

Side Letter Agreement
between the
All Faculty Association
and
Sonoma County Junior College District
regarding

Compensation for Extra-Contractual Work, Spring 2021
March 8, 2021

This Side Letter is for Spring 2021 only, and does not include extracontractual work that will be done to prepare remote courses and services for terms other than Spring 2021.

1. Department Chairs or faculty members who perform delegated Department Chair Duties, Program Coordinators, and faculty members with Special Assignments that require them to transition programs or services online may claim up to 25 hours for the extracontractual work required for the remote transition for Spring 2021.
2. To recognize the additional workload and professional development associated with the transition of traditionally face to face courses to a remote modality, faculty members who transition(ed) new courses or student services to a remote modality may claim additional hours of compensation at the base hourly rate.
 - a. Preparation.
 - i. Up to 15 hours per course or allied assignment that the faculty member is teaching in Spring 2021 and that the faculty member received compensation for transitioning in a previous semester or term.
 - ii. Up to 20 hours per course or allied assignment that the faculty member is teaching in Spring 2021 and that the faculty member did not receive compensation for transitioning in a previous semester or term.
 - iii. Up to 5 hours per additional section that the faculty member is teaching in Spring 2021 and that the faculty member received compensation for transitioning under 2.a.i or 2.a.ii.
 - iv. Total hours claimed may not exceed 35 hours per faculty member for Spring 2021 (instructional and allied assignments combined).
 - b. Larger classes. Faculty members with online classes that were not offered by that faculty member online prior to Spring 2020 may claim additional hours of compensation at the base hourly rate based on the following enrollment at census:
 - i. Five hours of additional compensation for classes with 35 to 44 students at census;

- ii. Ten hours of additional compensation for classes with 45 or more students at census.
 - iii. Related to emergency circumstances only and will not apply to future online class size discussions.
- c. FLEX credit. A faculty member may claim up to 12 hours of FLEX credit for excess hours worked beyond those claimed for pay in a. or b. above.
- d. PGI units. Contract faculty members eligible for PGI may claim PGI equivalent for hours spent completing Professional Growth activities related to the transition of courses (12 hours = 1 unit of PGI), minus the number of hours claimed for pay and FLEX credit.
PGI Applicants will identify the appropriate category of equivalency for PGI in §21.07.
- i. Time spent learning how to use Canvas and other remote learning tools will qualify under category §21.07B.
Required Documentation: No certificate is required under this agreement. Applicant will report in their PGI Application each tool learned along with the hours spent learning the tool.
 - ii. Authorship, creation, or development of instructional materials (e.g. producing online videos, recording lectures, instructional documents) will qualify under §21.07.I.5.
Required Documentation: Copy of, or link to, original work.
 - iii. Time spent conducting independent study, tutorials or training videos (e.g. Canvas Video Tutorials on the Distance Education webpage) will qualify under category §21.07.J.3.
Required Documentation: No certificate or travel request form is required under this agreement. Applicant will report in their PGI Application each independent study activity, tutorial or training completed along with the hours spent in completing the activity, tutorial or training.
3. Hours for pay will be claimed by submitting an agreed-upon form to the District by March 31, 2021.
4. Every faculty member that has transitioned to offering instruction or services remotely in Fall 2020 or Spring 2021 shall be eligible for a stipend of up to \$200 to reimburse for costs of going remote, including technology costs, supplies or other critical needs due to the transition. Stipends will be claimed by submitting an agreed-upon form to the District by March 31, 2021.
5. This agreement is for the Spring 2021 terms only and nothing in this agreement shall be precedent setting.

/signature on original/

/signature on original/

Sean Martin, President
All Faculty Association

Dr. Frank Chong, President/Superintendent
Sonoma County Junior College District