

## CHAPTER III

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CHAPTER III  
CERTIFICATED PERSONNEL  
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The policies and procedures in this chapter will apply to full-time certificated personnel unless otherwise noted,

3.01 Employment Procedure

- A. The College Dean of each campus within the District along with the assistance of the Dean of Instruction and Department Heads will determine the number and manner of utilization of certificated personnel in each area of instruction in accordance with the established policy of the District.
- B. Interviewing of candidates and screening of credentials for the faculty will normally be done by Department Heads, the Dean of Instruction, the College Dean, and Vice President. Not all candidates will necessarily be interviewed by all the individuals mentioned above. Likewise, other personnel may be invited to participate in interviews when that may seem warranted. Final recommendations to the President will be made by the Vice President,
- C. The President will make the nominations to the Governing Board who will make the official appointments.
- D. Written notice of appointment will be given to all nominees as soon as possible after the Board acts. Any certificated person who fails to file written acceptance within thirty days after notification will be deemed to have declined the offer.
- E. On and after August 1 of each year the Maricopa County Junior College District, except under circumstances not detrimental to

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the interests of another district, will not employ, nor seek to employ, any certificated person who is under contract with another district; nor will this district after that date, except under circumstances satisfactory to this district, release any certificated employee under contract to it.

### 3.05 Employment Requirements

Prior to assuming their duties, all certificated employees will meet the following requirements:

- A. File a valid Arizona junior college credential with the Administration.
- B. File a loyalty oath.
- C. Submit evidence of satisfactory physical examination and x-ray as required by the Maricopa County Junior College District (forms provided by the District.)

If at any time there should be probable cause to believe that an employee is afflicted with active tuberculosis or any other communicable disease, the employee may be excluded from service until the Board is satisfied that he is not so afflicted.

### 3.10 Certification Standards

The Arizona State Board of Directors for Junior Colleges recognizes that superior teaching is the primary objective of a junior college faculty. Accordingly, it has established the following certification standards, pursuant to Section 15-660 of Arizona Revised Statutes, to assist in the formation of faculties devoted to teaching, with rich academic, professional, vocational, and experiential backgrounds.

#### I. Arizona Junior College Academic Certificate

- A. The minimum requirements for a junior college academic teaching certificate shall be five years or its equivalent of college or university education in institutions approved by a

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regional accreditation association, or equivalent, and a teaching major of 40 semester hours} and possession of one of the following:

1. A Master's degree with an Arizona Secondary Certificate, or with an Arizona Certificate in Music, Art, Library Service, Professional School Counseling and Guidance, or vocational areas.
2. A Master's or an earned Doctor's degree.
3. Any other recognized degree, or a total of 60 semester hours credit, beyond the baccalaureate.

B. In addition, the following professional educational courses are required:

1. A course in the "junior college as an educational institution," or evidence of 2 years of teaching in the junior college prior to receiving the Arizona Junior College Certificate.
2. A course in educational psychology, educational philosophy, or educational sociology.
3. 4 - 6 semester credits in a directed teaching program, or evidence of 2 years of successful teaching at high school or college level.

Applicants lacking one or two of these professional course requirements but who otherwise qualify, may be issued the Academic Certificate with any deficiencies noted thereon. The applicant may be given up to two years to remove any deficiencies.

\* A teaching major of 60 semester hours is required for employment in the Maricopa County Junior College District.

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Twenty-four semester credits in a subject will constitute a teaching minor and will be noted on the certificate.

- C. The Academic Certificate will be issued for a five-year period, unless deficiencies terminate the certificate at the end of one or two years, and is renewable upon evidence of satisfactory teaching or administrative experience during a majority of the Certificate's life, or 5 semester credits in graduate studies.
- D. The fee shall be \$3.00 and the renewal \$3.00,

### II. Arizona Junior Co: loqe Occupational Certificate

- A. The Certificate may be issued in any one of the following cases:
  - 1. A teacher or administrator who is regularly employed in any college belonging to an approved accreditation association.
  - 2. A person who holds any regular state certificate or license in the field to be taught, such as nursing, accounting, real estate, etc,
  - 3. A person who is outstanding in his field. He must be a college graduate or have at least five years successful experience in the field to be taught. His application for a Certificate must be supported by a letter of recommendation from another reputable worker in the same field and a letter of recommendation from the administration for whom he intends to work, to the effect that the individual is the best qualified teacher then available in that field.

The certification limits the applicant to teaching in the field of his recognized skill and is for one year only, but it is renewable upon recommendation of the employing administrator and District Governing Board.

- B. The fee shall be \$3.00 and the renewal \$3.00

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### III. Arizona Junior College Administrator's Certificate

- A. The Certificate may be issued to an applicant meeting the following requirements:
1. An Arizona Junior College Academic Certificate.
  2. A Master's degree.
  3. 30 semester hours in addition to the Master's degree.
  4. 15 graduate hours in administrative courses or suitable administrative experience.
  5. 5 years of teaching experience.
  6. Professional experience in a junior college or a college, or a course in the "Junior College."

Applicants having deficiencies that can be removed in a reasonable time will be issued the administrator's certificate with the deficiencies noted and a period established for meeting the full requirements.

