

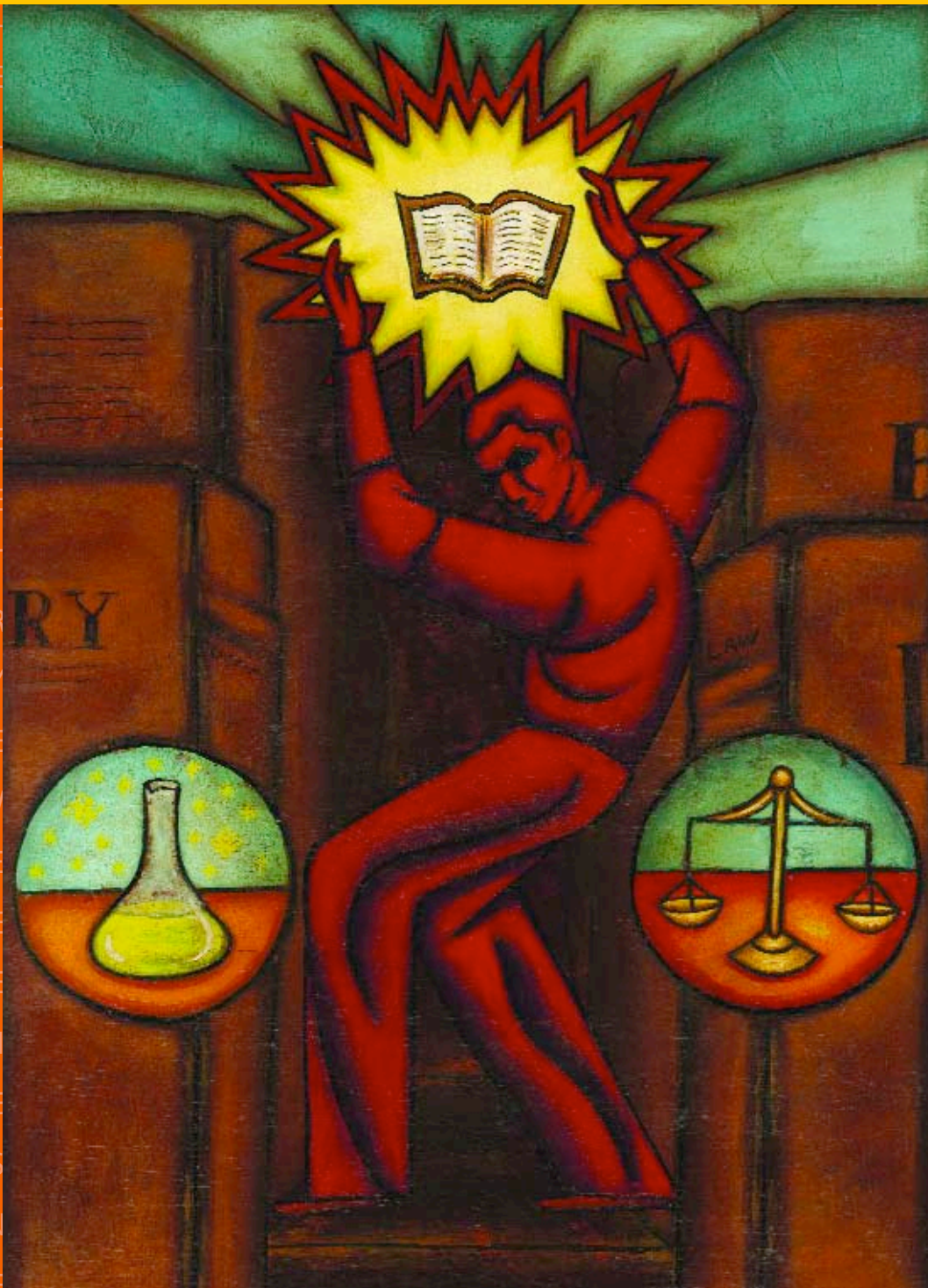
# AMERICAN FEDERATION



of teachers

YOUR AFT GUILD, LOCAL  
1931, IS THE EXCLUSIVE  
REPRESENTATIVE FOR ALL  
COLLEGE FACULTY  
OFFICE/TECHNICAL STAFF  
AND FOOD SERVICE  
WORKERS IN THE SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT. AS SUCH, WE HAVE  
NEGOTIATED SIGNIFICANT  
BENEFITS IN CONTRACT FOR  
OUR ADJUNCT FACULTY  
MEMBERS. THIS BROCHURE  
WILL PROVIDE AN OVERVIEW  
OF WHAT WE CONSIDER THE  
MOST SIGNIFICANT OF THOSE  
BENEFITS. PLEASE TAKE THE  
TIME TO READ THROUGH  
IT CAREFULLY, AND, ABOVE  
ALL, EXERCISE THESE RIGHTS  
WHICH HAVE BEEN WON  
ON YOUR BEHALF.

## ADJUNCT FACULTY SURVIVAL GUIDE



Y

YOUR AFT GUILD, LOCAL 1931, IS THE EXCLUSIVE REPRESENTATIVE FOR ALL COLLEGE FACULTY, OFFICE/TECHNICAL STAFF, AND FOOD SERVICE WORKERS IN THE SAN DIEGO COMMUNITY COLLEGE DISTRICT. AS SUCH, WE HAVE NEGOTIATED SIGNIFICANT BENEFITS IN CONTRACT FOR OUR ADJUNCT FACULTY MEMBERS. THIS BROCHURE WILL PROVIDE AN OVERVIEW OF WHAT WE CONSIDER THE MOST SIGNIFICANT OF THOSE BENEFITS. PLEASE TAKE THE TIME TO READ THROUGH IT CAREFULLY, AND, ABOVE ALL, EXERCISE THESE RIGHTS WHICH HAVE BEEN WON ON YOUR BEHALF.

INTRODU

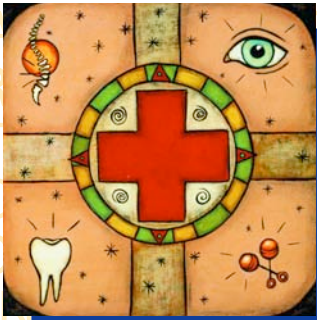
# AMERICAN FEDERATION of teachers

- > HEALTH BENEFITS
- > JOB SECURITY
- > SALARY ADVANCEMENT
- > RETIREMENT
- > UNEMPLOYMENT BENEFITS
- > EMERGENCY ASSISTANCE
- > HOW TO BECOME AN AFT MEMBER

INSIDE . . .




