

**PROPOSAL FROM
THE ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT to the
ANTELOPE VALLEY COLLEGE FEDERATION OF TEACHERS
August 4, 2026**

The following proposal was presented during negotiations by the Antelope Valley Community College District ("District") to the Antelope Valley College Federation of Teachers for the duration of the negotiations leading to a successor agreement to the 2023-2025 Collective Bargaining Agreement (CBA), to be discussed in good faith as required by the Educational Employment Relations Act and the ground rules adopted by the parties. Except as otherwise noted below, the remainder of the status quo Article shall be deemed to remain unchanged:

**ARTICLE IX
COMPENSATION AND RELATED BENEFITS**

9.1.0 Salary and Health & Welfare Benefits Provisions

9.1.1 Salary

- a. Salary ~~2022-2023 2025 2026~~: The District will provide a one-time off schedule stipend equal to **one percent (8-1% of base salary to all unit members employed as of the ratification of this agreement May 6, 2023. COLA plus an additional 10% will be added to all faculty salary schedules.**
- b. Salary ~~2023-2024 2026-2027~~: Effective July 1, ~~2023 2026, 13%~~ **the District will provide a one-time off schedule stipend equal to one percent (1% of base salary to all unit members employed as of July 1, 2026 COLA plus an additional 10% will be added to all faculty salary schedules.**
- c. Salary ~~2024-2027-2025 2028~~: Effective July 1, ~~2024-2027, an amount equal to one percent (1%) COLA plus an additional 10%~~ **4%** will be added to all faculty salary schedules.

9.1.2 Benefits

9.1.2.1 Plans and Eligibility

9.1.2.1.1 Medical Plans – The District will offer medical plans, including an Employee Assistance Program, to all permanent full-time and part-time employees, adjunct faculty, and qualifying retirees, through a third-party administrator selected by the Benefits Committee. The medical plans offered by the third-party administrator shall include a range of high deductible and low deductible HMO and PPO options. The Federation shall select from the list of medical plans offered by the third-party administrator. Annually, a summary of each plan shall be reduced to writing and included in the Appendix of this Agreement as soon as practicable for each benefit year. Outdated benefit summaries shall be eliminated from the Appendix once replaced with an updated summary for the subsequent benefit year.

9.1.2.1.2 Domestic partners are eligible for benefits under the medical plans, subject to state and federal law.

55 9.1.2.1.3 Other Health & Welfare Benefits: The District shall offer additional
56 benefits beyond the medical plans including dental, vision, and life.
57 The District may also offer other benefits. The types of plans and
58 coverage shall be determined through collaboration with the
59 Benefits Committee. Adjunct faculty who meet the insurance
60 providers' eligibility requirements shall have the ability to enroll in
61 medical, dental, and vision. Qualified retirees are eligible for
62 inclusion in medical, dental, vision and life insurance plans as per
63 the insurance providers' requirements.

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65 9.1.2.2 Contributions

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67 9.1.2.2.1 Effective ~~retroactive to~~ October 1, ~~2022-20256~~, or on the first month
68 after this Agreement is ratified and approved by the Board if after
69 October 1, 2026, the health and welfare benefit cap shall be
70 ~~increased by 30% to \$22,750 \$17,500 \$18,000 with additional~~
71 ~~increases of 5% per year ongoing~~ per year through September 30,
72 20257.

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74 9.1.2.2.2 Effective October 1, 2027, the District's cap for employees' health
75 and welfare benefits shall be \$18,500 per benefit year through
76 September 30, 2028. The District shall contribute, for active
77 employees who meet eligibility requirements, only the actual cost
78 of the employee's chosen plan, up to a maximum of \$18,500 per
79 benefit year through September 30, 2028.

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81 9.1.2.2.3 Full-time faculty (including probationary, temporary full-time,
82 sabbatical and load-bank leaves/leaves of absences): The District
83 shall contribute only the actual cost of the employee's chosen plan,
84 up to a the District maximum of \$22,750 \$17,500 per year. Should
85 the employee select a plan that costs less than the District
86 maximum \$22,750 \$17,500 per year, the difference between the
87 plan cost and the cap is not paid to the employee. If the cost of
88 the selected plan exceeds the District maximum \$22,750 \$17,500
89 cap, the employee must bear the increased cost of such plan.

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91 9.1.2.2.43 Adjunct Faculty:

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93 Adjunct faculty who meet the insurance providers' eligibility
94 requirements may enroll in medical. They shall further enroll in
95 dental and vision if enrolled in medical and may enroll, at their own
96 cost, in other benefits offered by the District, excluding life
97 insurance, for which they meet provider requirements. The adjunct
98 faculty member is responsible for payment of all premiums except
99 that the District will pay 50% of the premium for medical insurance
100 (excluding dental and vision) for adjunct faculty who have no other
101 access to medical insurance and who are working at least 6.0
102 LHE or the equivalent load for non-classroom adjunct faculty (40%
103 of full-time load). Adjunct shall be responsible for payment of all
104 premiums regarding dental and vision. If returning for the
105 immediate next semester or intersession, the adjunct faculty
106 member will continue to be eligible for benefits (as long as the
107 insurance providers' eligibility requirements continue to be met);
108 however, the District shall not be responsible for any portion of

