Faculty

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APPENDIX C—FACULTY

The shaded sections of this document are not applicable to Part-Time I/Adjunct instructors. The unshaded sections are applicable to all educators, including Part-Time I/Adjunct instructors.

C1 DEFINITION OF INSTRUCTORS

C1.01 PART-TIME I/ADJUNCT

Instructors with fifty percent (50%) or less of the normal full-time teaching assignment points, excluding assignment for being on a quality improvement team, and serving on a committee. A typical term assignment for a Part-Time I/Adjunct instructor will not exceed twenty (20.00) points per term.

Even if a Part-Time I/Adjunct instructor worked or is working over fifty percent (50%) during any semester, it does not afford the Part-Time I/Adjunct instructor any rights beyond Part-Time I/Adjunct +, Part-Time II, or Full-Time positions, or Part-Time I/Adjunct +, Part-Time II, or Full-Time employment status.

C1.02 PART-TIME II

Instructors assigned between fifty percent (50%) of the normal full-time assignment points and eighty-five percent (85%) of the normal full-time assignment points, excluding assignment points for taking a WCTC Quality Value course, being on a quality improvement team, and serving on a committee. A typical term assignment for a Part-Time II instructor will not exceed thirty-four (34) points, however, on an annual school term basis (end of spring semester through the end of the subsequent spring semester); the assignment may be exceeded by as much as four (4) points for a total assignment not to exceed 72 points for the 365-day timeframe. Should the Part-Time II instructor be required to work in the summer (not volunteer), the total is not to exceed 106 points for the 365-day period.

C1.03 FULL-TIME

The normal assignment for a Full-Time instructor shall be forty (40) points for each registration period with a maximum of eighty (80) points per school year.

College shall be allowed scheduling flexibility of plus or minus four (4) assignment points of the normal registration period or four (4) assignment points of the annual assignment of eighty (80) points, excluding assignment points for taking a WCTC Quality Value course, being on a quality improvement team, and serving on a committee.
C1.04 PART-TIME I/ADJUNCT PLUS +
Part-Time I/Adjunct + instructors are Part-Time I/Adjunct instructors who worked over fifty percent (50%) for three (3) semesters or more since, and including, the summer sessions of 1998.

Even if a Part-Time I/Adjunct + instructor worked or is working over fifty percent (50%) during any semester it does not afford the Part-Time I/Adjunct + instructor any rights to Part-Time I/Adjunct and Full-Time positions or Part-Time II or Full-Time employment status.

C2 GENERAL DEFINITIONS

C2.01 DEFINITION OF TEACHING PERIOD
A teaching period is defined as a fifty-five (55) minute block of instructional time in the presence of students.

C2.02 OFFICE FACILITY
Each educator may be assigned office space furnished to fulfill his/her professional needs.

C2.03 VIDEOTAPING
1. Any decision to videotape an educator for instructional or instructional evaluation purposes will ordinarily be by mutual agreement between the College and the educator.
2. Acceptance of an instructional assignment that involves interactive video constitutes mutual agreement to have the instruction videotaped.
3. Electronic storage or retrieval of live broadcasts (such as videotaping) will be limited to use by students enrolled in the course during that instructional assignment. These videotapes, etc., will not ordinarily be kept beyond six (6) weeks after the length of the assignment.
4. Videotape assignments done during the workday shall be assigned assignment points by mutual agreement of the College and the educator.
5. Ownership and Publication Rights of Materials, Inventions, and Patents shall apply to videotapes.

C2.04 CERTIFICATION REQUIREMENTS
Where certification is a requirement for the position, each educator shall meet the certification requirements of the Wisconsin Technical College System (WTCS) Board. Failure to maintain current certification will result in no assignment or pay until certification status is obtained. Salary will begin with the first day after the date that acceptable verification of fulfillment of the certification requirement is received in the certification office.

Failure to maintain current certification may be cause for discipline or dismissal.

C2.05 ACADEMIC FREEDOM
The freedom of every educator to present the truth as he/she understands it in relation to his/her area of competence, consistent with course outline, is essential to the purpose of our College and society. Any institutional policy or lack of policy that hampers the search for an expression of
truth or that makes continuing employment in the institution uncertain tends to restrict an educator’s freedom to teach.

The spirit of the College, developed and sponsored under progressive administrative leadership, encourages the teaching, investigating, and publishing of findings in an atmosphere of freedom and confidence. As a result, students are exposed to a variety of opinions and beliefs, which lead to greater knowledge and maturity of judgment.

Academic freedom should not be utilized as a shield for an educator who does not want to be evaluated on his/her teaching, nor should it prevent him/her from presenting his/her own views in addition to the course outline.

C2.06 COURSE TYPING COMMITTEE

A. Objectives:
   1. To review petitions for course typing changes and the typing of new courses when mutual agreement cannot be reached or when mutual agreement is not required.
   2. To approve or disapprove the action on the basis of the evidence presented.

B. Committee Membership:
   1. Three (3) faculty representatives selected by the faculty not from the division from which the course is offered.
   2. Three (3) management representatives selected by management not from the division from which the course is offered.
   3. The committee will elect a chairperson.
   4. The committee will elect a secretary.

C. Meeting Schedule: This committee shall meet no later than December and April of each semester with action completed within thirty (30) days.

D. Typing Procedure:
   1. New Courses
      a. New credit or non-credit courses taught by instructors in all circumstances except as provided for in D, 1, b and c below may be typed by mutual agreement by a majority of the Full-Time and Part-Time II instructors in the department who are qualified to teach the course and the supervisor. This typing will remain in effect until challenged. If mutual agreement cannot be reached, the typing designation will be determined by the Course Typing Committee.
      b. New non-credit courses (400 level courses and 600 level courses) that are to be initially taught only by Part-Time I/Adjunct instructor/s will be typed as Type IV (400 level courses) and Type V (600 level courses).
      c. New credit courses that are to be initially taught only by Part-Time I/Adjunct instructors will be typed by the supervisor. This type designation will remain in effect until challenged. If necessary, the typing designation will be determined by the Course Typing Committee.
2. Existing Courses
   a. The course typing of a credit or non-credit course in all circumstances except as provided for in D, 2, b, below may be changed by mutual agreement of a majority of the Full-Time and Part-Time II instructors in the department who are presently teaching the course or who have taught the course in the last academic year and the applicable supervisor. If mutual agreement cannot be reached, the typing designation will be determined by the Course Typing Committee.
   b. The course typing of a credit or non-credit course taught only by Part-Time I/Adjunct instructors may be changed. If mutual agreement cannot be reached, the typing designation will be determined by the Course Typing Committee.

3. Course Typing Committee
   Any faculty or management member who meets the criteria established in 3a or 3b below who wishes to change the type designation of a course may petition the Course Typing Committee for a hearing only if mutual agreement cannot be reached.
   a. Any faculty member who has taught the course, who is teaching the course, and/or is assigned to teach the course may petition the Course Typing Committee for re-typing of a course when the course has been taught for two (2) semesters (excluding summer).
   b. Any appropriate management member may petition the Course Typing Committee for retyping of a course when the course has been taught for two (2) semesters (excluding summer).