# CTION



The current AFT collective bargaining agreement provides fully paid health benefits for all adjunct faculty who have maintained an average assignment of 50% FTEF or more for two consecutive academic semesters (summer and intersession do not count). The health benefits are provided via Kaiser and are for the employee only. Family members may be added at an additional cost.

# HEALTH BENEFITS INFORMATION FOR ADJUNCT FACULTY

Example: In the fall you teach three, three hour lecture courses ( $3 \times .20 \text{ FTEF} = 60\% \text{ FTEF}$ ) and then in the spring you teach two, three hour lecture courses ( $2 \times .20 \text{ FTEF} = 40\% \text{ FTEF}$ ). You have just averaged 50% for the year and qualify for benefits effective September 1. As soon as you have completed (or are about to complete) two qualifying academic semesters, simply call the district benefits office at 619-388-6587 and ask to be enrolled in the adjunct faculty health benefits program. An enrollment form will be sent to you to fill out and return. Your benefits will become effective the following semester (September 1 for fall, February 1 for spring). You will remain in the program as long as you maintain a two semester average of 50% FTEF or greater. (If, after you are enrolled, a future assignment drops your FTEF below 50%, your benefits will terminate the following semester unless that subsequent assignment is sufficient to bring you back up to an annualized FTEF of 50% or greater.)



