

**SIDELETTER BETWEEN
SAN DIEGO COMMUNITY COLLEGE DISTRICT (SDCCD) AND
AFT GUILD, LOCAL 1931 CLASSIFIED PROFESSIONALS BARGAINING UNIT**

The San Diego Community College District (“SDCCD”) and the AFT Guild, Local 1931 (“AFT Guild”) (collectively, “the Parties”) agree to the following changes to the AFT Guild Classified Professional Collective Bargaining Agreement (“CBA”) as a result of recent PERB approved unit modification agreements:

5.3.7 FLSA Exempt Unit Members

Managers supervising FLSA exempt unit members whose workload regularly exceeds forty (40) hours per week shall endeavor to provide the unit members with informal time off or adjust their workload. The informal time off need not be on an hour for hour basis. As a general rule, exempt unit members are not assigned an ongoing modified workweek as delineated above.

5.16 Additional Assignments

- 5.16.1 All additional assignments must be paid in accordance with the Fair Labor Standards Act (FLSA).
- 5.16.2 Unit members with assignments less than 1.0 FTE shall not be eligible to work additional assignments.
- 5.16.3 With prior approval of their supervisor, exempt employees may accept and work adjunct assignments or other District assignments beyond their regular weekly assignment.
- 5.16.4 The approval process must include confirmation from the Executive Management employee (Chancellor’s Cabinet Member) that working the extra duty assignment is acceptable.
- 5.16.5 Permission is granted on a semester-to-semester basis and must be obtained for every assignment.
- 5.16.6 The assignment must be outside the exempt unit member’s regular work schedule. Exceptions can be made for substitute assignments.
- 5.16.7 The offering manager will ensure that all approvals have been obtained prior to offering an adjunct or other additional duty assignment.
- 5.16.8 Denial of an extra duty assignment shall not be grievable.

7.2.2 Life/Accidental Death & Disability Insurance

The District will contribute up to \$31.00 per month toward the cost of \$100,000 straight term life insurance for each unit member listed in Appendix H.

13.4.8 Exempt Unit Member Absence for Less than One Day

- 13.4.8.1 An exempt unit member’s pay or leave credits shall not be subject to deductions for absences of less than four (4) hours. The unit member shall request permission from their immediate supervisor in advance of such absences. A unit member may be requested by the supervisor to submit leave for an absence of four (4) hours or more to be deducted from accrued sick leave credits.
- 13.4.8.2 Exempt unit members are expected to be present at work during their scheduled work times in order to perform work that is essential to the District’s operations. Exempt unit members may request a change in their work schedule for the day from their immediate supervisor. If the leave

request is for more than four (4) hours, the unit member may be requested by the supervisor to submit leave for those hours.

13.4.8.3 In the case of an exempt employee utilizing Family Medical Leave Act (FMLA) all hours of absence will be deducted from accrued leave credit or the unit member's pay will be subject to deductions for unpaid FMLA leave.

10.3 Vacation Allowance

10.3.5 Unit members occupying classifications listed in Appendix H shall accrue vacation at the rate of 14.67 hours per month (22 days per year) upon completion of one (1) year of service through five (5) years of service.

10.3.6 Unit members occupying classifications listed in Appendix H shall accrue vacation at the rate of 16.67 hours per month (25 days per year) after completion of five (5) years of service.

Renumber:

~~10.3.5~~ 10.3.7

~~10.3.6~~ 10.3.8

~~10.3.7~~ 10.3.9

Jared Burns, Vice Chancellor of
People, Culture, and Technology Services

Jim Mahler, President
AFT Guild, Local 1931