

CHAPTER III

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CHAPTER III

CERTIFICATED PERSONNEL

DAY PROGRAM

3.00 A. Definitions

The policies in this chapter will apply to faculty personnel. A faculty member includes certificated personnel of the instructional, service, and administrative staff of the District.

1. A "Faculty Member" includes certificated personnel of the instructional, service and administrative staff of the district. Residential faculty shall be faculty members who are employed with the intention that they will be continuing faculty members. All other faculty shall be visiting faculty.
2. An "Appointed Faculty Member" is a certificated employee under contract for the fourth consecutive year.
3. A "Provisional Faculty Member" is a certificated employee under contract who has not attained appointed faculty status.
4. A Provisional Faculty Member shall be designated as an instructor.
5. An Appointed Faculty Member shall be designated as a professor.
6. The "Governing Board" is the Maricopa County Junior College District Governing Board.
7. An "Officer of the College" is a delegated representative of the Governing Board acting in accordance with his assigned duties.

- B. A District committee will be composed of administrative representatives appointed by the President, and one faculty representative from each campus appointed by the President of the Executive Council. This committee will resolve any grievances arising under Certificated Personnel Policies and Procedures; interpret policies and procedures, as necessary; propose and recommend amendments and changes in Certificated Personnel Policies; and institute necessary changes in procedures.
- C. Any situation not specifically stated, but within the scope of this chapter, may be taken to the Governing Board for determination.

3.01 Employment Procedure

- A. The Executive Dean of each campus within the district along with the assistance of the Dean of Instruction and Department Chairmen 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 for the faculty and reviewing of their credentials will normally be done by faculty members of the involved discipline, Department Chairman, the Dean of Instruction, the Executive Dean and the Executive Vice President for Educational Services. Other personnel may be invited to participate in interviews when warranted. Final recommendations to the President will be made by the Executive Vice President for Educational Services.

- 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 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.

- F. A person being considered for employment and related within the third degree of consanguinity to a person already in the District must be approved in writing by the Department Chairman, Dean of Instruction, Executive Dean of the College, and Vice President for Educational Services, all of whom recommend to the President this person is qualified on merit to join the District staff. The President will make the recommendation to the Board for their approval.

3.02 Employment Requirements

Prior to assuming their duties, all certificated employees will meet all certification and health requirements of the Arizona Junior College Board and the Maricopa County

Junior College District, including filing of loyalty oath as required by Arizona Revised Statutes.

A. A teaching major of 60 semester hours is required for employment in the Maricopa County Junior College District. (Qualifications of service personnel, see 3.12)

B. Occupational training major of a bachelor's degree and three years of experience in the field in the area to be taught is required.

C. All administrators must meet the administrative standards set by the Governing Board.

3.03 Certification Standards

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

3.04 Faculty Retention and Dismissal Policy

A. Renewal of Contract of a Faculty Member

1. The contract of a faculty member shall be deemed renewed for the ensuing academic year, unless he is otherwise notified in writing by an officer of the college on or before March 15.
2. The faculty member shall indicate acceptance of his contract for the

ensuing year by signing and returning the contract to the Governing Board or its officer within thirty days after receipt of said contract.

B. Suspension and Dismissal

1. The President 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 faculty member and to the Governing Board, setting forth the grounds for the suspension. A suspended faculty member shall be paid his full salary until he is reinstated or until his contract has been legally terminated.

2. When the President of the District determines to recommend dismissal of an appointed faculty member, he shall so advise him in writing of his decision specifying the cause or causes of his concern. All faculty members will be notified of their retention or dismissal on or before March 15.
3. Good and just cause shall not include religious or political beliefs or affiliations unless in violation of the oath of the faculty member.
4. Members of the discipline on any campus may bring to the attention of the Executive Dean and the President their recommendation for a hearing to determine the competency of a faculty member.
- 5a. A provisional faculty member is entitled to a hearing by the administration at the unit level, in the

presence of the President of the Faculty Association, with representation by faculty in the area of specialization, within five days after notification of consideration of suspension or dismissal. After such hearing, the unit administration shall make its recommendation to the President of the District along with any option the Faculty Association representatives may desire to submit. Nothing in this provision will deny the defendant his constitutional rights.