- B. The Administrative Certificate will be issued for a five-year period, and is renewable upon evidence of continuing professional service or study.
- C. The fee shall be \$3.00 and the renewal \$3.00.

The Certification office for the Arizona State Board of Directors for Junior Colleges is located in the State Office Building, East, Room 201, 1624 West Adams, Phoenix, Arizona 85007.

### 3.15 Loyalty Oath Requirements

- A. In order to insure the statewide application of this section on a uniform basis, each board, commission, agency, and independent office of the state, and of **any** of its political subdivisions, and of any county, city, town, municipal corporation, school district, and public educational institution, shall immediately upon the effective date of this act completely reproduce section 38-231



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as set forth herein, to the encl that the form of written oath or affirmation required herein shall contain all of the provisions of said section for use by all officers and employees of all boards, commissions, agencies and independent offices.

13. For the purposes of this section, the term officer or employee means any person elected, appointed, or employed, either on a part-time or full-time basis, by the state, or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educationa l institution, or any board, commission or agency of any of the foregoing.
  - C. Any officer or employee elected, appointed, or employed prior to the effective date of this act shall not later than ninety days after the effective date of this act take and subscribe the form of oath or affirmation set forth in this section.
  - D. Any officer or employee within the meaning of this section who fails to take and subscribe the oath or affirmation provided by this section within the time limits prescribed by this section shall not be entitled to any compensation unless and until such officer or employee does so take and subscribe to the form of oath or affirmation set forth in this section.
  - E. Any officer or employee as defined in this section having taken the form of oath or affirmation prescribed by this section, and knowingly or wilfully at the time of subscribing to the oath or affirmation, or at any time thereafter during his term of office or employment, does commit or aid in the commission of any act to overthrow by force or violence the government of this state or of any of its political subdivisions, or advocates the overthrow by force or violence of the government of this state or any of its political subdivisions, or during such term of office or employment

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knowingly and wilfully becomes or remains a member of the communist party **Of** the United States or its successors or any of its subordinate organizations or any other organizations having for one of its purposes the overthrow by force or violence of the government of the state of Arizona or any of its political subdivisions, and said officer or employee is defined in this section prior to becoming or remaining a member of such organization or organizations had knowledge of said unlawful purpose of said organization or organizations, shall be guilty of a felony and upon conviction thereof shall be subject to all the penalties for perjury; in addition, upon conviction under this section, the officer or employee shall be deemed discharged from said office or employment and shall not be entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to said office or employment.

- F. Any of the persons referred to in Article XVIII, Section 10 of the Arizona Constitution as amended, related to the employment of aliens, shall be exempted from any compliance with the provisions of this section.
- G. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of his office or employment, he shall take and subscribe the following oath or affirmation:

State of Arizona, County of \_\_\_\_\_, I (name)  
do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of (name) according to the best of my ability, so help me God (or so I do affirm.)

Signature \_\_\_\_\_

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### 3.20 Faculty Retention and Dismissal Policy

#### A. Definitions

1. An "appointed faculty member" is a certificated junior college teacher employed under contract in a Maricopa County Junior College for the fourth consecutive year.
2. A "provisional faculty member" is a certificated junior college teacher employed under contract in a Maricopa County Junior College who has not attained appointed faculty status.
3. The "governing board" means the Maricopa County Junior College District Governing Board.
4. "Officer of the college" means a delegated representative of the governing board acting in accordance with his assigned duties.

#### B. Procedures Governing Renewal of Contract of a Faculty Member

1. It shall be the declared policy of the Maricopa County Junior College Governing Board to employ and retain teachers of superior ability and to maintain conditions favorable to freedom and security.
2. A primary function of the college administration shall be to assist the individual teacher to develop his teaching competencies to the highest possible level.
3. When an officer of the college first questions the continuing status of a teacher, he shall so advise him. The teacher, upon his request, shall have such a statement in writing.
4. The contract of a faculty member shall be deemed renewed for the ensuing academic year, unless he is otherwise notified by an officer of the college on or before March 15.
5. The faculty member shall indicate acceptance of the contract for the ensuing year by signing and returning the contract to

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the governing board or its officer within thirty days after receipt of said contract, or by April 15, whichever is later.

### C. Procedures for Suspension

The chief administrative officer of the district may suspend a faculty member at any time for serious breaches of moral or professional conduct. Such suspension shall be effected by written notice to the teacher and to the governing board, setting forth the grounds for the suspension. A suspended teacher shall be paid his full salary until he is reinstated or until his contract has been legally terminated.

### D. Procedures for Dismissal

1. When the President of the District determines to recommend dismissal of a faculty member, he shall so advise him in writing of his decision specifying the cause or causes for dismissal, on or before March 15. Good and just cause shall not include religious or political beliefs, or affiliations, unless in violation of the oath of the teacher.
  2. An appointed faculty member who has been suspended or recommended for dismissal may, within five days, request a hearing before the Hearing Committee.
  3. The Hearing Committee shall be composed of a member of the governing board who shall act as chairman, two administrators appointed by the governing board, and two appointed faculty members selected by the faculty.
  4. The Hearing Committee shall review the report of the officer of the college, and shall make any investigation deemed necessary to assure a just recommendation.
- S. The faculty member may appear in person at the hearing and be represented by counsel, if desired, and may present any

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testimony evidence, or statements, either oral or written, in his behalf.

