re-certification or recency.

Section V: Degree Recognition

As a learning institution, the College encourages employees to pursue a college degree that will benefit either their current position or will assist them in attaining the necessary educational background for another College position. To recognize the completion of an associate's (A.A., A.S., A.A.S.), bachelor's, master's, educational specialist or doctoral degree from a regionally accredited college or university, the college will award all full-time CCP Instructors, who have been employed in full-time status for a minimum of one year with an award of \$1,000 to their base pay, not to exceed the maximum of the salary range. Any portion of the award that exceeds the top of the salary range will be given to the employee in a one-time payment, which will not be added to the base pay. Employees may receive only one award for each degree level during the course of their employment at the College, and the degree must be higher than the degree currently held.

Within six (6) months of completing the degree program, the employee must complete and submit a request in the online system. The Office of Human Resources must receive official transcripts from the institution that has awarded the employee's degree. The transcripts must indicate successful completion of the applicable degree. The change in the employee's salary will be effective from the first day of pay period following the date that both the proof of degree and online request is received by the Office of Human Resources.

Article XXVIII Grievance And Arbitration Procedures

Section A: Definition of Grievance

1. Definition of Grievance:

A grievance is defined as a written claim by a unit employee or by the Union that the Employer or representative(s) of the Employer has violated, misinterpreted, or misapplied this Agreement with resulting adverse effect on one or more bargaining unit members. Grievances may be processed through arbitration according to the provisions contained in this Article.

2. Purpose

The purpose of this procedure is to secure, at the lowest possible level, resolutions of grievable problems which may arise concerning the terms and conditions of employment of bargaining unit members at Palm Beach State College, and to guarantee an orderly succession of procedures

wherein these resolutions may be pursued.

3. General and Class Grievances

An individual bargaining unit member may grieve on his/her own behalf and must sign the grievance document. The Union may grieve on behalf of itself in cases where it asserts that rights flowing to it, as distinguished from bargaining unit members, under this Agreement, have been violated by the Employer.

The Union may also bring a grievance on behalf of one or more bargaining unit members whose signatures appear on the grievance document in any case wherein more than one bargaining unit member claims harm as the result of a single Employer violation. Within twenty (20) days of the grievance being filed, additional signatures of grievants may be added to such a grievance document.

General and class grievances are not otherwise allowed except by the voluntary consent of the Employer. When the Union grieves on behalf of multiple persons, each individual claim must comply with the strictures of this Article.

4. Election of Forum

The commencing of legal proceedings against the Employer or any managerial employee of the Employer or any member of the Board of Trustees in a court of law or equity, or before the Florida Public Employees Relations Commission, or any other administrative agency, by a bargaining unit member or the Union for alleged violation or violations of the express terms of this Agreement shall be deemed a waiver by said bargaining unit member(s), or the Union of the ability to resort to the grievance and arbitration procedure contained herein for resolutions of the alleged violation or violations of the express terms of this Agreement.

5. Time Limits

The time limits provided in this Article shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each level will be considered as maximum and every effort will be made by the parties to expedite the process. Failure of the grievance to be processed by the grievant (employee or Union) within the time limits hereinabove provided shall result in the dismissal of the grievance. Failure of the Administration or its representatives to take the required action within the times provided shall entitle the grievant to proceed to the next step of the procedure.

6. Specificity as to Facts

The grievance document must state the pertinent facts in enough detail to enable an otherwise uninformed third party to determine from the document that a violation has occurred, assuming the truth of the facts as stated.

7. Specificity as to Articles and Sections Relied Upon

The grievance document must specify the particular Article(s) and Section(s) of this Agreement that are being relied upon for the prosecution of the grievance and the Employer will be entitled to rely exclusively on these required references.

8. Specificity as to Relief Sought

The grievance document must specify with particularity the relief sought.

9. Employee Right to Grieve Without Representation Preserved

The right of employees covered by this Agreement to present grievances to the Employer and have same adjusted without the intervention of the Union is preserved inviolate, subject to the Union's right to have prior notice of and a reasonable opportunity to be present at any meeting called to resolve the problem and provided that such resolutions shall not be inconsistent with the terms of this Agreement.

10. Investigating or Processing Grievances During Working Hours

Bargaining unit members, including Union representatives and officers, normally shall not take time during their regular working hours to investigate or process grievances, except with the prior consent of the employer. Such consent shall not be withheld when the effect would be to preclude the adequate investigation and/or presentation of the grievance or to restrict the ability of the Union to select its own representative.

Procedure

Step I: A grievant wishing to assert a grievance shall file same in writing, in compliance with all requirements herein stated, with the immediate supervisor in the College administrative staff, within twenty (20) working days from and after the day when the act or omission giving rise to the grievance occurs, or within twenty (20) working days from and after the day when the grievant acquires or in the exercise of reasonable diligence should have acquired, knowledge of such act or omission. Within ten (10) working days of the receipt of the grievance, the immediate supervisor shall meet with the grievant in an effort to resolve the problem. The immediate supervisor shall indicate in writing within five (5) working days of this meeting the disposition of the grievance. A copy of the disposition shall be furnished to the Union.

Step II: If the grievant believes the disposition as Step I is incorrect, it may be appealed to a person designated by the President of Palm Beach State College to handle grievances in Step II. The appeal must be in writing and be presented to the designated person within ten (10) working days of the grievant's receipt of the Step I disposition.

The President's designee shall provide in writing a disposition of the grievance with ten (10) working days after the written grievance (appeal) is filed at Step II.

Step III: If the grievant believes the disposition at Step II is incorrect, it may be appealed to the College President within ten (10) working days after receipt of the Step II disposition. The appeal must be in writing and presented to the President's secretary, who will issue a receipt noting the date and time of delivery. The president or designee will answer grievances in writing within ten (10) working days after the written grievance (appeal) is filed with the secretary.