5b. An appointed faculty member who has been suspended or recommended for dismissal or suspension may, within five days of receipt of notification, request a hearing before a Hearing Committee.

6. Upon such request, a Hearing Committee shall be constituted and 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.

7. The Hearing Committee shall review the report of the officer of the college, and shall make an investigation deemed necessary to assure a just recommendation. A hearing shall be held not later than thirty days after the appointment of the committee.

8. The faculty member may appear in person at the hearing and be represented by counsel, if desired, and may present any testimony, evidence, or statements, either oral or written, in his behalf.

9. Within five days after completion of the hearing, the Hearing Committee shall make its recommendations to the Governing Board.

10. The Governing Board shall render the final decision for dismissal or for retention of a faculty member within fifteen days after the closing of the hearing.

3.05 Duties and Responsibilities of Instructional Faculty Members

A faculty member is expected to perform the usual duties of position and reasonable extracurricular duties in connection with employment as the Governing Board, or as Board through its chief administrative officer, may assign to the faculty member for the period of the contract and including sufficient hours of campus accountability, maintenance of one study conference hour per day and adherence to class schedule as published.

3.06 Duties and Responsibilities of Department Chairmen

Subject to recommendation of the President to the Governing Board, department chairmen will be selected and retained upon agreement of the department members and the Executive Dean. They will be directly responsible to the Executive Dean of the College or his designated representative.

3.07 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 individual faculty members and the administration shall exist for the protection and promotion of professional practices.

- B. Policy and administrative regulations affecting the faculty shall be discussed with an appropriate faculty organization before adoption.
- C. Policy recommending committees, composed of instructional and administrative faculty, 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.

3.08 Faculty Member Load

A full-time load for a faculty member will be 28-32 load hours per academic year to be computed on the following basis: Lecture hours are to be on a 1 to 1 basis. Laboratory hours are to be counted as seven-tenths (.7) of a lecture hour. Laboratory hours are those clock hours that exceed the credit hours for a given course. If adjustments cannot be made at the time student contact hours are extremely heavy, then adjustment will be made the following semester. If an assignment is made outside the framework of this agreement, the faculty member will be additionally compensated on the basis of the evening load hour rate of pay. Programs not fitting within the specifications of the above paragraph will have teaching loads as indicated on the contract. Such exceptions will be brought to the attention of the President's Council. Faculty members other than administrative or instructional personnel shall be scheduled for thirty-five hours per week.

3.09 Substitute Faculty Members

A. Every effort should be made to cover the classes of an absent faculty member. In the case of one-day absences, substitute arrangements may be made at the discretion of the department chairman with the approval of the Dean of Instruction, and for longer absences, substitutes shall be required.

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

3.10 Evaluation of Instruction

The Executive Deans and Deans of Instruction shall have the right to visit any faculty member when it is deemed necessary to do so and the arrangements for such visitation will be made through the Department Chairmen. The present evaluation system, as stated in Chapter III of the Certificated Personnel Policies, 1969-70, adopted 1968, remains in effect.

3.11 Conflict Between Student and Faculty Member

When there is a disagreement between a student and faculty member, the proper campus authority will work in confidence with the parties to resolve the conflict. The name of the complainant will not necessarily be released unless some action is to be taken in the case. The student and the faculty member will then be brought together by proper campus authority.

3.12 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 3.03, 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 semiprofessional 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 conclusion of this chapter.)

C. Initial Placement on the Salary Schedule

Faculty members teaching in academic areas, counselors and librarians will be placed on the academic salary schedule. Faculty members working in technical and semi-professional programs for which the district is reimbursed by the State Department of Vocational Education will be placed on the semiprofessional salary schedule.

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 0. Credit for experience beyond Step 0 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.

c. The placement of full time non-degree instructional personnel in the Maricopa County Junior College District on the salary schedule will be determined upon the recommendation of the Executive Vice President for Educational Services to the President of the District.

2. Professional Growth Increments

Faculty members will be granted additional increments to their base salary for acceptable credit, including the doctorate, as indicated on the current salary schedule. (see Page 33).