6. Within five days of the hearing, the Hearing Committee shall make its recommendations to the governing board.
7. The governing board shall render the final decision for dismissal or for retention of a faculty member.

### 3. 25 Duties and Responsibilities of Instructors

An instructor is expected to carry out assignments necessary for the functioning of the college. This would include such duties as promotion of extracurricular activities, serving on committees established by the administration, and other assigned professional duties. The following list of specified duties and responsibilities does not preclude the designation of others as needed.

- I. Teach such classes as assigned by the Dean of the College or his delegated representative.
2. Assist with the preparation of curriculum guides for new or revised courses and follow guides for courses already established.
3. Assist in compiling a list of all texts and workbooks which students must purchase, designating authors, titles, publishers, and dates of publication.
4. Prepare requests for instructional material, such as books, maps, audio-visual aids, and supplies, for the annual budget. Such requests will be submitted to the department chairman.
5. Prepare requests for the purchase of new library books and materials as needed.
6. Prepare requests for repairs and alterations for the annual budget. Such requests will be submitted to the department chairman.

Ce

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*Maintain attendance records and report*  
7. ~~Report attendance and~~ grades as prescribed by the Dean of  
Admissions and Records.

of

8. Attend departmental meetings called by the department chairman and faculty meetings called by the administration.
9. Be on campus at least 6 hours per day.
10. Maintain at least one conference hour per day. This schedule should be posted on office door and filed with the properly designated administrative office.
11. Arrive at the classroom prior to the scheduled class time and meet with the class for the entire scheduled period.
12. Serve as adviser to students, referring them to counselors when necessary for special help.

### 3.30 Duties and Responsibilities of Counselors

Prior to registration, each student is assigned a faculty advisor whose duty it is to assist in planning the student's academic and vocational program. However, the instructor's function in the College is primarily teaching, and the student who needs more extended counseling than the advisor is able to give, should make use of the counseling service provided by professional counseling staff.

A counselor is expected to carry out assignments necessary for the functioning of the college. This would include such duties as promotion of extra-curricular activities, serving on committees established by the administration, and other assigned professional duties. The following list of specified duties and responsibilities does not include the designation of others as needed.

1. Participate in the registration orientation and guidance program.
2. Counsel students with educational and vocational problems and social or personal problems as they affect the educational

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progress of the student.

3. Keep proper counseling records.
4. Inform instructors of any significant facts about a counselee that would seem to improve the instructional program.
5. Study the needs, interests, abilities and achievements of counselees.
6. Utilize appropriate testing procedures when indicated.
7. Confer with counselees who plan to withdraw from the college and develop counseling methods to assist capable students to remain in school.
8. Make appropriate referrals to community or private services when deemed advisable.
9. Assist students in securing information relative to requirements of institutions to which they are expecting to transfer.
10. Maintain regular office hours, and be on the college campus during the normal operating day from 8:00 to 5:00.
11. Serve on committees as requested by the administration.

### 3.35 Duties and Responsibilities of Librarians

- A. Comply with such of the duties of instructors listed in section 3.25 as may be appropriate to their assignment, and such other duties as may be assigned by the administration.
- B. Be aware of professional activities of library associations.
- C. Work an eight-hour day.

### 3.40 Duties and Responsibilities of Department or Division Chairmen

Subject to approval by the governing board, department or division chairmen will be appointed by the administration. They will be directly responsible to the Dean of the College or his designated representative.

As members of the instructional staff, department chairmen assume all duties and responsibilities as listed in section 3.25. Their teaching

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loads **will** be the same as other instructors, except that the chairman of a department or of a division with more than 10 instructors will have his load reduced three semester hours of teaching. Other duties include the following:

1. Assist the Dean of Instruction to organize, develop, and evaluate the instructional program in his respective area.
2. Help screen candidates for positions in the respective field.
3. In conjunction with the Dean of Instruction, work with provisional faculty members, evaluating, by means of personal visitations, their performance and qualifications for status as appointed faculty members.
4. Develop with the Dean of Instruction, Dean of the Evening Division, and the Coordinator of the Summer Sessions the schedule of classes and recommend instructor assignments.
5. Equalize teaching loads within their departments or divisions.
6. Encourage the fullest use of library facilities by their departments or divisions.
7. Provide the Dean of Instruction with current curriculum guides and with lists of texts and other materials to be used within their respective departments or divisions.
8. Recommend to the Dean of Instruction, Dean of the Evening Division, and the Curriculum Committee curricular changes for their departments or divisions.
9. Assist the administration in interpreting curricular offerings to high school students.
10. Prepare with their staffs the annual departmental instructional budget including equipment, supplies, repair, and maintenance requests.



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### 3.45 Basic Principles on Faculty Participation in Policy Making

The following principles govern the participation of faculty in policy making:

- A. Effective means of two-way communication between the faculty and the administration shall exist and be used.
- B. The faculty, since they are primarily affected by policy, shall assist the administration insofar as possible in formulating policy.
- C. Policy recommending committees, composed of instructors and administrators, shall be a part of the administrative structure.
- D. All committees shall be constituted so as to utilize fully the potential of the instructional staff.
- E. Temporary committees shall be kept at a minimum; problems shall be referred to permanent committees whenever possible.

