

Key Features of Part-time/Visiting Lecturer Bargaining Unit Agreement at CCP

(Items with * are new in 2006-2011 contract. For full details, see actual contract)

- 1) **Political Action Fund:** Voluntary payroll deduction
- 2) **Course Assignments by Seniority Pools.** Adjunct faculty earn one seniority unit for each semester taught; maximum of two seniority units per year. Adjunct faculty in higher seniority pools, if qualified and available, must be assigned to available courses before adjunct faculty in lower pools are given courses. Exceptions to seniority rule for up to **25%*** in Business & Industry.
Pool I: 0-3 seniority units Pool II: 4-7 seniority units; Pool III 8-11 seniority units;
Pool IV: 12-15 seniority units; Pool V: 16-19 seniority units; Pool VI: 20-23 seniority units
Pool VII: 24-27 seniority units; Pool VIII: 28-31 seniority units; Pool IX: 32-35 seniority units;
Pool X: 36-39 seniority units; Pool XI: 40-47 seniority units; Pool XII*: 48-55 seniority units;
Pools XIII: 56-63 seniority units; **Pool XIV: 64+ seniority units (begins Fall 2008)***
Visiting Lecturers (one semester full-time appointments) are appointed in seniority order from a Visiting Lecturer seniority list.
Employees will be required to provide an updated resume at least once every three years. * To earn a seniority unit, employees who perform hourly or credit-free work who enter the bargaining unit after 9/1/07 must complete 69 clock hours in a semester.* Employees must complete a sexual harassment and other harassment prevention training by 10/15/2007 or in first semester of hire. (May be done on-line)*
Availability Forms: Effective July 1, 2007, availability forms must be submitted to Department Heads (or other Supervisors, if applicable) in writing on a form developed by the College for that purpose, of their availability for courses or other work by **July 1*** for the Fall semester, **October 15*** for the Spring Semester, and **February 1*** for Summer I & Summer II. **If applying to more than one department, copies of the same form must be submitted to each department. An employee may not accept conflicting assignments.***
- 3) **Loss of Seniority**
Adjuncts stay on the seniority list unless they do not work at the college for 30 continuous months. Adjuncts with more than 8 seniority units who have worked at the college within the past 30 months shall not be removed from the seniority list without just cause, and such removal is subject to arbitration.
- 4) **Consolidation of Part-time jobs to full-time jobs.** Beginning July 2002, in each regular semester in each department, when the part-time seniority list is exhausted, the number of unassigned sections in the discipline (excluding 10-week sessions, Business & Industry and neighborhood sites) shall be calculated. Provided that he/she is qualified to teach a full load from among the unassigned sections and the sections already assigned to the person, and it is practical to do so considering the times and locations of the unassigned sections, for the first 20 uncovered sections in the discipline, the senior VL on the department seniority list shall be offered a VL position for that semester and shall teach a full load in that discipline for that semester.
- 5) **Change in Classification from Adjunct to Full-time.**
Adjunct faculty in seniority pools VI and higher who have no Visiting Lecturer seniority shall be awarded one special Visiting Lecturer seniority unit upon request if they meet Department qualifications. Qualification for special VL unit shall not be denied unless written explanation is given by Department Head. Visiting Lecturers who have taught 14 semesters as a Visiting Lecturer without a break of Visiting Lecturer service of more than 4 regular semesters shall be reclassified into the Full-time Unit if they meet Department qualifications.
When the Visiting Lecturer seniority list is exhausted, adjunct faculty in higher seniority pools shall be considered before adjunct faculty in lower seniority pools for new Visiting Lecturer positions. At least one of the two or more applicants recommended by the Full-time Hiring Committee for a position in the Full-time unit shall be a qualified part-time/Visiting Lecturer employee.

- 6) **Academic Governance.** Adjunct faculty shall be eligible to serve on all committees of the college, shall be invited to attend department meetings, and may be voted voting rights by respective departments.
- 7) **Leaves.** An employee will accrue seniority while on child care leave (not to exceed 2 semesters unless extended by the Board) or military leave.
Adjuncts shall be entitled to sick leave of one week per semester with pay. **A second week of absence due to illness may be reimbursed using the Disability/Travel Fund*.** After exhausting sick leave, adjunct faculty shall be entitled to earn up to one unit of seniority while on short-term disability. Adjunct faculty may accrue up to one additional seniority unit while on long-term disability if they did not already accrue a seniority unit on short-term disability for the same leave.
Partial reimbursement for loss of pay while on disability may be granted from the Disability/Travel Fund. Adjuncts on leave for service to professional organizations shall neither accrue nor lose seniority.
If the absence can be covered collegially, bereavement leave with pay for one week if death occurs in immediate family: parent, spouse, child, brother or sister*.
- 8) **Intellectual Property.** Same rights as Full-time Faculty.
- 9) **Evaluations:** Essentially same language as in new Full-time Agreement.
- 10) **Salaries:** In any contract year, if the College shall receive funds from appropriations which the Pennsylvania General Assembly or any other funding source has mandated specifically to improve the salaries of part-time college instructors, this contract shall be re-opened on the issue of part-time salaries only. If the matter cannot be settled by mutual agreement, it shall be settled by binding arbitration, but there shall be no right to strike.
- A) **Visiting Lecturers:** In each year of the contract, the minimum VL base salary shall equal the minimum Rank V salary in the FT agreement: 2006-07: \$38,016; 2007-08: \$39,622; 2008-09: 40,893; 2009-10: 41,886; 2010-11: \$44,800. **If a VL has a break in service, their salary upon returning shall not be less than their last VL salary plus 3.62%*.**
- B) **Classroom:** Pool I: 3.62% each year of the five-year contract
Pool II-III: 3.65% each year of the five-year contract
Pool IV-VI: 3.70% each year of the five-year contract
Pool VII-X: 3.75% each year of the five year contract
Pool XI-XIV: 3.9% each year of the five year contract
- C) **Learning Lab:** All Pools: 2.5% each year of the five-year contract
- D) **Librarians and Counselors:** All Pools 2.87% each year of the five-year contract
- E) **Part-time Aides:** All Pools: 2.5% each year of the five-year contract
- F) **Level A:** All Pools: 2.5% each year of the five-year contract
- G) **Level B:** All Pools 2.5% each year of the five-year contract
- H) **GED/SAT:** All pools 2.5% each year of the five-year contract
- I) **Other hourly work:** \$20 per hour
- Bonuses: An additional \$800,000 is to be divided among the three bargaining units and distributed as bonuses during the 5-year contract using formulas to be determined by the three bargaining units.***
- 11) **BENEFITS:**
- A) **Medical:** College to pay 50% of Personal Choice premium for Employees with fewer than 8 seniority units. College to pay 75% of Personal Choice premium for employees with 8 or more seniority units.
- B) **Retirement.** For adjunct faculty with four or more units of seniority, the college will match employee contributions to a retirement plan of 5% of earnings. **College to administer PT medical benefits beginning 9/1/07*.**
- C) **Group Life Insurance:** College to pay ½ premium on \$12,000 policy increasing to \$16,000 policy by the fifth year.
- D) **Tuition Remission:** One CCP course per semester; for VL's and Pool VII and above, tuition remission for family members, up to two CCP courses per semester.
- E) **Disability/Travel Fund:** To increase to **\$20,000*** in 06-07, and by **\$2,000*** each of the remaining years of the contract.
- F) **Computer Loans:** For employees in Pool X and higher, two-year interest-free loans are available from the College.