11. Arbitrability

Only those grievances that have been processed through the grievance procedure in strict compliance with all of its requirements may be taken to arbitration.

12. Union Grievances Expedited

When the Union grieves on behalf of itself, asserting a right flowing to it, as distinguished from bargaining unit members (see Section 3, first paragraph), it may initially file the grievance at Step II, provided that the requirements of this Article are otherwise complied with, and the twenty (20) working day time limit described in Step I shall be applicable.

13. This Article does not create an Employer right to initiate grievances against the Union or bargaining unit members with the procedure provided herein, and nothing in this Agreement shall be construed as imposing upon the Employer an obligation to grieve or arbitrate claims by it that the Union or unit employees have violated this Agreement.

Section B: Arbitration Procedures

1. If the grievant is not satisfied with the disposition of the grievance at Step III, the grievance may be submitted to arbitration. The arbitration procedure shall be initiated by the receipt of a written request for arbitration by the General Counsel within five (5) working days after the grievant receives the written disposition at Step III.

Within ten (10) working days after the General Counsel's receipt of the arbitration request, a representative of the Employer shall meet with the grievant to attempt to select an arbitrator by mutual agreement.

If no arbitrator has been selected within ten (10) working days of the date when the above meeting took place, either party may petition the Federal Mediation & Conciliation Service for a list of seven (7) arbitrators.

Within five (5) working days of the receipt of the list of arbitrators by the last party receiving it, the grievant and the Employer's representative shall meet and each party will strike one (1) name from the list, the obligation to strike first being determined by a coin flip. The name not stricken by either party will identify the arbitrator.

The parties will forthwith notify the identified arbitrator of his/her selection by joint letter,

requesting him/her to proceed forthwith. The arbitration will then proceed in accordance with the reasonable orders and requests of the arbitrator, but subject to the following conditions:

- (a) No arbitrator may be involved with more than one (1) grievance under this Agreement at any given time without the mutual consent of the parties.
- (b) The arbitrator shall have no right to modify, add to, or subtract from the Agreement.
- (c) The arbitrator shall render his/her decision in writing, if requested to do so by either party, stating the reasons underlying the decision.
- (d) Concessions and partial concession made by the Employer, a grievant or the Union prior to or during the arbitration shall not be considered by the arbitrator as indicating in any way or to any extent that a violation has taken place or that the grievance has merit.
- (e) The arbitrator shall be obliged to render a decision within thirty (30) calendar days following the close of the hearing.
- (f) The Employer shall not be required, as the result of any grievance resolution, to violate any law, regulation or rule applicable to the operation of the College.
- (g) The Employer and the Union shall equally share the payment to the arbitrator's fees and expenses in total sum regardless of the ruling.
- (h) No grievance relating to a right or privilege retained by or reserved to the Employer under any terms of this Agreement shall be deemed arbitrable.
- (i) The arbitrator shall schedule any required hearing with due regard for any operational considerations presented by the parties.
- (j) The arbitrator shall follow the rule of interpretation or construction under which a collective bargaining agreement is viewed as a document limiting an employer's otherwise rights, and shall not follow the rule under which such an agreement is viewed as a partial statement of the parties' mutual rights and obligations.
- (k) The decision of the arbitrator shall be final and binding. However, either party shall have the right to contest any arbitration decision by contending before any court of competent jurisdiction that such a decision is arbitrary, capricious or incorrect in light of any provision of this Agreement.

Section C: Reference is made to Board Rule 6HX-18.5.491 for the handling of certain petitions outside of the contractual grievance procedure, and the use of such Rule is approved.

Article XXIX Procedure For Handling Complaint And/Or Charges Concerning Bargaining Unit Members

Section A: Complaints against bargaining unit members will be received by the immediate supervisor except in situations involving allegations covered in the Human Resources Board Policy Rule 6Hx-18-5.86, which includes all form of discrimination addressed in Title VII of the Civil Rights Act of 1964, as amended and the Florida Civil Rights Act of 1992. All such allegations shall be handled by Human Resources. Bargaining unit members shall maintain all rights contained under Weingarten.

If a complaint against any bargaining unit member is received from anyone other than supervisory or administrative personnel which is considered derogatory and/or of a serious nature, including student complaints against bargaining unit members, the supervisor shall record the name of the individual lodging the complaint, the name of the bargaining unit member charged and the nature of the complaint and/or charge.

If action is deemed necessary by any party, a conference between the individual lodging the complaint and the person charged shall be held. The supervisor shall receive the complaint in writing from the individual lodging the complaint. The supervisor shall distribute the written complaint to all parties concerned.

After copies of the signed complaint have been received, additional conference(s) shall be held upon request of any of the parties involved. Those attending the conference shall be determined by the supervisor responsible for that department/area.

If no agreement has been reached in the conference, a written judgment shall be made by the senior administrator in that department/area and sent to the parties.

A copy of all written complaints/charges shall be sent to the president.

If any one of the parties is not satisfied with the judgment, an appeal may be submitted in writing to the chief campus administrator or Vice President in charge of that department/area. The appeal must be received within (10) working days after the judgment has been rendered.

If the written decision of the chief campus administrator or the Vice President is not satisfactory, either party may appeal to the President. The appeal must be received in writing within ten (10) working days of the chief campus administrator's or the Vice President's decision.

The decision of the President shall be final.

Article XXX Suspension Of Operations

Section A: When an emergency confronts the College, notification of the closing of the College shall be released for broadcast over local radio and television stations when and as feasible. When the College and College offices are officially closed by the President, and if those hours

and/or days are counted as duty hours or days, all personnel will be paid their regular salary.

