

1 This is the actual tentative agreement with no edits.

## 4 Article 16

### 5 Adjunct Rate Assignments, Retention and Seniority

#### 7 Definitions

9 Adjunct seniority is a method of determining seniority order to receive an assignment paid at the  
10 adjunct rate. Any qualified faculty member employed by the District may be given appropriate  
11 assignments at the adjunct rate, including:

- 12 • Temporary, adjunct faculty employed pursuant to Education Code § 87482.5 for no more than  
13 67% of the load of scheduled duties for a full-time regular faculty member having comparable  
14 duties averaged over the semester;
- 15 • Contract and regular faculty, staff, or administrators who are also employed on an adjunct rate  
16 basis for ~~an~~ additional assignments.

17  
18 For the purposes of this article, such employees will be referred to as “adjunct rate faculty.”

19  
20 A seniority assignment for classroom faculty is defined as one class of at least the same number of  
21 standard hours of employment for up to the range of 60 to 67 percent of a full-time equivalent load for  
22 at least the same number of standard hours for which an adjunct rate faculty member has gained  
23 seniority. For non-classroom faculty, an assignment is defined .2 of a full-time load for up to the range of  
24 60 to 67 percent of a full-time equivalent load. The assignment should be on the same day(s) of the week  
25 and at the same time as the previous semester for classroom teaching assignments or the same number  
26 of hours on the same day(s) of the week and at the same time as the previous semester for non-  
27 classroom assignments, when practicable, as outlined in Section A of this article.

28  
29 Adjunct assignments are based on student needs and contingent upon available adequate fiscal resources. Pursuant  
30 to Education Code §87482.3 this contract establishes the terms of reemployment preference for part-time,  
31 temporary faculty assignments based on the minimum standards up to the range of 60 to 67 percent of a  
32 full-time equivalent (FTE) load.

33  
34 Adjunct assignments rates of pay shall be based on the salary tables in Appendix A.

35 A discipline is defined as a Faculty Service Area (FSA) as listed in Appendix E.

#### 36 A. Obtaining and Calculating Seniority

- 37 1. Classroom and non-classroom adjunct rate faculty ~~member~~ gains a semester towards placement on a  
38 seniority list when ~~he/she~~ they accepts and complete an adjunct rate assignment. Classroom and non-  
39 classroom adjunct rate A faculty ~~member~~ shall be placed on that list if they ~~he/she~~ completes an  
40 adjunct rate assignment in the discipline for three semesters and begin service for a fourth semester,  
41 all four semesters occurring within a period of eight consecutive semesters. ~~For a non-classroom~~  
42 ~~assignment in a discipline, for a semester to count toward gaining seniority, an adjunct rate faculty~~  
43 ~~member, must work at least sixteen (16) total adjunct hours in that discipline during that semester.~~  
44 Non-classroom adjunct faculty shall gain a semester towards placement on a seniority list when they  
45 accept and complete an adjunct rate assignment. The eight-semester rule listed above applies to

~~faculty members gaining seniority for non-classroom assignments.~~

2. An adjunct rate faculty member's seniority date for assignment in a discipline is determined by the beginning date of the fourth semester that qualifies him/her for placement on the seniority list for that discipline (even for short term classes offered within a semester). There shall be no ties on the seniority list. If a tie in seniority dates exists, the tie shall be broken by lot by the appropriate vice president or designee and the AFT chapter president or designee prior to the deadline.

# 3 has been revised and moved to the new B. Offers of Assignment – A.4 becomes A.3

3. Seniority is set at the highest number of standard hours assigned based on two or more of the four semesters. If the number of standard hours differs in each of the four semesters, then the number used will be the average of the four semesters, rounded to the nearest standard hour. Standard hours for seniority are determined at the time seniority is granted and will not be modified, even if assigned standard hours vary in subsequent semesters.
4. In some circumstances, classroom and non-classroom adjunct rate faculty may be assigned a different number of standard work hours in a given semester than their seniority assignment. Nevertheless, in future semesters, their seniority rights would continue to be for ~~a class~~ an assignment with the same number of standard hours for which they originally attained seniority.

## B. Offers of Assignment Seniority Lists

1. Adjunct rate classroom and non-classroom faculty members on the seniority list shall be offered ~~a one class assignment~~ an assignment that equals the standard hours for which they originally attained seniority. Whenever additional assignments are available through growth and attrition, they will be offered, following the process described in section B.2 C.2 of this Article. Whenever practicable, the ~~class assignments~~ shall be on the same day/at the same time as the previous semester. If a program or schedule is changed, adjunct rate assignments shall be offered in the following order:

- a. Comparable assignments with the same number of standard hours for classroom teaching or the same number of hours for non-classroom assignments, or
- b. ~~An a~~ Assignments that ~~is~~ are as close as possible to the number of standard hours for which the faculty member has attained seniority.

