

April 9, 2020

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”), collectively “the parties” and is in relation to Appendix L- Early Childhood Education Lab School Teachers.

In order to clarify necessary practices for Extra Duty Time Off, the following underlined language is proposed to be added to 18.3 (Extra Duty Time Off) in Appendix L:

~~18.3.3 A Teacher may accrue no more than 240 hours of extra duty time.~~

18.3.34- ECELS Meetings and Events

In order to maintain Community Care Licensing ratios, as well as provide a high quality program for children and families, there are times when it can be difficult to maintain a strict 40-hour week schedule for the ECELS Teachers. At various points in time throughout the year, ECELS Teachers need to participate in meetings and after hour events. It is difficult to schedule the Extra Duty Time Off during the same week as the event. These extra hour meetings and events are typically standard on an annual basis and consist of the following: regular Friday staff meetings that shorten lunch breaks by 30 minutes to assist with teacher/child ratios, Parent Orientation, Open House, and Family Fun Night.

Full-time Lead Classroom Teachers:

1.) Regular Staff Meetings: .5 hour x 20 per year= 10 hours

2.) Parent Orientation: 1 hour x 1 per year= 1 hour

3.) Open House: 1.5 hours x 2 per year= 3 hours

4.) Family Fun Night: 2 hours x 1 per year= 2 hours

Total 16 hours= 2 days per year (July 1 to June 30) of Extra Duty Time Off

Due to additional preparation and ensuring final clean-up of events, locking of facilities, and meeting the overall need of the event, the Coordinator and Site Supervisor positions will have an extra four hours per year to ensure successful events.

Full-time Coordinator and Site Supervisors:

1.) Regular Staff Meetings: .5 hour x 20 per year= 10 hours

2.) Parent Orientation: 2 hours x 1 per year= 2 hour

3.) Open House: 2.5 hours x 2 per year= 5 hours

4.) Family Fun Night: 3 hours x 1 per year= 3 hours

Total 20 hours= 2.5 days per year (July 1 to June 30) of Extra Duty Time Off

An ECELS Teacher may request these Extra Duty Time Off Meetings and Events as a whole day off (and one half day for Coordinator and Site Supervisors) not in hourly increments. These days can be combined with other leaves. The Coordinator must receive the Extra Duty Request Leave form at least two weeks in advance for approval and to arrange substitutes. The Coordinator will keep track of Extra Duty Time Off requests on an annual basis. It is suggested the employee use their Extra Duty Time Off as their first requested leave for the school year. Extra Duty Time Off cannot be carried over from one school year to the next year (July to June).

ECELS teachers and staff, as well as the CHDV Department, are in agreement with this additional language.

Apr 9, 2020

Dated: _____

Lisa Norman

Lisa M. Norman, Ed.D., J.D.
District Chief Negotiator

Apr 9, 2020

Dated: _____

Jenny Fererro

Jenny Fererro
Lead Negotiator, PFF

Apr 9, 2020

Dated: _____

Teresa Laughlin

Teresa Laughlin
Co-President, PFF

Apr 9, 2020

Dated: _____

Barbara Baer

Barbara Baer
Co-President, PFF

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APPENDIX L PDF


Final Audit Report

2020-04-09

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By:	Pearl Ly (ply@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdOBUJMzz-UcnIMSnWH-7jkSF7jMGbSGY

"APPENDIX L PDF" History


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2020-04-09 - 5:31:43 PM GMT- IP address: 172.58.75.245
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2020-04-09 - 5:40:14 PM GMT- IP address: 66.75.51.67
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2020-04-09 - 5:47:26 PM GMT- IP address: 76.220.5.21
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