

Know Your Contract

Mark Your Calendar Now

by Linda Lane, FA Grievance Officer

Below is a list of many of the important contractual deadlines for the upcoming 2009-10 academic year. If any of these deadlines apply to you, be sure to mark your calendar, carefully read the full 2007-10 *Agreement* text referenced in parentheses, and contact FA (your campus conciliator or the FA office staff) if you have a question.

Remember that these timelines are contractual deadlines; if you miss one, even by a single day, you may lose significant benefits or have to wait a full year before you become eligible again. This article will be posted on the FA website (www.fhda.fa.edu) under "Current Events."

2009

Sept. 25: Qualified part-time faculty submit Intent to Participate form (included with Notice of Acceptance of Assignment letter) to division dean for the Office Hours Program in Fall Quarter (*7.15.3.1, Appendix S2*).

Oct. 15: Full-time faculty submit completed Professional Development Leave (PDL) applications to PDL Committee – submit to division dean at least five school days earlier (*17.9, 17.11*).

Oct. 16: Professional Development Leave report due for faculty on leave for the full 2008-09 academic year (*17.16*)

Dec. 4: Part-time faculty file intention to change salary column starting in the Winter 2010 Quarter with campus Personnel Office (*Appendix B.1, C, E, G*).

Dec. 11: Full-time faculty submit Early Retirement Incentive Notice to District Human Resources Office (*20.5*).

Dec. 30: Part-time faculty submit completion of requirements documentation for column change starting the Winter Quarter to campus Personnel Office (*Appendix B.1, C, E, G*).

2010

Jan. 8: Qualified part-time faculty submit Intent to Participate form (included with Notice of Acceptance of Assignment letter) to division dean for the Office Hours

Program in Winter Quarter (7.15, *Appendix S2*).

Jan. 15: *Article 18* faculty meet with the appropriate administrator to determine their reduced contract schedule (18.8.1).

Jan. 15: *Article 19* faculty submit annual Early Retirement Service Plan for the following academic year, signed by the appropriate Vice President, to District Human Resources for second and subsequent years of participation (19.6.2.2). See 19.6.1 for initial year of participation.

Feb 1: Professional Development Leave Committee makes recommendations to the Board at first meeting in February (17.12.3).

Mar. 1: Full-time faculty submit written request for *Article 18* pre-retirement reduction in contract to college president (18.8.2).

Mar. 5: Part-time faculty file intention to change salary column starting in the Spring Quarter with campus Personnel Office (*Appendix B.1, C, E, G*).

Mar. 15: Board notification to probationary faculty whose contracts will not be renewed (California Ed. Code).

Apr. 1: Faculty submit written request to return to full-time employment from *Article 18* pre-retirement reduction in contract status (18.4).

Apr. 2: Part-time faculty submit completion of requirements documentation for column change starting in Spring Quarter to campus Personnel Office (*Appendix B.1, C, E, G*).

Apr. 9: Qualified part-time faculty submit Intent to Participate form (included with Notice of Acceptance of Assignment letter) to division dean for the Office Hours Program in Spring Quarter (7.15, *Appendix S2*).

Apr. 30: Open enrollment ends for full-time faculty to make changes in medical benefit coverage—window opens April 5, first day of Spring Quarter (22).

Apr. 30: Open enrollment ends for pre-tax dollar Flexible Benefits Spending Account Plan, such as child care spending accounts—window is open April 5 (22).

June 1: Professional Achievement Award applicants submit Professional Growth

Activities to campus Personnel Office (38.3).

June 1: Full-time faculty—including probationary faculty—submit Professional Growth Activities to campus Personnel Office for salary step advancement (*Appendix A, B*).

June 29: Full-time faculty file intent to change salary column for (the next) academic year with campus Personnel Office (*Appendix A, B*).

June 30: Full-time faculty submit written requests for campus transfers to HR Vice Chancellor (13.2).

July 1: Professional Achievement Award applicants submit completed application to division dean (38.2.1, 38.3).

Aug. 20: Part-time faculty file intention to change salary column starting in the Fall 2010 Quarter (next academic year) with campus Personnel Office (*Appendix B.1, C, E, G*).

Sep. 15: Full-time faculty submit completion of requirements documentation for salary column change in academic year 2010-11 to campus Personnel Office (*Appendix A, B*).

Sep. 17: Part-time faculty submit completion of requirements documentation for column change in the Fall Quarter (next academic year) to campus Personnel Office (*Appendix B.1, C, E, G*).