AGREEMENT

Between

WEST HILLS COMMUNITY COLLEGE DISTRICT

And

WEST HILLS COLLEGE FACULTY ASSOCIATION/CTA/NEA

2022-2025

$57,&/(5(&2*1,7,21

The Board of Trustees of the West Hills Community College District (the Board or District) recognizes the West Hills College Faculty Association, CTA/NEA (the WHCFA or the Association), as the sole and exclusive representative of all full-time instructional faculty, librarians and counselors whose contractual obligation equals or exceeds .67 full-time equivalent (unit members **)**. All other employees of the District including but not limited to the following are excluded: substitutes, summer session instructional faculty, librarians, counselors, consultants, temporary employees hired for less than a semester, division chairs, managerial, supervisorial and confidential employees.

The Board agrees not to negotiate with any other organization on matters of scope over which the Association has rights of exclusive representation, and agrees not to negotiate with any member of the unit individually during the duration of this Agreement on matters subject to negotiations.

The Association recognizes the Board as the duly elected representative of the people and agrees to negotiate only with the Board s officially designated representatives. WHCF A further agrees that neither it nor any of its members or agents will attempt to negotiate privately or individually with the Board, any Board member, administrator,

O. Zip code (5 or 9 digits);
P. Home telephone number (10 digits) (if available);
Q. Personal cellular telephone number (10 digits) (if available);
R. Personal email address of the employee (if available);
S. Hire date.

In lieu of providing the information above in the form of a list, the District may meet this obligation by providing the Association access to a secure electronic site within which the above information is available. Names, addresses, and telephone numbers will be provided only in those cases where privacy has not been requested.

2.5.2 A list of the names and information described in 2.5.1 above for all newly hired full-time employees within the bargaining unit within five (5) days of the last payroll of the month in which they were hired.

Newly hired employee means any full-time bargaining unit employee hired by the District who is still employed as of the date of the new employee orientation. It also includes all employees who are employed by the District (including those returning from layoff rehire list, or previously employed by the District in a non-faculty position) and whose current position has placed them in the bargaining unit represented by the Association. For those latter employees, for purposes of this article only, the date of hire is the date upon which the employee s employee status changed such that the employee was placed in the bargaining unit.

In lieu of providing the information above in the form of a list, the District may meet this obligation by providing the Association access to a secure electronic site within which the above information is available.

2.6 Board Agenda

The Association, upon request, shall be provided one (1) copy of the Board agenda prior to each regularly scheduled Board of Trustees meeting. Upon three (3) work , the Association may request, in writing, to place items on the agenda and speak to such items.

2.7 Dues Deductions

The District agrees to deduct dues in certified, uniform amounts from the pay of Association members in the unit, and to pay the Association the normal and regular monthly membership dues voluntarily authorized by the employee to the Association, subject to the following conditions:

2.7.1 Such deduction shall be made only upon the certification of the Association of a duly executed and revocable authorization;

2.7.2 The District shall not be obligated to put into effect any new, changed, or discontinued deduction unless the change is in the District payroll office prior to the tenth (10th) of each month;

2.7.3

$57,&/(',675,&7 5,*+76

of the evaluation. Learning area members may submit comments regarding contributions to these parts of the evaluation to the evaluation team. The administrative evaluator may also include in the evaluation summary any commendation or recommendations regarding the unit member s performance.

4.4.3 The evaluation may include unit member participation in the student learning outcome process.

4.4.4 The unit member being evaluated shall provide the evaluation team members with syllabi of the courses to be observed at, or immediately following, the pre-observation conference.

4.4.5 The observation visitation by each member of the evaluation team shall take place within twenty-five (25) workdays of the pre-observation conference. Observation visitations normally will be for a period of fifty (50) minutes; however, the period of time of an observation visitation may be shortened or lengthened by the mutual agreement of the unit member and the

$57,&/(:25. /2$'

6.1 Work Week

6.1.1 Professional Duties and Responsibilities

Unit members are expected to participate in professional duties and responsibilities including serving on faculty committees, as student club advisors, conduct student recruitment, participate in registration as requested, be involved in in-service institutes and programs, participate in full-time faculty evaluations, and perform other professionally related services as requested by either the Chancellor or his/her designee. Tenured faculty shall participate in part-time faculty evaluations not to exceed two (2) evaluations per semester, absent mutual agreement between the unit member and the College President or designee. Additionally, unit members are responsible for attending meetings and participating in other professional activities called by administration. The guidelines for professional responsibilities may be found in Board Policy.

6.1.2 Office Hours

Full-time instructional faculty shall offer five (5) scheduled and approved weekly office hours per semester. Scheduled office hours may be conducted face-to-face Faculty teaching 100% face-to-face classes must be available in person for a minimum of four (4) hours per week.

Each full-time instructional faculty is expected to be available for a minimum of five (5) scheduled and approved office hours per week for purposes of assisting students through formal and informal advisory processes. Instructional faculty instructing online courses shall hold, at their discretion, at least one (1) hour per week up to a maximum of that portion of their scheduled office hours online equivalent to their online instructional assignment. For example, if an instructional faculty member is instructing 40% online, then at least one (1) hour and up to 40% of their weekly office hours (2 hours) may be held online. Online office hours shall be conducted through use of the District s technological resources.

6.2 Instructional Load

The Board establishes the instructional faculty s full-time instructional load to be the equivalent of fifteen (15) lecture hours and/or laboratory hours per semester.

A laboratory activity hour shall be equivalent to seventy-five hundredths (.75) of a lecture hour. A laboratory hour shall be equivalent to a lecture hour.

In a given semester, if an instructional faculty member is assigned an instructional load which is greater than a full-time instructional load as defined directly above, because of special needs of the District, the instructional faculty member shall have the option to receive hourly pay for in-

class hours beyond the fifteen (15) lecture hour equivalents, or to balance the instructional load over four (4) consecutive semesters to reach a balance of sixty (60) hours (two (2) consecutive semesters in the case of a first-year faculty member). In no event shall a faculty member s load be reduced more than six (6) hours below a full-time instructional load in any one semester to accommodate balancing.

6.5 Extended Contract Stipends

Extended contract faculty shall be paid according to the following formula:

The employee s annual salary (S) shall be divided by the number of workdays in the normal work year (179) to arrive at the employee s daily rate (DR).

The employee s daily rate (DR) shall be multiplied by the number of total contracted work days (TCWD) in excess of the normal work year of 179 days to arrive at the extended contract stipend amount (ECSA). The employee s extended contract stipend amount (ECSA) shall be added to the annual salary (S) to arrive at the employee s total compensation (TC).

S/179 =DR
DR x (TCWD-179) = ECSA
S+ECSA=TC

Beginning July 1, 2020, the normal work year shall be 177 days. The employee s daily rate (DR) shall be multiplied by the number of total contracted workdays (TCWD) in excess of the normal work year of 177 days to arrive at the extended contract stipend amount (ECSA). The employee s ECSA shall be added to the annual salary (S) to arrive at the employee s total compensation (TC).

S/177 =DR
DR x (TCWD-177) = ECSA
S+ECSA=TC

6.6 Prior Learning Assessment Stipend

6.6.1 Prior Learning Assessments (PLA) are additional duties and responsibilities and are not part of a unit member s regular workload. PLA tasks must be submitted to, and verified by, the responsible administrator and the Curriculum Committee as to completion and authenticity prior to any unit member receiving a stipend.

6.6.2 Unit members who accept additional duties and responsibilities relating to front-end PLA work, as defined in the job description, shall be compensated with a stipend of $250 per unit of assessment.

6.6.3 Unit members who accept additional duties and responsibilities relating to back-end PLA work, as defined in the job description, shall be compensated with a stipend of $70 per unit of assessment.

6.6.4 Unit members acknowledge that all PLA stipends are subject to the approval, completion, verification, and certification of the work.

6.7 Reassign Time

The reassign time for each Academic Senate President, Curriculum Committee Chair, and Student Learning Outcomes Coordinator is set at forty percent of a full-time load. The reassign time for each Articulation Officer is set at thirty percent (30%) of a full-time load.

All reassign time, stipend, or extended contract duties shall be accompanied by a job outcomes approved by the College Presidents and Chancellor, which shall be maintained by Human Resources. Human Resources Director shall email duties for the above positions to the Vice President of Instruction on each campus at the end of each spring semester and request signatures from the above no later than the end of week three (3) of the fall semester.

6.8 Other Reassign Time and Extended Contract Assignments

The faculty association shall be notified any time a unit member is given reassign time.