4. The Committee will establish a date, time, and room for the hearing and post notification of the hearing where College Board meetings are posted.

5. The Committee will conduct the hearing at an open meeting and may request any additional material or testimony it deems necessary to arrive at a decision.

6. The Committee will arrive at its decision for action by secret ballot.

7. Committee decisions will first be effective for the subsequent semester (including summer).

8. In the event the Committee reaches a deadlock on the question of a course typing, the College shall prevail.

E. Course Typing Checklist: Evaluate the activities of the instructor on the basis of pre-class and post-class time expenditures, using the values on the checklist as a guide.

F. Substantiation: Submit supporting evidence to verify the time expenditures outside of class in the form of course outlines, lesson plans, assignments, description of activities or other types of materials.

G. Assumptions: Course typing is premised on the following assumptions:
   1. The instructor is qualified to teach the course.
   2. The instructor has taught the course before (for a new course the course is evaluated as if the instructor had taught it before).
C2.07 COURSE TYPING DEFINITIONS

| Type of Class | Type I - Requires, on average, 120 minutes or more of work outside of class for each class period taught. | Type II - Requires, on average, between 90 and 119 minutes of work outside of class for each class period taught. | Type III - Requires, on average, between 60 and 89 minutes of work outside of class for each class period taught. | Type IV - Requires, on average, between 30 and 59 minutes of work outside of class for each class period taught. | Type V - Requires, on average, less than 30 minutes of work outside of class for each class period taught. Only 600 level courses may be classified as Type V. |

Course type determination for 400 level courses and 600 level courses: Part-Time I/Adjunct instructors whose most recent date of hire is before March 8, 2003, will be paid for teaching 400 and 600 level courses based on the course type that was in effect December 19, 2002, unless the course type was subsequently changed by the Course Typing Committee.

The 400 and 600 level course definitions are based upon the WTCS Aid Code definitions. For identification purposes, a non-credit course with a “4” as the fourth digit of the course number is a 400 level aidable course and a non-credit course with a “6” as the fourth digit of the course number is a 600 level non-aidable course.

C2.08 OWNERSHIP AND PUBLICATION RIGHTS OF MATERIALS, INVENTIONS, AND PATENTS

See Procedure HUM 501-01 — Ownership and Publication Rights of Materials, Inventions and Patents

C2.09 EMERGENCY SCHOOL CLOSURES

Any scheduled teaching day lost by Full-Time or Part-Time II instructors as a result of a College facility being closed pursuant to such an order may be rescheduled by the College President without any additional compensation to the instructors involved.

Part-Time I/Adjunct and Part-Time I/Adjunct + instructors who are unable to meet a scheduled class session due to an emergency school closure will attempt to reschedule the class time, if feasible, and if the supervisor approves.

C2.10 ACADEMIC ADVISING PROGRAM

Faculty may serve as Academic Advisors. The information on the advising process is found in the Academic Advisor’s Handbook.

An educator who serves as an Academic Advisor will be paid for the following two (2) activities: Receiving Training: Academic Advisors will be compensated at the rate of twenty dollars ($20.00) per hour for all required training.
New Academic Advisors will be required to attend at least four (4) but no more than eight (8) hours of initial training.

Returning Academic Advisors will be required to attend at least two (2) but no more than twelve (12) hours of training per academic year.

**Advising Students Stipend:** Academic Advisors will receive the stipend amount specified for Academic Advising stipend per semester for advising eleven (11) to twenty (20) [maximum] students.

Academic Advisors will receive the stipend amount specified for Academic Advising stipend per semester for advising one (1) to ten (10) students.

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**C3 NEW EMPLOYEE INFORMATION**

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**C3.01 INTRODUCTORY PERIOD**

All educators shall be on an introductory status during their first two (2) years of employment with the College.

The Board may extend the introductory period for non-renewal for an additional year in its sole discretion with advanced notice to the individual.

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**C3.02 NEW EDUCATOR ORIENTATION**

New educators may be required to attend an orientation in-service program. The orientation program may be scheduled outside of the one hundred and seventy-six (176) day school calendar. The educator will be reimbursed at the rate of 1/1232^{nd} of the educator’s salary for each hour of attendance at the orientation program.

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**C3.03 COMPENSATION**

Instructors may exercise the option of receiving their paychecks over the teaching months (18 pays) or 12 months (24 pays). Written notice of the instructor’s choice must be given by May 31 for the ensuing academic year if the instructor elects the 18 pays option.

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**C3.04 PLACEMENT ON THE SALARY SCHEDULE FOR PROFESSIONALS OTHER THAN INSTRUCTORS**

Initial placement on the salary schedule will be made on the basis of the following formula:

The candidate’s teaching, educational, and occupational experience will determine the placement on the lane and within the range as required by the position. When the position requires Board approval, the Board may, but is not obligated to hire any employee higher than the mid-point of the salary range.
C3.05 LIMITED TERM EMPLOYEE

A limited term employee will be placed on the salary schedule in accordance with the appropriate salary schedule procedure.

An LTE who has not been employed by the College as a Part-Time I/Adjunct, Part-Time II, or Full-Time or limited term educator at any time during the twelve (12) month period preceding the date of his/her appointment as an LTE, and, due to anticipated return of an educator from a leave of absence or the anticipated conclusion of a short term project, is appointed as an LTE for a period not to exceed sixteen (16) cumulative workweeks, and will not be eligible to receive benefits. In the event his/her appointment extends beyond the sixteen (16) cumulative workweeks, he/she may then become eligible to receive the benefits.

C3.06 PART-TIME II

Salary: Is prorated on the following basis — assignment points divided by seventy-six (76) points times the salary.

Paid leave benefits accrue at a rate proportionate to the percent the Part-Time II instructor's assignment is to seventy-six (76) points.

Part-Time II instructors may voluntarily participate in the College's health, dental, long-term disability and life insurance plans for the period of their employment in such status. For Part-Time II instructors electing to participate in the health and dental plans, the College will pay a proportion of the premiums equal to the ratio of the Part-Time II instructor's assignment to a normal full-time assignment. Premium costs in excess of the amounts paid by the College must be paid by the instructor. For long-term disability and life insurance plans, the College will pay the full premium.

Part-Time II instructors may continue to participate in the aforementioned insurance programs during the summer with the College paying that portion of the premium for each insurance that it paid during the previous spring semester.

Health Insurance Contribution for Part-Time II Retirees: The College will pay a proportion of the contribution it makes toward the premium for Regular Full-Time instructors. Said proportion shall be equal to the Part-Time II instructor's average assignment to a normal full-time assignment. For the purpose of this section, "average assignment" shall be defined as the arithmetic mean of the Part-Time II instructor's assignment during the three semesters preceding the semester in which the retirement occurs. Premium costs in excess of the amounts paid by the College must be paid by the retiree or the surviving spouse.

Remuneration for earned credits will be paid at fifty percent (50%) of the prevailing earned credit rate. Effective January 6, 2003, remuneration for earned credits will be paid at the Part-Time II instructor's percentage of the normal full-time assignment.

A Part-Time II instructor, who is appointed to a Full-Time Limited Term position will be treated as a Regular Full-Time instructor for benefit purposes, including during the summer break period. Should the Limited Term appointment not result in attainment of Regular Full-Time status, the instructor shall be returned to his/her previous Part-Time II position.
The College does not have to post for vacancies when assigning a Part-Time II instructor additional work, which makes the Part-Time II instructor Full-Time.

C3.07 SALARY SCHEDULE LANE MOVEMENT

Movement from the ninety (90) credit lane to the Bachelor’s degree lane and/or from the Bachelor’s degree lane to the Master’s degree lane is instituted by presenting a “Salary Schedule Lane Change Request Form” along with the required documentation to the Certification Officer.

Employees may initially substantiate degree completion for purposes of lane movement by using the following procedure:

For all degrees conferred by a college or university accredited by the North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission, or another accrediting agency recognized by the North Central Association Commission on Accreditation and School Improvement, Higher Learning Commission, the College will accept any of the following documents to initially substantiate degree completion:

A personal letter from the Dean of the College or University verifying the individual has completed all the requirements of and has been formally approved for the degree; or a valid certificate of degree completion from the Office of the Registrar of the College or University; or an official school diploma.

For degrees conferred by a foreign institution, transcripts must be evaluated by a professional organization recognized by the National Association of Credential Evaluation Services that prepares evaluations and degree equivalencies. The cost of such evaluation is the responsibility of the instructor.

Final substantiation of degree completion includes the filing of an official school transcript with the Certification Officer.

An educator who qualifies for movement from the ninety (90) credit lane to the Bachelor’s degree lane will be placed on the Bachelor’s degree lane which provides for an increase in the educator’s compensation beyond the educator’s previous base and earned credit amount.

An educator who qualifies for movement from the Bachelor’s degree lane to the Master’s degree lane will be placed on the Master’s degree lane of the salary schedule at a comparable location on the new range that would appropriately address the increase in compensation at the Master’s degree lane. Earned credits held by an educator moving from the Bachelor’s degree lane to the Master’s degree lane will not be taken into account in determining the educator’s step placement on the Master’s degree lane.

Earned credits, held by the educator are forfeited upon movement from the ninety (90) credit lane to the Bachelor’s degree lane and/or from the Bachelor’s degree lane to the Master’s degree lane. The educator may earn up to thirty (30) new credits in the new degree lane.
C3.08 BACHELOR'S EQUIVALENCY/JOURNEYMAN STATUS

Instructors hired with the completion of recognized journeyman requirements are equated as Bachelor's equivalency in combination with additional pre-employment-related work experience. That is, an instructor who would normally be placed on the ninety (90) credit salary schedule at initial employment will be granted a Bachelor's degree equivalency for pay purposes provided he/she is recognized as a four (4) year Journeyman and, in addition, has three (3) years of related pre-employment work experience at hire. There shall be no earned credits granted to these instructors for recognized Journeyman requirements if they subsequently earn a Bachelor’s or Master’s degree.

Effective prospectively from October 24, 2007: In the event an instructor who was hired with the recognized Journeyman requirements and no Bachelor’s degree subsequently earns his/her Bachelor’s degree, he/she will be awarded an annual stipend. In the event the instructor subsequently earns a Master’s degree, he/she will move to the Master’s degree lane of salary schedule and continue to receive the stipend. Such stipend is not cumulative and is limited to a total annual amount.

C3.09 INSTRUCTIONAL REQUESTS TO CHANGE FROM FULL-TIME TO PART-TIME II

Full-Time instructors may request a change in their employment status to Part-Time II. The requested change may be either temporary or permanent. All such requests will be given due consideration by the College.

The instructor will make his/her request, in writing, to his/her immediate supervisor and send a copy of the request to the College’s Assoc. VP of HR.

The Assoc. VP of HR will discuss the request with the requestor’s supervisor and confer with the Vice President of Learning and inform all parties of the College’s decision to approve or deny the request.

C4 PROFESSIONAL RESPONSIBILITIES

C4.01 OCCASIONAL TRADING OF CLASSES

Educators may voluntarily trade class time between/among themselves on an occasional basis with agreement of their Associate Dean(s), without revisions to assignments.

The intent of such trading of an occasional class is for the instructors’ own purposes (such as for one to attend a meeting, due to a specific specialty/expertise, etc.). Such trading of classes is not intended to be used in lieu of sick days, personal days or substitute pay.

C4.02 PROFESSIONAL RESPONSIBILITIES

Faculty have professional responsibilities beyond the assignment/job description/duties. The success of the College depends upon each professional contributing fairly to the on-going work
of the College and to provide timely, quality service to our students and other customers. Instructors, as professionals, will do what is appropriate to benefit students and the College. Each department will determine what work can reasonably be done and the plan of action to accomplish it each semester, with the goal of defining how the work will get done in an equitable and agreeable manner.

C4.03 IN-SERVICE AND INSTRUCTOR PREPARATION DAYS

On the days designated in the official school calendar as instructor preparation and in-service days, the instructor will be in attendance on campus between the hours of 8:00 a.m. and 4:00 p.m., excluding meal period.

Deviation from this time schedule may occur with the consent of the instructor and the appropriate Vice President.

C4.04 OPEN CAMPUS

Open campus is defined as:
1. Meeting all assigned instructional periods, and
2. Attendance at meetings, and
3. Scheduling at least four (4) office hours on no fewer than three (3) days per week (see chart below), and
4. One (1) additional hour per week, when the educator is available for students by appointment

<table>
<thead>
<tr>
<th>Scheduled Office Hours per week</th>
<th>Less than 19</th>
<th>19 but less than 23</th>
<th>23 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Contact Hours per week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Office Hours per week</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

Scheduled Office Hours for Part-Time II Faculty:

<table>
<thead>
<tr>
<th>Part-Time II Instructor Assignment Points</th>
<th>Student Contact Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 24 points</td>
<td>Less than 19</td>
</tr>
<tr>
<td></td>
<td>19 but less than 23</td>
</tr>
<tr>
<td></td>
<td>23 or more</td>
</tr>
<tr>
<td>24 points to 28 points (inclusive)</td>
<td>3</td>
</tr>
<tr>
<td>Greater than 28 points</td>
<td>3</td>
</tr>
</tbody>
</table>

C4.05 INNOVATIONS AND CHANGES

Contemplated changes or updating considered necessary for continued excellence in the area of effective classroom instruction shall be presented to the College by the educators through the Division Deans in any given department and also from recommendations of Advisory Committees.

If the College requests an educator to acquire additional skill or knowledge, over and above that specified in this Handbook, the College shall provide at its expense all pertinent direct costs as identified here: tuition; necessary books; necessary supplies; reasonable, ordinary and necessary transportation costs at the prevailing commercial rate; meals and lodging while away from home. Any personal expenses incurred during travel or training are not included in this provision.
As much as is possible, innovations and/or changes shall be implemented when the necessary educator personnel, training, books, supplies, and equipment are available, or arranged for within a reasonable time before the program begins to operate.

C4.06 TEACHING ASSIGNMENTS

The Vice President of Learning or designee shall be responsible for making the teaching assignments for all instructors under his/her supervision.

Teaching assignments may be based upon the competence of the instructor, his/her academic background, prior teaching experience, occupational experience, scheduling demands, assignment consideration, and student needs.

Instructors may express preferences in teaching assignments, which will be considered. The College is not obligated to grant these requests; such preferences must be requested in writing and in sufficient time for each semester's scheduling.

Instructors should ordinarily receive a tentative schedule 30 days before the start of the semester for their projected work assignments.

Instructional assignment formula: This assignment formula is designed to equalize the assignment of instructional staff through numerical computation defined as assignment points. Each instructional or supportive instructional activity is given a numerical value. Each course is classified as TYPE I, TYPE II, TYPE III, TYPE IV, or TYPE V. Based on this system, the following assignment points have been established:

An instructor's assignment shall not ordinarily exceed forty-four (44) points during a single registration period without prior written approval of the instructor. An instructor's assignment shall not ordinarily exceed forty-four (44) points during a single registration period without prior approval except when the excess is due to instructor being assigned shop/lab maintenance activities.

Should scheduling demands require an instructor's semester assignment to exceed forty-four (44) points or eighty-four (84) points for the school year, the instructor shall be compensated at the rate of 1/76th of his/her annual compensation for each point overloaded during said semester or year. In determining overload points for the year, first semester compensated points will not be included in calculating the year's total points. Any compensated earnings shall be paid by December 31, for the August to December semester, and by May 31, for the January to May semester.

If an instructor is underloaded (according to the assignment formula) at the beginning of a semester he/she shall receive an additional assignment (see Additional Assignments) or courses which will bring his/her assignment up to a minimum of thirty-six (36) points.
Both Regular Part-Time II and Full-Time assignments shall be submitted to the employee by the end of the sixth week of each registration period. Part-Time I/Adjunct assignments will be submitted by the end of the eighth week of each registration period.

**Type IV—Individualized Learning Labs:** The purpose of such labs is to provide proficiency and diagnostic testing and individualized remedial instruction designed to supplement the normal curriculum so as to meet the special needs of individual students. These labs shall not be used to replace regular courses; this is not to say that material contained in regular courses will never be reinforced in these labs.

In such labs, formal presentation or demonstrations are not usually a part of the activity, and the emphasis is placed on the development and reinforcement of student skills. The instructor assigns activities to individual students and advises and assists the students in their skill development. A minimum amount of time will be required to be spent outside of the class period on such activities as previewing student records; preparing, reviewing and maintaining individualized student programs; and examining available instructional material. It is understood that these activities may also take place during the class period should time permit. Most evaluation is done by the instructor in class time.

This category shall apply only to ABE, Math, Reading and Writing Labs, Speech, Accounting, Computer, and Surgical Technician open labs, and any future labs that fit the above definition. Notwithstanding the above definition, it is understood that individualized learning labs are the primary mode of instruction in the ABE and Reading Centers. New Labs shall be initially classified Type IV.

**Assignment Point Value Table**

<table>
<thead>
<tr>
<th>Type</th>
<th>Pre-Class Preparation</th>
<th>Repeat Preparation</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE I</td>
<td>1.50 Pts/Period</td>
<td>.80 Pts/Period</td>
</tr>
<tr>
<td>TYPE II</td>
<td>1.50 Pts/Period</td>
<td>.80 Pts/Period</td>
</tr>
<tr>
<td>TYPE III</td>
<td>.75 Pts/Period</td>
<td>.25 Pts/Period</td>
</tr>
<tr>
<td>TYPE IV</td>
<td>.25 Pts/Period</td>
<td>.25 Pts/Period</td>
</tr>
<tr>
<td>TYPE V</td>
<td>.125 Pts/Period</td>
<td>.125 Pts/Period</td>
</tr>
</tbody>
</table>

**Classroom Activity:** One (1) period of instructional time that is devoted to instructional activity in the presence of students -- 1.00 assignment point.

**Post-Class Evaluation Activity:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Pts/Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE I</td>
<td>.50</td>
</tr>
<tr>
<td>TYPE II</td>
<td>.25</td>
</tr>
<tr>
<td>TYPE III</td>
<td>.50</td>
</tr>
<tr>
<td>TYPE IV</td>
<td>.25</td>
</tr>
<tr>
<td>TYPE V</td>
<td>.125</td>
</tr>
</tbody>
</table>
Partial Periods: The length of an instructional assignment and the number of “periods” used in assignment calculations may be a fractional part of a whole number of teaching periods provided it is at least one (1) whole teaching period.

The total number of teaching periods for a course will be a whole number of periods; i.e., it will not be a fractional part of a whole number of periods.

The primary intent is to continue to be student focused and responsive to customer needs. It is not the intent to use partial periods to manipulate assignments or to change the method by which assignments have been traditionally calculated in order to gain an assignment advantage or to artificially keep an instructor’s assignment below a certain threshold.

Assignment Adjustment for Class Size – Post-Class Activity:

<table>
<thead>
<tr>
<th>TYPE</th>
<th>1-24</th>
<th>25-36</th>
<th>37-48</th>
<th>49-60</th>
<th>61-72</th>
<th>73-84</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; III</td>
<td>.50</td>
<td>.75</td>
<td>1.25</td>
<td>1.75</td>
<td>2.25</td>
<td>2.75</td>
</tr>
<tr>
<td>II &amp; IV</td>
<td>.25</td>
<td>.40</td>
<td>.65</td>
<td>.90</td>
<td>1.15</td>
<td>1.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE</th>
<th>85-96</th>
<th>97-108</th>
<th>109-120</th>
<th>121-132</th>
<th>133-144</th>
<th>145-156</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; III</td>
<td>3.25</td>
<td>3.75</td>
<td>4.25</td>
<td>4.75</td>
<td>5.25</td>
<td>5.75</td>
</tr>
<tr>
<td>II &amp; IV</td>
<td>1.65</td>
<td>1.90</td>
<td>2.15</td>
<td>2.40</td>
<td>2.68</td>
<td>2.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE</th>
<th>157-168</th>
<th>169-180</th>
<th>181-192</th>
<th>193-204</th>
<th>205-216</th>
<th>217-228</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; III</td>
<td>6.25</td>
<td>6.75</td>
<td>7.25</td>
<td>7.75</td>
<td>8.25</td>
<td>8.75</td>
</tr>
<tr>
<td>II &amp; IV</td>
<td>3.15</td>
<td>3.40</td>
<td>3.65</td>
<td>3.90</td>
<td>4.15</td>
<td>4.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE</th>
<th>229-240</th>
</tr>
</thead>
<tbody>
<tr>
<td>I &amp; III</td>
<td>9.25</td>
</tr>
<tr>
<td>II &amp; IV</td>
<td>4.65</td>
</tr>
</tbody>
</table>

Post-class activity points for team-taught classes will be determined by dividing the appropriate points by the number of teachers.

There will be no regressive downward averaging during the last three (3) weeks of the semester. That is, during the last three (3) weeks of the semester, assignments will not be recalculated for semester-long courses that may drop in enrollment or that are combined into one (1) class.

Short-term courses shall be typed in accordance with the Course Typing Committee provisions contained herein.
C4.07 ASSIGNMENT ADJUSTMENT FOR STACKED CLASSES
In addition to the normal points awarded for the pre-class preparation, classroom activity, post-class evaluation activity, or excess preparation activity for a single course, if any additional classes are stacked with that class the instructor shall receive an allowance per period to reflect the additional burden, if any, of such stacking of one-third (1/3) of the normal pre-class preparation points normally awarded for such course. There will not be, however, any other points assigned such stacked classes for any other activity except normal new class bonus and excess preparation adjustment, if applicable. Courses taught in a traditional manner using the lecture/discussion approach shall not ordinarily be stacked. Nor shall courses of different academic disciplines ordinarily be stacked.

C4.08 ASSIGNMENT ADJUSTMENT FOR TEAM TEACHING
Instructors shall be consulted as to their placement on a team, and efforts will be made to insure the success of that team. Team leaders will be assigned by the College after recommendations have been received by the members of the team.

Each team member shall receive one-half (1/2) point allowance per team class periods for coordination time on a team. The team leader shall receive an additional one-half (1/2) workload point per team class periods for this responsibility. Each team member shall receive a new course bonus for the first time the team member teaches a course on a team. Any time a particular team membership is changed by fifty-one percent (51%) or more, all instructors on the team shall receive a new course bonus.

C4.09 ASSIGNMENT FOR ACCELERATED TRAINING
Instructors will be provided the appropriate training and time to learn to develop and deliver alternative format courses in their instructional areas. Instructors must complete necessary training in alternative delivery method(s) applicable to their assignment(s), such training to be determined and offered by or via the College. As much as possible, training will occur prior to commencing the teaching assignment.

C4.10 ACCELERATED LEARNING COURSES
Instructors teaching accelerated courses will receive sixteen (16) hours of specific training in accelerated teaching methodologies prior to the instructor’s first teaching of the course. Eight (8) hours of specific training for the instructor in accelerated teaching methodologies shall be completed every two (2) years thereafter. The content of the training and the selection of the training materials shall be at the discretion of the College. Part-Time I/Adjunct instructors shall be paid, but not assignment, for each hour of such training at the meeting rate, Rate C.

The instructor will maintain the curriculum as needed in performance-based format (e.g. workbook activities).
C4.11 INDEPENDENT COURSEWORK

All of the following defines independent study coursework, its condition of employment, and its assignment impact:

1. Independent study coursework consists of four (4) or fewer students in a course;
2. The student must have approval of the department Associate Dean to take the course;
3. The student needs the course in order to graduate;
4. The student must have at least a “B” average in order to take the course or the student must provide other evidence that he/she can successfully complete an independent study course;
5. Assignment for the course will be pro-rated based on the number of students requiring the class based upon the normal assignment for the class; and
6. Wherever possible, the instructor has previously taught the course.

C4.12 ADDITIONAL ASSIGNMENTS

Prior to or during the first fifteen (15) workdays (including instructor preparation and in-service days) of a semester, the College may assign instructors to engage in teaching, non-teaching assignments as part of the instructor’s semester assignment, relating to curriculum development or revision, advanced standing assessment activities that are not part of the instructor’s normal responsibilities, or other professional services.

After the first fifteen (15) workdays (including instructor preparation and in-service days) of a semester, an instructor may be assigned an additional assignment that brings his/her assignment up to forty (40) assignment points. Instructors may voluntarily agree to Additional Assignments beyond forty (40) assignment points. Such requests will be presented to the instructor in writing and shall be approved or rejected within seven (7) days.

Assignments will be given an assignment point value by the College after consultation with the educator.

Additional Professional Work: If educators volunteer to engage in teaching outside of the educators’ scheduled assignment, compensation for such assignments shall be in accordance with the Part-Time I/Adjunct Hourly Salary Schedule.

If educators volunteer to engage in curriculum assignments or advanced standing assessment activities outside of the educators’ scheduled assignment, compensation for such assignments shall be at Rate B, Additional Assignment.

Educators who volunteer to engage in other additional assignments outside of their scheduled assignment shall be compensated based upon the activity as defined in the Part-Time I/Adjunct A, B, and C hourly rates as defined in the chart C9.02 Pay Rates for Part-Time I/Adjunct Instructors.
C4.13 SUBSTITUTE PAY

Substitute work is defined as the act of temporarily taking over duties or responsibilities that have been assigned to another employee unless the College hires a Limited Term employee.

Where substitutes are needed, reasonable efforts will be made consistent with available time to attempt to obtain a voluntary substitute before any involuntary assignment of Full-Time and Part-Time II instructors is made.

Substitute work by Part-Time I/Adjunct instructors will be voluntary.

Instructors who substitute will be paid the Part-Time Hourly Salary Schedule pay rate at his/her step at the class type of the course being substituted for.

C5 LEAVES

C5.01 INSTRUCTOR ABSENCES DUE TO ILLNESS - SICK LEAVE

At the beginning of each employment year, each Full-Time instructor and each Part-Time II instructor shall be credited with a two (2) day leave allowance plus one (1) additional day for each scheduled month of employment.

Sick Leave Reporting: For absence reporting purposes, an absence of anything less than an entire day will be counted as an absence of one-half (1/2) day. All days within an instructor’s defined workweek, during which the instructor has no assignment, will be considered sick leave days if they fall between workdays the instructor is absent on sick leave.

Sick Leave Accumulation: The unused portion of his/her annual allowance shall accumulate to ninety (90) days. Any current year allowances which if added to the accumulated unused allowance of previous years, as of the first day of the employment year, would total more than ninety (90) working days will not be granted.

C5.02 PERSONAL LEAVE

Full-Time educators shall be entitled to up to a maximum of two (2) days of personal leave each year. Part-Time II instructors shall be entitled to up to one (1) day of personal leave for each semester worked as a Part-Time II for a maximum of two (2) days per year. (Exception: Twelve (12) month professional non-faculty positions accreted shall be entitled to up to a maximum of four (4) personal leave days each year.) Use of personal leave shall be subject to approval of the immediate supervisor. Whenever possible, the employee shall notify his/her supervisor at least forty-eight (48) hours in advance of using personal leave.

C5.03 BEREAVEMENT LEAVE

Instructors and Counselors: Leave, up to a maximum of three (3) days per occurrence but with no annual limit, to be deducted from accumulated sick leave, shall be granted for absence due to death of the educator's spouse, brother, sister, child, or parent (including father-in-law or mother-in-law).
Twelve (12) Month Professional Non-faculty Positions accreted: When a death occurs in the immediate family, the employee shall be granted up to four (4) days leave without loss of pay per occurrence and without charge to earned vacation or sick leave time to make arrangements, attend the service of, or perform duties associated with administering the deceased’s estate, or travel relating to any of the preceding.

The term “immediate family,” as used in this section, shall be limited to the following relatives of the employee or spouse:

<table>
<thead>
<tr>
<th>Father</th>
<th>Brother</th>
<th>Spouse</th>
<th>Brother-in-law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>Sister</td>
<td>Child</td>
<td>Sister-in-law</td>
</tr>
<tr>
<td>Grandchild</td>
<td>Step Parent</td>
<td>Grandparent</td>
<td></td>
</tr>
</tbody>
</table>

Up to four (4) days of leave (per occurrence) without loss of pay and without charge to earned vacation or sick leave time for other members of the employee’s immediate household or extended family, not defined above, may be granted at the discretion of the College President.

C6 NON-RENEWAL

C6.01 FOR FULL-TIME EDUCATORS INCLUDING INSTRUCTORS, COUNSELORS, AND LIBRARIANS

Full-time educators including instructors, counselors, and librarians may be non-renewed in accordance with State Statute 118.22 for lack of work, lack of funds, for performance issues or for other reasons as determined by the College. The educator will be given notice of non-renewal as outlined in the cited statute.

The educator has the right to a private conference with the Board to review the charges or notice upon the educator's request. The educator has the right to be represented by counsel at his/her own expense. The educator has the right to request the conference be open to the public. Provisions shall be made for all statements at the conference to be taken under oath or affirmation and recorded.

The educator will be notified of preliminary consideration of non-renewal at least fifteen days (15) prior to receiving final notice and prior to the March 15 deadline with sufficient time to conduct a hearing before the Board.

C7 FT/PT II OTHER EARNINGS, HOURS, AND BENEFITS

C7.01 EARNED CREDIT DEFINITION

A credit is defined as a minimum of sixteen (16) semester hours of collegiate graduate or undergraduate education, or one hundred eighty (180) hours work experience that improves,
expands upon, or updates the educator's knowledge or skills in his/her teaching specialty. The collegiate credits must be earned at a Higher Learning accredited institution.

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**C7.02 EARNED CREDITS SALARY ADJUSTMENT FOR EARNED CREDITS**

For those educators who have completed all of the educational requirements needed to be eligible for a Standard Five-Year Certification by the WTCS, all credits earned after the completion of such educational requirements shall be compensated for in the amount as specified as the Earned Credit Rate, up to a maximum of thirty (30) credits. Credits taken to meet initial certification requirements are excluded from reimbursement under this provision only for instructors hired after January 1, 1973.

Educators who are fifty-five (55) years of age and have completed thirty (30) earned credits will have the earned credit capacity extended to thirty-six (36) credits. Educators who are sixty (60) years of age and who have completed thirty-six (36) earned credits will have the earned credit capacity extended to forty-two (42) credits. Counselors will be awarded thirty (30) earned credit capacity beginning August 1, 1974.

An educator shall obtain written approval from the supervising manager and the certification office prior to the enrollment for all courses directly related to his/her past and present WCTC teaching assignments and reasonable expectations of future teaching assignments and for all education courses, provided such courses are not duplicates of previously completed work.

Educators shall obtain written approval for all courses not directly related to their teaching assignments and for duplicate courses, workshops or work experience to be taken, with the appropriate supervisor prior to the enrollment in the course work experience. Credit shall not be awarded for any duplicate or repetitive work experience previously completed, unless the educator can substantiate that such work experiences would improve, expand upon or update the educator's knowledge or skill in his/her teaching specialty.

Educators shall have the cost of tuition and fees reimbursed upon successful completion of approved WTCS courses and WTCS workshops in areas related to the teaching specialty. These courses are not eligible for earned credit.

Professional non-faculty employees in positions subject to WTCS certification are eligible for earned credits subject to the above rules.

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**C7.03 PLACEMENT ON THE SALARY SCHEDULE FOR EDUCATORS**

The candidate’s teaching, educational, and occupational experience may determine the initial placement on the lane and within the range. The Board may, but is not obligated to hire any instructor higher than the mid-point of the salary range.
### C7.04 TUITION REIMBURSEMENT FOR PROFESSIONAL NON-FACULTY

Full-time professional non-faculty employees in positions not subject to WTCS certification are eligible for Tuition Reimbursement.

Policy HUM 400 – Employee Educational Assistance
Procedure HUM 400-01 – Time Sharing and College-Time Courses
Procedure HUM 400-02 – Employee Educational Assistance WCTC Courses
Procedure HUM 400-03 – Employee Educational Assistance Plan for Courses Taken at Accredited Post-Secondary Institutions

### C7.05 TWELVE (12) MONTH EMPLOYEE VACATION SCHEDULE—COUNSELORS AND PROFESSIONAL NON-FACULTY

The following paid vacation days will be granted:

<table>
<thead>
<tr>
<th>Years</th>
<th>Counselors</th>
<th>Professional Non-Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year of employment</td>
<td>Ten (10)</td>
<td>Fifteen (15)</td>
</tr>
<tr>
<td>Second through fourth year</td>
<td>Fifteen (15)</td>
<td></td>
</tr>
<tr>
<td>Second through tenth year</td>
<td></td>
<td>Twenty (20)</td>
</tr>
<tr>
<td>Fifth through twelfth year</td>
<td>Twenty (20)</td>
<td></td>
</tr>
<tr>
<td>Eleventh year of employment and thereafter</td>
<td></td>
<td>Twenty-five (25)</td>
</tr>
<tr>
<td>Thirteenth year of employment and thereafter</td>
<td>Twenty-five (25)</td>
<td></td>
</tr>
</tbody>
</table>

### C7.06 SICK LEAVE PAYOUT

Sick Leave Payout for Reasons other than Retirement: Educators who have been employees of the College for a minimum of fifteen (15) years and whose employment ceases for reasons other than retirement, (i.e., the employee resigns or dies), shall be paid for accrued sick leave compensated in the amount of sixty percent (60%) of his/her accumulated sick leave adjusted on the basis of his/her current salary rate for the number of days for which the employee qualifies according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service at WCTC</th>
<th>Percent of Accrued Days to be Paid for Those Who Die</th>
<th>Percent of Accrued Days to be Paid for Those Who Resign</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 – 20</td>
<td>25%</td>
<td>10%</td>
</tr>
<tr>
<td>21 – 25</td>
<td>35%</td>
<td>15%</td>
</tr>
<tr>
<td>26 – 30</td>
<td>45%</td>
<td>20%</td>
</tr>
<tr>
<td>30 +</td>
<td>55%</td>
<td>25%</td>
</tr>
</tbody>
</table>
C7.07 SICK LEAVE PAYOUT FOR ELIGIBLE EMPLOYEES WHO RETIRE

403(b) Contribution: The sick leave payout is placed into a Non-Elective Post Employment 403(b) tax sheltered annuity (TSA).

The sick leave amount placed into the Non-Elective Post-Employment 403(b) TSA shall be sixty percent (60%) of the employee’s current salary rate for the number of days for which the employee qualifies according to the following schedule:

<table>
<thead>
<tr>
<th>Years of Service at WCTC</th>
<th>Percent of Accrued Days to be paid for Those Who Retire</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-20</td>
<td>25%</td>
</tr>
<tr>
<td>21-25</td>
<td>35%</td>
</tr>
<tr>
<td>26-30</td>
<td>45%</td>
</tr>
<tr>
<td>30+</td>
<td>55%</td>
</tr>
</tbody>
</table>

Timing of 403(b) Payments: The retiree shall receive dollar amounts as provided in sub-section below, contributed to a Non-Elective Post-Employment 403(b) employer contribution plan as set forth in the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA). The employer will contribute one lump sum payment into the plan by the end of the month following retirement, provided the total does not exceed the maximum permitted by law (i.e., IRC Section 4.15 limits). If the employee maximizes his/her final year elective contributions and the District obligation is limited in the final year of employment to less than the amount due the employee, the difference due the employee will be paid on January 15 of the first year following retirement where the amount conforms to the statutory limits.

C7.08 CONVENTIONS - PROFESSIONAL DEVELOPMENT

Each educator may utilize five (5) normal working days during the calendar year or during the summer months to attend conventions, seminars or some other form of professional development that pertains to the educator's specialty, as evaluated by the College. Attendance at such conventions, seminars or other forms of professional development shall be pre-approved by the educator’s applicable administrator. Educator’s attendance requests shall not be denied for arbitrary or capricious reasons.

Additional compensation will not be allowed for unused days.

C7.09 SABBATICAL AND RETRAINING LEAVE

See Procedure HUM 200-02 — Sabbatical Leaves
C8 OTHER SCHEDULING AND CALENDARS

C8.01 SCHOOL CALENDAR
The school year shall ordinarily consist of no more than one hundred seventy six (176) school days, made up of approximately one hundred sixty (160) teaching days, seven (7) holidays, four (4) in-service days, three and one-half (3.5) grade & report days, and one and one half (1.5) preparation days. Final exams will ordinarily be scheduled within the final week of the course. Class activity will continue until the last scheduled day of class.

C8.02 PART-TIME I/ADJUNCT SCHEDULE
Part-Time I/Adjunct instructors may be scheduled to work at any time throughout the year without regard to the official school calendar based on the needs of the College. Part-Time I/Adjunct instructors will be informed of their specific workdays within each semester/session prior to the start of the assignment. For Part-Time I/Adjunct instructors the semester and the summer session are defined as follows:

Fall Semester: First day of the semester to December 31
Winter Session: January 1 to start of the Spring semester
Spring Semester: First day of the semester to final grade and report day
Summer Session: Day after the final grade and report day to the day prior to the start of the fall semester

C8.03 ALTERNATE ASSIGNMENT FOR CORPORATE AND COMMUNITY TRAINING (CCT) INSTRUCTORS
See Procedure HUM 207-01 — Alternate Assignment for Contract Instructors

C8.04 ALTERNATE ASSIGNMENT FORMULA FOR PART-TIME I/ADJUNCT CCT INSTRUCTORS
See Procedure HUM 207-02 — Alternate Assignment Formula for Part-Time I/Adjunct Contract Instructors

C8.05 ALTERNATIVE SCHOOL CALENDAR
The alternative calendar will begin and end within the year (August 1 - July 31). Calendars that must deviate will be handled on a case-by-case basis.

The alternative calendar must contain the same number of teaching, instructor preparation, in-service, grade and report, holiday and total calendar days as the official school calendar. All of these days must be identified in the participant’s alternative calendar. Participants who are assigned (not volunteer) to work additional days will be paid on a pro-rated basis for those assignments.
For assignment purposes, the first semester of an alternative calendar is the first half (1/2) of the teaching days in the calendar (plus one teaching day if there are an odd number of teaching days in a year).

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### C8.06 ALTERNATE BLOCK CALENDAR

Participant's year will consist of sixteen (16) week blocks beginning with the start of the Fall Semester and continuing for twelve (12) months. Any additional blocks worked beyond the instructor’s scheduled year will be treated like a summer session.

A participant will be expected to attend all scheduled in-services and required department, division, and College meetings occurring throughout the instructor's scheduled year as part of his/her block calendar.

The assignment formula will be used to determine annual assignment which would include four (4) eight (8) week blocks.

The supervisor should notify all department faculty of the intent to schedule or continue an alternate block calendar at least thirty (30) days before the end of the Spring Semester.

Instructors may express preferences for which of the eight (8) or sixteen (16) week blocks they would like to be scheduled to teach. Such preferences must be requested in writing prior to the end of the Spring Semester to cover the following academic year.

Implementation of the alternate block calendar will be at the College's discretion.

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### C9 PT I/ADJUNCT OTHER EARNINGS, HOURS, AND BENEFITS

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#### C9.01 CANCELLED COURSE

If the Part-Time I/Adjunct Instructor meets with the class: The Part-Time I/Adjunct instructor will be paid for a full class session(s) for the portion of time the students are in attendance.

If the Part-Time I/Adjunct instructor does not meet with the class: The Part-Time I/Adjunct instructor will be paid for one (1) fifty-five (55) minute class period at the appropriate step/Type, provided the instructor is not given notification of the cancellation/reassignment at least two (2) weeks prior to the instructor’s scheduled first meeting of the course and provided the instructor is not teaching another section of the same course.
## C9.02 Pay Rates for Part-Time I/Adjunct Instructors

<table>
<thead>
<tr>
<th><strong>Rate A</strong> = Teaching Rate (See Part-Time I/Adjunct Hourly Salary Schedule)</th>
<th><strong>Rate B</strong> = Additional Assignment Rate</th>
<th><strong>Rate C</strong> = Meeting Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching assignment *</td>
<td>Curriculum development * #</td>
<td>Required attendance at meetings/in-services/training sessions/conferences, etc.</td>
</tr>
<tr>
<td>Guest lecturer/speaker in another instructor’s class</td>
<td>Customizing of curriculum * #</td>
<td>Special setup of clinic/lab/shop that is beyond normal preparation time.</td>
</tr>
<tr>
<td>Co-op visitations *</td>
<td>Coordination of Transcripted High School and Advanced Standing credits * #</td>
<td>New instructor assigned to observe and learn from another instructor’s class</td>
</tr>
<tr>
<td>Individualized teaching of one (1) or two (2) people under a technical assistance contract * #</td>
<td>Coaching/mentoring/orientating of another instructor</td>
<td>New instructor being mentored/oriented as required by supervisor (outside of class time)</td>
</tr>
<tr>
<td></td>
<td>Skilled repair of equipment</td>
<td>Preventative maintenance, cleaning and basic repair of equipment</td>
</tr>
<tr>
<td></td>
<td>Coordination of course/project/contract activities as assigned by supervisor * #</td>
<td>Travel between worksites or between home and worksite if paid under a 38.14 contract. (Pay no more than the distance between WCTC and site.)</td>
</tr>
<tr>
<td></td>
<td>Client reporting (projects/contracts)</td>
<td>EMT license testing</td>
</tr>
<tr>
<td></td>
<td>Special needs assessment</td>
<td>Purchasing of materials and supplies</td>
</tr>
<tr>
<td></td>
<td>Knowledge/skill level assessment of students/employees of another organization</td>
<td>Preparation of materials and supplies; e.g., wood cutting, food preparation, etc.</td>
</tr>
<tr>
<td></td>
<td>Physical ability testing; e.g., firefighter employment exams</td>
<td>Facility housekeeping</td>
</tr>
<tr>
<td>Contracted test development; e.g., hydraulics, machine repair</td>
<td>Volunteer for non-required materials for instructional purposes (instructor demo skills videos, etc.)</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Career assessment and advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide technical assistance/consulting services to company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assigned student recruiting, program promotion, and marketing activities; e.g., high school visits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grading of a student project associated with a course the instructor is not teaching</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing clinical sites</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Those items in the chart above that are marked with an asterisk (*) are part of a teaching assignment.

* Those items that are marked solely with an asterisk (*) are assigned using the Instructional Assignment Formula.

# Those items that are marked with the number sign (#) are assigned using the Assignment Formula for Additional Assignments.

Exception: Voluntary curriculum development that is performed during the summer is not assigned through the Additional Assignment formula.

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C9.03 PART-TIME I/ADJUNCT WISCONSIN RETIREMENT SYSTEM

Part-Time I/Adjunct instructor eligibility for participation in the Wisconsin Retirement System (WRS) will be determined on the basis of total hours worked including pre and post work.

Instructors initially hired before July 1, 2011, and who have worked at a WRS participating employer, shall be eligible for WRS after meeting the 440 hour work requirement in the previous 12-month period.

Instructors initially hired after July 1, 2011, and who have never worked at a WRS participating employer, shall be employed or be projected to work 880 hours before eligible for WRS and then vested after 5 years (with the sliding scale).
C9.04 SICK LEAVE

A Part-Time I/Adjunct instructor who is unable to meet a scheduled class session due to personal illness will attempt to reschedule the class time, if feasible and if the supervisor approves.

Part-Time I/Adjunct instructors who have completed eight (8) teaching terms of twenty-four (24) hours or more of professional work (not more than two (2) per year) and who have an assignment of twenty-five percent (25%) or more of the normal full-time assignment points are eligible for paid sick leave time for personal illness. Sick leave will be earned at the rate of one (1) teaching period for each sixteen (16) teaching periods paid in the prior semester provided that this number equals at least one teaching period. Sick leave may be taken in no less than one teaching period increments. Sick leave shall accumulate up to a maximum of seventy-five (75) teaching periods.

A Part-Time I/Adjunct instructor will not lose his/her accumulated sick leave if his/her assignment falls below twenty-five percent (25%). The instructor may use accumulated sick leave during such time.

C10 REDUCTION IN FORCE PART-TIME I/ADJUNCT

C10.01 REDUCTION IN FORCE OF PART-TIME I/ADJUNCT FACULTY

Part-Time I/Adjunct Instructors: Are employees engaged to work part-time on the College’s payroll with the understanding that their employment is based on specific Part-Time I/Adjunct instructional related assignments. Continuing employment will be based upon competency in the area, areas of expertise, instructional performance and all other mitigating factors including discipline record, service to the College through committee or other work, availability to the College, student evaluations, additional certification or certifiable areas, and/or other mitigating factors.

C11 PART-TIME I/ADJUNCT +

C11.01 PART-TIME I/ADJUNCT + INSTRUCTORS

Part-Time I/Adjunct + instructors may be offered assignments of at least nineteen (19) assignment points per semester, up to a maximum of thirty-two (32) assignment points per semester, subject to the following restrictions:

The Part-Time I/Adjunct + is qualified and certifiable to perform the teaching and additional assignment.

These Part-Time I/Adjunct + instructors will continue to be paid as Part-Time I/Adjunct instructors with Part-Time I/Adjunct instructor status.

If a Part-Time I/Adjunct + instructor voluntarily declines available work resulting in an assignment of less than nineteen (19) assignment points, the Part-Time I/Adjunct + instructor will be removed from the Part-Time I/Adjunct + list.
No additional or new Part-Time I/Adjunct instructors will be assigned work that equals a fifty percent (50%) or more assignment.

The following is a list of Part-Time I/Adjunct + instructors:

<table>
<thead>
<tr>
<th>Nina Birschbach</th>
<th>Kim McDonald</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Brojanac</td>
<td>David Myers</td>
</tr>
<tr>
<td>Donald Cassel</td>
<td>Melvin Peterson, Jr.</td>
</tr>
<tr>
<td>Joan Grant</td>
<td>Dean Roepke</td>
</tr>
<tr>
<td>Jay Iding</td>
<td>Roy Schulpis</td>
</tr>
<tr>
<td>Joan Kornitz</td>
<td>Michael Socha</td>
</tr>
<tr>
<td>Kim Kubousek</td>
<td>Kimberly Woller</td>
</tr>
</tbody>
</table>

No Part-Time I/Adjunct instructor’s assignment will be reduced for the purpose of offering a Part-Time I/Adjunct instructor an assignment at or above nineteen (19) assignment points.

C11.02 SPECIAL PART-TIME II/FULL-TIME INSTRUCTORS

Only the Part-Time II/Full-Time instructors listed below, who performed additional work on a voluntary basis totaling twenty (20) or more assignment points, may continue to perform voluntary work up to a maximum of 34 assignment points outside of their Part-Time II/Full-Time assignment during Fall and/or Spring semesters. Effective August 1, 2004, no additional Part-Time II/Full-Time educators may be assignments outside of their Part-Time II/Full-Time assignment at twenty (20) assignment points or more in any Fall or Spring semester.

The employees affected by the above language are:

Julie Brady   Lori Krafcheck   Gary Plato
Greg Schneider John Uebele

C12 EARNING RATES

C12.01 FT AND PT EARNING RATES

<table>
<thead>
<tr>
<th>Work Performed</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors Equivalency</td>
<td>$2,080.00</td>
</tr>
<tr>
<td>Meeting Rate</td>
<td>$18.54</td>
</tr>
<tr>
<td>Curriculum</td>
<td>$37.08</td>
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<tr>
<td>Earned Credit</td>
<td>$101.68</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>1-10, $407.03; 11-20, $807.57</td>
</tr>
<tr>
<td>Other Instructional</td>
<td>$37.08</td>
</tr>
<tr>
<td>TIS Mentoring Stipend</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

C12.02 SALARY SCHEDULE (TO BE DEFINED)