Section B: One consideration that may go into a decision to close the College is the number of students and/or instructional faculty or CCP Instructors anticipated to be unable to reach school and the effect of this on the instructional program.

Article XXXI Aids Statement

Bargaining unit members hereby subscribe to and agree to District Board of Trustees Policy 6Hx-18-5.82 "AIDS Rule".

Article XXXII Drug-Free Campuses

Section A: The parties recognize and support the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226) which require that effective October 1, 1990, the College develop a program designed to prevent the use of illicit drugs and the abuse of alcohol by students and college personnel. The program will refer to 1) standards of conduct relating to the prohibition of illicit drugs and alcohol at the College; 2) legal sanctions including those indicated in State Board of Education Rule 6A-14.0411(6) and Board of Trustees Rule 6Hx-18-5.44 that defines drunkenness as a condition which includes drug use; 3) an indication of the health risks associated with the use of illicit drugs and the abuse of alcohol; 4) a description of drug and alcohol counseling, treatment, or rehabilitation or re-entry program available; and 5) an indication that sanctions up to suspension or dismissal will be imposed for violations of the standards of conduct.

Section B: Consistent with F.S. 440.101 regarding legislative intent to create a drug free work place and F.S. 440.102 regarding drug free work place requirements, it is agreed that drug testing for bargaining unit members will be permitted when there is "reasonable suspicion" as defined by law. No random drug testing will be allowed.

The College agrees that prior to requiring a bargaining unit member to be tested for drugs it will be necessary for the academic dean or Vice President of Academic Affairs and the Chief Human Resources Officer to agree that there is sufficient basis for such reasonable suspicion testing as defined by Workers' Compensation law. Prior to any required drug testing of any bargaining unit member the Chief Human Resources Officer or designee will explain to the bargaining unit member the general circumstances giving rise to the reasonable suspicion of drug use under the Workers' Compensation law.

The College further agrees that no bargaining unit member who tests positive for drugs will be discharged without having a reasonable opportunity to receive treatment for any addiction or problem related to drug use. Bargaining unit members who test positive for drugs will be obligated to obtain information regarding the availability of treatment programs available under the College's insurance programs or the Employee Assistance Program (EAP).

Bargaining unit members who test positive for drugs with an “initial drug test” shall be entitled to a “confirmation test”, upon request, to ensure a higher degree of accuracy. The College shall provide any such tests without charge to the unit member.

All records associated with drug testing of bargaining unit members will be considered confidential and will be maintained with the bargaining unit member’s confidential medical records authorized by the Americans with Disabilities Act (ADA).

Article XXXIII Severability

Section A: This Agreement shall be construed as being severable, meaning that if any part or portion of it shall be or be found by any authoritative court or other tribunal to be contrary to applicable law and impermissible, then that part or portion shall be deemed to be null and void, but the remainder of the Agreement shall be deemed as continuing in full force and effect. If either party deems such invalidated part or portion to be essential to the Agreement, the parties agree to meet and confer in an effort to draft a replacement, although this shall not constitute an obligation to bargain collectively in the legal sense.

Article XXXIV Zipper

Section A: The Union acknowledges that, prior to executing this Agreement, it was afforded the opportunity to engage in collective bargaining with the Employer on proper subjects for bargaining.

For and during the term of this Agreement, it is agreed and understood that the Employer shall be obliged to engage in no further collective bargaining, although any term of this Agreement may at any time be eliminated or modified by the purely voluntary and mutual consent of the parties hereto.

It is also understood and agreed, consistent with the above provisions and the provisions of Article XXIII hereof, that the Board shall have the right to make and enforce rules and regulations, and to take actions, that are not inconsistent with the express terms of this Agreement. However, the Employer’s failure to create a written rule or regulation concerning any particular matter shall not be construed as limiting its authority to act with regard to that matter.

The second paragraph of this Article shall yield, but only to the extent necessary, to provide for contract renewal negotiations to occur prior to the termination date of this Agreement. The said second paragraph shall otherwise be fully effective, and shall be effective as to subjects that were not contemplated or discussed during the bargaining giving rise to this Agreement, as well as to other subjects.

Provided, however, the Board will take no action inconsistent with its bargaining obligation while negotiations are underway.


Article XXXV Duration, Termination And Renewal

Section A: This Agreement shall be in effect from July 1, 2023, through midnight June 30, 2026, at which time it shall expire unless the parties agree to renew it in writing.

Section B: Notwithstanding Section A, the parties understand and agree that certain provisions of this agreement, such as the grievance and arbitration procedure, may survive the Agreement by operation of law or as part of the status quo. The Board agrees to recognize and implement the grievance and arbitration procedure for such length of time after expiration of the Agreement itself, and to such extent, as may be required by law, and for no greater time or in no greater manner.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in Palm Beach County, Florida as of the days and dates indicated below.

DISTRICT BOARD OF TRUSTEES OF
PALM BEACH STATE COLLEGE

By: 

Carolyn L. Williams
Title: Chairperson

5/16/2023

Date of Signing

UNITED FACULTY OF
PALM BEACH STATE COLLEGE

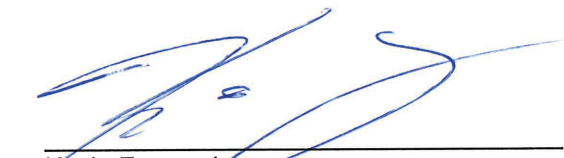
By: 

Nicholas Larocca
Title: President

6/21/23

Date of Signing

APPROVAL AS TO FORM
AND LEGAL SUFFICIENCY:



Kevin Fernander
Title: General Counsel

Ratification Certificate

This is to certify that this Agreement was ratified on May 9, 2023, by the members of the bargaining unit described in Article I

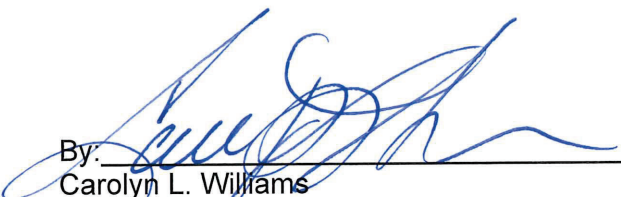
UNITED FACULTY OF PALM BEACH STATE

By: 

Nicholas Larocca
Title: President

This is to certify that this agreement was ratified on May 16, 2023, By the District Board of Trustees of Palm Beach State College, public employer, upon recommendation of the President.

