

April 18, 2019

MEMORANDUM OF UNDERSTANDING

BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF") and is with respect to Article 9: Sabbatical Leaves.


The Sabbatical Leave Committee sets the procedures and process for sabbatical requirements, applications, and reports. The expectation for sabbatical leave work has always been based on a 40 hour work week for the weeks of the semester, and historically has been 720 hours for one semester sabbatical leave (based on the 18 week semester). Due to the change to the 16 week compressed calendar semester, the parties agree that the expectation for sabbatical leave work is 640 hours of work for one semester of sabbatical leave.

Faculty members who have already been approved for Fall 2019 and Spring 2020 sabbatical leaves will be held to the 640 hour work requirement with the following provisions:

- Faculty members who will NOT have a change in their final report/product as approved on their application due to the change in hours from 720 to 640 will NOT need to submit an application revision.
- Faculty members who WILL have a change in their final report/product as approved on their application due to the change in hours from 720 to 640 will have two options:
 - Submit an application revision showing the change to their final report/product due to the change in hours OR
 - Maintain their same final report/product, but with an allowed extension of two weeks beyond the semester in order to accomplish the sabbatical work.
- Reports will still be due on the same dates listed in the contract.

The Sabbatical Leave Committee will make all necessary changes to their forms, procedures, and website to reflect the expectation that sabbatical work is based on a 40 hour work week for the weeks of the semester the faculty member is on sabbatical leave. These changes should be in place before the Fall 2019 semester begins.

Dated: 4/18/19



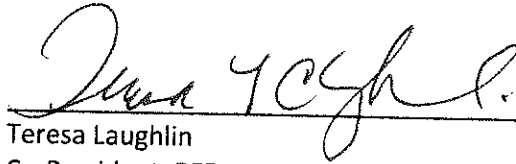
Lisa M. Norman
Assistant Superintendent/Vice President, Human
Resource Services

Dated: 4/18/19



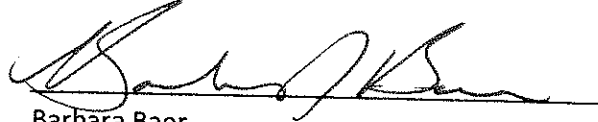
Jenny Fererro
Lead Negotiator, PFF

Dated: 4/18/19



Teresa Laughlin
Co-President, PFF

Dated: 4/18/19



Barbara Baer
Co-President, PFF