premiums for any period of time in which the adjunct faculty member is not working at least 6.0 LHE or 40% F/T load, or for any period of time the adjunct faculty does not meet the insurance provider's eligibility requirements. There will be two enrollment periods annually (in the Spring and Fall). The adjunct employee's share of the contribution for premiums for the enrollment period shall be obtained through payroll deduction. It is the employee's obligation to inform the District's Human Resources department, in writing, if the employee will not be returning for the next immediate intersession or semester. Should the employee fail to return for the next intersession or semester, or fail to give notice of intended non-return, the employee shall be deemed ineligible for benefits retroactively to the last day of the month in which the adjunct faculty member worked in a paid status. Except in extenuating circumstances, the employee shall be responsible for all premiums and/or expenses paid on the employee's behalf after the date the employee became ineligible for benefits. The parties agree to re-open **Article IX** Section 9.1.2.2.3 if any of the following events take place:

- (a) The California Community College Chancellor's Office implements a benefit pool for part-time faculty;
- (b) The multi-district adjunct faculty eligibility requirements change; or
- (c) The insurance provider's eligibility requirements change.

A. A Part-time faculty member whose teaching assignment equals or exceeds 40 percent of the cumulative equivalent of a minimum full-time teaching assignment (as defined by Ed. Code Section 87861) are eligible to receive full medical insurance benefits equal to benefits provided to full-time faculty by the District, as defined in section 1.2 of Article IX of the faculty CBA. In no event shall a part-time faculty member pay more than the actual individual premium paid by full-time faculty in the District.

B. Notwithstanding section A, if a multidistrict part-time faculty member whose total teaching assignments at two or more community college districts equals or exceeds 40 percent of the cumulative equivalent of a minimum full-time teaching assignment (as defined by Ed. Code Section 87861) individually purchases health insurance benefits (including coverage for dependents), the multidistrict part-time faculty member shall be reimbursed for the District's proportionate share of their total health insurance premium. The District's proportionate share shall be determined by dividing the total health insurance premium paid by the multidistrict part-time faculty member by the total number of community college districts in which the multidistrict part-time faculty member works for purposes of meeting the requirements of subdivision (b) of Section 87861, and multiplying that quotient by the percentage of health care cost paid by the District toward the total cost of the health insurance

~~premium.~~

~~C. A multidistrict part-time faculty member may purchase benefits from the District. The District shall reimburse its proportionate share of the multidistrict part-time faculty member's total health insurance premium as described in Section B above.~~

~~D. Part-time Faculty who have previously qualified for benefits, and who subsequently fall below a forty percent (40%) assignment for a semester may remain in the benefits program up to two semesters.~~

~~E. For the purposes of this article, a 40% teaching assignment shall either be calculated as load per semester or as an average of teaching load over the academic year, whichever calculation qualifies the adjunct for insurance coverage.~~

~~F. The benefit periods are July through December for Fall semester and January through June for Spring semester.~~

~~G. The district may require verification of multidistrict part-time faculty eligibility and adherence to Section B no more than once per benefits period (as defined in Section F) and that verification shall allow for reimbursement of multidistrict part-time faculty for the entire benefits period.~~

9.1.2.2.4 Retired Faculty: Full-time regular and part-time faculty members who retire on or before June 30, 2025, shall be entitled to purchase all continued medical, dental, vision and other benefits as offered through the District subject to the following eligibility requirements and conditions:

- (a) The minimum age of eligibility shall be 55.
- (b) The unit member must have been employed by the District continuously for a period of 10 years.
- (c) During the entire period of this benefit, the retired employee must be actively drawing service retirement from the California State Teachers' Retirement System (CalSTRS).
- (d) The unit member must have been eligible for and enrolled in the health insurance while an active employee and immediately prior to retiring.
- (e) All health and welfare benefits shall terminate on the 1st of the month of the 65th birthday of the retired employee.

The health and welfare cap for eligible retirees shall, effective retroactive to October 1, 2022, be \$17,500 per year through September 30, 2025. The District shall contribute up to a maximum of \$17,500 per year. If the selected plan, exceeds the \$17,500 cap for any plan year, the retiree must bear the increased cost of such

plan. Should the retiree select a plan that costs less than \$17,500 per year, the difference between the plan cost and the cap is not paid to the retiree.

9.1.2.3 Internal Revenue Code section 125

Unit members shall be permitted to utilize the provisions of Internal Revenue Code section 125. Neither the District nor the Federation shall be responsible for any cost or fee charged by a third party administrator. The Federation shall participate in the selection of the third party administrator. Participation by eligible unit members shall require an annual election, made at the time of hire or during the open enrollment period each year held in conjunction with the health/dental open enrollment period. No other opportunities during the year for employees to elect to participate in or withdraw from the plan are provided by law. Continuation of this plan is subject to the Internal Revenue Code. Should the Internal Revenue Code be changed or modified in any way, the plan shall automatically be amended to comply with any federal/state changes.

9.1.2.4 Benefits Committee: The District shall establish a joint labor/management benefits committee with representatives from all affected constituent groups that wish to participate in order to explore options and make recommendations on items such as a cafeteria plan, ways to contain benefits' costs, costs of a short-term disability plan and a long term care policy.