### 3.50 Instructor Load

A full-time load for an instructor will be 15-18 hours per week, not to exceed a total of 33 for the year, to be computed on the following basis: lecture only, 15-18 hours; lecture and lab combination with six or more lecture hours, 18-21; lecture and lab combination, with less than six lecture hours, 21-25. This policy refers to clock hours. Adjustments will be attempted if the student contact hours are either unusually heavy or light. If adjustments cannot be made at the time student contact hours are extremely heavy, then adjustment in Load will be made the following semester.

### 3.55 Substitute Instructors

- A. A list of certificated persons who are qualified to serve as substitutes in the courses offered in the respective departments and divisions will be prepared by the administration. Insofar as

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possible, a competent substitute **will** be employed to handle all, or as much as he is qualified to teach, of an instructor's load.

B, Whenever a competent substitute is not available for an instructor who is absent, the members of his department will, if possible, conduct his classes.

### 3.57 Evaluation of Instruction

The administration will maintain a systematic program for the evaluation of instruction. This evaluative program will be conducted in a constructive manner to help instructors realize their highest potential.

### 3.59 Evaluation of Provisional Faculty\_ Members

#### A. Premises Basic to the Evaluation Program

- 1, The administration has the right **to** observe instructors at any time it is felt necessary.
2. Observation and evaluation will be done by the administration or with the assistance of qualified designated personnel.
3. Final responsibility on each campus for recommending retention belongs to the College Dean and involves the judgment of the Department Chairman and the Dean of Instruction.
4. Observation of classroom performance is not the only significant or available source of information relevant to an evaluation of teaching competence.

#### B. Objectives of the Evaluation Program

1. Improving teaching performance.
2. Advising the provisional faculty member, with definiteness and regularity, of his strengths and weakness, progress, and overall status.
3. Informing all levels of administration, with the same

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definiteness and regularity, of the performance and status of the provisional faculty member.

4. Determining the desirability of "appointed status."

### C. Plan for Evaluating Provisional Faculty Members

1. Observation of each provisional instructor will be for not less than three full class periods, or the equivalent, each year. Within five teaching days following each observation there will be a conference between the teacher and the observer.
2. Observation of provisiona 1 faculty members by administrative personnel must be conducted if the Department Chairman or the provisional faculty member requests such observation.
3. Observation of provisional faculty rmem bers may be conducted by administrative personnel at any time they believe such observation is desirable.
4. All written evaluations of provisiona 1 faculty members will require the use of the appropriate portions of the approved rating form. These evaluations will be submitted in triplicate and signed by the instructor and the evaluator. One copy will be retained by the instructor; one by the campus dean and the other by the District Office.
5. Informal classroom visits by administrative personnel necessary for gathering information, course comparisons, etc . , may be conducted at any time and are not to be considered to be observation for the purpose of teacher evaluation.

### 3. 61 Evaluation of Appointed Faculty Members

The visitation of appointed faculty members will not be a matter of routine but may be done as administrative needs dictate.

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3. 63 Salary Schedule and Related Items for Certificated Employees

A. Entrance Requirements

1. All employees must meet basic health requirements as specified in the policies of the governing board and state law.
2. Minimum professional requirements for employment of certificated employees are the same as outlined under section 3. 10, certification requirements. The only exception is that Maricopa County Junior College District requires 60 semester hours for holders of academic certification in the major teaching field whereas only 40 semester hours are required for state certification. Also, Maricopa County Junior College District requires a minimum of a bachelor's degree and three years appropriate occupational experience to teach in approved semi-professional areas .

In the case of librarians an earned bachelor's degree in Library Science requiring five years of college training, or a bachelor's degree plus a certificate of completion of a library course requiring at least thirty semester hours beyond the bachelor's degree will be interpreted to be the equivalent of a master's degree. In either case the work must be completed in a library school approved by the American Library Association .

B. Salary Schedule (Refer to page 36)

C. Initial Placement on the Salary Schedule

Instructors teaching in academic areas will be placed on the Academic Salary Schedule. Instructors working in technical and semiprofessional programs for which the district is reimbursed by the State Department of Vocational Education will be placed on the Semiprofessional Salary Schedule.

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1. Credit for Prior Experience
  - a. On the Academic Schedule credit will be given at the rate of one step on the salary schedule for each year of acceptable experience up to 3 years. Credit for experience beyond 3 years will be at the rate of one step for each 2 years of acceptable experience. Any fractional parts will not be counted. The maximum credit allowable for prior experience may not exceed a total of 6 steps on the salary schedule.
  - b. On the Semiprofessional Schedule three years of occupational experience is the minimum requirement for Step O. Credit for experience beyond Step O will be given at the rate of one step for each year of acceptable teaching or occupational experience up to 3 years. Credit for experience beyond three years will be at the rate of one step for every two years of acceptable teaching and occupational experience. Any fractional parts will not be counted. The maximum prior credit allowable beyond that required for employment may not exceed a total of six steps.
2. Professional Growth Increments
  - a. All instructors with the master's degree will be granted an additional \$200 increment to their base salary for each additional 12 semester hours of acceptable credit beyond the master's degree up to a maximum of \$800.
  - b. Teachers with an earned doctorate are granted an additional \$1200 beyond the base salary.
  - c. Teachers on the Semiprofessional schedule entering with the bachelor's degree will be granted \$200 for each additional 12 semester hours of acceptable credit beyond the bachelor's degree up to a maximum of \$400.

