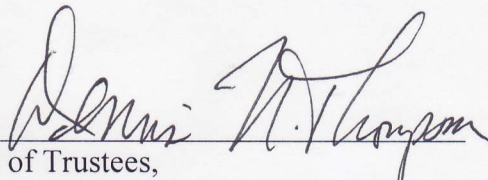


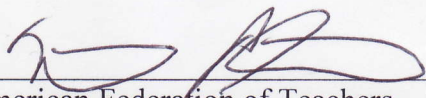
LETTER OF AGREEMENT

- The Fitness Center Instructor/Director (FCID) will work on a 12 month contract per the college schedule. Normal work days will be those days that the college is open (Administrative Support Staff is working). The FCID shall be placed in the appropriate cell of the faculty salary schedule. The value of that cell on the faculty salary schedule shall be multiplied by a factor of 1.115 annually to reflect additional work responsibilities under the twelve (12) month contract.
- The normal work week is 35 hours exclusive of lunch, on responsibilities covered by the employee's Job Description. Also, the FCID shall be required to work an additional five (5) student conference hours per week, when the FCID shall be regularly available to the students. Student conference hours are to be scheduled at no less than 30 minutes.
- Twelve (12) sick days.
- Four (4) personal days.
- Vacation:
 - Fitness Center Instructor/Director earns at least 80 hours (ten days) of vacation during each full year of employment. After five years of employment, vacation time increases to 120 hours (fifteen days) and then per the schedule below.
 - 5 to under 10 years 15 days
 - 10-11 years 16 days
 - 12-13 years 17 days
 - 14-15 years 18 days
 - 16-17 years 19 days
 - 18+ years 20 days
 - Subject to availability of staff to cover.
 - Not during first or last week of fall, spring, or summer semesters.
 - Accrued days carry over up to 20 and must be used consistent with College custom and practice regarding same.
- Overload hours will be allowed or required based upon preapproval by the Dean in consultation with the FCID, barring an emergency situation. It is the intention of the parties that the FCID not work overload hours, unless necessary. The FCID will be allowed one flex time hour for each hour worked in excess of 40 hours per week. Before working any emergency overtime hours, the FCID shall first attempt to contact all other qualified employees of the Fitness Center to see if he/she would be available to work those hours which would constitute overload time for the FCID. If so, that other employee shall work the emergency overtime hours instead. Even if the FCID is unable to arrange for another employee of the Fitness Center to work those overload hours, before working said hours the FCID shall attempt to contact his supervisor and obtain consent of the supervisor for the FCID to work said hours. In the event that the FCID is unsuccessful in contacting his/her supervisor prior to working the emergency overload hours, the FCID shall so inform the supervisor as soon as reasonably possible after working said overload hours.
- The FCID may opt to take flex time, rather than monetary compensation, for all or part of the work days included in the addendum. Flex time must be used by the end of December or it will automatically be turned into overload pay for the February pay period.

- The FCID will be compensated at .6 of the faculty overload rate (overload rate/16 x .6).
- Except where specifically noted in the letter, the FCID shall enjoy all rights and privileges of the contract.
- Except where specifically noted in the letter, the FCID shall be subject to all duties and limitations of the contract.
- The FCID shall be required to successfully complete the College's then current non-tenured evaluation process before acquiring tenure. The student feedback form used in this process shall be addressed in EEC.
- Terms and conditions regarding the Fitness Center Instructor/Director shall be contained in a new Article to be added to the Collective Bargaining Agreement between the Board of Trustees and American Federation of Teachers, Local 1810.
- The Job Description for FCID is attached.



Board of Trustees,
Community College District No. 513



American Federation of Teachers,
Local 1810