DISTRICT BOARD OF TRUSTEES OF
PALM BEACH STATE COLLEGE

By: 

Carolyn L. Williams
Title: Chairperson

Appendix A

The College and the Union have agreed to the titles of full-time instructional faculty, librarians and CCP Instructors as follows:

Academic Rank for Instructional Faculty

A. Assistant Professor

1. Bachelor's degree in field of specialization; or
2. Appropriate training or licensure and a minimum of two years of successful experience in the field of specialization for instructional faculty in the creative or applied arts, specialized, professional, technical, or vocational fields; or
3. Master's degree with a major in a field other than the assigned teaching field.

B. Associate Professor

1. Master's degree with eighteen (18) graduate semester hours in the assigned field of specialization; or its equivalent in the event the individual is pursuing a planned doctoral program in which the master's degree is not to be awarded.

C. Professor I

1. Instructional faculty must meet at least one of these educational requirements:
 - (a) Master's degree with a minimum of eighteen (18) graduate semester hours in the assigned teaching field of specialization, and an additional eighteen (18) graduate semester hours earned after degree conferral. Coursework outside the teaching field of specialization may be accepted with prior approval by the Academic Dean's Council; or
 - (b) Doctorate degree, or equivalent terminal degree such as M.F.A., in the assigned teaching field of specialization. Doctorate degree outside the field of specialization may be accepted with prior approval by the Academic Dean's Council.
2. Instructional faculty must meet at least one of these experience requirements:
 - (a) Minimum of three (3) years of successful full-time teaching experience at an accredited secondary school or college; or

(b) There will be no teaching experience required for instructional faculty with an earned doctorate degree.

3. Administration can deny academic rank to any individual based upon appropriate cause.

D. Professor II

1. Instructional faculty must meet at least one of these educational requirements:

(a) Acceptance for candidacy for a doctorate degree in the assigned teaching field of specialization. Doctoral candidacy must be verified by the regionally accredited degree-granting institution; or

(b) Persons accepted into a doctorate program who do not receive a master's degree are required to have at least forty-two (42) semester hours in their field of specialization or approved related areas. At least thirty (30) of these forty-two (42) hours must be in the assigned teaching field of specialization; or

(c) Doctorate in the assigned teaching field of specialization which may include PhD, EdD, MD, DVM, DO, DDS, JD, or equivalent; or

(d) Doctorate with a major other than the assigned teaching field of specialization. In addition, the master's degree must include at least eighteen (18) graduate semester hours in the assigned teaching field of specialization and the doctorate must include at least twenty-four (24) semester hours in assigned teaching field of specialization or approved related areas.

2. Instructional faculty must meet at least one of the following experience requirements:

(a) A minimum of seven (7) years of successful full-time teaching experience at an accredited secondary school or college with three (3) of the seven (7) years at Palm Beach State College; or

(b) A minimum of ten years full-time teaching experience at an accredited secondary school or college; or

(c) A minimum of five (5) years of successful full-time teaching experience at an accredited secondary school or college for instructional faculty with an earned doctorate who meet the qualifications in D1(a), D1(b) or D1(c) above.

3. Administration can deny academic rank to any individual based upon appropriate cause.

E. Professor III

1. Instructional faculty must meet at least one of these educational requirements:

(a) Doctorate in the assigned teaching field of specialization which may include PhD, EdD,

MD, DVM, DO, DDS, JD, or equivalent; or

- (b) Doctorate with a major other than the assigned teaching field of specialization. In addition, the master's degree must include at least eighteen (18) graduate semester hours in the assigned teaching field of specialization and the doctorate must include at least twenty-four (24) semester hours in assigned teaching field of specialization; or
- (c) Persons with a doctorate degree who did not receive a master's degree are required to have at least forty-two (42) semester hours in their assigned teaching field of specialization or in approved related areas. At least thirty (30) of these forty-two (42) semester hours must be in the field of specialization.

2. Instructional faculty must meet at least one of the following experience requirements:

- (a) A minimum of ten (10) years of successful full-time teaching experience at an accredited secondary school or college. Five (5) of the ten (10) years must be at Palm Beach State College; or
- (b) A minimum of fifteen (15) years of successful full-time teaching experience at an accredited secondary school or college.

3. Administration can deny academic rank to any individual based upon appropriate cause.

Academic Rank for Librarians

A. Associate Professor

1. Librarians must have a master's degree in library science.

B. Professor I

1. A master's degree in library science and a minimum of three (3) years of full-time librarian/professor I or teaching experience at an accredited secondary school or college.
2. Administration can deny academic rank to any individual based upon appropriate cause.

C. Professor II

1. Librarian/Professor II must meet at least one of these educational requirements:
 - (a) Doctorate in the assigned teaching field of specialization; or
 - (b) Acceptance for candidacy for a doctorate degree in the assigned teaching field of specialization. Doctoral candidacy must be verified by the regionally accredited degree-granting institution; or
 - (c) Acceptance for candidacy for a doctorate, or an earned doctorate, outside the

assigned teaching field of specialization. Must have a master's degree in library science and an additional twenty-four (24) graduate semester hours at a doctorate level in the assigned teaching field of specialization. Doctoral candidacy must be verified by the regionally accredited degree-granting institution.