$57,&/(:25./2$' 5('8&7,21 3$7(

compensation for assigned instructional duties on sites other than the predominate site shall be compensated at the I.R.S. rate effective July 1 of each year.

year during the term of this Agreement will be increased by the same percentage that the CVT premiums increase for that period.

Any amount in excess of the District s monthly contribution shall be the employee s responsibility and shall be deducted from the unit member s monthly salary as a payroll deduction. The IRC Section 125 provision allowing for deductions on a pre-tax basis will be available to the extent allowable by law.

If the District receives a rebate, refund or reduction in the premium of the above health and welfare benefits, the District shall take the budgeted amount in excess of actual cost, and place it in a Health and Welfare Reserve. These funds shall be held in reserve and applied to increases in health and welfare premiums over the capped amount prior to assessing employees for such amounts.

9.4 Early Retirees

Early retirement is defined as retirement prior to the age of sixty-five years of age. At the time of early retirement, qualified unit members may elect one of the following retirement health and welfare options if applicable:

9.4.1 For unit members who retire on or after the age of 55 who have completed

9.6 Surviving Spouse

The District agrees to continue to pay hospital and medical insurance premiums as provided above for the surviving spouse of either an active or retired employee for one hundred eighty (180) days following the end of the month in which the employee s death occurs. The surviving spouse of such employee shall have the right to buy into the District s hospital and medical insurance program during this one hundred eighty (180) day period and thereby continue such coverage following the one hundred eighty (180) day period at the surviving spouse s own expense.

$57,&/(/($9(6

10.1 Sabbaticals

10.1.1 Sabbatical leaves may be granted to members of the faculty bargaining unit for the purpose of carrying out an approved program, which will benefit the District, the students, and the faculty member. Consideration will be given to programs designed to increase the effectiveness of the staff member and his/her usefulness to the District through study, research,

absence or, if no temporary employee was employed, the amount which would have been paid had a temporary employee been employed.

10.2.1.10 Sick leave usage shall be calculated based on the proportion that the time off bears to a thirty-five (35) hour week/ seven (7) hour day. For example, if a unit member is absent due to illness for one-half day, the unit member will use 3.5 hours sick leave.

10.2.2 Personal Necessity Leave

10.2.2.1 Unit members may use accumulated sick leave, not to exceed six (6) days in any

10.4 Pregnancy Leave

10.4.1 Pregnancy Leave.

10.6.3.2 If the leave is to care for a child, spouse or parent with a serious health condition, or because of the employee s own serious health condition, the employee will provide medical certification from a health care provider or physician. The medical certification must include:

10.6.3.2.1 Date of commencement of the serious health condition;

10.6.2.2.2 Probable duration of the condition;

10.6.2.2.3 Estimated amount of time the health care provider will provide care;

10.6.2.2.4 Confirmation that the serious condition of the child, spouse or parent warrants the participation of the employee; or, in the case of the employee s own serious health condition, certification that the employee is unable to perform his/her job functions.

10.6.3.3 The District may require a second and third medical opinion regarding an employee s serious health condition at the District s expense. When the duration for the leave is uncertain or the estimated time for the leave expires and the employee remains out of work, the District may require subsequent re-certification.

10.6.3.4 If the leave is needed for planned medical treatment or supervision; the employee must make a reasonable effort to schedule the treatment or supervision to minimize disruptions to the District.

10.6.3.5 An employee s advance notice and medical certification may be required to be given to the employee s supervisor. The supervisor may then determine the adequacy of the notice and medical certification and whether or not the leave will be recommended for approval( )-9(re)-3(a)4(pp)] TJET5(d)

6322.37 Tm0 g0 G[( )] TJETQ EMC /Span <MCIDD 6/Lang (en-US)>BDC g0.00000912 0 612 792 reW* nBT/F1 12 Tf1 0 0 1

10.6.9 Period of Eligibility.

The 12 month period of entitlement commences on the first day of the leave.

10.6.10 Seniority, Employee Benefits and Break in Service.

An employee on leave will not lose any seniority or employment benefit that accrued prior to the start of the leave. An employee on leave will not accrue seniority or additional benefits, such as vacation, sick leave or similar benefits, during the leave. The leave will not constitute a break in service for purposes of longevity and seniority.

10.6.11 Reinstatement of Employment and Fitness for Duty Report.

Employees returning from an approved leave will be reinstated to the same or equivalent position. Employees returning from an approved medical leave for their own serious health condition may be required to provide a fitness for duty report to return to work.

10.6.12 Key Employee Exception to Restoration.

An employee who is a key employee due to the fact that he/she is a salaried employee and among the highest paid 10 percent of all the employees employed by the District may be denied restoration to his/her position following the leave if the District determines that substantial and grievous economic injury will result if such key employee is reinstated.

10.7

10.9 Other Leaves of Absence

A regular employee may request and be granted a leave of absence without pay by the Board of Trustees upon recommendation of the Chancellor or his/her designee, for a period not to exceed one (1) year. Leaves of absence will terminate at the end of the fiscal year, June 30, but may be extended or renewed.

10.10 Sick Leave Donation

10.10.1 Unit members may donate unused sick leave to another unit member when that unit member suffers from a catastrophic illness or injury pursuant to Board Policy 7345, the terms of Administrative Regulation 7345, the collective bargaining agreement between the District and the faculty unit and Education Code section 87045.

10.10.2 For the purposes of Sick Leave Donation, Catastrophic illness or injury shall mean an illness or injury:

10.10.2.1 That is expected to incapacitate the receiving employee for an extended period of time in excess of 15 work days beyond the employee s paid leave entitlement; and

10.10.2.2 Which would create a financial hardship for the receiving employee because he or she has exhausted all of his or her sick leave and other paid time off.

10.10.3 Sick leave may be donated by one employee to another employee, as set forth above, subject to the following requirements.

10.10.3.1 Recipient Employees In order to receive donated sick leave from other unit employees under this provision an employee must:

10.10.3.1.1 Submit a written request to receive donated leave pursuant to this section.

10.10.3.1.2 Verify the existence of a catastrophic illness or injury as defined above. An employee must provide written medical verification of the catastrophic illness or injury from an appropriate licensed health care provider. The District, in its discretion, may require a second medical opinion from a licensed health care provider of its choice.

10.10.3.1.3 Verify the exhaustion of all sick leave and other paid time off.

10.10.3.2 Donor Employees In order to donate sick leave to another employee pursuant to this section an employee must:

10.10.7 Any sick leave donation made pursuant to these provisions shall be final and binding. There shall be no remedy within the District for an alleged right to recover donated sick leave.

10.10.8 An employee may not use donated sick leave credits for a period exceeding twelve (12) consecutive months. An employee who receives donated leave pursuant to this provision shall use any leave credits he or she continues to accrue on a monthly basis prior to using donated leave.

10.10.9 The parties acknowledge that at some time in the future, the classified unit may negotiate a sick leave donation program. If so, the parties agree that, at that time, members of both units may donate sick leave to each other in accordance with Education Code, Board Policy, Administrative Regulations and the mutually agreed upon terms of the respective collective bargaining agreements.

10.10.10 An employee receiving donated sick leave pursuant to this provision may only use the sick leave while the employee suffers from the catastrophic illness or injury that precipitated the transfer of the sick leave (e.g., if the employee dies or recovers from the illness or injury with unused donated sick leave outstanding, that sick leave shall be lost to both the donating and the receiving employee).

contract or regular employees have the identical initial date of paid service, seniority within that group of employees shall be determined by lot in accordance with Education Code provisions.

12.5 Effects

Following layoffs and in the event of a recall to service of affected employees, the parties agree to act in accordance with pertinent Education Code provisions.

Contract or regular employees who are laid off shall be entitled to receive health and welfare benefits beyond their last date of actual service to the District, but in no case shall these benefits continue beyond September 30 of the year in which the employee was laid off.

$57,&/(5(75$,1,1*

However, upon the mutual agreement of the District and the Association, the arbitration may proceed under the expedited rules of the AAA.

The arbitrator shall be selected from a list provided by the State Mediation & Conciliation Service (SMCS). The District and the Association shall make the arbitrator selection by eliminating names until only one (1) name remains. The one (1) remaining name shall be the arbitrator. The process of striking names shall occur within ten (10) days of receipt by both parties of the SMCS list. The arbitrator selected must be a member of the National Academy of Arbitrators. The request for a list of arbitrators from the SMCS shall request that the names provided be members of the National Academy of Arbitrators, have experience in education, and are licensed as an attorney.

