

College	CIO	Collegial Coverage		If So.....			Policy or procedure?	In Contract?
		Require?	Allow?	Full Time	Adjunct	Both		
San Jose City College	Duncan W. Graham	No	No				No	No
Oxnard College	Ken Sherwood	No	No				No	No
Santa Monica College	Georgia Lorenz		Yes			Yes	No	No
Cabrillo College	Kathleen Welch		Yes			Yes	No	No
Sierra College	Debra Sutphen		Yes	Yes	No	No	Yes	No
Los Angeles City College	Dan Walden		Yes			Yes	No	No
Reedley College	Jen Dekker	No	Yes			Yes	No	No
College of the Siskiyous	Todd Scott	No	Yes			Both	No	No
Diablo Valley College	Rachel Westlake	No	Yes			Both	No	No
Los Angeles Mission College	Michael Allen	No	Yes			Yes	No	Yes
Palomar College	Daniel Sourbeer	No	No				No	No
Saddleback College	Kathy Werle		Yes				No	Yes
Golden West College	Omid Pourzanjani	No	Yes			Yes	No	Yes
El Camino College	Jean Shankweiler	No	Yes			Yes	No	No
Cuyamaca College	Pat Setzer	No	No			Yes	Yes	Yes

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Yosemite Community College	Brian Sanders	No	Yes			Yes	No	No
Delta College	Matt Wetstein	No	Yes			Both	No	Yes

Comments

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Only with department chair approval.

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Usually done as a 'swap'.

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I know it occurs, however

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We do not have a form that needs to be completed. Here is the language from our faculty contract on this topic: Section 13.8 Substitute Pay Section 13.8.a. Substitute assignments will be compensated at the overload pay rate as set forth in this Agreement. Each hour of instruction shall be weighted according to the loading factors set forth in Section 11.4. Section 13.8.b Faculty Members may agree to substitute for each other such that there would be no cost to the District. The designated Administrator must approve such arrangements in advance. Section 13.8.c The process for obtaining substitutes shall be determined by the dean in consultation with the Faculty Member.

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| <ol style="list-style-type: none">1. We do not officially allow collegial coverage, but for short absences it is commonly practiced 'below the radar'. For longer absences we have a substitute process that pays the sub and tracks the absent instructor's sick leave.2. Below the radar can involve either, official subbing as well.3. See #1 above4. The official stipulations regarding substitution are in our CBA. |
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Comments

1. Require -no. Allow -yes, but informally. It's outside of contract and no compensation is available. We have no budget for subs.
2. FT and adjunct both occasionally exchange these coverages behind the scenes. Concern is about differential status - are the adjuncts covering disproportionately for the FT or doing so out of fear or hoping for bonus points for being a team player next time there is a FT hiring.

1. Faculty can cover for others but it is coordinated by the supervisor and faculty have a right to accept or reject a request...they are compensated.
3. We have contract language.
4. Article XXI SUBSTITUTING p.70
21.1 Faculty members employed as substitutes will be paid according to the Adjunct Salary Schedule. Faculty bargaining unit members employed as substitutes will have access to the reader budget established for the class being taught and will be entitled to earn prorated sick leave after they have substituted for at least 17 percent of the total scheduled class hours for a class. Substitutes may use any accrued hourly sick leave.
21.2 Faculty members shall have the right to accept or reject a request to substitute for another faculty member.
21.3 A faculty member substituting during a scheduled duty hour will be expected to reschedule the duty hour within the following five (5) working days.
21.4 In the event that a faculty member will not be able to meet his/her class, the Division Dean in consultation with the faculty member will determine if a substitute is required. If it is determined a substitute is required the Division Dean will make a good faith effort to obtain a substitute.