

## ARTICLE 12

### ASSIGNMENTS

#### 12.1 Definitions

Assignment – the course title, time, days.

Reassignment – change in either course, time, days, site or a combination thereof.

Site – the instructional facility of the unit member's assignment.

Vacancy – any assignment that has no assigned bargaining unit member

Requests for Reassignment – Prior to June 1, (for Fall Term), November 1, (for Spring Term) and May 1, (for Summer Term), a unit member may request a change in work site. Unit members who wish to apply for a change in work site shall submit a written request to the appropriate Vice President specifying the worksite and assignment desired. The Vice President shall acknowledge the request in writing. Requests will be retained and considered by the receiving administrator for the current academic year. Unit members who have requested reassignment shall be notified of open assignments.

#### 12.2 Unit Member Vesting & Priority Assignment

##### Section 1. Eligibility:

- a. All unit members in teaching or counseling assignments through Santa Ana College School of Continuing Education and/or Santiago School of Continuing Education excluding ancillary assignments, such as facilitators, coordinators, etc; assignments in the Inmate Education programs; assignments in K-12 school district Bridge programs.
- b. Unit members employed on September 1, 2012 shall be considered vested if they were hired on or before January 1, 2009.
- c. Starting Fall 2012, unit members will be considered vested four years from initial date of hire, rounded up to the following semester. For example, a unit member hired on March 1, 2010, would become vested starting Fall 2014.

Section 2. Priority Right of Assignment During Initial Schedule Development: Vested unit members shall receive offers of teaching/counseling assignments prior to non-vested unit members, in accordance with the hours per week, general time of day, (morning, afternoon, evening) location and discipline as the current semester. After vested unit members have been offered assignments, any remaining assignments shall be offered to non-vested unit members currently assigned to the location and discipline. Any remaining assignments that are unstaffed will be filled in accordance with Section 3.

Section 3. Additional Assignments: After the initial scheduling process in Section 2 has been completed, whenever additional assignments become available, the site (CEC or OEC) shall notify all unit members via email of the assignment. The notification shall specify the class/assignment, location, days and hours. The notification shall specify a deadline for the receipt of responses, which shall be no less than two business days after the release of the notification. Vested unit members who have expressed an interest in the assignment shall be given preference over non-vested unit members and non-employees. Non-vested unit members shall be given preference over non-employees. These preferences shall be limited to unit members with current assignments less than 12 hours per week and subject to the unit member's qualifications for the requested assignment(s) as defined below:

- the unit member's possession of adequate preparation for the assignment through appropriate education or experience,
- possession of effective skills relevant to the assignment,
- possession of particular expertise relevant to the assignment,
- recency of educational preparation, experience and skills relevant to the assignment,
- prior successful service in the assignment within the department (including but not limited to the maintenance of sufficient class enrollment)
- recency of performance of the requested assignment within the department.

Section 4. Reinstatement/Loss of Vesting

- a. Break in Service: Vested unit members who do not have a current assignment shall reestablish vesting immediately upon reemployment if the break in service is two consecutive semesters or less. Vesting rights will be lost after a break in service longer than two consecutive semesters and must be reestablished in accordance with the provisions of Section 1 c.
- b. A unit member who is dismissed based upon the grounds enumerated in Education Code 87732 shall forfeit all vesting rights.

Section 5. Workload/Schedule Reduction: If, prior to initial schedule development, reductions of class offerings are required, vested unit members shall be offered assignments in accordance with the process outlined in Section 2. If reduction of class offerings are required after the initial schedule development process outlined in Section 2, vested unit members affected by the reductions shall not have bumping rights over non-vested unit members.

- 12.3 Full-Time Vacancies – Full-time vacancies which occur shall be posted for ten (10) working days at all Continuing Education administrative areas to afford all unit members the opportunity to apply for them.

- 12.4 Notice of Assignment – Scheduled Assignments will be given thirty (30) days in advance of the first day of instruction. When an assignment is changed, the unit member shall be informed as soon as possible and reasons for the change may be requested in writing.