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### D. Advancement Through the Schedule After Employment

1. An employee shall be advanced through the steps of the salary schedule at the rate of one step per year of service i,n; t he performance of his assigned duties. Advancement through the schedule is subject to the following restrictions and exceptions:
  - a. An employee who has worked in this district more than one semester of the school year shall be advanced one step on the schedule. If employment has been for one semester or less, or employment is for one-half the regular teaching load or less, the teacher will remain on the same step of the schedule for the following year. However, if a teacher is teaching on a fractional time basis from year to year, he will receive the fractional part of the normal increment,
  - b. An employee may be advanced through the steps of the schedule provided he has completed, in the preceding five years, four semester hours of approved study or four hours of approved non-academic work. (An employee may not use non-academic credit for successive qualification for the 4 hours credit every five years.)  
The four hours must have been completed prior to the date of the new teacher contract year. (Employees new to the district will have until August 31 following their first year of employment to complete the four semester hours requirement.)
2. The granting of increments mentioned in Section 3. 63, C-2 will be credited as earned at the close of each year. An instructor expecting to take credit courses or perform non-academic

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activities during the summer with the intent of such work qualifying toward additional salary increments must at the time he signs the following year's contract indicate his plans. At the time he signs and returns his contract, it should be accompanied by a "Request form for Prior Approval for Courses and Non-Academic Credit." The contract shall be written for the lesser amount, and the employee shall present evidence of satisfactory completion of all requirements on or before August 31 to qualify for the additional increment during the coming year.

3. An employee may receive not more than 5 semester hours in any 12-hour block of work, and not more than 9 semester hours in any 24-hour block of work in the following non-academic areas: (NOTE: Credit under this program will not be granted for time spent prior to the date a teacher enters the District. All requests for non-academic credit will be subject to approval of a committee appointed by the Vice President of the District.)

- a. Travel - Maximum 6 credit hours.

Credit for college-sponsored travel experience will be allowed.

Non-college-sponsored travel experience will be allowed at the rate of one-hour credit for each ten days of approved travel spent outside the continental limits of the United States. An itinerary of the places to be visited must be submitted in advance through the Dean of the College or his representative for approval. An acceptable report of the travel experience must be filed with the Dean of the

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College, with a copy to the Vice President after travel has been completed.

b. **Work Experience - Maximum Credit - 9 hours**

Credit may be earned by work experience that is directly related to the employee's subject matter areas, whether or not the employee is paid for the work experience.

Credit will be given on the basis of one credit hour for each 70 clock hours of approved work experience .

Unless otherwise approved, all work experience must be accomplished during the normal summer vacation period.

The employee must submit a request in advance to Vice President, through the Dean of the College, or his designated representative, for approval and a justification of the work experience as related to his subject matter field. A letter, signed by the employer, certifying completion of the work must be filed before the work will be applied toward a salary increment.

c. **District Service - Maximum Credit - 3 hours**

Credit may be earned on the basis of one credit hour for each 35 clock hours of committee work on district-wide, city, county , state or national committees, not otherwise expected as a normal extra - c u r r i c u l a r assignment, if approved by the committee on non-academic credit.

d. **Other Maximum Credit**

Credit may be allowed for other professional activities at the discretion of the committee on non-academic credit.

Such credit will be allowed on the basis of one credit hour for each 35 clock hours. Activity must be



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outside of regular working hours.

Request for prior approval and evidence of completion must be submitted to the Vice President through the Dean of the College, or his designated representative.

4. An employee on sabbatical leave shall continue to advance through the schedule while on leave.
5. Individuals holding an Arizona Junior College academic certificate and possessing only a B.A. degree with less than 12 semester hours beyond the B.A., will be permitted to move to and including the 5th step on the salary schedule as a maximum. The 11th step is the maximum for those with an M.A. and less than 12 hours beyond the M.A.

Individuals approved for vocational reimbursement and possessing only a Bachelor's degree and less than 12 semester hours beyond the Bachelor's degree, will be permitted to move to and including the 9th step on the salary schedule as a maximum. The 11th step is the maximum for a vocationally reimbursed instructor who possesses an M.A. and less than 12 semester hours beyond the M.A.

### E. Department Chairmen

The rate of pay for department chairmen will be determined by the number of instructors in each department as of the end of the first reporting period of the school year. All fractions of instructors will be added, and after the total number of instructors has been determined, the fraction will be rounded out to the nearest whole number from which the department chairman's pay will be determined. The following multiplier ts

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applied to the individual instructor's salary. In addition, the chairman of a department or of a division with more than 10 instructors will have his load reduced three semester hours of teaching.

<u>Number of Teachers in Department</u>	<u>Multiplier Lecture Subject</u>	<u>Multiplier Laboratory Subject</u>
1-3 incl.	1.00	1.00
4-9 incl.	1.05	1.07
10 - up	1.05	1.07

### F. Extra-Curricular Activities

All certificated employees are expected to bear a reasonable share of the extra-curricular duties involved in the district's program. Employees shall be paid for certain supervisory work required for activities supported by admission fees or activities provided out of student funds. The rate of pay shall be \$3.00 per hour. A maximum of \$5.00 per day on school days and \$15.00 per day on non-school days will prevail for each day's supervision of off-campus activities involving more than one day.