The decision of the arbitrator shall be based solely on the evidence and testimony presented at the hearing and upon the contents of the briefs.

The arbitrator shall have no power to alter, amend, add to, subBTrW242rrW2om, 4(tnd)] TJET

$57,&/(&203(7(1&< $1')$&8/7< 6(59,&($5($

As required by Education Code sections 87743.1 and 87743.2, the parties agree that there will be one (1) faculty service area which encompasses the entire district, and that the term faculty service area, as applied to members, shall mean all District programs in which full-time instructional faculty, counselors, and librarians are employed.

As required by Education Code section 87743.5, the parties agree that the word competency and the term competency criteria , as applied to bargaining unit members, shall be tantamount to the possession of minimum qualifications for district employment as an instructional faculty, counselor, or librarian in accordance with Education Code sections 87355 and 87356.

$ 5 7 , & / (6 $) (7 <

$57,&/(2))6,7(/2&$7,216

17.1

face-to-face prison assignment prior to offering unit members said assignments. Onsite office hours are not required.

17.2.2 Security and Training

The District and the participating prison will coordinate to provide training in security procedures and protocols for the unit members who volunteer for a prison assignment. All costs shall be the responsibility of the District.

Prior to beginning their assignments, all unit members who have chosen to provide services at the prisons will be required to participate in training conducted by the CDCR, and will be compensated by the District at the current overload rate for such training.

Unit members who provide services are required to comply with established laws, regulations, and rules governing California State Prisons including those set forth by the Department of Corrections. This includes fingerprinting, background checks, and limitations on the types of materials that can be brought into the prisons.

Prison officials reserve the right to terminate a unit member s service at any time during an instructional or non-instructional assignment. Only in such cases where the cause for termination of services also constitutes grounds for termination under the Education Code could such assignment termination be grounds for District employee discipline procedures. The unit member will be paid only for services that were provided prior to the termination.

17.2.3 Compensation

As the procedures at both prisons require the passing through of many check points, handling of keys, and picking up and returning emergency signal devices, as well as the picking up of and returning of the facility s chit at a separate location from the classroom, all of which take additional time beyond the normal classroom prep and beyond the normal arrival/departure time for typical instructional duties, the faculty member will be compensated for an amount equal to one-half hour of the current overload rate regardless of the actual time taken per day.

Because of the unique situation of providing instruction in a prison environment, unit members will be paid at their hourly rate for any additional time spent at the prison facility beyond the time allotted to the assignment due to a lockdown or other security event rounded up to increments of one-half hour.

$57,&/(6(9(5$%,/,7<1' 6$9,1*6

If any provision of this Agreement or any application of a provision of this Agreement to any employee or group of employees is held invalid by operation of law or by a court of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

$57,&/(())(&7 2) $*5((0(17

It is understood and agreed that the specific provisions contained in this Agreement shall prevail over District practices and procedures and over state laws to the extent permitted by state law and that in the absence of specific provisions in the Agreement, applicable state laws and District policies shall be in effect.

$57,&/(',67$1&(/($51,1*

20.1 Preamble

Distance Learning is defined as when the instructional faculty and student are separated geographically and any portion of the classroom instruction during the course term is taught through the use of technology.

The District reserves the right to offer Curriculum Committee approved courses in any modality that best meets the needs of the student. The District may consider schedule, faculty preference, student preference, historical patterns of class offering and available technology in determining how a class will be offered.

If on the census date, the enrollment is at 51 or more students in a section, the faculty member instructing that section will receive a stipend of $1250. An additional $1250 stipend will be awarded for every ten students enrolled above 60 in the section. E.g.:

Students	Stipend
51-60	$1250
61-70	$1250
71-80	$1250
Etc.	

20.4.1.2 Two-Way Video Conference or Synchronous Online Mode: For courses fully taught in Two-Way Video conference or synchronous online mode, enrollment shall be limited to a maximum of 50* students per section. (*Except as noted in existing or current class size limitations, i.e., English.) If the class size on all sides combined exceeds 50* students, then at the District s discretion either: 1) the class will be split and an instructional faculty member will be assigned to each section so that the number of students is less than 50* or 2) the faculty member instructing that section will receive a stipend of $1250. An additional $1250 stipend will be awarded for every ten students enrolled above 60 in the section. E.g.:

Students	Stipend
51-60	$1250
61-70	$1250
71-80	$1250
Etc.	

20.5 Technological and Instructional Support

20.5.1 Technical support will be available to faculty, students and staff for all distance education.

20.5.2 Instructional aides shall not be utilized to increase the number of students in relation to the number of distance learning instructional faculty member pursuant to California Education Code section 88242.

20.5.3 In the event the College District employs instructional aides to assist distance learning instructional faculty members in the performance of their duties and in the supervision of students and in instructional tasks which, in the judgment of the faculty to whom the instructional aide is assigned, may be performed by a person not qualified as classroom instructional faculty member

Individual faculty efforts are owned by the faculty creator. Works-for-hire by the District are owned by the District. Joint efforts are owned by the faculty creator.

20.6.4 Distribution of Revenues

All revenues derived from independent faculty efforts shall belong to the faculty member who created it. For works for hire and joint efforts:

(1) The first $5,000 gross revenues shall be paid to the faculty creator.

(2) Thereafter, the District shall be reimbursed for all documented expenses from revenues in excess of $5,000.

(3) Thereafter, for all revenues up to $50,000, 90% shall be distributed to the faculty creator, 10% to the District. For all revenues in excess of $50,000, 75% shall be distributed to the faculty creator, and 25% to the District.

20.6.5 Computer Software

Such products may be copyright, patent, or trade secret work and shall be allocated accordingly.

20.6.6 Ownership and Use Rights of Distance Learning Materials

To the extent that the District owns the Intellectual Property Rights in and to the Distance Learning Materials, the District agrees to grant the following use rights to the faculty creator without the faculty creator obtaining permission from the District:

20.6.6.1 to make reproductions of the Distance Learning Materials to use in instructing, scholarship, and research;

20.6.6.2 to borrow portions of the Distance Learning Materials for use in compilations or other composite works;

20.6.6.3 to make derivative works of any kind and in any form such as translations, films and scripts;

20.6.6.4 to alter the Distance Learning Materials, add to the work, or update the content of the Distance Learning Materials;

20.6.6.5 to be identifiUSo be ftsninlatSETQq0.ls, the in

20.6.6.7 to be informed, in advance, of any uses, reproductions, distributions, and dispositions of the Distance Learning Materials by the District;

20.6.6.8 to have exclusive control of all decisions made related to the publishing of instructional materials.

To the extent that the faculty creator owns the Intellectual Property Rights in and to the Distance Learning Materials, the faculty creator agrees to grant unlimited use rights to the District, including those rights set forth above, and the rights to receive and use all adaptations, editions and successor products related to the copyrighted materials limited to any date upon which the faculty creator separates from employment with the District.

$57,&/(0,6&(//$1(286

The parties relinquish the right to meet and negotiate on any subject during the term of this Agreement, whether or not the subject is referred to or covered in this Agreement except as otherwise provided in this provision. However, any portion of this Agreement may be reopened at any time by the mutual consent of the parties

This Agreement shall continue in effect year-to-year unless modified by written agreement of the parties.

$ 5 7 , & / (

$57,&/(7(50

This agreement shall become effective on July 1, 2022 and shall continue in full force and effect up to and including June 30, 2025. Both parties agree to reopen Article 8 for 2023-2024 and 2024-2025.

6,*1$785(3$*(

FOR THE DISTRICT:

Dr. Kristin Clark
Chancellor

Date: 11/21/2023

FOR WHCFA:

David Gejeian
WHCFA President

Date:

EXHIBIT 3A´

EVALUATION FORMS

West Hills College

Faculty Self-Assessment and Professional Development Goals/Plans Form

Instructional Faculty _____ Semester _____
Year_____

2. Write a summary of your participation in the student learning outcome process for your courses and in dialogue regarding success, retention, and persistence data.

3. Evaluate classroom performance.

4. In what ways might the college be helpful to you in relation to the improvement of your instruction and/or classroom? Have you utilized the available resources, (i.e. colleagues, counselors, administrators, library, Basic Skills Program, Computer labs, Employee Scholarship Program, etc.)?

5. Describe any activities/committees not necessarily related to your classroom instruction, in which you participated.

6. Since the last evaluation period, what have you done that demonstrates continued professional growth? (Faculty who have not previously completed a self-assessment and professional development goals/plans form should include any professional development activities.)

