

ARTICLE 30 - FEDERATION RIGHTS

- 30.1 In order for the Federation to be kept informed of the development of Board policy and to contribute thereto:
- 30.11 Copies of agendas and background materials furnished Board members for matters to be discussed other than in executive session shall be sent to the Federation President at the same time as to the Board members.
 - 30.12 Space at a table shall be provided the Federation President or designee at open Board meetings.
 - 30.13 Subject to Board rules governing time, the Federation President or designee shall, upon request to the clerk of the Board prior to the start of the meeting, be offered the opportunity to speak on agenda items prior to Board action.
 - 30.14 The Federation President may submit items for the Board agenda provided that a written request along with any background materials is filed with the District President ten days in advance of the Board meeting at which such is to be discussed.
 - 30.15 Copies of minutes of Board meetings will be furnished to the Federation President.
- 30.2 Management shall provide the Federation with a copy of any publicly distributed document upon request to the Director of the Human Resources Department. The Federation, upon its request to the Director of the Human Resources Department, shall be placed on any regular College mailing list. Requests for any other information needed by the Federation to function as the exclusive bargaining unit representative shall be submitted to the Director of the Human Resources Department in writing, with any costs for the reproduction and/or compilation of the data paid by the Federation.
- 30.3 Management shall furnish the Federation with a current list of all persons in the bargaining unit as of the fourth week of each term. The list, whether printed or electronically transmitted, shall include each employee's name, home address and campus address. All information supplied by the College will be held confidential by the Federation and used only for Federation business.
- 30.4 The Federation shall have the right to use College-owned duplicating equipment and personal computers when not in conflict with College use, for the purpose of producing informational material for bargaining unit members. College supplies or operational time shall be at the expense of the Federation. All charges shall be assessed in accordance with the schedule established by the College.
- 30.5 Faculty bulletin boards shall be designated at each campus/center for Federation use. The Federation shall have the right to use Faculty mail boxes and local telephone service for the purpose of communicating with employees. Any political endorsements posted on Faculty bulletin boards shall be clearly marked as being endorsements by the Federation and not by the College. College mail services shall not be used for the distribution of Federation communications or for distributing materials of a political nature. The College mail service can be used by the Federation for purposes of communication among its officers and with College officials. All distributions shall clearly indicate the Federation as the distributor of the material.
- 30.6 The Federation shall have the right to use College meeting facilities for Federation business in accordance with procedures established for use by College organizations.
- 30.7 Management shall provide the Federation with space on the Sylvania campus for use by the two bargaining units which it represents and adequate for two standard desks and two filing cabinets.

The Federation will furnish all equipment it desires except one telephone, which shall be furnished by the College. The Federation shall reimburse the College for all long distance calls.

30.8 Annually, the Federation shall supply the Director of the Human Resources Department with a list of its officers for use by the College in fulfilling the provisions of this Agreement.

30.9 The College shall provide release time in accordance with Articles 30.91 through 30.93.

30.91 Grievance/Contract Administration

30.911 The Faculty Federation President shall receive release time (or a stipend for part-time faculty) for the term of office as follows:

- a. Full-time Instructors: 50% of the standard departmental teaching load (e.g. two, four credit classes.)
- b. Counselors and Librarians: eight of the 30 student contact hours.
- c. Academic Professionals: 12 hours per week.
- d. Part-time Instructors: a stipend equal to two, four credit classes.

30.912 The full-time Faculty Federation Vice-President: Grievance/Contract Administration shall receive release time as follows:

- a. Full-time Instructors: 25% of the standard departmental teaching load (e.g. one, four credit class.)
- b. Counselors and Librarians: six of the 30 student contact hours.
- c. Academic Professionals: 8 hours per week.

30.913 The part-time Faculty Vice-President: Grievance/Contract Administration shall receive a stipend equal to one, four credit class per year. The name of the officer must be provided to the Director of the Human Resources Department each time a new officer is elected.

30.914 The Federation may allocate the release time provided in Articles 30.911 and 30.912 to other full-time Federation officers, including the Academic Professional Vice-President: Grievance/Contract Administration, on an annual basis. The names of the officers and the amount of release time to be allocated must be provided to the Director of the Human Resources Department prior to June 15th preceding the following academic year.

30.92 Fall term of negotiations: The Federation shall reimburse the College for any release time granted to their Federation negotiation team members.

Winter term of negotiations: Six members of the team shall receive release time. For full-time members, the release time shall be equivalent to six hours per week or 25% of a standard department teaching load, or six of the thirty student contact hours if a Counselor or Librarian or eight hours of the 40 hour work week for an Academic Professional. For part-time instructors the College will grant a stipend equal to a four credit lecture class. The release time will be granted Winter term and one additional term if negotiations are not completed during Winter term. Any additional release time shall be the Federation's responsibility.

For Academic Professionals, the intent of this provision is to provide release time whenever possible. However, in lieu of release time, the employee's manager will request from Human Resources that the employee be paid a stipend when release time is not feasible or possible. The request will be made in consultation with the employee. However, the decision to request payment of a stipend is at the manager's discretion. Approved stipends will be paid at the employee's regular rate of pay or at the Special Project Rate in Appendix D, whichever is less.

- 30.93 Management and Federation shall mutually decide appropriate Federation members release time for reopeners that occur under the provisions of Article 33.
- 30.10 The Federation and Management distribute this Agreement to all current and new bargaining unit employees. Management will prepare the Agreement for printing, arrange to have sufficient copies of the Agreement printed for distribution for the term of the Agreement and pay for the costs of printing.