### G. Medical-Health Insurance

The district provides 40% of insurance cost up to a total district cost of \$100 for the employee and his dependents for participation in a medical-health insurance program and 40% of insurance cost on a \$10,000 term life insurance policy per employee.

### H. Sheltered Annuities

The Governing Board has authorized the participation of employees in sheltered annuity programs. Arrangements may be made for salary deductions. The District itself does not participate in this program.

## Certificated Personnel - Day Program

### I. Sick Leave

1. Each instructor is allowed ten school days of sick leave per year. Other employees covered by this schedule are allowed days proportionate to the number of months of annual employment. Twelve month employees are allowed 13 days of sick leave per year. These days are accumulative indefinitely, as earned.
2. Sickness, in order to qualify under the above provisions, must be such as to confine the person. He may be required to present a physician's certificate as proof of illness.
3. An absence of not more than five days during any one year may be charged to an employee's sick leave, where such absence is due to the death or serious illness of the employee's spouse, father, mother, child, brother, sister, father or mother of spouse, or foster parent. This absence is applicable only after the employee has begun work in the particular year from which the leave may be charged.

In addition to the above, travel time in connection with the foregoing paragraph, not to exceed five school days in any one year, may be charged against sick leave. This applies only when the travel itself requires absence during regular duty hours on a day when school is in session. The amount charged will be the time actually traveled.

4. The provisions of sick leave apply when an employee is prevented by illness from starting work at the beginning of school. However, should an employee fail to appear on the opening day of school for any reason other than illness, the sick leave for that year will be reduced by an amount

## Certificated Personnel - Day Program

proportional to the amount of the school year that elapses before the employee begins to work.

### J. State Retirement System and Social Security

Both the Employee and the District contribute 3-1/2 % of every instructors salary for retirement with the State Retirement System. Also, the District and Employees participate in the Federal Social Security program.

1. A certificated employee who reaches age 65 before July 1 of any year *may* continue in the employ of this District on a year-to-year basis upon Board approval if ALL of the following three conditions are met:
  - a. The employee desires to continue his employment.
  - b, The employee passes a physical examination which will be given by the school physician, and which indicates that his health is satisfactory for him to continue employment.
    - (1) In the event the employee does not pass the physical examination given by the school physician and subsequently gets an examination by his own physician which indicates he is able to continue in the job for another year, this statement from his own physician must be reviewed *by* the school physician. If the school physician concurs with the findings of the employee 's physician, the employee will have successfully met the requirements of this section.

## Certificated Personnel - Day Program

- (2) Excessive absenteeism for illness in any one year will be just cause for not continuing the employee another year beyond age 65.
    - c. The employee must be recommended for re-employment by the President of the District .
  2. When an employee reaches the age of seventy, he shall be permitted to complete his contract year in which he reaches age seventy.
  3. Certificated employees are members of the Arizona State Employees Retirement System and the Federal Old Age and Survivors Insurance Program.

### K. Deductions

- 1, An employee may be granted leave to participate in a professional, patriotic, or civic duty without loss of salary. If, as in temporary military service or jury duty, compensation is received for those outside services which is less than that earned normally, the salary paid by this district will be the difference between the amount received and the regular salary.
- 2, When an injury causes lost time to an employee of eight days or more, the Industrial Commission Insurance pays 65% of the employee's wages during such lost time period, up to and including the fourteenth day, and 65% of the employee's average earnings, retroactive to the first day of injury; in cases where more than fourteen days' time is involved, the district will, at the option of the employee,

## Certificated Personnel - Day Program

pay the additional 35% and charge same to the employee's accumulated sick leave at the rate of 35% of one day for each day of such lost time. (See chart at end of chapter)

### 3. Absence for personal reasons will result in loss of salary.

This includes holidays other than those on the school calendar. Should an employee be required, involuntarily, to appear in court and be reimbursed for such appearance, his pay for time missed will be the difference between his salary and the compensation received. Deductions from the salary of teachers will be on the basis of one day's pay computed from the yearly contract salary for each day missed. Deductions for twelve-month employees will be at the daily rate calculated from their contract figure for each day missed. The number of days worked varies from year to year for teachers and twelve-month employees. For employees required to work beyond the regular contract year, the deduction per day during the extended part of the year will be 1/5 of the weekly rate for such extended part of the year.

#### L. Increment Withholding

Should a teacher be interviewed by the district administration and the dean of the college and found wanting ( 1) for lack of sufficient success in the classroom, (2) for giving insufficient time and effort to duties assigned or failure to perform a reasonable amount of extra-curricular activities, or (3) for lack of cooperation in the adopted policies of the school, any increase in his salary for the following year may be withheld.

## Certificated Personnel - Day Program

### M. Compensation for Irregular Hours

1. Each certificated employee who works other than the regular hours and/or carries other than normal extra-curricular assignments shall have his regular load adjusted to compensate for working the irregular hours. In the interest of good educational policy, this practice should be in effect whenever possible.
2. In some cases the above procedure may be too difficult to implement. Since this is the case for an athletic coach of an interscholastic sport, he shall receive additional pay according to the following schedule as attached hereto on page 29.

