

CLARIFICATION for 2006
PDA OBLIGATIONS & NOTICES OF ABSENCE

SINCE THIS PROCESS IS STILL UNDER NEGOTIATION,
FOR THIS PILOT PERIOD ONLY:

Regular Faculty

Regular Faculty MUST file an NOA if they did not attend Professional Development Activities on August 12 and February 21. They will be docked six (6) hours not eight (8).

Adjunct Faculty

The Memorandum of Understanding is as follows:

Adjunct Faculty Obligation

Adjunct faculty will be responsible for the hours they would normally teach a semester length class that falls on Friday, August 12, 2005 in the fall and January 12, 13, and February 21, 2006 in the spring.

Adjunct faculty who do not fulfill their obligation must file an absence form either for sickness or personal necessity.

Hours are calculated on a semester basis and not on an annual basis because adjunct faculty members are employed semester by semester. Fall semester hours must be completed by December 15th, 2005. Spring semester hours must be completed by June 1, 2006. (For the purposes of the pilot we are using May 1, 2006)

Adjunct Faculty will be able to flex all of their hours of obligation.

Non-Credit Unit A members will be eligible for flex hours beginning in the fall. They will be able to flex all of their hours of obligation.

Adjunct who would have worked on Thursday, January 12, Friday, January 13, and Tuesday, February 21 have a flex obligation equal to the numbers of hours they would have worked on those days. They may satisfy that obligation in one of three ways:

- 1) Submit PDA Workshop Form;
- 2) Submit verification for a Flex activity before May 1, 2006;
- 3) Submit an absence form if they cannot do either 1 or 2.

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A. Regular Faculty: 12 mandatory hours per academic year = Mandatory days (8/12/05 & 2/21/06). There will be no "make up" for these hours. 12 flexible hours – activities to occur between July, 2005 and MAY 1, 2006. Maximum hours per day = 6.

Regular Faculty on a reduced load: Hours would be consistent with the percentage of 100% load, example: 60% Regular Faculty are responsible for 3.5 hours of the mandatory days each semester, and 7.5 hours of flex hours throughout the year (July 1 to MAY 1).

B. Adjunct Faculty: will be responsible for the hours they would normally teach a semester length class, falling on designated PDA days (8/12/05, 1/12/06, 1/13/06, 2/21/06) and will be able to flex hours that fall on the mandatory day – activities to take place during the semester in which they teach. Adjunct may do a flex activity prior to their assigned semester in which they teach; those hours are for their obligation within that assigned semester only. If their class is cancelled they will not be paid for those hours, nor can the hours be "banked" for future semesters.

C. Flex Activities can be fulfilled ONLY through approved staff development activities, listed on the Menu of Activities. Items pre-approved for flex credit are listed with a designated number of flex credit hours and no proposal form is necessary for these activities. All other activities are eligible for flex credit only through proposal.

D. Independent Flex Activities Proposal Form - REPLACES the Flex Contract – please remove all old forms.

Major difference will be that all independent flex activities will need to be pre-approved by a staff development committee and can be submitted anytime during the semester/year as long as it is submitted at least two weeks prior to the activity and the activity will be completed by the deadline date for filing a Flex Activity Verification Form (which needs to be submitted upon completion of approved activity).

E. Special Group Flex Proposal Form - replaces the Department Activity Form that was used in the past for PDA Day.

This will give departments an opportunity to plan activities throughout the semester. Submission is at least two weeks prior to activity for approval by a staff development committee. Participants will need to submit a Flex Activity Verification Form after activity to receive flex credit.

F. Faculty Presenting for an approved activity:

If you are the presenter you are eligible to receive flex credit.

Regular Faculty – hours of workshop + flex credit (up to number of hours equal to workshop) for workshop prep (submit a Flex Verification Form with notation that you are the presenter and # of hours of prep work for the workshop).

Adjunct Faculty – you may either take flex credit OR be paid for the number of hours of your workshop + equal number of hours for prep (non-instructional rate)

PAY: YOU MUST SUBMIT an Adjunct Faculty District Activities Fund Application prior to workshop for pay.

FLEX CREDIT: Flex Verification Form for flex hours.