2. Librarian/Professor II must meet at least one of these experience requirements:
 - (a) A minimum of five (5) years of full-time experience for librarians with an earned doctorate degree; or
 - (b) A minimum of seven (7) years of successful full-time librarian or teaching experience at an accredited secondary school or college with three (3) of the seven (7) years at Palm Beach State College; or
 - (c) A minimum of ten years of full-time librarian or teaching experience at other accredited secondary schools or colleges.
3. Administration can deny academic rank to any individual based upon appropriate cause.

D. Professor III

1. Librarian/Professor III must meet at least one of these educational requirements:
 - (a) Doctorate in the assigned teaching field of specialization; or
 - (b) Doctorate with a major other than the assigned teaching field of specialization. In addition, the librarian's master's degree must include at least eighteen (18) graduate semester hours in the assigned teaching field of specialization and the doctorate must include at least twenty-four (24) semester hours in the assigned teaching field of specialization.
2. Librarian/Professor III must meet at least one of the following experience requirements:
 - (a) A minimum of ten (10) years of successful full-time teaching experience at an accredited secondary school or college. Five (5) of the ten (10) years must be at Palm Beach State College; or
 - (b) A minimum of fifteen (15) years of successful full-time teaching experience at an accredited secondary school or college.
3. Administration can deny academic rank to any individual based upon appropriate cause.

Academic Rank for CCP Instructors

A. CCP instructor I

1. Standard requirements commensurate with the respective accrediting body and requirements identified by the College's Academic Management Manual.

B. CCP Instructor II

1. CCP Instructor II must meet at least one of these educational requirements:
 - (a) Associate's degree in the assigned teaching field of specialization. Coursework outside the field of teaching specialization may be accepted with prior approval of degree and coursework by the Academic Dean's Council; or
 - (b) Relevant certification or licensure beyond the standard credentialing for the position.
2. A minimum of three (3) years of successful full-time teaching experience at an accredited secondary school or college is required.
3. Administration can deny academic rank to any individual based upon appropriate cause.

C. CCP Instructor III

1. CCP Instructor III must meet at least one of these educational requirements:
 - (a) Bachelor's degree in the assigned teaching field of specialization. Coursework outside the field of teaching specialization may be accepted with prior approval of degree and coursework by the Academic Dean's Council; or
 - (b) Terminal level certification or licensure in the assigned teaching field of specialization, such as Educator, Inspector, or equivalent level certifications or licensure may be accepted with prior approval by the Academic Dean's Council.
2. CCP Instructor III must meet at least one of these experience requirements:
 - (a) A minimum of six (6) years of successful full-time teaching experience at an accredited secondary school or college with two (2) of the six (6) years at Palm Beach State College; or
 - (b) A minimum of eight (8) years of full-time teaching experience at an accredited school or college.
3. Administration can deny academic rank to any individual based upon appropriate cause.

D. CCP Instructor IV

1. CCP Instructor IV must meet at least one of these educational requirements:
 - (a) Master's degree in the assigned teaching field of specialization. Master's degree outside the field of teaching specialization may be accepted with prior approval by the Academic Dean's Council; or
 - (b) A minimum of eighteen (18) graduate semester hours in the assigned teaching field of specialization. Coursework outside the field of teaching specialization may be

accepted with prior approval by the Academic Dean's Council.

2. CCP Instructor IV must meet at least one of these experience requirements:
 - (a) A minimum of eight (8) years of successful full-time teaching experience at an accredited secondary school or college with four (4) of the eight (8) years at Palm Beach State College; or-
 - (b) A minimum of ten years of full-time teaching experience at an accredited school or college.
3. Administration can deny academic rank to any individual based upon appropriate cause.

Appendix B

Compensation for 2023-2026 Contractual Years

	168 DAY SCHEDULE		12 MONTHS	
Assistant Professor	\$50,000	\$81,312	\$50,000	\$101,018
Associate Professor	\$50,000	\$95,406	\$51,354	\$118,454
Professor I	\$50,000	\$98,165	\$53,052	\$120,824
Professor II	\$50,000	\$100,807	\$54,294	\$125,149
Professor III	\$50,000	\$103,458	\$55,546	\$128,452

	210 DAYS		228 DAYS	
Assistant Professor	\$50,000	\$88,335	\$50,000	\$95,903
Associate Professor	\$50,000	\$103,651	\$50,000	\$112,533
Professor I	\$50,000	\$106,646	\$50,404	\$115,785
Professor II	\$50,000	\$109,509	\$51,577	\$118,900
Professor III	\$50,000	\$112,396	\$52,765	\$122,033

	12 MONTHS	
CCP Instructor	\$50,000	\$83,311

1. Calculations for the salaries of librarians and counselors who work less than 12-month schedules are based upon the daily rates of a 12-month schedule times the number of duty days actually being worked.
2. Effective August 16, 2023, the base annual salary of all bargaining unit members employed on or before May 9, 2023, will be increased by three and three-quarters percent (3.75%)
3. Effective August 16, 2024, the base annual salary of all bargaining unit members employed on or before May 7, 2024, will be increased by three and three-quarters percent (3.75%)
4. Effective August 16, 2025, the base annual salary of all bargaining unit members employed on or before May 7, 2025, will be increased by three and three-quarters percent (3.75%)
5. All bargaining unit members employed on or before May 9, 2023, will be eligible to receive a non-recurring one-time payment of \$1,000 for the successful completion and implementation of ACUE training. Training and implementation must be completed by June 30, 2026. Bargaining unit members may only be paid once for ACUE training and implementation.