9.1.2.5 The District will provide a Cash Balance Retirement Plan for adjunct faculty with the District paying 5% and the adjunct unit member paying 5%. As per Education code section 26504, adjunct faculty cannot contribute less than the District contribution toward a Cash Balance Retirement Plan.

9.1.3 Adjunct/overload salary schedules:

9.1.3.1 Non-classroom adjunct and full-time faculty on overload shall be paid in accordance with the Non-Classroom Adjunct/Overload Salary Schedules.

9.1.3.2 All classroom adjunct faculty and full-time faculty on overload shall be paid in accordance with the Classroom Adjunct/Overload Schedules, which shall include two separate rates: one for Lecture-Lab and Lecture classes, and one for Lab classes.

9.1.3.3 All faculty hourly pay other than office hours shall be paid per the non-classroom salary schedule.

9.1.3.4 Adjunct office hours shall be paid in accordance with **Article X**, Section **10.9.6** (Office Hour Program for Adjunct Faculty).

9.1.4 Adjunct Equity

9.1.4.1 Effective to July 1, 2023, bring the existing adjunct/overload salary schedule for lecture/lecture-lab (Schedule FE/OE-Columns I, II, and III and steps 1, 2, 3, and 4) shall be 67% of comparable full-time faculty steps and columns from the full-time, 10-month faculty salary schedule. Adjuncts will receive a step advancement to step 2 after teaching 2.5 years (5

semesters) or 30 LHE. Adjuncts will receive a step advancement to step 3 after teaching 5 years (10 semesters) or 60 LHE. Adjuncts will receive a step advancement to step 4 after teaching 7.5 years (15 semesters) or 90 LHE. This salary provides pro-rata compensation for these steps and columns for classroom work and preparation and correction.

9.1.4.2 Freeze lab adjunct/overload salary schedule (Schedule FL/OL) at current rates until lecture/lecture schedule (FE) pay matches Lab schedule (FL/OL). At that time, the salary schedules will be merged into one classroom adjunct/overload salary schedule.

9.2.0 Number of Payments

9.2.1 Ten-month and eleven-month pay unit members on contract or regular status working the school calendar shall be compensated in twelve (12) equal payments based on placement on the faculty salary schedule.

9.2.2 Twelve-month pay unit members on contract or regular status working the entire fiscal year shall be compensated in twelve (12) equal payments based on placement on the faculty salary schedule.

9.2.3 Overload and temporary unit members shall be paid in 5 equal payments for the Fall Semester and the Spring Semester. Number of payments for Intersession and Summer School will vary.

9.3.0 Pay Dates

9.3.1 Contract and Regular Unit Members

Payment of contract and regular unit members working the school calendar will be made on the last workday of the month. Payment of contract and regular unit members working the entire fiscal year shall be made on the last workday of each month for the entire fiscal year.

9.3.2 Pay Dates for Overload and Adjunct Unit Members (classroom w/ semester contract)

Payment of temporary unit members and payment of overload will be based on equal payments made on the 5th day of each month subsequent to the start of the regular fall and spring semester. Summer and Intersession, payments will vary:

3.2.1 Pay for non-classroom hourly during the regular fall and spring semester shall be as has been the practice until changed through negotiations.

9.3.3 Other pay due unit members that is based on the Adjunct/Overload rate and for summer school, intersession, short term courses and substitute pay shall be paid on the 5th day of the month.

9.3.4 Nothing in the foregoing paragraph shall be interpreted as denying the Board the right to make payment prior to the expiration of the accrual period.

9.4.0 Placement on the Full-time Faculty Salary Schedule

A written statement with initial placement shall be provided to all contract and full-time temporary employees at the time of employment.

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326 **9.4.1** The following count for step credit:
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- 328 (a) Full-time teaching experience at accredited high schools, 2- and 4-year
329 colleges, and universities counts year for year.
330
331 (b) Part-time teaching at 2- and 4-year colleges and universities counts at 30
332 semester units equals one year of teaching experience. High school part-
333 time teaching is pro-rated. For graduate teaching assistantships to count,
334 the faculty member must have been the instructor of record, which means
335 be paid for the class and be the individual assigning the grades (maximum
336 of two years).
337
338 (c) Having completed 75% of a year of teaching counts as a full year.
339
340 (d) High school teaching in any subject area counts.
341
342 (e) Long-term substitute teaching at 2- and 4-year colleges, universities and
343 high school counts. The time is pro-rated based on a full-time load at that
344 institution.
345
346 (f) Teaching in foreign countries comparable to teaching that counts for credit
347 here also counts.
348
349 (g) Day to day substitute teaching does not count.
350
351 (h) Student teaching—when the individual receives unit credit rather than pay
352 for teaching— does not count.
353
354 (i) Administrative work does not count for placement on the faculty salary schedule.
355
356 (j) Vocational faculty may use any years working in a relevant field for
357 experience if those years have not been used to meet minimum
358 qualifications.
359
360 (k) Vocational faculty are nursing faculty and those faculty whose initial
361 assignment is in the disciplines in the Minimum Qualifications for Faculty
362 and Administrators in California Community College under "Disciplines in
363 which a Master's degree is not generally expected or available."
364