The current AFT collective bargaining agreement provides job security for all adjunct faculty who have completed six academic semesters (these six semesters do not have to be consecutive, however, summer/intersession does not count.) The job security program is called "Priority of Assignment." It is in the best interest of all adjunct faculty who have completed four academic semesters to initiate this process. Here's how it works:

# JOB SECURITY INFORMATION FOR ADJUNCT FACULTY

## **1) THE REQUEST**

As soon as you have completed four academic semesters, send your school dean a written request for an appointment with your dean and your department chair to begin the priority of assignment process. A one sentence written request will suffice, but be sure to keep a copy for your records. (If you have assignments in more than one discipline or at more than one college, a separate request will be needed for each assignment.)

## **2) THE MEETING**

Make sure to follow-up to ensure the meeting is scheduled during your fifth academic semester. At the meeting you, your department chair, and your dean will discuss which courses qualify for your priority of assignment. These should be all of the courses within your discipline that the dean and the chair concur you are qualified to teach. Your priority of assignment list of courses will then be created, within which you will have re-hire rights. (Your dean has the final say if there is disagreement regarding which courses should be on your "list," although at a minimum all courses you are currently teaching must be listed. If in the future you teach other courses not on your list, be sure to ask your dean to add these courses to your list.)



### 3) JOB SECURITY!

After you complete your sixth semester, you are now officially covered by the priority of assignment program! What this means is:

- > Based upon your accumulated FTEF from all of the assignments within your discipline on that campus during the previous six semesters, you will now have seniority with respect to obtaining future assignments of courses offered from your priority of assignment "list." Although you will have the right to these courses over less senior adjunct faculty (someone who has accumulated less FTEF than you), you do not have the right to insist when these courses are offered, nor may you "bump" out a less senior adjunct faculty in order to increase your FTEF.
- > If your total FTEF assignment in the district is less than 54%, you may increase your assignment based on your seniority rights for any new courses offered that are on your list, OR by picking up an additional course which is currently being taught by another faculty member which becomes vacant. The most senior adjunct faculty member (with less than a 54% FTEF assignment) has priority of assignment before any new adjunct faculty are hired to teach courses on the senior adjunct faculty member's "list."
- > You may not have your assignment reduced unless you have received a negative overall evaluation with written suggestions for improvement, followed by a one semester follow-up evaluation that is again negative.
- > Your assignment could be reduced if there is a reduction of available sections being offered in your discipline. If this occurs, you will have "bumping" rights over less senior adjunct faculty, and over all adjunct faculty who are not in the priority of assignment program (this is why all adjunct faculty should take advantage of the priority of assignment program).

Non-classroom adjunct faculty members follow the same process as delineated above, except "hours of assignment in the discipline" replaces "courses."

For the full text of the priority of assignment contract article, visit the AFT Guild website at [www.aftguild.org](http://www.aftguild.org). Click on "contracts" and then go to Article V of the college faculty contract.

# MYTHS

**DO NOT BELIEVE THE MYTHS** being circulated to discourage participation in the priority of assignment program. Common myths include: "Priority of assignment only applies to growth classes." "You will lose your current assignment if you apply." And, our favorite, "You don't need priority of assignment, just trust me."

# SALARY ADVANCEMENT INFORMATION FOR ADJUNCT FACULTY

Your AFT boasts one of the highest salary schedules in the county for adjunct faculty. Effective July 1, 2001 the agreement between the Guild and the District includes a change for salary advancement rules for adjunct faculty. The new rules follow the rules which have been in place for contract faculty, thus providing for equity among all college faculty. The important features of these new rules include:

- 1) Any educational units to be used for salary advancement must be related to the area of your assignment;
- 2) Any new units you plan to take Spring 2002 or beyond must be approved by your campus committee;
- 3) Any units you have already completed during the Fall 2001 semester or earlier must be approved by your campus committee prior to submission of those units to Human Resources for salary advancement.