Additional Compensation

Adjustments may be made for existing positions due to market conditions, in cases where specialized credentials or experience are required. The College is authorized to increase compensation to address market conditions. The following areas may be eligible for additional compensation: Nursing, Welding, Diesel, and Marine. Such Compensation may be a one-time payment, a temporary increase, or an increase to the base salary at the College’s discretion. The College will provide the Union with notice when such a situation occurs. This provision is effective from July 1, 2023, to June 30, 2026.

Schedule for Other Services

A. Payment for non-credit classes for instructional faculty, counselors, and librarians when not a part of the instructor’s regular load is as follows:

Assistant Professor	\$28.99 per hour
Associate Professor	\$30.46 per hour
Professor I	\$31.90 per hour
Professor II	\$34.81 per hour
Professor III	\$36.25 per hour

B. Payment for credit classes for instructional faculty and librarians when not part of the instructor’s regular load is as follows:

Assistant Professor	\$39.07 per hour
Associate Professor	\$41.65 per hour
Professor I	\$43.74 per hour
Professor II	\$46.86 per hour
Professor III	\$49.48 per hour

Teaching duties performed beyond a 168-day contract will be paid at the overload rate. An example of how overloads are calculated is as follows: 5.90 (per load factor) x 9 points (amount of points for a 3 credit class) x \$41.65 (hourly rate for an associate professor) = \$2,211.62 (overload amount).

Summer classes for 168-day faculty are currently paid at the appropriate overload rate. The calculation for the overload rate is based on 51 hours which typically includes 48 hours of in-class time. All 168-day faculty who teach an overload in any summer term would receive the

appropriate overload rate plus a supplemental pay as follows spread amongst the paychecks that include course payment:

2 credit hour course	\$170
3 credit hour course	\$250
4 or more credit hour course	\$335

Requests from qualified instructional faculty to teach overloads will be reviewed before classes are offered to adjunct instructional faculty.

It is expected that faculty teaching during the summer terms would be available to their students for counseling, advising, and as needed.

If an instructional faculty position is to be hired during the summer, the administration will make every reasonable effort to solicit instructional faculty participation.

C. Payment for CCP Instructors teaching beyond the normal full load is as follows:

CCP Classes

Associates or Required Credentials	\$30.40 per hour
Bachelors or Above Required Credentials	\$33.24per hour
CCP Auxiliary/Lab	\$26.54 per hour

CCE Classes

Associates or Required Credentials	\$30.40 per hour
Bachelors or Above Required Credentials	\$33.24 per hour

Avocational Classes

Associates or Required Credentials	\$21.45 per hour
Bachelors or Above Required Credentials	\$26.54 per hour

D. Replacements/Substitutes – When instructional faculty members substitute or replace other instructional faculty members for instructional purposes, they will be paid at the rate of \$23.34 per instructional hour for all ranks. For this section, substituting is defined as being responsible for the course(s) of another instructional faculty member for a period of two weeks during a 15- or 12-week term, or a period of one week in a term that is less than 12 weeks.

Instructional faculty members who replace instructional faculty members will be paid according to their points, which may be their inload salary or their regular overload rate. For this section, replacing is defined as removing one instructional faculty member so that the incoming instructional faculty member is responsible for the course(s) for a period greater than

two weeks in a 15- or 12-week term, or for a period of one week in a term that less than 12 weeks.

E. The Department Chair stipend is \$5,014.33 for a 168-day contract. If Department Chairs are determined to be necessary by the administration for summer work, they will receive a \$1,133 stipend. This will include ten-hour workweeks throughout either Summer A or Summer B to handle program management duties as assigned by the Dean.

F. The Lead Instructor stipend is \$2,000 for a 12-month contract.

G. Supplements for Co-Curricular Duties

Bargaining unit member advisors of officially approved student organizations shall receive a supplement of \$206 to \$927 per term per fall and spring terms and up to \$309 per each summer term of officially approved service, assuming that said service is not a part of the regular work assignment. The exact amount of the supplement for any advisor shall be decided by the Administration.

H. Other Supplements

The following are the maximum supplements that will apply to selected other activities.

Assistant Coaches	\$1,000/semester
Coaches	\$3,000/semester
Brain Bowl Coach (Per Campus)	\$2,000/semester Fall and Spring

Points may be assigned to instructional faculty members, in lieu of supplements at the discretion of the Administration consistent with existing salary schedules.

I. Payment of Supplements

The Administration agrees to make every reasonable effort to see that Program Leaders and persons entitled to pay for co-curricular duties are paid as promptly after the end of the semester in which that work is performed as is reasonably possible.

This includes the obligation to address the failure to promptly supply necessary documentation to the responsible Administrator.

J. Honors Packets

Instructional faculty members will receive \$125 for completed honors packets.

K. Belle Glade Travel Stipend

Bargaining unit members who are assigned to teach on the Belle Glade campus and use their vehicle to travel to and from the campus, will receive a mileage stipend as shown below.

Mileage Stipend Chart

One-Way Mileage	Roundtrip Stipend
0-15	Not Applicable
16-35	\$10
36-50	\$15
51 and over	\$20

The stipend is based on the number of days a faculty member is scheduled to teach at the Belle Glade campus.

Example: Instructor teaches 80 days in a term and travels 41 miles one way. The Mileage Stipend amount is calculated as follows:

$$80 \text{ days} \times \$15 = \$1,200 \text{ for the term}$$

Submit the mileage form in the beginning of each term. The mileage stipend will be paid throughout the term.