365 **[LB and HM to review.]**

366 **AVCFT**

- 367 (l) **Qualifying experience for vocational faculty shall include direct, hands-on**
368 **occupational experience, leadership within the trade, or teaching experience**
369 **in the subject matter area.**

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371 **1. Experience must be directly related to the discipline or subject to be**
372 **taught.**

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374 **2. Qualifying experience may include, but is not limited to:**

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376 **a. Industry employment involving technical or skilled work in the**
377 **field.**
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b. **Supervisory or leadership roles within the trade or profession.**

c. **Teaching experience in the subject matter at a high school, 2- or 4-year college or university, or in an apprenticeship or related industry.**

(l) One year of work experience = 2000 hours.

AVCFT

(m) One year of work experience = 2000 hours.

AVCFT

(n) **Part-time experience shall be prorated based on the 2000-hour standard.**

(m) Experience in non-classroom areas (librarian, counseling etc) at a high school, 2- or 4-year college or university will be granted with each year counting as one step. Part-time work will be pro-rated on the same principles as classroom faculty.

AVCFT

(om) Experience in non-classroom areas (librarian, counseling etc) at a high school, 2- or 4-year college or university will be granted with each year counting as one step. **Librarian experience in a public or special library will also be granted with each year counting as one step.** Part-time work will be pro-rated on the same principles as classroom faculty.

(n) A maximum of 10 years credit for teaching experience, work experience, or combination thereof.

AVCFT

(ap) A maximum of 10 years credit for teaching experience, work experience, or combination thereof.

9.4.2 Column placement:

(a) Faculty with a Master's or equivalent or vocational master's equivalency are placed on Column II.

(b) All others are placed on column I.

(c) Placement on column III-VII is for units or degree (15, 30, 45, 60, 75, 90, Ph.D./Ed.D.) beyond column II placement.

(d) Units for placement beyond column II must be semester units from an accredited institution. Nothing counts other than units.

(e) Vocational master's equivalency equals:

1. A California Community College instructor's credential, life, for teaching a vocational subject and assignment in a qualified vocational program, or
2. L.L.B. or J.D, or
3. Any state department of education full-time, life, vocational credential valid for teaching in a California community college and assignment in a qualified vocational education program, or

[LB and HM to review.]

4. A Bachelor's plus two years of appropriate occupational experience in each major subject matter area plus six semester units of course work in a combination of one or more of the following fields as they pertain to community colleges and assignment in a qualified vocational education program.
- a. Principles, practices, scope and functions of education.
 - b. Materials and methods of instruction, curriculum development and evaluation.
 - c. The learning process and individual differences, behavioral characteristics of youth, race and ethnic relations in schools.
 - d. Internship teaching, directed teaching, practice teaching or student teaching at the community college level, or;
 - e. An Associate's degree plus six years of appropriate occupational experience in each major subject matter plus twelve semester units of course work as described in section 4.2 (e) #4 plus six semester units of course work completed in an institution of higher education in any field in addition to the above requirements and assignment in a qualified vocational education program.

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4. An Associate's degree plus six (6) years of appropriate occupational experience in a field directly related to the subject to be taught, or
- A Bachelor's plus two years of appropriate occupational experience in each major subject matter area plus six semester units of course work in a combination of one or more of the following fields as they pertain to community colleges and assignment in a qualified vocational education program.
- a. Principles, practices, scope and functions of education.
 - b. Materials and methods of instruction, curriculum development and evaluation.
 - c. The learning process and individual differences, behavioral characteristics of youth, race and ethnic relations in schools.
 - d. Internship teaching, directed teaching, practice teaching or student teaching at the community college level, or;
 - e. An Associate's degree plus six years of appropriate occupational experience in each major subject matter plus twelve semester units of course work as described in section 4.2 (e) #4 plus six semester units of course work completed in an institution of higher education in any field in addition to the above requirements and assignment in a qualified vocational education program.

5. An Associate's degree plus four (4) years of appropriate occupational experience and fifteen (15) semester units of related postsecondary coursework, or

6. A Bachelor's degree plus two (2) years of appropriate occupational experience in a field directly related to the subject to be taught.

[LB and HM to review.]

AVCFT

(f)

Substitution of Associate's Degree for Vocational Faculty

1. In lieu of an Associate's degree, a unit member may substitute professional certificates, licenses, vocational teaching credentials, or industry-recognized credentials issued by:

a. An organization recognized by the State Board of Education;
or

b. A recognized governing body within the trade or discipline to be taught; provided such credentials are directly related.

2. Certain assignments may require specific licenses, certifications, or credentials in order to perform the essential job functions of the position. When such requirements exist, the required licenses, certifications, or credentials may be used to satisfy the Associate's degree requirement where appropriate to the field and discipline.

3. Equivalency under this section shall not waive or supersede any required licenses, certifications, or credentials necessary to perform the assigned duties of the position.

