

Memorandum of Agreement

Alternate Time Off for Part-Time Professional Staff

This Agreement applies to those professional staff members who are members of the SFT bargaining unit and are at least half time but less than full time employees. Such employees work regular hours in a pattern consistent with the provisions of the master agreement.

The parties recognize that there may be occasions when work units are particularly busy and it is beneficial for employees to increase their hours temporarily, in compensation for which they may be given alternate time off at a later date.

Employees must consult with their first level supervisor as to both the scheduling of additional hours of work during a pay period above the normal number (or any reconfiguration of the scheduled hours) and the subsequent scheduling of alternate time off in compensation for the additional hours. Both will be scheduled in keeping with the needs of the work unit or department. In both cases the arrangements agreed to will be put in writing.

Alternate time off is earned on an hour-for-hour basis.

The professional staff member shall give his or her supervisor as much notice as possible when making requests to utilize alternate time off. When a supervisor denies a request, which will be done in writing, he or she shall consult with the staff member to find a mutually acceptable time to schedule the alternative time off.

A professional staff member shall not receive a cash payment of unused alternate time upon separation from employment.

A professional staff member may not use alternate time as terminal leave. A professional staff member leaving the College must physically work at least one (1) day after using alternate time.

The College shall credit alternate time off upon internal transfer up to the maximum allowable time. The professional staff member will meet with the outgoing and incoming supervisor prior to such a transfer to schedule accumulated time off.

Alternate time off for each professional staff member ordinarily only accrues to a maximum number of thirty five hours. Once the professional staff member has accumulated that amount of time or more, the first level supervisor shall meet with the employee to schedule the time off. The supervisor, at his or her discretion, may meet with the professional staff member prior to the accrual of the staff member's maximum hours of alternate time to schedule the time off.

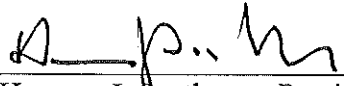
In accordance with Stockton Administration and Finance Memo 93-1, Attendance and Leave, prior approval must be obtained in writing for all unusual work time requirements from the first level supervisor.

Any professional staff member who currently has more than the allowable alternate time as indicated on the office time sheet shall have this time scheduled off as soon as possible after the signing of this agreement.

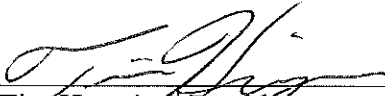
IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 3rd day of Dec., 2010.

For Richard Stockton College

For the Stockton Federation of Teachers



Herman J. Saatkamp, President



Tim Haresign, President