D. Advancement Through the Schedule after Employment

1. A faculty member shall be advanced through the steps of the salary schedule at the rate of one step per year of service in the performance of his assigned duties. Advancement through the schedule is subject to the following restrictions and exceptions:

a. A faculty member 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. The Professional Growth Committee will develop criteria to determine the continuation of professional growth of faculty members in order for their advancement on the salary schedule, and during the year 1970-71 we will operate under the present system with the exception that 4 hours required is reduced to 3 hours required.

2. The granting of additional increments mentioned in Section 3.12, C-2 will be credited, for work that is completed, when the contract is written. Transcripts must be on file in order to be credited with additional work. A faculty member who takes summer classes or performs non-academic activities during the summer with the intent of such work qualifying him for additional increments must have such work completed with transcripts, grade slips, or some official indication on file with the district office, no later than June 30, except that four or more credits may be submitted as late as August 31.

Graduate level courses in the major teaching area will be credited automatically providing an official transcript is furnished indicating satisfactory completion. Prior approval must be obtained before credit can be granted for under-graduate courses, any course taken outside the

major teaching area, or for any non-academic type of activity.

E. Department Chairmen

The rate of pay for department chairmen will be determined by the number of faculty members in each department as of October 1. All fractions of faculty members will be added, and after the total number of faculty members has been determined, the fraction will be rounded to the nearest whole number from which the department chairman's pay will be determined.

A minimum of three faculty members, including the department chairman, will be recognized for pay purposes of 13% of base, plus 1% of base for each additional member including department chairman. The Department Chairman is granted released time as follows:

No. in Dept.	Total Released Time	Administrative Implementation	
		1st Sem.	2nd Sem.
1 - 4	0	0	0
5 - 8	3	0	3
9 - 12	6	0	6
13 - 16	9	3	6
17 or more	12	6	6

F. Extracurricular 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 as follows:

Campus Supervision	\$5.00 per hour
Chaperone - not to exceed 3 hours. Exception may be granted to exceed 3 hours per event provided that it is a "special" event and provided such request is made in advance to the Vice-President for Business Services and approved.	
ACT and other testing	
Restor	\$5.00 per hour
All others	\$3.00 per hour*

* Ticket takers, ticket sellers, workers at track meets are not to exceed 2½ hours per event.

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. Insurance Coverage

A. Hospitalization/Major Medical

The district provides 100% of insurance cost up to a total district cost of \$105 for each employee for participation in an insurance program.

B. Term Life Insurance

The district provides 60% of insurance cost on a \$12,000/term life

insurance policy per employee with employee option to add an additional \$6,000/at the same rate.

H. Sheltered Annuities

The Governing Board has authorized the participation of employees in sheltered annuity programs. The employee may direct the district to deduct a designated amount from his salary for the purchase of such an annuity provided the company he selects is on the list of companies approved by the insurance committee and is in accord with legal requirements.

I. Sick Leave

1. Each faculty member 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 cumulative 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 for any one occurrence 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 to the extent of accumulated sick leave. 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 for any one occurrence 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 proportional to the amount of the school year that elapses before the employee begins to work.

J. Personal Leave

Each faculty member is allowed two days personal leave per year for good cause. Advance written explanation and reason for such absence must be approved by the Executive Dean and President of the Faculty. Such absence will be charged to the faculty member's sick leave.

K. Leave Without Pay

The Governing Board may approve extended leave for any certificated personnel upon recommendation of the President. Faculty on such extended leave shall return to the same position on the campus or one

equal to it on another campus in the District and shall retain all employment benefits, except salary and insurance unless paid for by the person, and advancement on salary schedule.

L. State Retirement System and Social Security

Both the employee and the district contribute 5% of every faculty member's salary for retirement with the State Retirement System. Also, the District and employee participate in the Federal Social Security program.

1. A certificated employee who reaches age 65 before July 1 of any year may under circumstances beneficial to both the district and the individual faculty member, continue in either part or full-time employment. If employment is to be less than full-time, the pay shall be prorated based on regular salary. Any employment after age 65 is on a year-to-year basis with Board approval and providing 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.

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.
- 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.