9.4.3 Column levels are as follows:

Column I: Less than a Master's degree or Vocational Master's
Equivalency Column II: A Master's degree or equivalent or
Vocational Master's Equivalency

Column III: A Master's degree or equivalent + 15 upper and/or graduate semester
units; or Bachelor's degree + 45 upper division and/or graduate
semester units including Master's degree or equivalent; or Vocational
Master's equivalency + 15 upper division and /or graduate semester
units or 15 lower division units if member does not have a Bachelor's
degree.

Column IV: A Master's degree or equivalent + 30 upper division and/or graduate
semester units; or Bachelor's degree + 60 upper division and/or
graduate semester units including Master's degree or equivalent; or
Vocational Master's Equivalency + 30 upper division and/or graduate
semester units or 30 lower division units if unit member does not have
a Bachelor's degree.

Column V: A Master's degree or equivalent + 45 upper division and/or graduate
semester units; or Bachelor's degree + 75 upper division and/or
graduate semester units including Master's degree or equivalent; or

Vocational Master's Equivalency + 45 upper division and/or graduate semester units or 45 lower division units if unit member does not have a Bachelor's degree.

Column VI: A Master's degree or equivalent + 60 upper division and/or graduate semester units; or Bachelor's degree + 90 upper division and/or graduate semester units including Master's degree or equivalent; or Vocational Master's Equivalency +60 upper division and/or graduate units or 60 lower division units if unit member does not have a Bachelor's degree.

Column VII: Earned Doctorate degree

9.5.0 Advancement on the Full-time Faculty Salary Schedule

9.5.1 Step Advancement

9.5.1.1 One increment (vertical step) will be granted to each unit member for each year of professional service in the District until the maximum is reached in the appropriate column. Failure to maintain high standards may result in deferment of the increment.

9.5.1.2 If a unit member becomes qualified for a new column, the placement will be in the new column at the step determined above.

9.5.2 Column Advancement

9.5.2.1 Fifteen (15) units of upper division and/or graduate semester units of course work are required for movement to a higher column on the salary schedule. Exceptions to the upper division requirement will be made in accordance with Section **9.5.6(a)**, "Lower Division Units," Section **9.5.6(b)** "Credit for Workshops/Seminars," and Section **9.5.6(c)** "Equivalencies to Course Work."

9.5.2.2 Course work must be earned from institutions of higher education accredited by one of the regional accrediting associations of the same nature and status as the Western Association of Schools and Colleges.

[LB and HM to review.]

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5.2.3 In addition to traditional unit-based advancement, vocational faculty may be granted column advancement based on additional occupational experience (as defined in 5.3) and professional development (as defined in 5.4) beyond that used to meet minimum qualifications, up to Column V.

9.5.2.3 Advancement to Column VII is only with an earned doctorate.

AVCFT

5.2.34 Advancement to Column VII is only with an earned doctorate.

[LB and HM to review.]

AVCFT

5.3 Experience-Based Advancement for Vocational Faculty

595 **5.3.1** Additional full-time occupational experience, beyond the minimum required
596 for initial placement, may be applied toward column advancement when
597 such experience is:

- Directly related to the discipline taught; and
- Not previously used to meet minimum qualifications.

600 **5.3.2** Qualifying experience must have been obtained outside of employment
601 duties as a faculty member within the District. Service performed as an
602 employee at Antelope Valley College shall not be eligible for column
603 advancement under this subsection.
604

605 **5.3.3** One (1) year of full-time occupational experience (2000 hours) shall be
606 equivalent to fifteen (15) semester units and shall qualify the unit member for
607 one (1) column advancement.
608

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611 **5.4 Professional Development and Industry Advancement for Vocational Faculty**

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613 **5.4.1** Vocational faculty may also earn credit toward column advancement through
614 professional growth activities directly related to their teaching discipline,
615 including, but not limited to:

- Industry certifications or credentials
- Preparation & training classes specific to the trade

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619 **9.5.3 Approval of Units**

620 **AVCFT**

621 **5.35 Approval of Units**

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623 **9.5.3.1** Prior to undertaking course work, seminars, workshops, and equivalent
624 course work, the unit member shall submit to the appropriate Vice
625 President, the District form titled "Request for Approval of Units for
626 Advancement on the Salary Schedule". District must notify faculty of
627 approval or denial within 20 business days of submission.

628 **AVCFT**

629 **5.35.1** Prior to undertaking course work, seminars, workshops, and equivalent
630 course work, the unit member shall submit to the appropriate Vice President,
631 the District form titled "Request for Approval of Units for Advancement on the
632 Salary Schedule". District must notify faculty of approval or denial within 20
633 business days of submission.

634
635 **9.5.3.2** If a unit member's request for approval of units is denied, the unit member
636 may appeal that decision to the District Superintendent/President. Further
637 appeal may go to the Board of Trustees. The decision of the Board relative
638 to appeal shall be final.

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640 **5.35.2** If a unit member's request for approval of units is denied, the unit member
641 may appeal that decision to the District Superintendent/President. Further
642 appeal may go to the Board of Trustees. The decision of the Board relative
643 to appeal shall be final.

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645 **9.5.3.3** Approved course work must be completed with a grade of "C" or better to
646 be applied for column advancement on the Faculty Salary Schedule.

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648 **5.35.3** Approved course work must be completed with a grade of "C" or better to be
649 applied for column advancement on the Faculty Salary Schedule.