~~a. Seniority is set at the highest number of standard hours assigned based on two or more of the four semesters. If the number of standard hours differs in each of the four semesters, then the number used will be the average of the four semesters, rounded to the nearest standard hour. Standard hours for seniority are determined at the time seniority is granted and will not be modified, even if assigned standard hours vary in subsequent semesters.~~

~~b. In some circumstances, classroom adjunct rate faculty may be assigned a different number of standard hours in a given semester than their seniority assignment. Nevertheless, in future semesters, their seniority rights would continue to be for a class with the same number of standard hours for which they originally attained seniority.~~

## ~~B.C.~~ Seniority Lists

Seniority lists indicate the order in which adjunct rate ~~classes assignments~~ are assigned offered in a discipline, based on the date a faculty member is placed on the list by having completed an assignment for three semesters and begun service for a fourth semester, as specified in A.1. In addition to the numbered ranking, seniority lists specify the number of standard hours for which the faculty member has attained seniority, the number of hours assigned each semester, and a code

1 indicating whether the assignment was accepted, refused, withdrawn, not offered. See Appendix R  
2 for a seniority list template.

3  
4 1. Seniority lists shall be updated each semester for each discipline, after any bumping or other  
5 changes, as per the contract, have ~~has~~ occurred, and whenever new names are added to the lists.  
6 No new names shall be added to the existing second class seniority list. ~~In addition, beginning~~  
7 ~~Fall 2001, notwithstanding any other provision of this article, No~~ regular or contract faculty  
8 member shall be entitled to have his or her name added to a seniority list if that addition would  
9 result in the faculty member acquiring seniority for more than one assignment at a college.

10  
11 2. Prioritization of classroom ~~or~~ and non-classroom hourly rate assignments shall be made in the  
12 following order:

13 **Step 1.** Use the first seniority list in order of rank.

14 **Step 2.** Use the second class/assignment seniority list if one exists.

15 **Step 3.** Once the first and second class ~~assignment~~ seniority lists are exhausted, ~~consideration for an additional~~  
16 ~~assignments should~~ shall first be given to temporary adjunct faculty who are on the first seniority list and who are not  
17 full-time LACCD employees. These additional assignments ~~should~~ shall be offered to those on the seniority list as a  
18 pool, not necessarily in seniority order.

19 CTE disciplines are exempt from step 3 and should proceed to step 4.

20 **Step 4.** Consideration for any remaining assignments ~~shall~~ should be offered to all faculty on the first seniority list  
21 as a pool.

22  
23 A faculty member who does not want to take a second assignment will communicate this decision in writing  
24 to her/his chair and dean.

25  
26 3. A faculty member not on a seniority list will be limited to one assignment. However, a department/  
27 division chair may request an exception, which must be approved by the vice president or designee  
28 in consultation with the AFT chapter president. Examples of exceptions may include the need for  
29 special expertise or innovation.

30  
31 4. Colleges may create integrated seniority lists in disciplines that offer courses or specialized ~~counseling~~  
32 areas that require additional training, coursework, demonstrated special expertise, or certification in  
33 order to teach the course. Faculty teaching hourly who are on a seniority list will continue to be  
34 assigned in seniority order as described in Article 16. Faculty who have completed the required  
35 training, coursework, or certification will have a designation on the seniority list. Only instructors with  
36 such designations shall be offered the corresponding course(s). If the faculty member so designated  
37 declines the assignment, that decline is counted as a refusal for the purposes of calculated seniority as  
38 described in Article 16. Should a faculty member no longer desire to teach the designated course(s) or  
39 have an assignment in a specialized ~~counseling~~ area, he/she may request in writing that such  
40 designation be removed from the seniority list. The request to change one's designation will be  
41 effective the next term, and declining designated assignments in the next and subsequent terms will not  
42 be counted as a refusal. The designation can be reinstated by written request of the faculty member,  
43 effective the next term.

44  
45 5. An existing discipline seniority list may be divided into more than one discipline list or a new  
46 discipline list may be created for the purpose of adjunct rate assignment and seniority by the mutual  
47 consent of the ~~parties~~ Guild President and Chancellor. If a college begins to offer adjunct rate  
48 assignments for which the college does not currently have a seniority list and/or for which a  
49 seniority list already exists at another college (or at multiple colleges), as shown in Appendix E, the  
50 college shall begin a seniority list for those faculty service areas and notify the parties so that  
51 Appendix E can be updated.