M. 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. (Refer to "V" and "W" under this section.)
2. When an injury causes lost time to an employee of eight days or more, the Industrial Commission 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, 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.

N. Increment Withholding

Any salary increase other than cost of living of a faculty member may be withheld for:

1. Lack of sufficient success in the Classroom;
2. Giving insufficient time and effort to duties assigned or failure to perform a reasonable amount of extra-curricular activities; or
3. Lack of cooperation in the adopted policies of the District.

The President will make his recommendation upon the advice of a committee composed of the Vice President for Educational Services, the Executive Dean of the College and two representatives from the Faculty Association Executive Council.

O. Long-Term Service and Terminal Contract

1. Conditions

Years of service beyond year in which employee reaches age 65 do not apply.

A person who has 15 approved years in the District and wishes to retire as early as 62 is entitled to the terminal contract.

Individuals who plan to retire will notify the President's office by November 15 preceding retirement in June or July.

When an individual has indicated in writing his plan to retire at the end of the school year, no reversal of this decision will be allowed except in the cases listed below:

- a. In the event the certificated employee is unable to give the required notice of retirement as a result of ill health, accident, or other unforeseen event, the required notice of retire-

ment is waived, and terminal pay benefits shall be paid in a lump sum upon retirement.

- b. In the event of death of a certificated employee during the year in which he becomes eligible for the above benefit, the spouse or dependent children (if any) shall receive the terminal pay prior to close of the contract year provided such contract was one written previous to death.

- 2. Amount of Payment: An amount of \$1500.

- 3. Method of Payment

Revision of last applicable contract shall include the extra payment, and shall be paid during the first half of the calendar year (last half of fiscal year) - between January 1 and June 30. Payment may be equally distributed over this period of time or held back to be paid along with last pay.

P. Compensation for Irregularities

- 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 current coaching increments schedule as set forth at the conclusion of this chapter.

Q. Substitute Employees

- 1. Substitute teachers shall be paid at the rate of \$24.00 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.

R. Employment for 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.

S. Employment for More than Nine Months, Including Evening and Summer Schools

- 1. Should a faculty member be required to work more than the regular contract year, including summer and evening schools, his pay shall be according to the appropriate pay schedule.

- 2. A certificated employee performing a non-teaching assignment outside the contract year but whose professional duties are similar to those normally performed under regular contract, shall be paid at the rate of a full-time certificated faculty member.

T. Sabbatical Leave

- 1. Purpose of Leave
Sabbatical leaves are granted to qualified members of the faculty for intellectual stimulation normally to be attained by study, research, travel, suitable work experience or

other creative activity. The purpose of sabbatical leave is to upgrade the educational program in the school by improving the teacher competency.

2. Eligibility

- a. A faculty member shall be eligible to apply for sabbatical leave after serving twelve consecutive semesters as a resident faculty member in the Maricopa County Junior College District and will not reach the age of sixty-five before completion of two full years of teaching after returning from leave.
- b. Eligibility for future sabbatical leaves are computed on the basis of years following the return to service after the last sabbatical.
- c. Time spent on official non-sabbatical leave shall not be counted as part of the consecutive semesters but does not interrupt the accumulation of time required for eligibility for a sabbatical.
- d. Each faculty member of the school will be given equal consideration in determining priority.
- e. In any year three percent of the faculty may be granted sabbatical leave for one year, and such other second semester leaves may be recommended by the administration to the Professional Growth Committee as would be feasible without hindrance to the educational program.

3. Administration of Sabbatical Leave Policy

- a. The administration of a sabbatical leave policy shall be by a subcommittee of the Professional Growth Committee entitled "Sabbatical Leave Processing Committee." This committee shall consist of the chairman and one representative from the other campuses to be appointed by the chairman of the Professional Growth Committee from its membership. The duties of the Sabbatical Processing Committee shall be: 1) to prepare a guide for application to be distributed to the Deans of Instruction; 2) to screen all proposals; and 3) to make recommendations for receipt of sabbatical leaves to the full Professional Growth Committee.