650 **9.5.4 Evidence of Completion**

651 **AVCFT**

652 **5.46 Evidence of Completion**

653 **5.4.1** Upon completion of the course work, seminar, workshop, or equivalency, the
654 unit member shall file appropriate evidence of completion with the Office of Human
655 Resources/Employee Relations. Evidence of completion (grade card, transcript,
656 CEU certificate, letter accepting manuscript or conference proposal, etc.) should
657 be filed immediately, even if the work completed does not yet result in
658 advancement to a higher column.

659 **AVCFT**

660 **5.46.1** Upon completion of the course work, seminar, workshop, or equivalency, the
661 unit member shall file appropriate evidence of completion with the Office of
662 Human Resources/Employee Relations. Evidence of completion (grade
663 card, transcript, CEU certificate, letter accepting manuscript or conference
664 proposal, etc.) should be filed immediately, even if the work completed does
665 not yet result in advancement to a higher column.

666 **9.5.5 Criteria for approval of course work for advancement to higher column:**

667 **9.5.5 Criteria for approval of course work for advancement to higher column:**

668 **AVCFT**

669 **5.57 Criteria for approval of course work for advancement to higher column:**

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- 671 (a) The course work being undertaken may be used to complete the
672 requirements for a college degree needed in relation to employment by the
673 District. In such case, the course work must be acceptable for meeting the
674 requirements for the granting of that degree.
- 675
- 676 (b) Course work that is not being undertaken to meet the requirements of a
677 degree must represent the acquisition of new knowledge and/or skills which
678 can be directly applied by the unit member to improvement of instruction or
679 support services in the disciplines in which the unit member is qualified by
680 law to perform services and is, or will be, performing services for the District.
- 681
- 682 (c) If the administration requests that a unit member undertake course work in
683 the interest of the District in terms of improvement of instruction or of
684 operation of the District, the District Superintendent/President may
685 recommend to the Board, and the Board may approve, payment to the unit
686 member of fees charged for enrollment in the course and all or part of any
687 necessary travel expenses directly related to class attendance.
- 688
- 689 (d) If the District reimburses the unit member for any course work, seminar,
690 workshop, or equivalent course work undertaken, other than that listed in
691 Section **9.5.5** (c) for less than 50% of the cost, one half of those units may
692 be used for movement to a higher column on the Faculty Salary Schedule.

693 **9.5.6 Exceptions**

694 **AVCFT**

695 **5.68 Exceptions**

696 A maximum of six (6) units of work may be accepted as part of the 15 units required
697 for each column advancement on the salary schedule from the following areas, with
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no more than three (3) units in any one category:

- (a) Lower Division Units: Units may be taken at Antelope Valley College or any other accredited college or university. Exceptions to the six (6) unit limit on lower division course work will be made when the unit member does not have a Bachelor's Degree, as specified on the Faculty Salary Schedule and Section 9.4.3- Column Placement.
- (b) Workshops and Seminars: Units may be granted for attendance at workshops and seminars including training completed through the Faculty Academy. Unit credit for attending workshops and seminars is based on the following formula:
- Ten (10) hours of approved training course work or professional development to earn one (1) unit of credit with prior approval for job-related work.
- (c) Equivalencies to Lower Division Course Work:
1. Professional Continuing Education Units (CEU's) or other courses required to maintain a professional license or certification.
 2. Publications in scholarly journals and materials prepared for presentations to conferences of peers.
 3. Development of instructional materials.
 4. Research in the unit member's professional field or other professional growth activities.
 5. Development of professional teaching skills courses for faculty members.
 6. Attendance of methods of professional teaching courses.
 7. Attendance of conferences related to professional methods of teaching.

9.5.7 Notification/Verification

AVCFT

5.79 Notification/Verification

On or before June 1 of each year, unit members shall file with the Office of Human Resources/Employee Relations, District form "Verification of Salary Placement," which indicates movement on the faculty salary schedule to a higher step or column if applicable. It is the responsibility of the unit member to notify the Office of Human Resources of any error in computation or salary placement.

9.5.8 Movement to a Higher Column

AVCFT

5.810 Movement to a Higher Column

9.5.8.1 Unit members who qualify to move to a higher column on the salary schedule by receiving pre-approval and submitting evidence of completion of sufficient course work, seminars, workshops or equivalent work, must verify salary placement with the Office of Human Resources as follows:

~~10-month unit members/11-month unit members~~ Prior to August 15, Credit verification received by the unit member between August 15 and September 15 shall be submitted to the Office of Human Resources no later than September 15 and payroll adjustments will be made for the August payment and thereafter. No changes will be made after September 15.

9.5.8.2 Change of salary for 10-month and 11-month pay unit members shall be effective at the beginning of the academic year in which verification is received. Change of salary for 12-month pay unit members shall be effective at the beginning of the fiscal year in which verification is received. The Board of Trustees, at its next regular meeting, shall allow adjustments in salary for change in column by qualified applicants.

AVCFT

5.108.2 Change of salary for 10-month and 11-month pay unit members shall be effective at the beginning of the academic year in which verification is received. Change of salary for 12-month pay unit members shall be effective at the beginning of the fiscal year in which verification is received. The Board of Trustees, at its next regular meeting, shall allow adjustments in salary for change in column by qualified applicants.