52  
53 6. The department chair shall provide (in electronic format) the department's updated discipline seniority  
54 list or lists to the appropriate college vice president by each semester census date. The vice president  
55 shall review the list(s) for accuracy. ~~and provide approved electronic copies (or will upload them to~~  
56 ~~the college website) of the list to the appropriate department chair, all adjunct rate faculty members in~~

1 ~~the discipline in which the assignments are made, the AFT chapter president, and the AFT grievance~~  
2 ~~representative by the eighth week of the fall and spring semesters. Seniority lists shall be posted by the~~  
3 ~~appropriate college vice president on the college website, and faculty will be notified that lists are ready for~~  
4 ~~viewing by the eighth week of the fall and spring semesters.~~

#### 6 **C D. Assignment Rights**

- 7 1. The right to continue receiving adjunct rate assignments is extended to each adjunct rate  
8 faculty member in the appropriate discipline, in seniority order, for the hours he/she has  
9 achieved seniority and at the college or location the faculty member is assigned. Faculty in all  
10 credit, noncredit, contract education, and specially funded programs shall be assigned  
11 consistent with Article 13 D.6. Seniority applies within each discipline at a college and is not  
12 transferable to other colleges.
- 13 2. After all individuals on ~~a~~ the first seniority list have accepted or ~~have~~ refused an  
14 assignment and additional assignments are available, assignments shall be offered in  
15 seniority order to individuals currently on the second class seniority list when a second  
16 class list exists. Remaining assignments ~~may~~ shall be offered ~~to any eligible faculty~~  
17 ~~member in the manner described in Section C. 2. of this Article.~~
- 18 3. Contract, regular, and temporary full-time faculty shall be eligible to be assigned up to .4 FTE  
19 in adjunct rate assignments during the fall and spring semesters. An adjunct load up to .67 FTE  
20 may be assigned upon the faculty member's written verification to his/her department chair that  
21 he/she is meeting all full-time faculty obligations as listed in Appendix Q.
- 22 4. ~~Beginning Fall 2001, Regular and contract (faculty, staff, or administrators) Employees~~ with  
23 regular or contract positions in the LACCD may have seniority in only one discipline at the same  
24 college. Faculty who ~~had~~ have established seniority in multiple disciplines or on two seniority lists  
25 in the same discipline prior to Fall 2001 shall retain their seniority rights.

26 Administrators may receive an adjunct rate assignment in the department which they supervise  
27 with the approval of the college president.

- 28
- 29 5. Temporary, adjunct faculty employed pursuant to Education Code § 87482.5 may have the  
30 right to more than one seniority assignment (i.e., be assigned at more than one college or in  
31 more than one discipline or on more than one seniority list as long as the total is not more  
32 than 67% of a full load in regular funds.)
- 33
- 34 6. A temporary adjunct rate faculty member at a given college (including any satellite or outreach  
35 location assignment affiliated with that college) on a given discipline's seniority list shall be  
36 continued in his/her assignment as long as the need for assignments in that discipline  
37 continues as determined by the college president.
- 38
- 39 7. Faculty who have been teaching for at least four semesters in the PACE program, and whose  
40 assignment ends due to reduction in course offerings or the elimination of the program, may  
request and may be granted placement on the bottom of the first class seniority list in their

1 discipline, subject to the approval of the appropriate department chair, in consultation  
2 with the appropriate vice president ~~or designee~~.

- 3 8. Temporary adjunct faculty on a seniority list(s) may, upon retirement, indicate on their  
4 resignation form that they wish to continue teaching on an adjunct rate basis and will  
5 retain their position on the list(s).
- 6 9. As specified in Article 22.D, retired full-time faculty who are in good standing at the  
7 time of retirement and are not already on a seniority list may request and shall be  
8 granted placement at the bottom of the first class seniority list in their discipline at the  
9 college from which they retired only if they have served as a regular employee for at  
10 least 15 years before retirement and submit a written request to their department chair  
11 and appropriate vice president within 30 calendar days after the effective date of  
12 retirement.

13 The eligibility for assignment to an intersession immediately after retirement will be  
14 postponed to the next subsequent corresponding intersession, subject to the availability of  
15 the assignment and placement of the retiree on the intersession priority list (see also Article  
16 22.D).

17 Their seniority date is the first day of the semester in which their retirement date falls,  
18 or if not during a semester, the semester immediately preceding the retirement date.  
19 Once granted seniority placement, the right to continue as adjunct rate faculty is  
20 governed by the terms of this article.