4. Application Procedure

- a. The Executive Dean of each campus, or his designate, shall publish a list of persons eligible for sabbatical leave for the following year by October 1, and notify and provide a guide for application to all those who are eligible.
- b. The applicant shall complete the letter of application and return it to the Dean of Instruction to be forwarded to the Sabbatical Leave Processing Committee no later than January tenth of the school year preceding the desired leave. The Processing Committee may request additional written or oral explanation of proposals during their session.

c. The Sabbatical Leave Sub-Committee shall meet to determine the recommendation which shall be presented to the Professional Growth Committee so that the President of the District can be presented with an approved list by March first.

d. The administration may recommend the recipients at the first Governing Board Meeting in March or as early following that date as possible.

e. It would be desirable for the Board to notify the recipients and their units by April first so that schedules may be made, replacement hired if necessary, and that the faculty member may complete his plans.

5. Criteria for Sabbatical Selection

(No order of preference indicated)

Service to the district.
Completion of advanced degree.
Completing resident requirement for an advanced degree.
Research and publication.
Curriculum and materials development.
Planned and approved travel related to the subject field.
Practical training or job experience in a subject related field.
Updating of knowledge in subject field.

6. Compensation and Financial Arrangement

a. Full pay for one-half of contract year. Three quarters pay for the second one-half of the contract year.

b. Special awards shall not be deducted if they are intended to defray additional expenses.

c. If the job is remunerated, appropriate but not necessarily proportionate adjustment will be made in the leave salary.

d. Employees on sabbatical leave will be paid at the same interval as they would for their normal pay period, unless some other arrangement is made that is mutually satisfactory to the recipient and the administration.

e. There should be no change in the faculty member's status while on leave, except the time spent on sabbatical leave will count as regular service and will not interrupt his progress on the salary schedule. The person receiving the sabbatical returns to the position of the same type that he held upon being granted the sabbatical.

f. A faculty member on sabbatical will retain his status as a member of the teacher retirement fund according to the regulation of the State Retirement System.

g. Interruption of the sabbatical program caused by serious accident or illness, evidence of which is satisfactory, shall not prejudice an employee as regards to the fulfillment of the conditions of the sabbatical leave, nor affect the amount of compensation paid him. Provided, however, that the administration and the Professional

Growth Committee have been notified of such accident or illness as soon as feasible.

7. Return from Sabbatical

a. Each employee returning from leave shall file a written report with the person designated by the administration. It is suggested that the report be planned in consultation with the administration before the leave is taken. An official transcript will serve in lieu of written report for full time study program.

b. The recipient will be required to sign a note for the sabbatical salary which shall be forgiven at the rate of one semester for each two semesters of contract fulfilled. If the recipient is unable to fulfill the terms of the note due to death or disability, the Board shall declare the note void.

U. Television Teaching

1. A one-credit hour course on television requiring one-half hour showing on television per week for one semester, will be paid for at the rate established for a three-load hour assignment in evening or summer school. A two-credit hour course on television requiring two one-half hour showings on television per week for one semester, will be paid for at the rate established for a five-load hour assignment in evening or summer school. A three-credit hour course on television requiring three one-half hour showings on television per

week for one semester, will be paid for at the rate established for a seven hour load assignment in evening or summer school.

2. When a taped rerun is used and the faculty member is assigned to such a class, the faculty member will be paid for grading papers, giving exams, etc., at one-half the rate of pay for originally developing and teaching the course.

V. Military Leave

Under the provisions of ARS 38-610 officers and employees of the state, or of any county, city or town, or any agency or political subdivision thereof, shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating, on all days during which they are employed on training duty under orders with any branch of the armed forces of the United States, for a period of not to exceed fifteen working days in any one calendar year. The period of time spent in training under orders shall not be deducted from the vacation period with pay to which any officer or employee is otherwise entitled. Valid evidence of orders must be presented to the Executive Dean of the College to assure continuation of salary while on leave.

W. Jury Duty

Under the provisions of ARS 21-202, school teachers are entitled to claim exemption from jury service provided a request for exemption is filed with the County Board of Supervisors. Appropriate forms are available in the office of the Executive Dean of the College or the district offices.

While serving on jury duty and away from assigned duties, pay received for jury duty shall be turned over to school district or a deduction of such amount (earned) made from teacher's pay.

