

## THINGS YOU NEED TO KNOW FOR FALL SEMESTER 2019

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- **Read the Collective Bargaining Agreement (CBA).** Click Current Contract button on the Information page. Get other important information at the MiraCosta College website. Go to [www.miracosta.edu/instruction/associatefacultyinfo.html](http://www.miracosta.edu/instruction/associatefacultyinfo.html)
- **MCCAAF Membership:** Becoming a member of our union is simple. Just fill out the enrollment form and submit it to us. You will then be able to vote on our next contract, vote for union officers, and receive CTA/NEA benefits like a \$1,000,000 liability insurance policy. All Associate Faculty union members have the same amount deducted from their paychecks to pay for the cost of union representation. Being a member of the union entitles you to the benefits mentioned previously.
- **Professional Development Program (PDP/FLEX):** You are required to complete professional development hours (two hours per LHE instructional time per semester). For flex hours, you are automatically paid your full salary/ LHE rate. Your PDP hours are paid in four equal installments throughout the semester. It is important that you record your hours online by the FLEX DEADLINE. Payroll will deduct pay if you do not complete and report the hours. More importantly, this is a contractual requirement. Failure to do flex may result in loss of assignment. There are many ways to earn PDP credit. Go to the PDP page on Canvas at <https://miracosta.instructure.com/courses/9989> *CBA Article 16.*
- **Paid Office Hours:** Office hours are paid at a flat rate of \$44/hour, based on the number of LHE you teach. Intern studies instructors, librarians, noncredit ESL, and Adult High School instructors are eligible for a varied number of office hours per term. See your Department Secretary at the beginning of the semester for paperwork to schedule office hours. *CBA Article 11.*
- **Reemployment Preference** This provision is in its initial stage of implementation. *CBA Article 7.*
- **Health Benefits:** When you have taught two semesters of 6.00 LHE, you qualify for health benefits. Your benefits will continue unless your assignment drops below 6.00 LHE for two consecutive semesters. You should receive a letter from Human Resources if you qualify. Human Resource's information is based on your assignment letter, so if you have added a class, and you may qualify, be proactive in contacting the Human Resources Department. *CBA Article 13.*
- **Representation from the MCCAAF:** You have a right to be accompanied by a MCCAAF representative when meeting with your dean, chair, lead instructor, or administrator. Call or email an MCCAAF officer as soon as possible. If you are in a meeting that becomes uncomfortable, stop the meeting, and resume it when you have representation. *Weingarten Rights.*
- **Personnel File:** It is your right to check your personnel file in Human Resources. Derogatory material may not be placed in your file until you have a chance to respond in writing. You are also entitled to submit items for your own personnel file. Set up an appointment with Human Resources to review your file. *CBA Article 6.*
- **Faculty Evaluations:** It is to your advantage to understand the evaluation procedures from scheduling to the post-evaluation meeting when you are evaluated by a faculty member. Be sure you receive a copy of the written evaluation within ten working days of the end of the semester. *CBA Article 9.*
- **Attend your department meetings when invited.** If you cannot make your department meetings, let your department chair, dean, and/or lead instructor know, and then find out what you missed.
- **Unemployment Benefits:** If part-time teaching is your only income, the Cervisi Decision allows you to apply for unemployment benefits. Go back to the Information Page and click on the Unemployment Benefits button.
- **MCCAAF is NOT the Academic Senate.** The **MiraCosta College Academic Associate Faculty (MCCAAF)** represents associate faculty **concerning working conditions**. MCCAAF is affiliated with CTA, CCA, and NEA.

The Academic Senate represents both full-time and associate faculty in **academic and professional matters**.

**MCCAAF Officers are here to serve you: Krista Warren, [president](#); Al Nyman, [vice president](#); Joe Chirra, [secretary](#);** treasurer is vacant currently. **Please email any of them with your questions or concerns.**