7. List the professional development goals you expect to undertake during the next evaluation period.

8. Describe how you plan to achieve each goal. How might the college facilitate this?

9. How will you evaluate your successes in reaching <u>each</u> goal?

14.

West Hills College
Faculty

Classroom Observation

Structure and Goals	Exceeds Standard	Meets Standard	Needs Improvement	Does Not Meet Standard	Not Applicable
4. The objective of the lesson was clearly stated.					
5. The lesson showed clear signed of planning and organization.					
6. The lesson was appropriate with approved course outline content.					
7. Examples were used to clarify abstract or difficult ideas.					
8. Methods of presentation were appropriate and easily accessible for material covered and student needs.					
9. Visual aids were supportive, robust, and appropriate for content presented.					
10. Information and materials presented were relevant and supportive of stated lessons objectives.					

integrated into the lesson.					

12. Material was

understandable and appropriate.					
18. Faculty member ¶ non-verbal delivery, including mannerisms and physical demeanor, was appropriate.					
19. Faculty member demonstrated awareness and/or sensitivity to cultural, ethnic, and gender differences.					
Behaviors Comments:					

29. Continued participation in self-initiated professional development activities such as course work, attendance at workshops, seminars, professional meetings, publications, artistic exhibits/ performances, classroom research, or community involvement specific to academic and/or career area, and other appropriate activities.					
30. Active participation in collegial governance and campus life including service on committees, advising student clubs, etc.					
31. Success and effectiveness in participating in the Student Learning Outcomes process.					
32. Faculty effectively developed Student Learning Outcomes.					

34. Faculty effectively utilizes student support services such as counselor early alerts, SI/tutoring referrals, progress reports, etc.					
35. Faculty effectively participates in discipline discussions with regard to retention, success, persistence and grade data as a tool for student improvement.					
36. Faculty member effectively participates in relevant and current discipline curriculum discussions at assigned meetings.					
37. Faculty member effectively keeps curriculum material relevant and up-to-date.					
38. For special assignments, performs assigned duties.					
39. Faculty member participates in program review.					
40. For special assignments, performs appropriate record keeping, correspondence, coordination and reporting.					

Responsibilities Outside of Classroom Comments:

41. What specific strengths did you identify in this faculty member?

42. Please list any specific changes needed to strengthen this faculty member ¶ effectiveness.

43. Please list any other suggestions for improvement.

44. Other comments or suggestions?

Overall Observation Assessment	**..Exceeds standard**	**..Meets standard**	**..Needs improvement**	**..Does not meet standard**

Recommended for continuing tenure track	**..Yes**	**..No**	**..N/A**

EXHIBIT ³A´ EVALUATION FORMS
Team Evaluation Check-Off
For Faculty

Instructional Faculty	**Administrative Evaluator**
	Peer Reviewer
	Peer Reviewer

1. Pre-Observation Conference

Administrative Evaluator	**Date**
Peer Reviewer	**Date**
Peer Reviewer	**Date**
Instructional Faculty	**Date**

2. Observation of instructional faculty {The observation must be completed within 25 working days of the pre-observation meeting.)

Administrative Evaluator	**Date**
Peer Reviewer	**Date**
Peer Reviewer	**Date**

3. Post-Observation Conference (The post-observation meeting must be completed within 20 work days of the observations or 10 workdays prior to the end

EXHIBIT ³A´ EVALUATION FORMS
Team Evaluation Check-Off for Faculty

A

Peer Reviewer **Date**

3222 re0912 0 612 792 reW*nBT288.1 00.82 TreW*t31.3T/F1 0 0 1 288.1 0 0 1 sh

Peer Reviewer **Date**

Instructional Faculty **Date**

4. Evaluation Form to Unit Member (Obser TJETQq0.00000912 0 612 792 reW*nBTTf1 0 0 1 288.1 0 0 1

A

7. Faculty member identified students in need of Student Educational Plans.					
8. Faculty member assisted students with the Student Educational Plan, as appropriate.					
9. Faculty member referred students to applicable interventions where needed.				[redacted]	
10. Faculty member assisted and identified needs of students wishing to transfer, as appropriate.					
11. Faculty member identified and assisted students with the completion of a degree.					
Structure and Goals Comments					

Behaviors	Exceeds Standard	Meets Standard	Needs Improvement	Does Not Meet Standard	Not Applicable
12. Delivery of information was effective and understandable.				[redacted]	
13. Faculty listened carefully to the student.					
14. Rate and tone of oral delivery were effective.	[redacted]				

[redacted]

16. Faculty exhibited a poised demeanor.					
17. Faculty member demonstrated awareness and/or sensitivity to cultural, ethnic, disability, and gender differences.					
Behaviors Comments					

Faculty and Student Rapport

Professional Expertise	Exceeds Standard	Meets Standard

participations, artistic exhibits/performances, classroom research, community involvement specific to academic and/or career area, and other appropriate activities.					
30. Active participation in collegial					

37. Faculty member participates in program review.					
38. For special assignments, performs appropriate record keeping, correspondence, coordination and reporting.					
39. Faculty member participated as a counseling team member.					
40. Faculty member worked with colleagues in identifying and supporting at-risk students.					
41. Faculty member participates in counseling discussions with regard to completion rates, including rates for at-risk students.					
42. Faculty member engages in outreach efforts as directed by the VPSS.					
Responsibilities Outside of Student Contact Comments					

43. What specific strengths did you identify in this faculty member?

44. Please list any specific changes needed to strengthen this faculty member ¶ effectiveness.

45. Please list any other suggestions for improvement.

46. Other comments or suggestions?

Overall Observation Assessment	**..Exceeds standard**	**..Meets standard**	**..Needs improvement**	**..Does not meet standard**

Recommended for continuing tenure track	**..Yes**	**..No**	**..N/A**

West Hills Community College
Librarian Team Evaluation Form

Faculty Member	**Reviewer**
Observation Type **..Student Interaction ..Workshop** **..Orientation** **..Other (please specify)**	**Date**

Reference Assistance

8. Material presented was appropriate for group level and goals.					

Group Instruction Comments

lists, electronic sources, etc.)					
15. Demonstrated currency and depth of knowledge in librarianship.					

19. Continued participation in self-initiated professional development activities such as course work, attendance at workshops, seminars, professional meetings, publications, conference participations, artistic exhibits/performance, classroom research, or community involvement specific to academic and /or career area, and other appropriate activities.					
20. Active participation in collegial governance and campus life including service on committees.					
21. Success and effectiveness in participating in the Student Learning Outcomes process.					

22.

26. For special assignments, performs assigned duties.					
27. Faculty member participates in program review.					
28. For special assignments, performs appropriate record keeping, correspondence, coordination and reporting.					
Responsibilities Outside of Student Contact Comments					

29. What specific strengths did you identify in this faculty member?

30. Please list any specific changes needed to strengthen this faculty member ¶ effectiveness.

31. Please list any other suggestions for improvement.

32. Other comments or suggestions?

EXHIBIT A
EVALUATION FORMS

Online Course Student Evaluation

Question 1 **Multiple Choice**

à y.¿ –ñ b S .uT-T§>î ‘ a"ëñ™o ##u0 ì¬Ñ€à
Text(s) and/or other instructional materials related to the course.

- € Strongly agree
- € Agree
- € Disagree
- € Strongly disagree
- € No opinion or not applicable

Question 2 **Multiple Choice**

The course syllabus adequately explained learning objectives, grading procedures, **Student Learning Outcomes**, and course po2.05BT/F(2 792 reW* nBT/F1 0 0 1 144.02 492.[z(u)eW* nBT/F1 9.96 Tf1 0 0 1 191.9 49

àT*Cv.à.ÍÎ ÏÐ ÑÒ ÓÔ ÕÖ ×Ø ÙÚ ÛÜ ÝÞ ßà áâ ãä åæ çè éê ëì íî ïð ñò óô õö ÷ø ùú ûü ýþ ÿ w.¿)–ñ D8R0A <la"ëoà"ëo™o$8&8A <ÁÛ> a'Jez*Ôc‡&XUPÎÊ a"ëñ

Question 5 **Multiple Choice**

Tests and assignments were returned within a reasonable amount of time.

- € Strongly agree
- € Agree
- € Disagree
- € Strongly disagree
- € No opinion or not applicable

Question 6 **Multiple Choice**

The exams reflect class content.