3.13 Appearance before Governing Board

Certificated employees desiring to appear before the Governing Board will apply to the President through the Executive Dean of the College who will make the necessary arrangements for such appearances.

3.14 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 organizations 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 faculty member or other employee to join or refrain from joining any organization will be deemed unprofessional conduct.

3.15 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 may be permitted to work up to the equivalent of six load hours per week in the evening division in addition to a full-time day schedule.

C. Teachers sixty-five years of age or older may not teach in both the day and evening sessions unless granted permission to do so by the President of the District after consultation with the Executive Dean of the College.

CERTIFICATED PERSONNEL - EVENING DIVISION

3.16 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 Chairmen, Dean of the Evening Division, and the Executive Dean of the College. After approval by the Executive 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 Executive Dean of the College for teaching in the evening program, will be confirmed by the Governing Board.

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.

Supervision of Faculty Members, Evening Division

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

B. Reimbursement for Supervision in the Evening Division

1. When an assignment of supervision is given in the evening division for 16 - 30 sections of classes, the assigned individual will be paid at the rate paid for teaching a three load-hour class in the evening program.

2. When an assignment of supervision is given in the evening college for 31 sections and over, the assigned individual will be paid at the rate paid for teaching two 3-hour classes or six load hours, based on evening school rate of pay.

3. If an individual is assigned to sit in a specific class for evaluation purposes, that individual will be paid at the same rate he would be paid if he would have been the faculty member of the class.

a. This section applies when there is no department chairman. A maximum of two evaluations per faculty member per semester shall be enforced, except additional evaluation (where deemed necessary) shall be performed by administrative personnel.

b. Observation of evening division provisional faculty members will be for not less than two full class periods per year.

4. No faculty member shall be assigned supervision responsibilities in the evening division without payment as provided in 1, 2 or 3 above.

3.18 Relation to Department Chairmen - Evening Division

Liaison with the department chairmen of the day program will be maintained through the Dean of Instruction and the Dean of Continuing Education.

3.19 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.

3.20 Salary Schedule, Evening Division

The salary schedule for certificated personnel is included in section 3.12-S(1-2).

Professional Growth Increments

This personnel policy permits faculty members to advance on the salary schedule through longevity as well as various types of activities directly relating to increased professional competency.

This policy is essentially a method of recognizing, in a substantial way, the efforts of faculty members as they engage in professional activity related to their service in the District.

In order to provide a logical interpretation of this policy, the Professional Growth Committee has been

established composed of the following personnel:
President of the Maricopa County Junior College
District or his representative, plus the Dean of Instruction and two faculty members from each campus.

1. Requests for approval of credit for summer courses should be submitted prior to May 15 of each year. Requests will be accepted and considered after this date but no "after the fact" approval or disapproval can be assured.

A request for approval must be submitted far enough in advance to allow the committee sufficient time to take action. Requests which do not allow sufficient time for committee action run the risk of an "after the fact" disapproval.

2. No request for academic credit will be approved for course work accomplished earlier than two (2) years prior to the submission of the request.

3. Transcripts or other evidence of satisfactory completion of college courses must be submitted as soon as possible.

- a. Transcripts, grade slips or other indication of courses satisfactorily completed or written evidence of non-academic activity satisfactorily performed should be submitted to the Executive Dean of your college as soon as completed. No contractual change will be made for the existing contract for any work completed after August 31 of the same year.

- b. "Satisfactory completion" is interpreted in the positive sense. This may be fulfilled by any of usual indications that the course was actually completed, and that the faculty member did not "fail" in his endeavor.

4. Credit for athletic clinics or athletic conferences or athletic workshops each dealing with the same general subject (baseball, wrestling, football, track, etc) will be granted for no more than four semester hours. The maximum credit allowable in this area will be 12 hours. If the individual is reimbursed for travel or if he receives salary compensation while attending the clinic, conference or workshop, credit will not be granted.

5. In those cases where faculty members are compensated by the district for attendance at a course or in any activity, or where faculty members are reimbursed through released-time contract, credit for advancement on the salary schedule will be determined by the Professional Growth Committee.

