

Memorandum of Agreement between Henry Ford College and the AFO

The proposal is to replace the existing language in Paragraph H of Article XVIII (Professional Development) of our 2017-21 collective bargaining agreement. This memorandum also supersedes previous MOAs between Henry Ford College and the AFO regarding governance payments including those signed in June and September, 2014.

Replacement of Paragraph H of Article XVIII

As agreed to, Article XVIII – Professional Development, Paragraph H reads as follows:

- H. Senior Adjuncts shall be reimbursed \$25/hr., up to a maximum of \$100 per semester for each semester that he or she officially serves on a Standing Committee of the Faculty Organization. This compensation is not subject to the limitations listed in A. above.

~~This paragraph was allowed to stand in our current contract but adjuncts have been – both before and after the current contract went into effect – compensated more than \$100 for service on standing committees. In addition, senior adjuncts have been compensated for other governance activities besides service on standing committees based on previous MOAs. The existing adjunct reimbursement form in use both before and after the contract effective date has been used to provide payments consistent with the previous MOAs rather than the contractual language. This memorandum will void all previous memoranda of agreement regarding governance payments to adjuncts and replace the existing language in Article XVIII, Professional Development, Paragraph H with the following language:~~

- H. Adjunct Governance Compensation shall be paid on the following schedule:
1. Senior Adjuncts and Probationary Adjuncts attending a Faculty Organization, School, or Departmental meeting shall earn \$50 per meeting attended up to a maximum of \$500 per semester.
 2. Senior Adjuncts and Probationary Adjuncts serving on ad hoc or standing departmental, school, Faculty Organization or college committees whether as a walk-on or in an elected or appointed position shall earn a stipend that varies depending on the number of hours the committee meets per semester up to a maximum of \$500 per semester per committee assignment.
 3. Senior Adjuncts and Probationary Adjuncts serving on a joint administration-Faculty Organization task force shall earn \$25 per hour up to a maximum of \$1,000 per semester
 4. Compensation for Senior Adjuncts sitting on the Faculty Senate or the Academic, Coordinating, or Operations Council will be equal to 47 contact hours at the adjunct's current lane and step; adjuncts with non-teaching assignments will be compensated from the teaching salary scale for these duties.

The changes to the status quo are as follows:

- Current practice provides payments for governance activities only to Senior Adjuncts. This MOA will extend governance payments to probationary adjuncts for attending meetings and serving

on committees or task forces. Only the Faculty Senate and Councils are limited to Senior Adjuncts.

- Our current reimbursement form allows for a \$50 reimbursement paid to Senior Adjuncts who attend a “Divisional or Faculty Organization” meeting. The new language says “School” instead of Division and extends payment to department meetings (and probationary adjuncts).
- Currently only Senior Adjuncts are compensated for serving on committees and then only for serving on standing or ad hoc committees of the Faculty Organization. The new language includes probationary adjuncts and departmental, school, and college ad hoc and standing committees. The amount paid for committee assignments varies depending on how much time is spent in meetings: \$500 for committees that meet 20 or more hours; \$250 for committees that meet 10 – 19 hours; \$150 for ones that meet 5 – 9 hours; and \$100 for the rest. The new language may be a little vague (i.e. “shall earn a stipend that varies depending on the number of hours the committee meets,” but the revised reimbursement form specifies the ranges and keep the current ranges intact while allowing for additional compensation beyond committee meeting times when appropriate.
- The current form provides a flat payment of \$1,000 for service on a task force. The new language and form treat a task force the way committees are treated except with a higher maximum.
- The current form also has language regarding payments for service on Process Improvements Team and Classroom Observers which is not included here because neither are currently used.

In addition to the change to Article XVIII, Paragraph H, it is further agreed that:

1. All adjunct governance compensation shall be taxed as regular earnings.
2. To receive governance compensation, an adjunct must complete an Adjunct Professional Development Activity or Governance Activity Compensation Request form. Adjuncts requesting reimbursement for committee or task force service or for professional development activities, including the AFO’s New Hire Mentor Training, must complete the backside of the form “Verification of Governance Activity or Professional Development Activity.”
3. Adjunct governance compensation shall be made in the first or second paycheck after the Adjunct Professional Development Activity or Governance Activity Compensation Request form has been reviewed and submitted. The adjunct is responsible for obtaining an authorizing signature and sending the form to Human Resources. Human Resources will then initiate payment
4. Adjuncts who attend a Faculty Organization, School, or Department meeting will have the presiding official at the meeting sign the form, as shall the requesting adjunct.
5. Adjuncts who serve on a standing or ad hoc committee or task force will have the chair of the committee or task force review the explanation and sign the form, as shall the requesting adjunct.
6. Senior adjuncts serving on the Faculty Senate as Adjunct Representatives to the Academic, Operations, or Coordinating Councils will have the chair of the Senate or the Council sign the form, as shall the requesting adjunct. Payments for Senior Adjuncts who sit on the Faculty

Senate or one of the Councils will be distributed over the academic year. Usually one-ninth of the annual amount will be paid for every month that the adjunct serves from September through May. However, if the Adjunct Professional Development Activity and Compensation Activity Request form is processed after the September payroll is run, the payment will be pro-rated over the number of months remaining in the academic year.

- 7. Adjuncts who are elected, appointed, or who volunteer to serve in any governance role that is compensated must show up and actively participate in the process to receive compensation. Attendance will be monitored. If non-attendance or lack of participation is an issue, Human Resources may remove the adjunct from the position. This decision is cannot be grieved.
- 8. The Union and the College may meet from time to time to decide whether specific amounts should be adjusted, either up or down and whether they should be calculated differently.

 2/17/19
 For the College Date

 2/17/19
 For the Union Date