

Memorandum of Understanding

Procedures and Parameters to Implement Adjunct Faculty Meeting Compensation in 2023-26

LACCD and AFT 1521

The 2023-2026 AFT 1521 and LACCD (Los Angeles Community College District) Agreement defines categories for True Adjunct Faculty to receive compensation for services when elected, selected, or officially appointed to department, college-wide committees per articles 13.C.2 17.B.3.a, and 32.B.

1. Article 13.C.2: True Adjunct Faculty may be assigned to a non-classroom adjunct rate or supplemental instructor assignment for the purpose of carrying out ancillary service as per Education Code Section 87482.5 (c).
2. Elected adjunct faculty department representatives: Article 17.B.3a. With the prior approval of the College President or designee and the AFT 1521 Chapter President adjunct faculty department representatives shall receive compensation as stated in the provisions of Article 13.C.2 and Appendix J regarding adjunct compensation for ancillary duties.
3. Committee Service: Article 32.B. Temporary (True) adjunct faculty on a seniority list are eligible to serve on department and college-wide committees. Temporary (True) adjunct faculty, elected, selected, or officially appointed to department or college-wide committee membership shall receive compensation for committee service, the provisions of Article 13.C.2 regarding adjunct compensation for ancillary duties shall apply. This does not include ad hoc committees, task forces, or work groups.

The College President or designee, requesting administrator or department/division chairs, and the AFT 1521 Chapter President shall mutually agree to the tasks, hours assigned and the following conditions:

Request and Approval Procedures

During the first consultation meeting prior to or at the beginning of each term, the College President or designee shall provide the following to the AFT 1521 Chapter President:

- 1) A list of full-time faculty, the department to which they are assigned, and the committee to which they have chosen to participate that satisfies Article 13.D.7 and Appendix Q.
- 2) A list of True Adjunct Faculty on a seniority list elected to serve as a department representative or officially appointed to a college-wide committee.
- 3) Compensation requests must be mutually agreed upon by the AFT 1521 Chapter President and College President or designee and use the Request for Approval and Payment for Adjunct Ancillary Activities (Appendix J-1) form.

Funding and Budget

- Definition of College Size
 - "Small"- Community colleges considered "small" have fewer than 10,000 full-time equivalent students (FTE).
 - "Medium"- Community colleges have between 10,000 and 20,000 FTE.

- “Large” - Community colleges have more than 20,000 FTE.
- Availability of funding:
 - Small colleges shall budget at least \$30,000 per fiscal year.
 - Medium colleges shall budget at least \$35,000 per fiscal year.
 - Large colleges shall budget at least \$45,000 per fiscal year.
 - Campuses will prioritize the funds budgeted for meeting service for the payment of true adjunct faculty serving in elected positions.
 - Availability of additional funding greater than the minimum amounts specified shall be determined by the College President or designee, in consultation with the AFT 1521 Chapter President.

Verification and Payment Procedures

- True Adjunct Faculty approved for committee or department representative service compensation shall be paid at the True Adjunct faculty member’s non-classroom adjunct rate per article 13.C.2.
- To process payment, verification of attendance is required for meeting, including division/department meetings. This may include a copy of meeting minutes, a sign-in sheet for the meeting, a zoom meeting report, or signed verification from the division chair or the committee chair that the adjunct faculty member attended.
- Completed Appendix J-2 forms (Completion Report of Adjunct Ancillary Activities) are to be submitted no later than the end of each primary term. Completed forms must be signed by the AFT 1521 Chapter President, appropriate Division or Department Chair (where applicable), and approved by the College President or Designee before being submitted for payment.

To support the goal of diversifying committee representation and increasing opportunities for participation, True Adjunct faculty may have only one (1) Appendix J “Committee Hours” request at a time. This limitation does not apply to other Appendix J non-committee related requests. Additionally, faculty may not submit Appendix J committee hours forms for compensation if they are already receiving another form of compensation for the activity, such as: release or reassigned time, an Academic Development Grant (ADG) assignment, flex credit, or department meetings as part of non-teaching assignments, such as instructor special assignments (ISA).

Tentative Agreement Reached: December 16, 2024

For the District:

AFT 1521:

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Teyanna Williams

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Teyanna Williams, Chief Negotiator
Vice Chancellor, Human Resources

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William Elarton-Selig

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William Elarton-Selig, Chief Negotiator
AFT 1521 Executive Vice President

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Richard Von Kolen

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Richard Von Kolen
Director of Employee and Labor Relations

Signed by:

James McKeever

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James McKeever
AFT 1521 President