The appropriate forms may be obtained from your college's professional development committee chair. It is critical that you follow the above in order to ensure you are receiving the highest possible salary for your assignment. For a copy of the current salary schedule, visit the AFT website at [www.aftguild.org](http://www.aftguild.org).



## WHICH OPTION IS RIGHT FOR YOU?

Adjunct faculty have two retirement options available to them. The first is a defined benefit option (STRS), the second is an investment based alternative plan (Bencor). By law, all adjunct faculty must contribute to a retirement plan.

# RETIREMENT INFORMATION FOR ADJUNCT FACULTY



The STRS defined benefit plan pays out a set level of monthly benefits upon retirement. The level of benefit you receive is based upon your age, your total number of equivalent years of full-time service, and the average of your highest three years of earnings. The employee contribution rate to the STRS plan is 8% of gross earnings. This amount is then subtracted from your taxable gross earnings so that you are only taxed on your gross earnings minus your STRS contribution.

You may be interested in selecting the STRS option if you:

- > Plan to work as an educator in California long enough to vest in the STRS plan. Vesting requires five years of equivalent full-time service. (An adjunct faculty member with a regular assignment of 0.50 FTEF would require ten years to vest.)
- > Want a monthly retirement benefit that provides a specific amount that is known in advance and payable for life, one with benefits based on a set formula and not on the amount of money in your account.
- > Are comfortable contributing 8% of your pay towards your retirement (the District contributes 8.25%).

Questions concerning the STRS defined benefit plan, including a calculator which can project your STRS retirement benefit amount, can be found at the STRS website: [www.calstrs.com](http://www.calstrs.com).

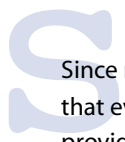
The Bencor alternative plan is an investment plan similar to a money market or mutual fund type of investment. Employees invest 4% of their gross earnings into their personal account. The District also contributes 4% into your investment account. Upon retirement or separation from the District, you receive the accumulated investment amount, payable in different options. The return on your investment is a function of interest rates and the market.

You may be interested in selecting the alternative Bencor option if you:

- > Will not work as an educator in California long enough to vest in the STRS plan.
- > Want a lump-sum or lifetime monthly retirement benefit based on monies credited to your account with a guaranteed interest rate.
- > Are comfortable contributing only 4% of your pay towards your retirement.

Questions concerning details of the Bencor plan may be directed to

It's always your choice which plan you select, however, if you elect the STRS plan, that choice is irrevocable.



Since most adjunct faculty have several weeks "vacation," at the end of each semester, it is very important that everyone takes advantage of the unemployment benefits offered by the State of California which provide you a percentage of your income each week.

# UNEMPLOYMENT BENEFIT INFORMATION FOR ADJUNCT FACULTY

The AFT would like to remind all adjunct faculty members that you are eligible for unemployment insurance benefits during the period between semesters when you are unemployed or underemployed. *Cervisi vs. Unemployment Insurance Appeals Board* (208 Cal. App. 3d 635) decided in February, 1989 by the Court of Appeals, held that a "contingent assignment is not a 'reasonable assurance' of continued employment" within the meaning of the Unemployment Insurance Act and does not disqualify the employee from the receipt of benefits.

Even if you have received a tentative offer of employment for the next semester, you are entitled to apply for unemployment benefits over the semester break immediately upon completion of your last working day of the semester.

In order to file a claim, you must call the Employment Development Department (EDD) at 1-800-300-5616. You should have a copy of your Tentative Offer of Assignment from SDCCD on hand which states that your assignment is contingent and implies no rights of continued employment. All claims are now processed by phone and paperwork is mailed to you. If you have other employment in addition to your teaching assignment, this may affect your claim by making you underemployed or ineligible to receive benefits.

As a school employee, you will probably be scheduled for a phone interview. It is crucial that when you are asked if you have a contract which would guarantee your continued employment, you answer "no." What you have as an adjunct faculty member is a tentative offer based on enrollment and other factors. You do not have a guaranteed contract position. Many adjunct faculty members have been mistakenly denied benefits because they mistook their assignment letter to be a contract and answered this question incorrectly. Remember, when asked if you have a contract, just say "No!". If the EDD denies your application, you should immediately file an appeal. In the appeal hearing, bring the *Cervisi* decision to the attention of the hearing officer.

If such steps are taken, it is our belief that you will receive the benefits to which you are entitled. Please contact the AFT office if you have any questions or if you would like a copy of a statement by our attorney regarding the *Cervisi* decision in the event you need to file an appeal.

- > DID YOU HAVE TROUBLE GETTING AN ASSIGNMENT FOR NEXT SEMESTER?
- > WILL YOU BE UNEMPLOYED AND/OR IN NEED OF FINANCIAL ASSISTANCE?

# EMERGENCY ASSISTANCE INFORMATION FOR ADJUNCT FACULTY



The AFL-CIO's Department of Labor Participation with assistance from United Way/CHAD provides some services which could be of help to you. Some of the specific programs include:

## **RENT AND MORTGAGE PROGRAM**

If you are facing eviction from your residence or have received a threatening letter from your mortgage company, you may be eligible for assistance.

## **SECURITY DEPOSIT PROGRAM**

The United Way's Department of Labor Participation has developed a program that will eliminate the need to have so much up front money for security deposits. If you can't afford rent payments, and have a zip code within the San Diego City Limits, but don't have enough money for a deposit you may qualify.

## **PRESCRIPTION DRUGS**

If you have a prescription from a doctor for medication, you may be eligible to have the drugs purchased for you.

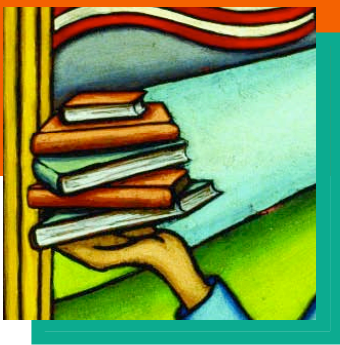
## **UTILITY AND WATER BILLS**

If you have received a past due SDG&E or other utility or water bill you may qualify for full or partial payment of your bill.

Please call (619) 641-0074 for information on these and other programs. The Department of Labor Participation is located at:

The San Diego-Imperial Counties Labor Council, 4265 Fairmount Avenue, San Diego, CA 92105.

Be sure to call and make an appointment first so they can tell you what kind of documentation is required for each specific program.



a

As a result of long, hard fought struggles by your AFT negotiating team, we are the only district in San Diego County and one of the few in the state that offers the benefits listed in this brochure for adjunct faculty. Please take advantage of these significant negotiated benefits.

## HOW TO BECOME AN AFT MEMBER:

All adjunct faculty pay union dues under the AFT fair share provision of the collective bargaining agreement. To become a bona fide AFT Guild member and gain access to the wide array of additional membership benefits AFT has to offer, all you need to do is to contact us at the address below and we will be happy to send you a membership application.

Signing up to be a member is also important because the union needs your active support.

We plan to obtain additional benefits in future negotiations, and we need to defend our dignity as faculty workers. We have a strong union: take advantage of it.

**Signing up to be a member will not result in an increase in dues paid.**

## RECEIVE THE LATEST AFT NEWS:

Sign up on the AFT adjunct faculty listserve by sending an email from your personal email account to the following address (no spaces):

**AFTGuildLocal1931-subscribe@topica.com**

## HOW TO CONTACT US:

**AFT Guild, Local 1931**

3737 Camino del Rio South, Suite 410

**Phone:** 619-640-1155

**Fax:** 619-640-1154

**Email:** aftjim@pacbell.net

**Website:** www.aftguild.org



**AFT Guild, Local 1931**

3737 Camino del Rio South, Suite 410

San Diego, CA 92108