### N. Substitute Employees

1. Substitute teachers shall be paid at the rate of \$17. per day of substitute teaching. Two or more class periods per day shall be deemed to be a full day.
2. One-half day is the minimum time for which a substitute shall be paid.

### O. Element for More or Less than Nine Months

1. Should a certificated employee be required to work less than the regular contract year, his pay shall be computed on the basis of the number of days actually worked.
2. Should an instructor be required to work more than the regular contract year, including evening and summer schools, his pay shall be according to the following schedule:

Less than 3 years teaching experience - \$125 per load hour

Three or more years teaching experience - \$135 per load hour

## COACHING INCREMENTS

<u>Sport</u>	<u>Head</u> <u>Varsity</u> Coach	Assistant Varsity Coach
Football	\$ 700.00	\$300.00
Basketball	600.00	250.00
Baseball	600.00	250.00
Track	600.00	250.00
Wrestling	500.00	200.00
Tennis	250.00	
Cross Country	250.00	
Golf	250.00	
Assistant Athletic Director	500.00	
Intramural Athletic Director	250.00	



## Certificated Personnel - Day Program

3. A certificated employee performing a non-teaching assignment, but whose duties are equivalent to his normal assignment, shall be paid at the rate of \$135 per week.

### P. Sabbatical Leave

The purpose of sabbatical leave is to upgrade the instructional program by affording instructors the opportunity to broaden their educational horizons through study, travel and work experience.

#### General Regulations:

1. Not more than three per cent of the faculty may be on sabbatical leave at any given time.
2. An instructor must have served at least six years and be younger than 60 years of age in order to be eligible.
3. Reasons for leave include graduate study, living abroad, travel, and job experience. If the job is remunerated, appropriate but not necessarily proportional, adjustment will be made in the leave salary.
4. All requests for leave will be considered by the administration and will be recommended to the Board for approval. The Board shall have final authority to grant or deny leave.
5. Normal pay will be full pay for one semester of leave and 3/5 for two semesters.
6. The maximum leave shall be two semesters.
7. The instructor before going on leave will be required to sign an agreement that he will return to teach for the District for at least two years.
8. Also, he will be required to sign a note for sabbatical

## Certificated Personnel - Day Program

leave compensation which will be forgiven at the rate of one-fourth of the monetary amount per semester of service after he returns, If the teacher fails to complete the four post-sabbatical semesters, the portion of the note outstanding will become due.

9. The effective day for this plan is February 1, 1965.
10. Unless otherwise approved, all requests for sabbatical leave must be submitted one semester prior to the effective starting date of the leave .

### 3.65 Appearance before the Governing Board

Certificated employees desiring to appear before the Governing Board will apply to the President through the college dean and the Vice President, who will make the necessary arrangements for such appearances.

### 3,67 Civil Rights of Employees

The Governing Board recognizes the right of any employee of the District to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate . Such activities , however, must be conducted on the employee 's own time and off the premises of the District, The employee will exercise reasonable care to show that he is acting in his capacity as a private citizen.

## Certificated Personnel - Day Program

- 3.69 Membership in and Representation by Professional Organizations
- A. Personnel of the District will have complete freedom in selecting the professional organizations they may wish to join, without coercion of any kind from any officer or employee of the District.
  - B. Whatever courtesies are extended to recognized employee organization in the District will be fully and unreservedly extended to all employee organizations.,
  - C. The use of coercion or pressure by an administrative officer or other District employee to influence any instructor or other employee to join or refrain from joining any organization will be deemed unprofessional conduct.

## 3.71 Outside Employment

- A. No certificated employee of the District will engage in any outside employment which will in any way interfere with his ability to carry out his assignment. Permission of the President must be obtained before an employee accepts outside employment during any period when he is on duty with the College.
- B. Employees shall be permitted to work up to 6 hours per week in the Evening Division in addition to a full-time day schedule.

## CERTIFICATED PERSONNEL - EVENING PROGRAM

## 3.73 Employment Procedure

- A. The Dean of the Evening Division will determine the need for certificated personnel in the evening program in accordance with the established policy of the District .
- B. Interviewing candidates and screening credentials of candidates will normally be done by Department Heads, Dean of the Evening

## Certificated Personnel - Evening Program

Division, and the College Dean. After approval by the Dean of the College, a list of the recommended faculty will be forwarded to the Vice President's office for his approval. Normally the list of faculty members recommended by the College Dean for teaching in the evening program will be confirmed by the Governing Board, This places considerable responsibility on the College Dean.

- C. Prior to assuming their duties, all certificated employees must meet the following requirements:
1. File a valid junior college credential with the Administration.
  2. File a loyalty oath,
  3. Submit evidence of satisfactory x-ray,

### 3,75 Supervision of Instructors, Evening Division

- A. Supervision of instructors will be the responsibility of the Dean of the Evening Division, He will establish a systematic procedure for evaluation of instructors by coordinators, department chairmen, and such other supervisory personnel as may be required.

### 3.77 Relation to Department Chairmen - Evening Division

Liaison with the department chairmen of the day program will be maintained through the Dean of the Evening Division.