- € Strongly agree
- € Agree
- € Disagree
- € Strongly disagree
- € No opinion or not applicable

Question 7 **Multiple Choice**

The instructor encouraged student interest and intellectual effort.

- € Strongly agree
- € Agree
- € Disagree
- € Strongly disagree
- € No opinion or not applicable

EXHIBIT ³A´ EVALUATION FORMS
Procedures for Counselor Performance Evaluations

Student Evaluations

1. **Student evaluations will be completed during a 4-week period in the same semester the formal evaluation is conducted.**

2. **Student evaluations will be completed in October for evaluations conducted during the fall semester and from mid-March through mid-April for evaluations conducted during the spring semester.**

3. **All students seen by the counselor during the 4-week period will complete the evaluation form.**

4. **Evaluation forms will be given to each student by an assigned secretarial/clerical employee when the student leaves the counseling session. The secretarial/clerical employee will ask the student to complete the evaluation before leaving the counseling area.**

5.

EXHIBIT A EVALUATION FORMS
West Hills Community College District
Student Evaluation of Counseling Faculty

Counselor: _____

Date: _____

Your honest and thoughtful answers will provide useful information to your counselor. Please respond to the following statements based on your experiences with the above named counselor.

7. Counselor provided information about specific services, programs and courses that you asked about.

Strongly Agree **Strongly Disagree**

(; + , % , 7 ³ % ´

WEST HILLS COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL CALENDAR
2023-24

2023 SUMMER SESSION

May 29 ±August 4	Instruction Begins/Ends
June 19	Juneteenth Observed

(; + , % , 7 ³ % ´

WEST HILLS COMMUNITY COLLEGE DISTRICT
INSTRUCTIONAL CALENDAR
2024-25

2024 SUMMER SESSION

May 27 – August 2	Instruction Begins/Ends
June 19	Juneteenth Observed
July 4	Independence Day Observed

2024 FALL SEMESTER

August 8	TH	Professional Dev Day, No Classes (Flex)
August 9	F	Professional Dev Day, No Classes (Duty)
August 12	M	Instruction Begins
September 2	M	Labor Day, No Classes
October 14	M	Second 9-week Classes Begin
November 11	M	9 H W H U D Q ¶ V ' D \ 2 E V H U Y H G 1 R &
November 28-29	TH-F	Thanksgiving, No Classes
December 9-13	M-F	Finals Week

Total Instruction Days: 87

2025 SPRING SEMESTER

January 9	TH	Professional Dev Day, No Classes (Flex)
January 10	F	Professional Dev Day, No Classes (Duty)
January 13	T	Instruction Begins
January 20	M	Martin Luther King Day, No Classes
February 7	F	/ L Q F R O Q ¶ V ' D \ 2 E V H U Y H G 1 R &
February 17	M	: D V K L Q J W R Q ¶ V ' D \ Classes 2 E V H U Y H G 1
March 17	M	Second 9-week Classes Begin
April 14-18	M-F	Spring Recess
May 19-23	M-F	Finals Week
May 22	TH	WHC Lemoore Commencement
May 23	F	WHC Coalinga Commencement

Total Instruction Days: 88

Approved by the Board of Trustees:

(;+,%,7 ³%´

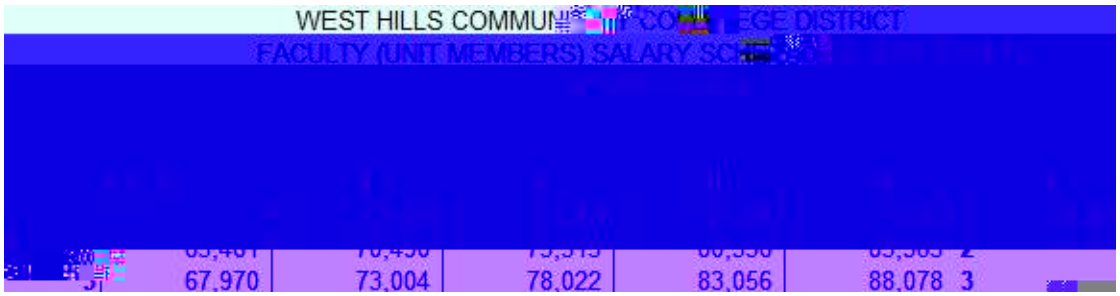
:(67 +,//6 &20081,7< &2//(*(',675,&7
,16758&7,21$/ &$/(1'$5

6800(5 6(66,21

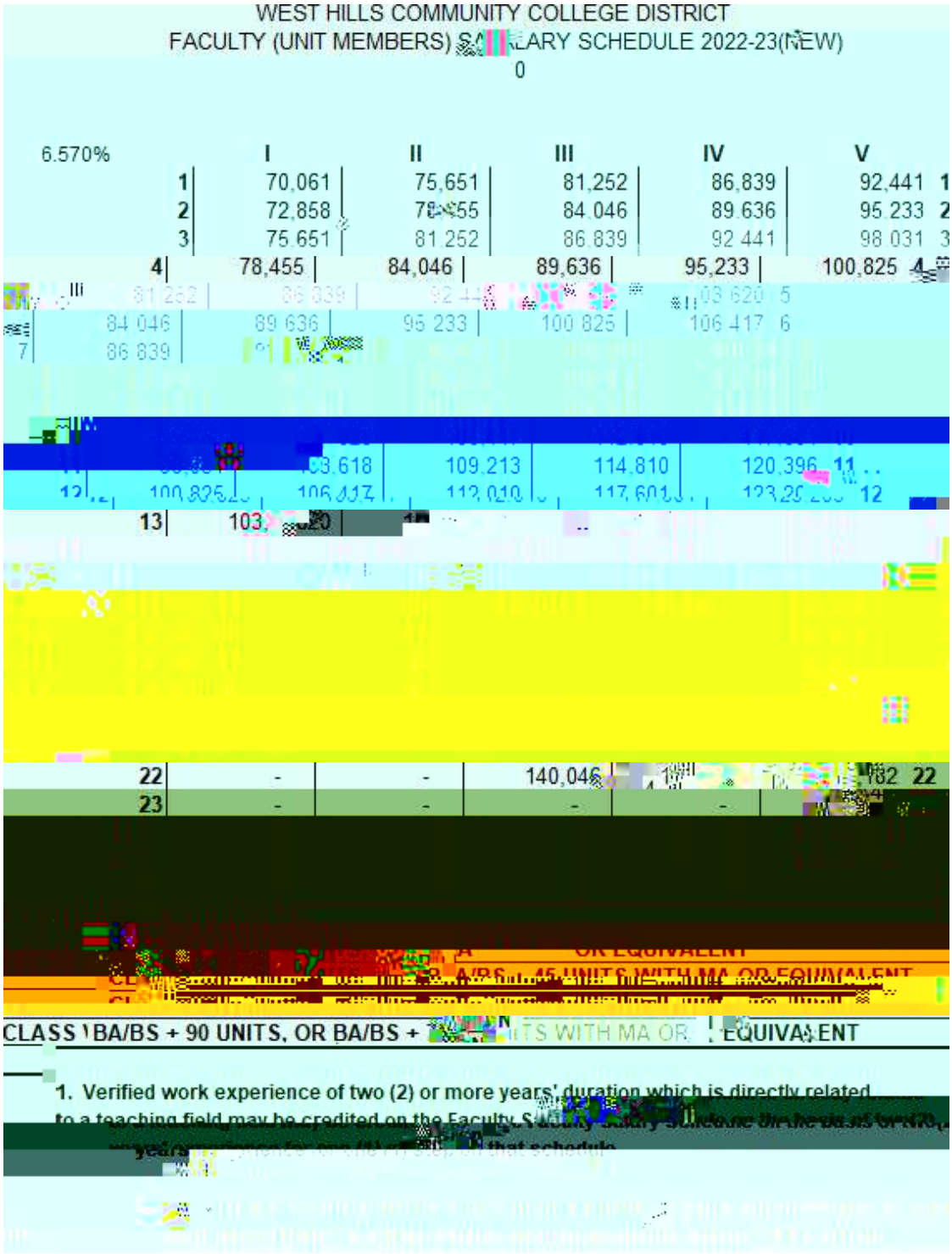
0D\ ± $XJXVW		,QVWUXFWLRQ %HJLQV (QGV
-XQH	-XQHWHHQWK 2EVHUYHG	
-XO\	,QGHSHQGHQFH 'D\ 2EVHUYHG	

)$// 6(0(67(5

$XJXVW	7+	3URIHVVLRQDO 'HY 'D\ 1R &OD
$XJXVW	)	3URIHVVLRQDO 'HY 'D\ 1R &OD
$XJXVW	0	,QVWUXFWLRQ %HJLQV
6HSWHPEHU	0	/DERU 'D\ 1R &ODVVHV
2FWREHU	0	6HFRQG ZHHN &ODVVHV %HJLQ
1RYHPEHU	0	9HWHUDQ¶V 'D\ 2EVHUYHG 1R &
1RYHPEHU	7+)	7KDQNVJLYLQJ 1R &ODVVHV
'HFHPEHU	0)	)LQDOV :HHN ƒ0PHƒ0PP° Pƒ0P ,`


WEST HILLS COMMU
EGE DISTRICT
FACULTY (UNIT MEMBERS) SALARY SC
67,970
73,004
78,022
83,056
88,078
3

'XW\ 'D\V



WEST HILLS COMMUNITY COLLEGE DISTRICT
FACULTY (UNIT MEMBERS) SALARY SCHEDULE 2022-23(NEW)
0

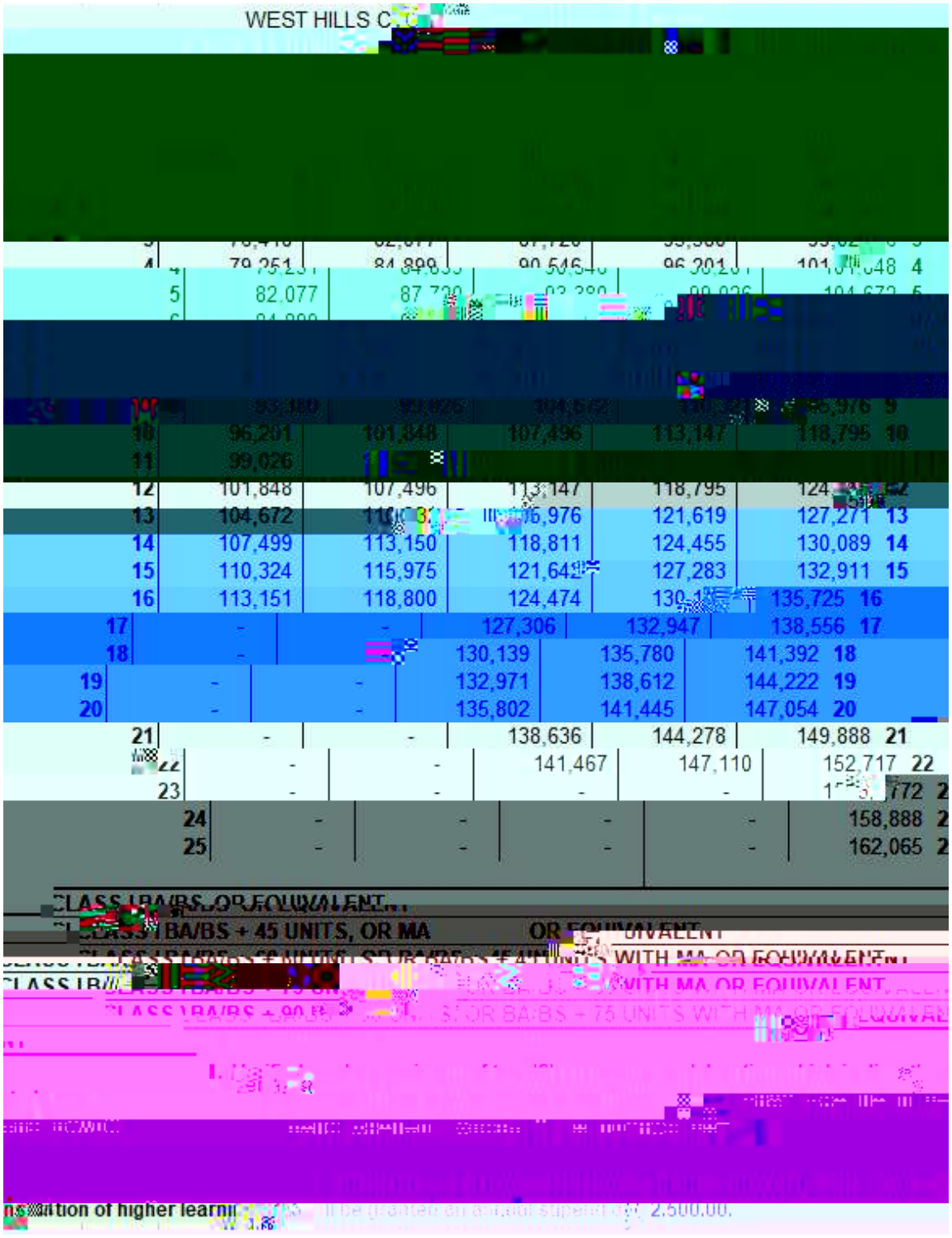
6.570%	I	II	III	IV	V	
1	70,061	75,651	81,252	86,839	92,441	1
2	72,858	78,455	84,046	89,636	95,233	2
3	75,651	81,252	86,839	92,441	98,031	3
4	78,455	84,046	89,636	95,233	100,825	4
5	81,252	86,839	92,441	98,031	103,620	5
6	84,046	89,636	95,233	100,825	106,417	6
7	86,839					
11		103,618	109,213	114,810	120,396	11
12						12
13	103,[illegible]20					
22	-	-	140,046		182	22
23	-	-	-	-		

CLASS I BA/BS + 90 UNITS, OR BA/BS + [illegible]ITS WITH MA OR [illegible] EQUIVALENT

1. Verified work experience of two (2) or more years' duration which is directly related to a teaching field may be credited on the Faculty Salary Schedule [illegible] years [illegible] that schedule.

(;+,%,7 &6$/$5< 6&+('8/(

'XW\ 'D\V


WEST HILLS C
79,251
84,899
90,546
96,201
101,848 4
5 82,077 87,720
96,201 101,848 107,496 113,147 118,795 10
11 99,026
12 101,848 107,496 113,147 118,795 124,
13 104,672 110,3 6,976 121,619 127,271 13
14 107,499 113,150 118,811 124,455 130,089 14
15 110,324 115,975 121,642 127,283 132,911 15
16 113,151 118,800 124,474 130,1 135,725 16
17 - - 127,306 132,947 138,556 17
18 - 130,139 135,780 141,392 18
19 - - 132,971 138,612 144,222 19
20 - - 135,802 141,445 147,054 20
21 - - 138,636 144,278 149,888 21
22 - - 141,467 147,110 152,717 22
23 - - - - 772 2
24 - - - - 158,888 2
25 - - - - 162,065 2
BA/BS + 45 UNITS, OR MA
OR EQUIVALENT
WITH MA OR EQUIVALENT
ns ation of higher learni
2,500.00.

WEST HILLS COMMUNITY COLLEGE DISTRICT
0
I
II
III
IV
V
institution of higher learning...shall be granted an annual stipend of $ 2,500.00.

EXHIBIT ³D´ GRIEVANCE FORMS
WEST HILLS COMMUNITY COLLEGE DISTRICT
CERTIFICATED EMPLOYEES ¶GRIEVANCE FORM ±LEVEL 1

Submission of Alleged Grievance -- All portions of this section must be completed by the grievant.

Name:

Position:

Specific contract provision alleged to have been violated (cite source)

Date(s) of occurrence:

Circumstances Involved:

Remedy Sought:

Date:

Signature:

Upon completion of this section, grievant shall present this form to the Educational Dean. A copy should be retained by the grievant.

Educational Dean Response:

Date:

Signature:

Upon completion of this section, the Educational Dean shall present this form to grievant, and forward a copy to the Director of Human Resources.

EXHIBIT ³D´ GRIEVANCE FORMS
WEST HILLS COMMUNITY COLLEGE DISTRICT
GRIEVANCE FORM ±LEVEL 2
Appeal to President
Copy of Level 1 Must be Attached

Name:

Position:

Reason for Appeal:

Remedy Sought:

Date:

Signature:

Upon completion of this section, grievant shall present this form to the College President. A copy should be retained by the grievant.

College President Response:

Date:

Signature:

Upon completion of this section, the College President shall present this form to grievant, and forward a copy to the Director of Human Resources.

EXHIBIT ³D´ GRIEVANCE FORMS
WEST HILLS COMMUNITY COLLEGE DISTRICT
GRIEVANCE FORM ±LEVEL 4
Advisory Arbitration
Copy of Levels 1, 2, and 3 Must be Attached

All portions of this section must be completed by the Association President or Designee.