Advancement on the Faculty Salary Schedule

Other than by means of longevity and the securing of additional academic degrees, may be through the following professional activity.

1. College courses satisfactorily completed (academic activity)

- a. Graduate courses
Graduate courses in teaching field, or approved course of study for an advanced degree are automatically approved. Graduate level courses will be credited automatically provided that a transcript of the course work or other evidence is submitted showing satisfactory completion.

- b. Undergraduate courses in teaching field
Undergraduate courses in teaching field may be acceptable if they receive approval. Undergraduate courses in

the teaching field must be justified in terms of the faculty member's specific teaching responsibility.

It is assumed that with the bachelor's or master's degree, and the acceptance of the individual as a member of the faculty, he has properly accomplished the work of the bachelor's degree. It will be only in very unusual circumstances, that undergraduate credit will be approved.

c. Courses outside teaching field with approval of any course not directly related to the major teaching field must receive approval.

1. Except for extraordinary circumstances, all undergraduate courses will be disapproved. However, special consideration will be given to courses because of their current importance, eg. data processing, etc.

2. Graduate courses outside a person's teaching field will be accepted if they have a direct application to the professional responsibility of the faculty member. Courses required for certification deficiencies will not be accepted for advancement on the salary schedule. An example of this would be the "Junior College" course. However, credit would be granted for this course to meet the three (3) credits in five (5) years' requirement. Courses taken as a part of a program of studies for the education specialist or doctor's degree will be approved. In special cases, courses for a master's program will be considered by the committee. In any event, approval is necessary.

2. Non-academic activity

The maximum non-academic activity credit allowed to advance on the salary schedule would be limited to 20 hours of the total of 60 hours possible. A clear and complete description of the non-academic activity must be submitted with the request for credit approval.

a. Travel

1. Maximum credit - 6 credit hours

2. One (1) credit granted for each consecutive 10 days of travel.

3. An itinerary must be submitted prior to travel. A written report must be submitted upon return. Credit for travel in foreign countries will be granted subject to approval. Consideration will be given in special instances with approval to trips within the continental United States. A rather complete description and justification for the travel will be required.

b. Work experience

1. Maximum credit - 9 credit hours

2. Work must be directly related to subject field.

3. One (1) credit granted for each 35 clock hours of work experience.

4. Work must be accomplished during summer vacation period unless specifically approved by the committee prior to the accomplished fact.

MARICOPA COUNTY JUNIOR COLLEGE DISTRICT
 Certificated Salary Schedule
 1970-71

Step	MA	+20	+40	+60	Doctorate
0	7665	8125	8585	9045	9735
1	8202	8662	9122	9582	10272
2	8739	9199	9659	10119	10809
3	9276	9736	10196	10656	11346
4	9813	10273	10733	11193	11883
5	10350	10810	11270	11730	12420
6	10887	11347	11807	12267	12957
7	11424	11884	12344	12804	13494
8	11961	12421	12881	13341	14031
9	12498	12958	13418	13878	14568
10	13035	13495	13955	14415	15105
11	13572	14032	14492	14952	15642

Approved credits beyond the MA are paid at the rate of \$23.00. Additional information about salary schedule is available in the district offices and at the administrative offices on each campus.

5. Request for credit approval and statement of justification must be submitted in advance.
6. A letter from employer stating duties and hours worked is required on completion of the work experience.
- c. Other professional activity
 1. One (1) credit hour for each 35 clock hours of service.
 2. Activity must be accomplished outside normally expected responsibility and outside regular working hours.

3.21 Automatic Cost of Living

An adjustment during any year in which the salary base is not revised shall be made using January figures (change in index) of the consumer price index.

