

Part-Time Faculty Rights and Benefits

Peralta Federation of Teachers (www.pft1603.org or 510-763-8820) August, 2016

- 1. Academic freedom:** As members of a learned profession and as officers of an educational institution, all faculty members have the right to academic freedom in fulfilling their responsibilities, such as the right to express differing opinions and the right to intellectual honesty. [Sources: Board Policy #5.10, California Ed. Code #70902, PFT-PCCD Contract, Article 4]
- 2. Department representation:** In departments with chairs, all faculty members (full-time and part-time) have a right to vote for, and to be selected as, department chair. All part-time faculty members are part of the department to which they are assigned; they have the right to vote and hold leadership positions. [Source: PFT- PCCD Contract, Article 14, Section E]
- 3. Faculty assignments:** These are scheduled by the college administration (e.g. deans) in consultation with department chairs and the individual faculty member. Sixty (60) days' notice of the proposed assignment should be given in writing to every faculty member. [Source: PFT-PCCD Contract, Article 18, Section A]
- 4. Evaluations:** Part-time faculty members should be evaluated in their first year of employment and every six semesters after that. [Source: California Ed. Code # 87660-87683]
- 5. PT Rehire/Preferred pool:** Part-time faculty members who have had 6-10 semesters of service to the college and who receive a 'surpasses requirements' or 'exemplary' evaluation (done every six semesters) will be placed in a preferred pool in their respective disciplines/departments for rehiring at that college. This policy was negotiated in Spring 2006 and revised in Spring 2009. [Source: PFT-PCCD Contract, Article 30, Section H (new/2009)]
- 6. Summer session assignments:** Part-time faculty members who are employed by the college the preceding year have priority over any new faculty members for summer session assignments. [Source: PFT-PCCD Contract, Article 31, Section A]
- 7. PT health benefits/50-50 Plan:** Part-time faculty members who have at least a .4 load (work assignment), and do not have medical benefits from another employer are eligible for health coverage if they pay half the cost of these benefits, with the District/State paying the remaining half. Part-time 50-50 Plan shall only apply to and provide the Kaiser Plan. PT faculty members who are eligible for the 50/50 plan for September 2016 – February 2017 need to enroll between August 22- September 21, 2016. Check web.peralta.edu/benefits/ for open enrollment details and to register online. You may also call the Benefits Office at (510)-466-7229. Voluntary medical and dental benefits, 100% of which is paid for by the employee, are available to PT faculty members (regardless of load). See details at web.peralta.edu/benefits/ or call the Benefits Office (510) 466-7229. [Sources: California Ed. Code #87860-87868, past practice, and PFT-PCCD 2012-15 Successor Agreement].
- 8. PT office hour compensation:** Part-time classroom instructors who have a teaching assignment of 2 classes or .40 or more of a full-time teaching load and maintain one office hour per week for the semester will be paid at the non-instructional rate, that is, half (.5) or half of their teaching rate of pay. Office hours must be posted and included in the class syllabus. [Sources: PFT-PCCD Contract, Article 18, Section A, Part 7 and California Ed. Code #87880-87888]
- 9. Long-Term Substitutes:** A part-time faculty member can work for two semesters over a period of three consecutive years as a long-term substitute (up to 15 equated hours). [Source: California Ed. Code #87482 & 87482.5]
- 10. State Disability Insurance (SDI):** Part-time faculty members are covered by SDI with a .9% pay check deduction (for 2016). [Source: PFT-PCCD Contract, Article 22]
- 11. PT sick leave/other types of leave:** (a) Part-time faculty members are entitled to sick leave based on the following formula: the total number of equated hours assigned, divided by 15 equated hours, multiplied by 17.5 weeks. For example, Loco Coco is assigned 6 equated hours in Fall 2015. Divide $6/15 \times 17.5 = 7$ hours of sick leave per semester. Sick leave accumulates from one semester to the next. (b) Also, part-time faculty members can use sick leave for personal reasons, not to exceed 7 school days in any school year, and they are also entitled to industrial illness, jury duty and subpoena leave, with proof. [Source: PFT-PCCD Contract, Article 26, Section C]