Name:

Grievant ¶ Name:

Date:

Signature:

Upon completion of this section, grievant shall present this form and attachments to the Chancellor. A copy should be retained by the Association.

Name of Arbitrator:

Date(s) of Arbitration:

Arbitrator ¶ Recommendation (attach)

forward their recommendation(s), including the applications, to the Dean of Education by February 1 (November 15 for the Spring Semester of 1996-1997).

B. The Dean of Education and the Chancellt5555555555555555555555555555555555555555555555

EXHIBIT 3E´ SABBATICAL LEAVE

WEST HILLS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE

(This form must be submitted by December 1)

PART I

_____ _____

Applicant Name **Date**

_____

Department/Discipline

Date of first full-time contract with West Hills College: _____

Has Service been continuous since that date? _____Yes _____No

If 3No´, please explain:

_____

_____

_____

_____

Has se

EXHIBIT 3E ´ SABBATICAL LEAVE

PART II

Please be specific about what you propose to accomplish. You may indicate a combination of eligible activities. Use extra pages as necessary.

A. Work

EXHIBIT 3E ´ SABBATICAL LEAVE

PART III

Please respond to each of the following? Use extra pages if necessary.

A. How will completion of your project improve student success?

EXHIBIT ³E´ SABBATICAL LEAVE

PART IV

_____ _____

Applicant Signature **Date**

Date Received by Academic Senate:_____

Recommendation by Academic Senate: _____ Approve _____ Disapprove

EXHIBIT 3F ´ TIME OFF DUTY FORM

REQUEST FOR AND REPORT OF TIME OFF DUTY

This form is to be completed by all employees immediately upon return to duty following an absence due to sickness or bereavement. All other leaves must be approved on this form in advance.

Employee Name: Position Title:

Department: Location:

Date(s) of Absence	Leave Code	Number of Hours

Leave Codes

Approvals

Employee: After completion of information above, insert name and date and route to immediate supervisor for approval via email.

Employee: Date:

Supervisor: Please insert name and date, indicating approval. Route via email to the Human Resources ema

HUMAN RESOURCES OFFICE
USE ONLY

Exhibit [3]

E

70	**8/7/2019**	**Rodriguez, Rodolfo**
71	**9/1/2020**	**McGinnis, Rica**
72	**8/12/2021**	**Capozzi, Guadalupe**
73	**8/12/2021**	**Hochman-Adler, Valeria**
74	**8/12/2021**	**Lee, Wook**
75	**8/12/2021**	**Carey, Amanda**
76	**9/1/2021**	**Shilow, Trina**
77	**2/1/2022**	**Carrizales, Ana**
78	**8/29/2022**	**Bueno, Salvador**
79	**7/1/2022**	**Cassiman, Rachel**
80	**7/1/2022**	**Cordero, Michael**
81	**7/1/2022**	**Renner, Liliana**
82	**8/11/2022**	**Waggle, Robert**
83	**8/11/2022**	**Johnson, Patricia**
84	**8/11/2022**	**Merilus, Jean-Yves**
85	**8/10/2023**	**Miguel, Michael**
86	**8/10/2023**	**Hines, Deja**
87	**8/10/2023**	**Hidalgo, Ana**
88	**8/10/2023**	**Valenzuela, Rick**

Individuals below are grant funded, non-tenure track/temporary faculty

1	**8/9/2017**	**Tidwell, Cynthia (Amber)**
2	**8/7/2019**	**Rooney, James**
3	**5/1/2021**	**Smith, Kelsey**
4	**8/10/2023**	**Brixey, Gabby**
5	**8/10/2023**	**Louisa, LaQuia**
6	**8/10/2023**	**Marta, Jennifer**
7	**8/10/2023**	**Liu, Sze Ki**

West Hills Community College District
Faculty Reassigned Duties and Responsibilities

Curriculum Commit

West Hills Community College District
Faculty Reassigned Duties and Responsibilities

SLO Coordinator (40% reassigned time)

- Cooperatively work with all college staff and faculty to develop practical and quality course and program level student learning outcomes (SLOs).
- Maintain an accurate SLO website/portal that reflects an up-to-date SLO inventory (courses and programs), assessment methods, evidence of SLO analysis, and evidence of changes to SLOs following an evaluation.
- Conduct regular and periodic meetings with a SLO committee. The committee shoul

(03/2<(5 ',5(&7,9(
)HEUXDU\
3DJHRI

- 0DLQWDLQ WKH QHFHVVDU\ UHFRUGV WR VHSDUDWHO\ LG
  5HGXFHG :RUNORDG 3URJUDP

0HPEHU (OLJLELOLW\

7R EH HOLJLEOH WR SDUWLFLSDWH LQ WKH 5HGXFHG :RUNORI

- %H DJH RU ROGHU SULRU WR WKH VWDUW RI WKH VFKRI
  SDUWLFLSDWHV LQ WKH SURJUDP
- +DYH DW OHDVW \HDUV RI &DO6756 VHUYLFH FUHGLW LC
  VWDUW RI WKH VFKRRO WHUP RI WKH ILUVW VFKRRO \HDU
- %H HPSOR\HG E\ D FRXQW\ RIILFH RI HGXFDWLRQ VFKRRC
  FROOHJH GLVWULFW WKDW RIIHUV WKH SURJUDP
  R ,I WKH PHPEHU LV HPSOR\HG E\ D VFKRRO GLVWULFW
    PXVW EH D SUHNLQGHUJDUWHQ WKURXJK JUDGH FH
    SRVLWLRQ ZLWK D VDODU\ DERYH WKH PD[LPXP VDOD
- +DYH EHHQ HPSOR\HG RQ D IXOO WLPH EDVLV WR SHUIRU
  3URJUDP IRU HDFK RI WKH ILYH VFKRRO \HDUV LPPHGLDW
  WKH PHPEHU V ZRUNORDG LV UHGXFHG ZLWKRXW KDYLQJ
  R 6HUYLFH LQ PXOWLSOH DVVLJQPHQWV FDQQRW EH DJ
    IXOO WLPH HPSOR\PHQW
  R (PSOR\HU DSSURYHG OHDYHV RI DEVHQFH DQG XQSDL
    FUHGLWDEOH VHUYLFH IRU SHUVRQDO UHDVRQV GR Q
  R 7KH SHULRG RI WLPH GXULQJ ZKLFK D PHPEHU SUHYLI
    :RUNORDG 3URJUDP LI DSSOLFDEOH ZLOO EH FRQVLC
    DJUHHPHQW WR UHGXFH WKH PHPEHU V ZRUNORDG ZD
  R ,I WKH PHPEHU SUHYLRXVO\ VHUYLFH UHWLUHG WKH
    IRU VHUYLFH FRQVWLWXWHV D EUHDN LQ VHUYLFH

$JUHHPHQW WR 5HGXFH :RUNORDG

3DUWLFLSDWLRQ LQ WKH 5HGXFHG :RUNORDG 3URJUDP PXVW
GRFXPHQWHG LQ D ZULWWHQ DJUHHPHQW EHWZHHQ WKH PHPI
SULRU WR WKH VWDUW RI WKH VFKRRO WHUP RI WKH ILUVW V
LQFOXGH WKH IROORZLQJ UHTXLUHPHQWV

- 7KH WRWDO DPRXQW RI WLPH LQ ZKLFK D PHPEHU UHGXFI
  \HDUV
-

(03/2<(5 ',5(&7,9(
)HEUXDU\
3DJHRI

-)RU HDFK VFKRRO \HDU WKH PHPEHU V ZRUNORDG LV UHG 7HDFKHUV 5HWLUHPHQW)XQG WKH DPRXQW WKDW WKH P SHUIRUPHG FUHGLWDEOH VHUYLFH IRU WKDW SRVLWLRQ F
-)RU HDFK VFKRRO \HDU WKH PHPEHU V ZRUNORDG LV UHG 7HDFKHUV 5HWLUHPHQW)XQG DW D 5HGXFHG :RUNORDG E\ WKH 7HDFKHUV 5HWLUHPHQW %RDUG RQ WKH FUHGLW SDLG KDG WKH PHPEHU SHUIRUPHG FUHGLWDEOH VHUYLFI

