

Side Letter Agreement
Between Contra Costa Community College District (4CD) and United Faculty (UF) of 4CD
During the COVID-19 Crisis of 2020

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Distance Education Training Agreement

In response to the COVID-19 crisis and the need to quickly convert many classes in spring, summer and fall of 2020 from face-to-face to remote and online, and in light of the District having received some one-time federal funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to help manage this transition, the District and UF Agree to the following:

- 1) Any faculty member who is scheduled to teach online (defined as fully online or partially online/hybrid) during summer or fall of 2020 or librarian who will be working in fall 2020 to support online instruction, and who has successfully completed the 4-week course in online pedagogy being offered by the District in spring, summer or fall of 2020, will be paid a one-time stipend of \$700. Previously negotiated language related to faculty being compensated for online training will not apply during 2020.
- 2) Faculty who have completed online pedagogy workshops in the past, including 4CD's 4-week course in 2018 or 2019 or any other course in 4CD or outside the District, may elect to enroll in the 4-week course in summer or fall of 2020, and receive the \$700 stipend, provided that they meet the requirements outlined above in item 1.
- 3) Faculty are not required to have completed a workshop in online pedagogy in order to teach online or partially online in summer or fall of 2020, but all faculty are strongly encouraged to take 4CD's 4-week course this summer. Also, once minimum-training requirements resume, per Article 27 of the UF contract, the 4CD 4-week training course will satisfy those minimum requirements.
- 4) Faculty who facilitate the 4-week course in online pedagogy being offered by the District in the spring, summer or fall of 2020 will be paid a per-facilitation stipend of \$2700. Faculty who have already been paid a lower amount for facilitating in spring 2020 will be paid the difference

retroactively. Since these stipends are specifically tied to the CARES funding, stipend amounts for 2021 and beyond will need to be negotiated at a future date.

5) Faculty who want to facilitate the District's 4-week online pedagogy course may apply by sending a cover letter and resume to Dean of Distance Education, or designee, via District Email. The Dean, or designee, will consult with faculty on the Districtwide Distance Education Council (DDEC) before selecting faculty to teach in the program. The Dean, or designee, will be in charge of staffing and scheduling for this program. Faculty must have successfully completed the 4-week course and have experience teaching fully online in order to be considered as facilitators.

Sabbatical Agreement

UF and District recognize that the COVID-19 Crisis may have interrupted some faculty sabbaticals that were in-progress when Californians were asked to shelter-in-place. In some cases, faculty may need more time to complete their sabbatical reports. In some cases, faculty may have planned activities, such as travel or research at specific institutions, that were not possible in March, April or May of 2020. UF and District have therefore agreed that faculty currently on sabbatical may request extensions, as necessary.

Faculty who need extra time to complete their sabbatical report or who require additional sabbatical leave in the future to complete their projects (in fall of 2020 or later, depending on conditions related to travel and other activities) may submit proposals to the Sabbatical Leave Committee prior to September 1, 2020. Requests to modify sabbatical leave timelines will be considered on a case-by-case basis by the sabbatical leave committee, but will not be subject to regular timelines as describe in Article 12.5.8.2. Modification requests should include the reasons for the extension, proposed activities still to be completed, and a specific timeline for completion. If additional leave is granted by the sabbatical leave committee, this cost will be deducted from the sabbatical leave fund, as if a new sabbatical had been approved.

Summer Work for Department Chairs and Others Agreement

In response to the COVID-19 Crisis and the need to quickly convert many classes in summer and fall of 2020 from face-to-face to remote and online, and the District having received some one-time federal funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to help manage this transition, the District and UF Agree to the following:

- 1) Faculty (such as department chairs and Curriculum Committee members), who are asked to work in non-teaching capacities during summer of 2020, doing work beyond the normal scope of duties and specifically related to the District's COVID-19 response, may submit time cards and be compensated at their "other academic rate" for work performed.
- 2) To be compensated for doing work beyond the normal scope of duties and specifically related to the District's COVID-19 response during summer, the faculty member must have received authorization from the appropriate area dean or vice president, and this authorization must include a written expectation of the number of hours to be worked and the maximum number of hours that will be compensated.
- 3) Faculty (as described in item 1) will not be expected to volunteer summer hours without pay for duties that fall outside of their regular scope of duties (such as preparing for fall classes).
- 4) Funds to support summer work connected to preparing for an expansion of fully online and partially online (hybrid) summer and fall classes will come from CARES allocation and will not be expensed against local department or division budgets.

Flex Credit for 2020 Agreement

Recognizing the extra work faculty have needed to devote to making the transition to remote and online instruction in response to the COVID-19 Crisis, the UF and District agree as follows:

For spring and fall 2020, all part-time faculty will be considered to have met their FLEX obligations and will not need to submit paperwork. Full-timers will need to complete flex reports, as usual, and may list time spent converting to remote instruction for flex credit.

Evaluations Agreement

For Fall 2020 ONLY

- 1) All evaluation of TENURED faculty (unless there is an improvement plan already in place) shall be postponed until spring 2021. This will not affect overall evaluation timelines.
- 2) All evaluation of part-time faculty who currently have staffing preference will be postponed until spring 2021. This will not affect overall timelines.
- 3) The evaluation of all newly hired (1st-semester) faculty shall be conducted using existing procedures. Where classes are online or partially online, the online forms and procedures shall be used with established options for partially online classes.
- 4) Part-time faculty without staffing preference in their 2nd semester or beyond whose regularly scheduled evaluation would be fall 2020 will have the CHOICE to either be evaluated in fall 2020 or postpone evaluations to spring 2021. Postponing an evaluation to spring will not affect evaluation timelines or the faculty member's eligibility for staffing preference.
- 5) The evaluation of probationary faculty in their 1st, 2nd, or 4th year shall be completed using regular evaluation procedures.
- 6) That evaluation of probationary faculty in their 3rd year shall be postponed until spring 2021.
- 7) Any faculty member with an uncompleted improvement plan (or with a completed plan where the evaluation that is supposed to follow improvement plans has not yet been conducted) shall be evaluated in fall 2020 using existing procedures.
- 8) Counselors and librarians be treated the same as all others, as described above, with modifications made as necessary to allow for observations and student surveys (in dialog with UF).