12. PT bereavement leave: PT faculty members are entitled to bereavement pay for a period not to exceed 4 days, and if traveling over 200 miles, not to exceed 6 days. Bereavement days are not deducted from sick leave [Source: PFT-PCCD Contract, Article 26, Section D]

13. Enrollment fee waivers: Part-time (as well as full-time) faculty members currently teaching in the District and part-time (as well as full-time) confidential and classified employees currently employed by the District are eligible for enrollment fee waivers for courses taken at any college in the District. The waiver does not include the student use fee and any other fees that may be applicable; these would be the responsibility of the employee. [Source: August 9, 2007 email announcement from the Vice Chancellor for Finance and Administration, Thomas Smith]

14. Step and Column Advancement for Salary Increases: Part-time faculty shall be advanced on the steps for every 1.0 FTE completed (30 equated hours for classroom-based faculty and 60 equated hours for non-classroom based faculty) up to the maximum step (25). All faculty may take additional courses (undergraduate courses, graduate level, and training courses for vocational faculty) to advance across the columns. A request to take undergraduate or vocational training courses for salary advancement is generally submitted to the Vice Chancellor for Educational Services 6 weeks prior to the beginning of the course. Contact the PFT for help with the preapproval process. [Source: PFT-PCCD Contract, Article 21, and its appendix, A9 and A10]

15. Union involvement: PT faculty members have the same rights as FT faculty members to participate in union matters and activities, including the right to speak out on political issues. [Sources: PFT-PCCD Contract, Article 5 and California Labor Code # 920-923]

16. Unemployment Benefits: Part-time temporary faculty are entitled to unemployment compensation for periods between quarters/semesters, including summer breaks. This principle was established in Unemployment Insurance Code 1253.3 and Cervisi v. California Unemployment Insurance Appeals Board (1989). Under the Cervisi ruling, an assignment that is contingent on enrollment, funding or program changes is not "reasonable assurance" of employment. Thus all temporary faculty, including instructors, counselors, nurses and librarians are eligible for this benefit between semesters and during any period when one is not working or has received a reduction in assigned hours. For more information visit www.cpfa.org and plan on attending future union meetings on this subject. Contact the PFT for help with appeals if needed.

17. Workload: The maximum part-time load is 67% of a full-time equivalent (FTE) in a community college district. In the Peralta Community College District a 1.0 FTE is 15 equated hours, i.e. 5 three-unit courses or 3 five-unit courses, so a 67% load would be 10 equated hours, i.e. two 5-unit courses.

18. Peralta E-mail. Part-time faculty are entitled to a peralta.edu e-mail account. Once one has been effectively hired by the District, faculty can establish an account by contacting the helpdesk@peralta.edu. If you find you need assistance please do not hesitate to contact your chair or union for additional help.

19. Union representation: PT faculty members have rights to union representation, known as Weingarten Rights. It allows faculty to have a union representative present during an investigatory review, in which a supervisor questions an employee in order to obtain information that could be used as a basis for some type of discipline or other adverse action or in which the employee is asked to defend her/his conduct. The union representative must be informed of the subject of the interrogation, and has the right to assist and counsel the employee, before and during the interview. [Source: NLRB vs. Weingarten, Inc. 420 U.S. 251, 88 LRRM 2689]

20. Part-time Member Emergency Relief Fund (MERF): Peralta part-time faculty members who are experiencing hardship as a result of assignment reductions in Fall 2016 can apply for up to \$500 in emergency assistance, which will be given on a first-come, first-served basis in accordance with the following criteria: current PFT membership, worked within the Peralta District for at least six of the previous ten semesters, loss of 50% or higher of the faculty member's semester's baseload assignment, no full-time employment elsewhere, no retirement benefits, or retirement benefits limited to \$450 per week. To apply for PTMERF, please return the PTMERF application form via email to union@pft1603.org, in person, or by postal mail to: Peralta Federation of Teachers, Attn: PTMERF, 500 East Eighth St, Suite B, Oakland CA 94606-2825. For more information, contact Kayla Lewis at 510-763-8820 or union@pft1603.org, or visit the website: www.pft1603.org [ON HOLD UNTIL FURTHER NOTICE]