3DUWLFLSDWLRQ LQ WKH 5HGXFHG :RUNORDG 3URJUDP

7KH HPSOR\HU VKDOO FHUWLI\ WKH PHPEHU V HOLJLELOLW\ IR RQ WKH 5HGXFHG :RUNORDG 3URJUDP (OLJLELOLW\ &HUWLILFDWLRQ YHUVLRQ RI WKH DSSOLFDWLRQ LV DYDLODEOH RQ &DO6756 F WKH 6HFXUH (PSOR\HU :HEVLWH

&DO6756 PXVW UHFHLYH DQG GLVSOD\ RQ LWV :HE 3RUWDO 3 $SSOLFDWLRQ DW OHDVW RQFH SULRU WR WKH VWDUW RI WKH VFKRRO WHUP RI ZRUNORDG LV UHGXFHG &DO6756 ZLOO FRPPXQLFDWH WKH DS PHPEHU HPSOR\HU DQG UHSRUW VRXUFH

2QFH &DO6756 DSSURYHV D PHPEHU V SDUWLFLSDWLRQ LQ WK PXVW

(03/2<(5 ',5(&7,9(
)HEUXDU\
3DJHRI

2QJRLQJ UHPXQHUDWLRQ LQ DGGLWLRQ WR VDODU\ SD\PHQW\
SHUIRUPHG IRU &DO6756 DW PHPEHUV VKRXOG EH UHSRU
UDWH EDVHG RQ WKH UHPXQHUDWLRQ LQ DGGLWLRQ WR VDOD
UHGXFHG WKHLU ZRUNORDG DQG HDUQLQJV WKDW PDWFK WK
DUH FDOFXODWHG FRUUHFWO\

)RU H[DPSOH LI D &DO6756 DW PHPEHU LV ZRUNLQJ DQ
DQG WKH HPSOR\HU SURUDWHV WKH PHPEHU V PDVWHU V VWL
UHSRUW WKH UHPXQHUDWLRQ LQ DGGLWLRQ WR VDODU\ ZLWK

\ H) R W L P W C D W @ U W Q A D E W R Q Y S E G L W R Q S H G S E D

7KH
IROO

- 7KH
  H C
- 7KH
  W W SRVL D
- 7KH
  R 3D F Q WKH 5H
  PH
  W Y H
  D

-

(03/2<(5 ',5(&7,9(
)HEUXDU\
3DJHRI

QH5ZHGXFHG :RUNORDG 3URJUDP (OLJLE(6OLW\ R&KVWWLEHFDXELRQ
&DO6756

$&7,21

7R SDUWLFLSDWH LQ WKH 5HGXFHG :RUNORDG 3URJUDP \RX I

- $GRSW UHJXODWLRQV SXUVXDQW WR (GXFDWLRQ &RGH VH
- (QWHU LQWR D ZULWWHQ DJUHHPHQW ZLWK HDFK HOLJLE(
  5HGXFHG :RUNORDG 3URJUDP DQG ZKR DOVP U,VP PRY ...
  5HDJDKH G :RUNORE 3UJU

('8&$7,21 &2'(('&
7,7/(*(1(5$/ ('8&$7,21 &2'(3529,6,216 > @
7LWOH HQDFWHG E\ 6WDWV &K
',9,6,21 *(1(5$/ ('8&$7,21 &2'(3529,6,216 > @
'LYLVLRQ HQDFWHG E\ 6WDWV &K
3$57 67$7(7($&+(56 5(7,5(0(17 6<67(0 > @
&+$37(5 6HUYLFH &UHGLW > @
&KDSWHU DGGHG E\ 6WDWV &K 6HF

D 1RWZLWKVWDQGLQJ DQ\ RWKHU SURYLVLRQ RI WKLV FKDS\
GLVWULFW RU D FRPPXQLW\ FROOHJH GLVWULFW RU D FRXQ\
UHJXODWLRQV SXUVXDQW WR 6HFWLRQV DQG DQ HP
DJUHHPHQW ZLWK DQ HPSOR\HH ZKR LV D PHPEHU RI WKH 'HIL
KHU ZRUNORDG LQ D SRVLWLRQ IURP IXOO WLPH WR SDUW WL
ZRXOG KDYH UHFHLYHG LI WKH PHPEHU KDG EHHQ HPSOR\HG
KDYH KLV RU KHU UHWLUHPHQW DOORZDQFH DV ZHOO DV RW
XQGHU WKLV SDUW EDVHG LQ SDUW RQ WKH ILQDO FRPSHQ
WR LI WKH PHPEHU KDG EHHQ HPSOR\HG RQ D IXOO WLPH ED\
ZRUNORDG VKDOO EH H[HUFLVHG DW WKH UHTXHVW RI WKH P
PHW
7KH PHPEHU LV HPSOR\HG E\ HLWKHU RI WKH IROORZLQJ
$ $ VFKRRO GLVWULFW RU FRXQW\ RIILFH RI HGXFDWLRQ DV
FHUWLILFDWHG HPSOR\HH ZKR GRHV QRW KROG D SRVLWLRQ
D VFKRRO SULQFLSDO IRU WKDW HPSOR\HU
% $ FRPPXQLW\ FROOHJH GLVWULFW
7KH PHPEHU KDV D PLQLPXP RI P PPD[L HGp LpSOR X XHPL

F 7KH DJUHHPHQW WR UHGXFH WKH PHPEHU¶V ZRUNORDG VK

('8&$7,21 &2'(('&
7,7/((/(0(17$5< $1' 6(&21'$5< ('8&$7,21 > @
7LWOH HQDFWHG E\ 6WDWV &K
',9,6,21 /2&$/ $'0,1,675$7,21 > @
'LYLVLRQ HQDFWHG E\ 6WDWV &K
3$57 (03/2<((6 > @
3DUW HQDFWHG E\ 6WDWV &K
&+$37(5 (PSOR\PHQW²&HUWLILFDWHG (PSOR\HHV >
&KDSWHU HQDFWHG E\ 6WDWV &K
$57,&/((PSOR\PHQW > @
$UWLFOH HQDFWHG E\ 6WDWV &K

1RWZLWKVWDQGLQJ DQ\ RWKHU SURYLVLRQ WKH JRYHUQLQJ
VXSHULQWHQGHQW RI VFKRROV PD\ HVWDEOLVK UHJXODWLRQ
UHGXFH WKHLU ZRUNORDG IURP IXOO WLPH WR SDUW WLPH G
7KH UHJXODWLRQV VKDOO LQFOXGH EXW VKDOO QRW EH OLP
UHGXFH WKHLU ZRUNORDG DQG PDLQWDLQ UHWLUHPHQW EHQ
RU 6HFWLRQ RI WKH *RYHUQPHQW &RGH
D)RU HPSOR\HHV VXEMHFW WR FRYHUDJH XQGHU WKH 'HILQ
7HDFKHUV¶ 5HWLUHPHQW 3ODQ WKH UHJXODWLRQV VKDOO L
UHGXFHG ZRUNORDG SURJUDP SXUVXDQW WR 6HFWLRQ
E)RU HPSOR\HHV VXEMHFW WR FRYHUDJH XQGHU WKH 3XEO
7KH HPSOR\HH VKDOO KDYH UHDFKHG WKH DJH RI \HDUV
7KH HPSOR\HH VKDOO KDYH EHHQ HPSOR\HG IXOO WLPH LQ
OHDVW \HDUV RI ZKLFK WKH LPPHGLDWHO\ SUHFHGLQJ ILYH
'XULQJ WKH SHULRG LPPHGLDWHO\ SUHFHGLQJ D UHTXHVW
HPSOR\HH VKDOO KDYH EHHQ HPSOR\HG IXOO WLPH LQ D SRV
OHDVW ILYH \HDUV ZLWKRXW D EUHDN LQ VHUYLFH)RU SXUS
RWKHU DSSURYHG OHDYHV RI DEVHQFH VKDOO QRW FRQVWLW
7KH RSWLRQ RI SDUW WLPH HPSOR\PHQW VKDOO EH H[HUFI
FDQ EH UHYRNHG RQO\ ZLWK WKH PXWXDO FRQVHQW RI WKH
7KH PLQLPXP SDUW WLPH HPSOR\PHQW VKDOO EH WKH HTX
GD\V RI VHUYLFH UHTXLUHG E\ WKH HPSOR\HH¶V FRQWUDFW
RI VHUYLFH LQ D IXOO WLPH SRVLWLRQ
7KLV RSWLRQ LV OLPLWHG LQ SUHNLQGHUJDUWHQ WKURXJ
QRW KROG SRVLWLRQV ZLWK VDODULHV DERYH WKDW RI D VF