5.11—Review of Prior Placement for Vocation Faculty

5.11.1 Faculty who were placed on the salary schedule prior to the adoption of the current CBA may request a review of their column placement.

5.11.2 Such review shall be initiated by submission of a written request to the Office of Human Resources, including documentation of qualifying experience, credentials, or professional development.

5.11.3 If a correction in column placement is granted, the adjustment shall take effect at the beginning of the following fiscal year (July 1).

5.11.4 Adjustments made under this section shall not be retroactive for prior years.

9.6.0 Supplemental Assignments

9.6.1 Regular full-time unit members having a full load of fifteen (15) lecture hour equivalents who accept and perform additional services of benefit to the District will receive supplemental pay through payroll procedures established for payment of supplemental services.

9.6.2 Services for which supplemental pay will be made include the following:

- (a) Substitute teaching, day or evening, at the appropriate hourly rate of pay established for adjunct/overload instruction.
- (b) Teaching of courses offered in the regular program on an "overload" basis (hours beyond fifteen (15) LHE) at the appropriate hourly rate of pay established for adjunct/overload instruction.
- (c) Advisement of students under the direction of the Vice President, Student Services as part of the registration process, at the appropriate hourly rate of

pay established for adjunct/overload instruction.

- (d) Unit members on the Faculty Salary Schedule who are assigned to perform services on either a full-time or released time basis as counselors in the counseling section, and who are requested by the Vice President, Student Services to perform counseling services outside the period of time covered by their basic contract may be paid for such service on an hourly rate established through the Adjunct/Overload Salary Schedule.
- (e) Special services approved by the appropriate Vice Presidents shall be paid at the unit members' non-instructional hourly rate of pay.
- (f) Senate President and AP&P Co-Chair will receive a summer stipend equal to 6 LHE. Honors Coordinator, SLO Chair, Distance Education Chair and AVCFT President will also receive a summer stipend of 3 LHE. AVCFT Chief Negotiator will receive hourly pay during any summer in which negotiations take place at the rate of 2 hours pay for each hour spent in negotiations' meetings. AVCFT negotiations team members will receive hourly pay during any summer and intersession in which negotiations take place at the rate of 2 hours of pay for each hour spent in negotiations meetings.

Academic Achievement Co-chair shall receive a summer stipend equivalent to 3 LHE of pay.

LHE pay is based on the Lecture/Lecture-Lab Adjunct/Overload Salary Schedule. Hourly pay is based on the Non-classroom Adjunct/Overload Salary Schedule.

The individuals fulfilling the above roles shall submit a summary of the summer's activities when filling out the Request for Supplemental Pay. AVCFT Chief Negotiator will turn in a supplemental pay form signed by the administrator of the meeting along with a Collective Bargaining Sign-in Sheet (for District reimbursement.) AVCFT negotiations' team member will turn in a supplemental pay form signed by the administrator of the meeting along with a Collective Bargaining Sign-in Sheet (for District reimbursement).

- (g) Teaching independent study/ work study courses shall be paid at the rate of \$100 per student per unit.

9.7.0 Miscellaneous Provisions

9.7.1 The Superintendent may authorize the expenses of travel of unit members in performance of their assigned duties. Expenses so authorized will be ratified by the Board of Trustees at the next regular meeting pursuant to established Board policy.

9.7.2 Funds received for the administration of tests by unit members shall be paid to the District if the tests are administered during the person's regularly assigned hours on campus or if the test materials utilized are the property of the District.

9.8.0 Faculty Academy

9.8.1 The District agrees to provide a salary incentive for faculty who complete District approved training focused on the improvement of teaching skills and other topics

related to faculty professional development.

9.8.2 Fifty hours of instruction shall result in advancement to Column II on the adjunct/overload salary schedule. Column II shall reflect a 2% salary increase over Column I. Nine units of course work at an accredited college or university may replace the 50-hour requirement with prior approval of the vice president of academic affairs.

9.8.3 Full-time faculty may use hours taken through the faculty academy to satisfy the workshop/ seminar category for advancement on the full-time salary schedule.

9.8.4 The faculty academy shall be coordinated by a faculty member who shall be granted reassigned time as determined by the vice president of academic affairs. The faculty coordinator shall work in conjunction with the academic senate and the vice president of academic affairs in putting together a program.

9.9.0 Coaching Compensation

9.9.1 All intercollegiate athletic courses shall carry a weekly load factor of 1 hour = .5 LHE Head Coaches

9.9.1.1 Full-time/Part-time permanent

- (a) Shall receive 5.0 LHE load for each intercollegiate class taught (.5 LHE/weekly hour)
- (b) Shall receive an additional two weeks salary on load for work done outside of the class time during competition and during summer or intersession in preparation for the season. Schedules shall be arranged with the athletic director.
- (c) Shall receive 2 LHE on load for promotion and recruiting of each sport. Sports with combined men's and women's teams shall be treated as one team for purposes of promotion and recruiting.
- (d) Head basketball coaches shall receive 5 days extra pay.