#### 21 ~~D. Offers of Assignment~~ **E. Planning and Offers of Assignments**

- 22 1. Department chairs shall plan adjunct rate assignments and notify faculty of their  
23 initial proposed assignment and any subsequent changes in a timely manner. In an  
24 effort to ensure accuracy and have sufficient time to correct errors, the appropriate  
25 vice president shall make available for review by faculty, in electronic form, the  
26 proposed schedule for the following semester before it is finalized for printing or  
27 uploading.
- 28 2. Official offers of an adjunct rate assignment shall be made in accordance with this  
29 article to individuals in seniority order based on the discipline seniority list.  
30 Adjunct rate assignment offers shall be mailed via U.S. mail or sent via email to  
31 their college email address with return receipt to individuals by the office of the  
32 appropriate vice president by the end of the 10th week of the preceding fall or  
33 spring semester, whenever possible. Written or emailed acceptance or refusal of the  
34 offer shall be made within ten (10) working days of receipt of the offer. Failure to  
35 respond by the deadline shall be considered a refusal of the offer.
- 36 3. Faculty not offered an assignment shall be informed in writing via mail or email with return  
37 receipt by the appropriate vice president or designee at the earliest possible time in  
38 the planning process .

#### 39 **F. Refusals/Withdrawals and Breaks in Service for Leaves and Temporary Assignments**

40 **NOTE: The new Section F, 1 through 7 remain the same as Section E, 1 through 7 in the 2014-17 CBA**

#### 41 **G. F. Bumping**

- 42
- 43 1. Bumping shall be limited to the first two weeks of the semester. Notification and changes due  
44 to bumping must be completed before the class meets during the third week. There is no  
45 bumping during intersessions.

46           2. Any monthly rate employee may bump a temporary, adjunct rate faculty member if the  
47           monthly rate employee must teach an adjunct rate class in order to obtain a full load. The  
48           monthly rate faculty member should bump in the following order:

49           a.(Formally b) Faculty who are not on a seniority list and have been given one or more assignments  
50           at the discretion of the department chair

51           b. (formally a) Faculty with more than two adjunct rate assignments, starting with those having the  
52           most assignments above their seniority assignment(s)

53           c. Faculty on the second class seniority list, starting at the bottom of that list, when one exists

54           d. Faculty on the first class seniority list, starting at the bottom of that list

55  
56  
57 A change in assigned workblocks should not be an impediment to determining how to  
58 best fulfill the full-time faculty member's assignment obligation. Should the bumping  
59 result in a load that exceeds 5 workblocks, the additional workblock pay increment may  
60 be waived (See also Article 13.D.4.d.). The adjunct rate faculty member bumped shall  
61 be entitled to bumping rights.

62 3. Before a monthly rate employee exercises his or her right to bump, he/she should  
63 discuss the following options with his or her department chair, in an effort to  
64 eliminate the need to bump:

65 a. teaching a class during a summer or winter intersession as part of the  
66 annual load obligation; or

67 b. accepting an underload with the understanding that an overload will be  
68 required to balance the annual load obligation within the next semester.

69 4. If an adjunct rate faculty member on a seniority list loses his/her assignment, he/she shall  
70 have a right to bump another adjunct rate faculty member in the order specified in this  
71 Article F.2. An adjunct rate faculty member who loses his/her assignment due to  
72 bumping shall remain on the seniority list and shall be paid for service rendered prior to  
73 the bumping.

74 5. The appropriate vice president shall maintain records of all bumps on the seniority  
75 lists(s) and those records may be viewed by the AFT.  
76  
77  
78

**G. H. Termination: Reduction in Force, Program Discontinuance, Cuts in Assignments, and Dismissal**

**Sections 1 through 7 – no changes.**

8. Under rare circumstances, and only when the appropriate vice president, AFT chapter president, department chair, and AFT Faculty Guild President all agree and sign the official waiver, a temporary, adjunct rate faculty member may exceed the 67% maximum load. Adjuncts who are approved for this exemption to the load limitation may not exceed the 67% workload for more than two semesters in three consecutive academic years as per Education Code § 87482 (b) ~~(except for clinical nursing faculty for up to four semesters within any period of three consecutive academic years between July 1, 2007 and June 30, 2014, inclusive as per Education Code § 87482 (c)(1))~~. In the event that the adjunct rate assignment of over 67% load is not approved the chairperson shall adjust the temporary adjunct faculty member's schedule accordingly.

**I. H.** In filling contract monthly rate vacancies in the Faculty Unit, in which there is a selection process, at least two (2), temporary adjunct rate faculty members who apply, are on a seniority list in that discipline in the LACCD, and who also meets any local additional requirements adopted for the position and other criteria established by the committee, must be invited to the selection interview.

For the Union

For the District

Date:

Date: