



Side Letter

This SIDE LETTER is entered into by and between the Mt. San Antonio Community College District (District) and the Faculty Association. This SIDE LETTER shall not be deemed precedent setting and shall not be construed as an admission of any wrong-doing or liability by either party to this SIDE LETTER.

Intent: *The adjustment in the submission deadline is to ensure there is enough time to adequately review the assignments.*

The District and the Faculty Association agree to the following, for the 2024-2025 academic year:

APPENDIX E: REASSIGNED TIME FOR SPECIAL ASSIGNMENTS

Special Assignments Review:

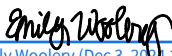
Special Assignments shall be reviewed every 3 years to ensure that reassigned time is re-evaluated for currency in response to changing conditions. Reassigned time positions shall be divided for the three-year review by Year 1: Arts Division, Business Division, Student Services; Year 2: Technology and Health Division, School of Continuing Education, Library and Learning Resources Division and President/Vice Presidents; Year 3: Humanities Division, Natural Sciences Division, and Kinesiology, Athletics and Dance Division. If no change is being requested and the appropriate manager and Vice President approve, the review process shall require only a statement that no change is being requested (~~Form: _____~~). If a change is being requested, the review process shall require a list of duties and the weekly hours spent performing those duties with a rationale for asking for the increase/decrease in reassigned time. The Instruction Office, in conjunction with the Faculty Association President, shall send a request for this information before the beginning of the Spring semester. The forms will be sent to the Instruction office by the end of April **the 2nd Friday of March** each year. The requests will then be forwarded to the lead negotiators for both the Faculty Association and the District. A review may also be initiated during negotiations upon the request of either the Faculty Association or the District.

E.W. EW M.G. MG

Winter and Summer Intersession Assignments and Compensation:

Faculty with reassigned time for Special Assignments (except for the Academic Senate and Faculty Association leadership given 12 month status) may request an extension of assignment to cover winter intersession, summer intersession, or both. Extensions of assignments must be approved by the division dean and the **appropriate** Vice President of Instruction. Written requests for extensions of assignment with rationale for summer intersession must be submitted to the division dean by October 1 for winter and May 1 for summer assignments. Compensation for winter and summer extensions will be 10% of the annual LHE assigned to the assignment for each extension.


ACCEPTED AND AGREED TO:


[Emily Woolery \(Dec 3, 2024 10:53 PST\)](#)

Emily Woolery
Faculty Association President

12/03/2024

Date


[Martha Garcia \(Dec 4, 2024 13:29 PST\)](#)

Dr. Martha Garcia
College President/CEO, Mt. San Antonio College

12/04/2024

Date