L. Other Terms and Conditions

Contracts: The Employer shall provide each instructional faculty member with a minimum of 168 days of employment each year. The Employer shall provide each counseling and librarian unit member with a minimum of 198 days of employment. The Employer will offer contracts to instructional faculty, counselors, and librarians each academic year for one of the following periods: 168 days, 210 days, 228 days, or 12 months.

Additional days in any number in any given year may be offered at the discretion of the President. The preceding three paragraphs do not imply any present intention on the part of the President or Designee to diminish the length of any unit member's contract, or those of any particular group of bargaining unit members, and it is the desire of the President or Designee to avoid doing so, so long as this is practical and consistent with the best interests of the College overall. The purpose of these paragraphs is to provide the President or Designee with the flexibility to change contract lengths if the President should be convinced in the future of that need. The lengths of contracts of those bargaining unit members presently assigned 12-month contracts will be reduced to 228 days or less only under such circumstances as would otherwise justify a reduction in force.

Advancement in Rank

Bargaining unit members promoted to another academic rank will receive additional compensation as follows:

168 day positions	-	\$1,119.80
210 day positions	-	\$1,400.30
228 day or 12 month positions	-	\$1,520.20

In terms of any changes in the criteria for advancement in rank, it would be appropriate (in some instances) to broaden the criteria for advancement in rank to allow graduate hours in education to be counted toward the required number of graduate hours for promotion. The current contract stipulates that for an instructional faculty, counselor or librarian to be promoted he/she must have a certain amount of the graduate hours "in-field". Since Palm Beach State College is a teaching institution, (and employs instructional faculty who may be credentialed in fields/areas/disciplines where additional graduate hours are not available in Palm Beach, Dade or Broward counties) it is felt that graduate credits in education could (with prior approval of the Academic Deans Council and VPAA) be counted towards advancement in rank, and the absolute requirements of "in-field" graduate hours should be redefined with the inclusion of a financial incentive of 25 percent of the increment for the first third of the required hours, an additional 25 percent of the increment for the second third of the required hours, and the final 50 percent of the increment for completion of the requirements for advancement in rank.

Salaries Paid from Grants: In addition to the salaries indicated in this Appendix, the College may, with the consent of individual bargaining unit members, pay for non-instructional duties at other compensation level(s) when a specific compensation level(s) is indicated in a grant. Such compensation level may be higher or lower than the salaries noted in this Appendix if mutually agreed upon by the Administration and the bargaining unit member. This provision applies to hours above the hours of contractual work week.

Distance Learning: Distance learning includes any instructional activity that is conveyed through off-campus classroom programs, and other programs using electronically based instruction offered away from the college campuses.

Points assigned to such instruction will be the standard points assigned for any such courses unless there is advance mutual agreement in writing with the instructional faculty member and the administration regarding points or compensation.

This Article shall not affect the use of movies, filmstrips, videotapes, computers and their related technologies, or other forms of audio or visual recordings or field trips to the extent that they are traditionally used as a part of course instruction.

Method of Payment: Instructional faculty members may elect to be paid over twelve months or during their contract year. The default method of payment will be contract base annual salary disbursed over 12 months.

The payment method chosen in the previous year will continue unless a change is indicated by the faculty member.

The two method of payments for faculty will be as follows:

- The contract base annual salary is disbursed over 12 months.
- The contract base annual salary is equally divided over 18 checks August through May. Corresponding benefit deductions will be taken.

Effect of Promotions on Continuing Contracts: Administrative personnel employed during and after the 1988-89 year will be eligible for administrative contracts only. Full-time personnel who were formerly under continuing contracts, and accepted an administrative position prior to the 1988-89 year, will be eligible for administrative leave each year when annual administrative contracts are renewed. Instructional faculty, counselors, or librarians who accept promotions to administrative positions during and after the 1988-89 year shall be placed on administrative leave from continuing contracts for a maximum of four years unless the administration and the Board agree to a longer time period with the instructional faculty, counselor or librarian on administrative leave from a continuing contract.

Optional Payment: Depending upon funding availability, as determined at the discretion of the College, an appreciation check may be given to each unit member employed on a regular full-time basis in a paid status as of the date to be specified.

Appendix C

Teaching Loads for Instructional Faculty

1. A normal full load for Fall or Spring term is 45 points.
2. Payments for overload points will be made on regular pay dates after the drop/add period during the semester in which services are rendered. If an instructional faculty member is unable to teach an overload class during a complete term, he or she will be paid for the pro-rated portion of the class based on the number of classes he or she taught. If a class is cancelled or if for any reason, an instructional faculty member is paid for more overload points than his or her contract entitles him or her to receive, the instructional faculty member will be obligated to reimburse the college for the excess overload payment. Any such overpayment may be deducted from the instructional faculty members' remaining paycheck(s). All payments provided for herein will be made after a reasonable period of time for processing and clerical functions.
3. A day and evening class will earn the same number of points and be scheduled for the same number of hours.
4. A lecture hour is credited with 3 points per hour.
5. A physical education activity is credited with 2 points per activity hour.
6. Applied music is credited with 1 point for a one-half hour private lesson.
7. Lab hours are credited with 2.25 points per hour in all "C" and "L" courses, **except** for the following: Internship Courses, Co-op Courses, Practicum Courses, Preceptorship Courses, Clinical Courses (includes courses with title of clinical and/or hours identified as clinical), and ATF Courses which shall be credited at 2.0 points per hour.
8. A practicum course is credited with 3 points per semester credit hour granted, provided one instructor is assigned to the course. When the same course requires additional lecture sections, each separate lecture credit hour is credited with 3 points per hour. Additional practicum sections of the same course are credited with 3 points per each equivalent semester hour value.
9. Load points will be determined on the basis of the duty hour schedule which is 7:30 a.m. – 10:00 p.m.
10. The administration may assign a portion or all of an instructional faculty member's load for the responsibility of special programs.
11. The administration may assign a portion or all of an instructional faculty member's load in continuing education.

