

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
REGARDING  
Section 18.7.4 of the 2014-2017 CBA**

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and Chaffey College Faculty Association ("CCFA") regarding section 18.7.4 of the 2014-2017 Collective Bargaining Agreement (CBA).

WHEREAS, the 2014-2017 Collective Bargaining Agreement between the District and CCFA established a workgroup to develop a systematic process for scheduling part-time faculty;

WHEREAS, this workgroup convened and presented its recommendations & its standardized forms to the negotiation teams;

WHEREAS, section 18.7.4 calls for this workgroup's recommendations to be negotiated and implemented for the 2016-2017 scheduling cycle starting with the fall 2016 semester;

NOW THEREFORE, the District and CCFA agree as follows:

For the initial round of primary term assignments (fall and spring), the first-level manager will make every attempt to use the mutually agreed upon form(s) to solicit the scheduling availability of part-time faculty, to offer the assignments, and/or to communicate the recommendation not to employ for a specific term (if applicable);

Also for the initial round of primary term assignments, each spring semester, the following time frame shall be used to solicit the scheduling availability of the then current part-time faculty, to offer the assignments for the upcoming academic year, and/or to communicate the recommendation not to employ for any of these terms (if applicable):

Term	FLM solicits availability by	PT Faculty submits availability by	FLM makes offer or no offer in writing by	PT Faculty submits written acceptance within
For fall session	February 1	February 15	Last service day of spring semester	7 calendar days
For spring session	February 1	February 15	Last service day of spring semester	7 calendar days

The coordinators may recommend appointments to the first-level manager and may communicate assignments and additional information, but the final recommendation for the employment of part-time faculty is made by the first-level manager;

It is understood that subsequent requests, responses, assignments, and communications may be required during and after the initial round of primary term assignments.

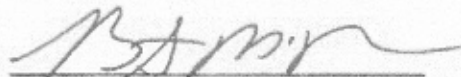
For the 2016-17 academic year only, the February 1 deadline in the table above is extended to March 31, and the February 15 deadline is extended to April 15.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

Chaffey Community College District

Chaffey College Faculty Association





3/16/16  
Date

3/10/2016  
Date