### 3,79 Counseling, Evening Division

Counseling appropriate to the Evening Division will be conducted by the Evening Division staff as time available permits, Additional counselors **will** be employed on an hourly basis as needed,

### 3.81 Duties and Res,Qonsibilities of Instructors, Everling\_ Division

- A. Teach classes assigned by the Dean of the Evening Division.
- B. Prepare, and file with the Dean of the Evening Division curriculum guides for new or altered courses or follow guides for courses

## Certificated Personnel - Evening Program

already established in the program.

- C. File with the Dean of the Evening Division and the Librarian the author, title, publisher, and date of publication of each textbook used in each course.
- D. File with the Dean of the Evening Division and the Librarian a bibliography of reference books to be used in each course.
- E. Prepare requests to be included in the annual budget for instructional materials, including books, maps, audio visual aids, and supplies. Such requests will be submitted to the Dean of the Evening Division.
- F. Prepare requests for repairs and alterations. Such requests will be submitted to the Dean of the Evening Division for consideration and possible inclusion in the annual budget.
- G. ~~Report attendance and~~ <sup>Maintain accurate records and report</sup> grades as prescribed by the Dean of Admissions and Records.
- H. Attend Evening Division faculty meetings called by the Dean of the Evening Division.
- I. Promote self-improvement through a planned in-service training program such as additional work in fields of instruction at a college or university, or through attendance at meetings or professional groups.

### 3.82 Salary Schedule, Evening Division

The salary schedules for certificated personnel are included in section 3.63 - 0 (1-3).

### 3.84 Payroll Deductions, Evening Division

- A. Federal Income Tax will be withheld on the basis of information furnished by the employee on Form W-4.
- B. Certificated employees will be required to participate in the Arizona Teacher Retirement System as specified by State regulations.

## Certificated Personnel - Evening Program

### 3.86 Other Provisions, Evening Division

The policies on appearances before the Governing Board, civil rights, and membership in representation by professional organizations, as stated in sections 3.65, 3.67 and 3.69 apply to members of the Evening Division faculty.

MARICOPA COUNTY JUNIOR COLLEGES  
**Certificated Teacher Salary Schedule**  
 1966-67

ACADEMIC SCHEDULE  
Masters Degree with  
 Sixty (60) Hours in Academic Area

SEMI - PROFESSIONAL SCHEDULE  
Bachelors Degree +  
 Minimum of 3 Years of  
 Occupational Experience

		Base Salary			Base Salary	
		\$	Step			
B .A., no experience	A	5516		B .A., no experience	0	\$ 5900
VI .A., noexperience	0	5900			1	6284
	1	6284			2	6668
	2	6668		VI .A., noexperience	3	7052
	3	7052			4	7436
	4	7436			5	7820
Maximum, B .A.	5	7820			6	8204
	6	8204			7	8588
	7	8588			8	8972
	8	8972			9	9356
	9	9356		Maximum, B.A.	10	9740
	10	9740			11	10124
Maximum, M.A.	11	10124		Maximum, M.A.		

**Professional Growth Increments**

A. All instructors with the master's degree will be granted an additional \$200 increment to their base salary for each additional 12 semester hours of acceptable credit beyond the master's degree up to a maximum of \$800.

B, Teachers with an earned doctorate are granted an additional \$1200 beyond the base salary•

C. Teachers on the Semi-Professional schedule entering with the bachelor's degree will be granted \$ 200 for each additional 12 semester hours of acceptable credit beyond the bachelor's degree up to a maximum of \$400.

**Credit for Prior Experience**

On the Academic Schedule credit will be given at the rate of one step on the salary schedule for each year of acceptable experience up to 3 years. Credit for experience beyond 3 years will be at the rate of one step for each 2 years of experience. Any fractional parts will not be counted. The maximum credit allowable for prior experience may not exceed a total of 6 steps on the salary schedule.

On the Semi-Professional Schedule three years of occupational experience is the minimum requirement for Step O. Credit for experience beyond Step O will be given at the rate of one step for each year of acceptable teaching or occupational experience up to three years. Credit for experience beyond three years will be at the rate of one step for every two years of acceptable teaching and occupational experience. Any fractional parts will not be counted. The maximum prior credit allowable may not exceed a total of six steps.

INDUSTRIAL COMMISSION INSURANCE

Time Missed	Compensation from the Industrial Commission	Compensation from School District	Charge against Sick Leave Account
Less than 8 calendar days	None	Full pay for time missed until sick leave expires.	Day for day on time missed. Example: 5 work days missed - Charge sick leave 5 days.
8 through 13 calendar days	Approximately 65% of normal wages for time missed, excluding first 7 calendar days.	Balance of full pay for 8th through 13th calendar days until sick leave expires.	For that portion of time compensated by District, Example: 8 work days missed - Charge sick leave 5 full days plus approximately $.35 \times 3 = 1.05$ or a total of 6.05 days.
14 calendar days or more	Approximately 65% of normal wages for time missed, including the first calendar days missed.	Balance of full pay for all the time missed until sick leave expires.	For that portion of time compensated by District. Example: 20 work days missed - Charge sick leave approximately $.35 \times 20 = 7$ days.

Payroll adjusts sick leave account in accordance with the above schedule.