

Memorandum of Understanding

Extra Facilitator and Committee Duties in Summer and Winter

May 16, 2019

This Memorandum of Understanding is entered into by and between the Victor Valley Community College District (hereinafter "District") and the Victor Valley College Faculty Association (hereinafter "Association").

WHEREAS, the bargaining representatives of the District and the Association have met and negotiated in good faith to discuss voluntary extra duty hours for facilitators and committees during the summer and winter sessions (June 2019—August 2021).

Specific to this document is compensation for extra duty hours for facilitators, committee members and individual faculty.

NOW THEREFORE, the District and the Association have reached the following agreement:

Facilitators:

1. The Vice President of Instruction (VPI) will determine whether or not extra duty hours are necessary in summer or winter session for each currently filled facilitator positions based on the previous academic year.
2. If it is determined that extra duty hours are appropriate, the VPI and the facilitator will mutually agree upon the number of summer or winter extra duty hours necessary to carry out necessary summer duties.
3. The VPIs office will initiate the appropriate paperwork for a summer or winter extra duty contracts based on a stipend or the facilitator's individual applicable hourly rate.
4. When compensation is based on the hourly rate, facilitators will complete a Blue Time sheet each month which will be signed off by the Office of Instruction and submitted to HR and payroll processing.
5. Summer and winter facilitator work is voluntary.

Committees:

1. The Vice President of Instruction will determine whether or extra duty hours are necessary in summer and winter sessions for shared governance and senate committees.
2. If it is determined that extra duty hours are appropriate, the VPI and the committee chair will mutually agree upon the maximum number of meetings and summer or winter extra duty hours necessary to carry out necessary summer or winter duties.
3. The VPIs office will initiate the appropriate paperwork for a summer or winter extra duty contract based on a stipend or the committee member's individual applicable hourly rate.
4. Summer or winter hours will be tracked on a sign-in sheet by each committee chair.

5. When compensation is based on the hourly rate, each individual committee member will complete a Blue Time sheet each month which will be signed off by the Office of Instruction and submitted to HR and payroll processing.
6. Summer and winter committee work is voluntary.

Other Essential Individual Faculty Summer or Winter Assignments:

1. The Vice President of Instruction (VPI) will determine whether or not extra duty hours are necessary in summer or winter sessions for individual full-time faculty.
2. The VPI and the faculty member will mutually agree upon an assignment/duties and the number of summer or winter extra duty hours necessary to carry out necessary the specific summer or winter assignment.
3. The VPIs office will initiate the appropriate paperwork for a summer or winter extra duty contract based on a stipend or the committee member's individual applicable hourly rate.
4. Summer and Winter work is voluntary.

This Memorandum of Understanding shall take effect June 10, 2019 through August 20, 2021. At such time the language will either roll into the contract upon mutual agreement between the district and the association, ratification by faculty, and approval of the Board of Trustees, or be renegotiated.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ASSOCIATION

VICTOR VALEY COLLEGE FACULTY



Date:

5/16/19

Danjel Walden
VVC Superintendent/President



Date:

5/16/19

Lisa Ellis
VVCFA/President