MARICOPA COUNTY JUNIOR COLLEGE DISTRICT
Semi-Professional Salary Schedule
1970-1971

Step	BA + 3 Years Experience	+20	+40	+60	Doctorate (90)
0	7665	8125	8585	9045	9735
1	8202	8662	9122	9582	10272
2	8739	9199	9659	10119	10809
3	9276	9736	10196	10656	11346
4	9813	10273	10733	11193	11883
5	10350	10810	11270	11730	12420
6	10887	11347	11807	12267	12957
7	11424	11884	12344	12804	13494
8	11961	12421	12881	13341	14031
9	12498	12958	13418	13878	14568
10	13035	13495	13955	14415	15105
11	13572	14032	14492	14952	15642

For instructors teaching in occupational associate degree or certificate programs, the minimum entrance requirement into the salary schedule would be accomplished with a Bachelor's degree, plus 3 years of acceptable industrial experience and vocational certification. (Step 0) The Master's degree may be used in lieu of 3 years of acceptable industrial experience.

The placement of full time non-degree instructional personnel at Maricopa Technical College on the salary schedule will be determined upon the recommendation of the Vice President for Semi-Professional and Technical Education to the President of the District.

Salary Schedule 1970-71

For employment on the Semi-Professional salary schedule, the faculty member must be teaching 50% or more of his program in approved occupational courses. Faculty members employed on this schedule, where teaching and business experience are equated for vertical placement, must have their initial teaching schedule stipulated by the Executive Dean of the College recommending the employment. If, upon evaluation and approval of this program by the Executive Vice President for Educational Services, the faculty member may then be employed, utilizing business and industrial experience in addition to this teaching experience for salary purposes, to a maximum of 6 steps on the salary schedule.

Faculty members in Office Education are not eligible to include business experience for vertical placement on the salary schedule. A Master's degree is required for employment in these areas.

2. Vertical Movement on the Salary Schedule

Teachers employed in either semi-professional technical, vocational, or certificate programs would be eligible to move vertically in the schedule under the same regulations now in existence, i.e., years of teaching and/or acceptable business and industrial experience is equated up to a maximum of 6 additional steps on the salary schedule. Beyond this point, the faculty member would move one step for each acceptable year of experience within our District. The maximum vertical progression for non-degree faculty members is Step 9.

3. Horizontal Movement on the Salary Schedule

Teachers in the semi-professional technical, vocational, or certificate programs would move horizontally in the same manner indicated for

the newly adopted salary schedule, for each credit hour beyond the minimum entering requirement up to a maximum of 60 semester hours unless the candidate has a Doctor's degree. If the administration requires further study from the non-degree faculty member, the salary of the non-degree faculty member will be adjusted accordingly.

(Certificated) Extra Pay for Extra Duty - 1970-1971

	Coaching	%	Increment	Extra Weeks	Released Time
	Football, Hd. Coach	14.0	\$1,073	3	5.1 (1)
	Football, Asst.	8.0	613	2	1.7 (1)
	Basketball, Hd. Ch.	12.5	958	2	1.7 (1-2)
	Basketball, Asst.	7.0	536	-	1.7 (1)
	Baseball, Hd. Ch.	12.5	958	1	3.4 (2)
	Baseball, Asst.	7.0	536	-	1.7 (2)
	Track, Hd. Coach	12.5	958	1	3.4 (2)
	Track, Asst.	7.0	536	-	1.7 (2)
	Wrestling, Hd. Ch.	12.5	958	2	1.7 (1-2)
	Wrestling, Asst.	7.0	536	1	1.7 (1or2)
	Tennis, Mens	6.5	498	-	1.7 (2)
	Tennis, Womens	6.5	498	-	1.7 (2)
	Cross Country	6.5	498	-	1.7 (1)
	Golf	6.5	498	-	1.7 (2)
	Intramurals, Men	6.5	498	-	-
	Intramurals, Wmn.	6.5	498	-	-
	WAA	6.5	498	-	-
	Band	8.0	613	2	-
	Band, Assistant	6.5	498	1	-
	Choir	3.0	230	-	-
	Forensics, Dir.	8.0	613	-	-
	Forensics, Assoc. Dr.	6.5	498	-	-
	Dir. of Radio/TV	8.0	613	-	-
	Theatre, Director	8.0	613	-	-
	Theatre, Assoc. Dir.	6.5	498	-	-
	Student Government	6.5	498	-	-
	Police Science		1,200		
	Athletic Director	14.0	1,073	2	6 (3-3)
	Asst. Athletic Dir.	7.5	575	-	-

INDUSTRIAL COMMISSION INSURANCE

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

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