9.9.1.2 Adjunct

- (a) Shall receive hourly compensation consistent with adjunct pay for other courses for teaching the intercollegiate athletic class (10 hours per week x number of weeks of the class x hourly rates).
- (b) Shall receive a stipend of \$4,522.64 for work done outside of class time during competition and during summer or intersession in preparation for the season. Schedule shall be arranged with the athletic director.
- (c) Shall receive compensation equal to 52.5 hours pay at the appropriate hourly rate for promotion and recruiting. Sports with combined men's and women's teams shall be treated as one team for purposes of promotion and recruiting.

9.9.1.3 Football

Compensation for head football coach will be governed by the language in the collective bargaining agreement for head coaches.

9.9.2 Assistant Coaches Full-time

- (a) Shall receive 3.75 LHE on load for each team coached for full semester assignment; 1.9 LHE on load for each team coached for half semester assignment (spring basketball).
- (b) Full-time assistant football and basketball coaches shall receive 5 days pay pro-rated on full-time salary schedule for work done the week before practice begins (football) or during intersession (basketball).
- (c) Shall receive a stipend of \$3,647.97 for work done outside of class time during competition. Schedule shall be arranged with the head coach.
- (d) Shall receive 2 LHE on load for promoting and recruiting.

Adjunct

- (a) Shall be compensated 75% of their hourly rate for 10 hours per week times the number of weeks of sanctioned practice and for the length of the season.
- (b) Shall receive a stipend of \$3,647.97 for work done outside of class time during competition. Schedule shall be arranged with the head coach.
- (c) Shall receive 26 hours pay for promotion and recruiting.
- (d) Assistant football coaches shall receive stipend of \$455.73 for work done the week before practice begins.
- (e) Adjunct Assistant coaches shall be paid on the adjunct faculty pay schedule.

9.9.3 Effective July 1, 2023, stipends shall receive the same percentage increase as the faculty salary schedule.

9.9.4 Full-time trainer and academic advisor shall receive an additional month of compensation on salary for work done during summer and intersession. Faculty member and athletic director shall mutually agree on the schedule that allows for reasonable vacation time. For this compensation, they will work 20 additional days. They will each be awarded an additional day of sick leave.

9.9.5 District and AVCFT will review this agreement if the academic calendar changes.

9.9.6 The following lists the length of the season and sanctioned practice for each sport:

Baseball	13 weeks
Basketball	18 weeks
Cross Country	9 weeks
Football	13 weeks
Track	13 weeks
Volleyball	13 weeks

Softball	13 weeks
Soccer	13 weeks
Golf	13 weeks

9.10.0 Compensation for non-athletic teams:

9.10.1 Model UN

9.10.1.1 The instructor of the Model UN course accepts the responsibility of coaching the students and taking them to competitions during each semester of the academic year. The number of competitions is to be set by mutual agreement between the coach and the VP of Academic Affairs during the previous semester. Attendance at out-of-state competitions is subject to funding being obtained from non-college sources.

9.10.1.2 The instructor shall receive load for the course based on the LHE as determined through AP&P.

9.10.1.3 The instructor shall receive 2.0 LHE (1 LHE each semester) on load for promotion and recruiting.

9.10.1.4 The instructor shall receive a \$500 stipend per competition for work done outside of the class time. The stipend shall be paid at the end of each semester.

9.10.2 Forensics

9.10.2.1 The instructor of the Forensics course accepts the responsibility of coaching the students enrolled in the course and taking them to tournaments each semester. The number of tournaments is to be set by mutual agreement between the coach and the VP of Academic Affairs during the previous semester. Attendance at out-of-state tournaments is subject to funding being obtained from non-college sources.

9.10.2.2 The instructor shall receive load for the course based on the LHE as determined through AP&P. Course will be revised with a fixed number of LHE/units for students rather than a variable total.

9.10.2.3 The instructor shall receive 2.0 LHE (1 LHE each semester) on load for promotion and recruiting.

9.10.2.4 The instructor shall receive a \$500 stipend per competition for work done outside of the class time. The stipend shall be paid at the end of each semester.

9.10.3 Journalism

9.10.3.1 Instructor of the Newspaper Production Course shall receive load for the course based on LHE as determined through AP&P.

9.10.3.2 Instructor shall receive an additional 3 LHE for serving as the publication advisor to the college newspaper with duties to be mutually agreed upon as outlined in the "Guidelines for Journalism Advisor."

~~11.0 Sick Leave Cash-Out Upon Retirement for Adjunct and Overload Faculty~~

Adjunct and overload faculty who retire from the District shall receive a one-time cash payout for all accrued but unused sick leave hours, provided that:

1. The faculty member is eligible to retire under CalSTRS, CalPERS, or Social Security;
2. The faculty member provides official written verification of retirement from their retirement system;
3. The faculty member has worked a minimum of 5 calendar years in cumulative service with the District; and
4. The payout shall be calculated at the hourly rate of pay for the faculty member's most recent assignment.

This payout shall be provided regardless of whether the faculty member qualifies for service credit for unused sick leave under their retirement system.

ANTELOPE VALLEY COLLEGE FEDERATION
OF TEACHERS

ANTELOPE VALLEY COLLEGE DISTRICT