12. Concurrently taught courses are assessed as one course. When such courses are not of equal point value, the course containing the highest point value prevails.
13. All overloads shall be subject to approval by the instructional faculty member's Associate Dean and Dean, consistent with operational considerations on the basis of administrative discretion.
14. With the approval of the instructional faculty member's dean, a faculty member may teach up to 3 points below their normal load in a Fall semester as long as this same instructional faculty member makes up the points by teaching the same number of points over their normal load in the following Spring semester.

Also with the approval of the instructional faculty member's dean, an instructional faculty member may teach up to 9 points above their normal load in a Fall semester and reduce their following Spring semester load by the same number of points.

Instructional faculty members must complete and acknowledge the Instructional Faculty Point Banking Digital Form. The instructional faculty member's compensation will not be impacted in either semester.

If an instructional faculty member were to terminate employment before the spring term, the actual pay for the number of points taught will be calculated and added or subtracted from the final paycheck.

Teaching Load for CCP Instructors

- A. A normal full teaching load is 30 hours of classroom contact time per week. This does not include 10 additional hours per hours for instructor related duties.
- B. Scheduled classes shall be subject to approval by the CCP Instructor's supervisor and Associate Dean and Dean, consistent with operational considerations on the basis of administrative discretion.

Appendix D

Degree Requirements and/or Special Competence for Instructional faculty

All instructional faculty members should have academic qualifications in accordance with the provisions of the Southern Association of Colleges and Schools, Standards for Colleges.

In the humanities, social sciences, and natural sciences, advanced study beyond the baccalaureate degree is basic to the special competence and those who teach in degree programs in these fields must have master's degrees with major concentration in the teaching field. In certain exceptional cases in these academic areas, unique experiential qualifications in conjunction with demonstrated competence may substitute for advanced academic preparation.

In the creative or applied arts and in specialized, professional, technical, or vocational fields, evidence of professional competency is acceptable in lieu of formal academic preparation. This competence may be based upon appropriate specialized training or successful experience as a practitioner in the occupational field.

Appendix E

Department Chairs

Section A: Department chairs are created in specific academic disciplines and programs based on the needs of the College as determined by the college administration. The administration will select the department chairs from willing instructional faculty in each of the academic disciplines and program areas. Instructional faculty members within each department may make recommendations to the administration on the selection of instructional faculty to serve as Department Chair with their department. Instructional faculty employed in such positions may, at the discretion of the administration, receive release time for the department chair duties. Release time may vary from 0 to 45 points per contractual year. In addition, all department chairs would get the prorated amount of the current stipend. This will include ten-hour workweeks throughout either Summer A or Summer B to handle program management duties as assigned by the Dean. The college will develop consistent criteria in determining release time. Contracts for instructional faculty serving as department chairs may vary in length from 168 to 210 days and may be granted for up to a three (3) year term upon the agreement of the Associate Dean. Department chairs may be assigned to work up to an additional 12 duty days per year and will work a 35 hour per week work schedule.

Section B: It is agreed that duties of department chairs will be as follows:

- a. Formulates class schedules, in collaboration with associate dean and/or dean, using the established guidelines.
- b. Assigns classes to adjunct faculty in collaboration with associate dean and/or dean. Associate dean and/or dean assigns classes to instructional faculty.
- c. Participates in the advising of students.
- d. Assists in the coordination and formation of new programs and curricula.
- e. Responsible for ensuring that college and departmental policies are followed by adjuncts pertaining to requirements for work schedules, course outlines, syllabi, final exams and final grade submission.
- f. Makes recommendations for departmental and program budgets.
- g. Conducts instructional observations of adjunct faculty and, if needed, provides an improvement plan to remediate any weaknesses.
- h. Establishes departmental mentoring for new adjuncts.

- i. Prepares textbook orders and all discipline or program texts and supplements.
- j. Informs associate dean and/or dean of needed instructional supplies and equipment and maintenance of equipment.
- k. Participates in department and college-wide committees.
- l. Recommends to associate dean and/or dean need for instructional substitutes.
- m. When applicable, helps assure compliance of program for external accreditation or regulatory agencies, which includes, but is not limited to, program oversight, self-studies, annual reports, site visits and facilities.

Appendix F

Lead Instructors

Section A: Lead Instructors are designated in CCP programs based on the needs of the College as determined by the college administration. The administration will select the lead instructors from willing CCP instructors in the program areas identified to serve across all campuses. Lead instructors may be designated for up to 12 consecutive months per term to serve as a Lead Instructor.

Section B: It is agreed that the duties of lead instructors will be as follows:

- a. Participates in the advising of students.
- b. Assists in the coordination and formation of new programs and develops curricula.
- c. Assists in the selection of textbooks and other educational materials.
- d. Assists in the procurement of equipment to include requesting quotations and vendor coordination.
- e. Ensures that adjuncts follow College and department policies which include, but are not limited to, work schedules, course outlines, syllabi, attendance, safety protocols, final exams, and grade submission.
- f. Makes recommendations for department and program budgets, including recommendations for capital equipment purchases.
- g. Establishes and maintains program mentoring of new adjuncts.
- h. Serves as a technical content expert for CCP programs.
- i. Ensures equipment and student learning stations are safe and operable.
- j. Provides advanced instructional support according to credential and licensure.
- k. Serves as a technical representative for program accreditation.
- l. Participates in business partnership meetings.
- m. Promotes CCP programs and educational pathways to stakeholders.
- n. Assists with College and program accreditation to ensure compliance with regulatory bodies and agencies, which includes, but is not limited to, program oversight, self-studies, reporting, site visits, and facilities.

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