



THE HARPER ADJUNCT ADVOCATE

**HARPER COLLEGE ADJUNCT FACULTY ASSOCIATION
NEWSLETTER** **November 2018, No. 4, Vol. 13**

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**A REMINDER OF SOME OF THE VALUABLE BENEFITS THAT CAME ABOUT DUE TO UNIONS:
FIND OUT HOW YOU CAN HELP HCAFA CONTINUE THE PROGRESS!**



SUBSTITUTE PAY ISSUE RESOLVED

HCAFA has been working with the Harper administration on the issue of pay for adjunct staff who work as substitute teachers. Our contract clearly states that for each contact hour (which equals 50 minutes of class time) a substitute teaches he or she will be paid at a rate of \$40. Some departments have questioned what the pay should be if the length of the class involves a partial hour.

The administration has created a chart which HCAFA finds acceptable that spells out exactly how much a substitute should be paid. (Substitutes are not paid for breaks, time before or after class, preparation time, etc.) Payment is made only for the amount of time the substitute is in the classroom teaching the required amount of time for that particular class. The administration has made sure that all deans, office managers and others who are involved in the issue of payment for substitutes have the new chart and know how to use it.

Below are a couple illustrations of how pay should be calculated. If you have any question about how much you are to be paid or have been paid when substituting, please contact HCAFA and we will help find the answer for you.

Example 1: Class lasts for 75 minutes. This could happen in a three-credit class that meets twice a week for 16 weeks. The chart gives 'seat time' as 75 minutes and sub pay of \$60.

Example 2: Class lasts for 70 minutes. This could happen in a three-credit class that meets three times a week for 12 weeks. The chart gives the 'seat time' as 70 minutes and sub pay of \$56.

Example 3: Sub pay for a final exam that lasts an hour and 45 minutes, 105 minutes. This time is equivalent to two full contact hours (for \$80) plus five minutes. Since five minutes is 10% of a contact hour, the pay for the extra five minutes is \$4. Total pay for subbing for a final is \$84.

HCAFA CONGRATULATES THE FIRST ADJUNCT LEVEL TWO COHORT!

HCAFA successfully bargained with the Harper administration for the Level Two program during our last contract negotiations. Our contract details the benefits given to Level Two employees.

- They may teach up to three classes a semester if they wish and if the classes are available.
- They are to be paid at a 2.5% higher rate.
- They are to be given a phone interview for a posted full-time position for which they are qualified.

The details of the program were worked out by an interdisciplinary adjunct committee and the Academy for Teaching Excellence. The program took a year and a half to develop.

The concept for the program was inspired by HCAFA's multiple surveys and focus group meetings with our members during our year-long preparations for our contract negotiations. HCAFA was looking for a way to achieve some of the desires of our members in our contract: better pay, more classes, and a path to a full-time position at Harper. Besides these benefits, there was one thing that every survey and focus group felt was necessary. That one thing was **respect**. HCAFA feels that the Level Two Program fulfills these desires.

Recently the first Adjunct Level Two cohort was announced. There were 29 adjuncts from 22 different departments represented in this group. These adjuncts have proven that they are exceptional teachers, librarians, and counselors through their work or teaching, professional development, and college service. Last summer, each took a six-week online course and developed an e-portfolio. The portfolios were then reviewed by a committee of adjuncts, full-time instructors, and administrators who rated the portfolios and made the decision as to whether or not to approve each portfolio.

The Level Two benefits will start in the spring, 2019 semester. In addition to the benefits, they certainly deserve respect for all their hard work!

Please congratulate the following adjuncts for their accomplishments!

Robert Allare, BUSS
Olivia Barker, Lib Arts
Theodore Brady, Lib Arts
Anthony Butler, CTP
Kristin Cushing, Counseling
Daniel Godston, Lib Arts
Steven Gomez, BUSS
Khursheed Ichhaporia, MS
Brenda Jentink, CTP
Julie Jordan, MS
Alexis Kowalik, MS
Richard Krupa, BUSS
Jennifer Lau-Bond, Learning Resources
Cory Long, Lib Arts
Kate Magnuson, Lib Arts

Cynthia Miller, CTP
George Mochocki, BUSS
Cari Paterno, BUSS
Vasumathi Raman, BUSS
Michael Ribant, BUSS
Sheila Rotelli, BUSS
Kathleen Sachs, Lib Arts
Mary Ann Schaefer, HC
Sue Schanowski, MS
Greg Sipla, BUSS
Michael Sletten, CTP
Susan Taves, CTP
Steven Titus, Lib Arts
Stacey Watson, Counseling

HCAFA is continuing to work with the Academy to improve the Level Two experience in the future. Look for the next application deadline in February of 2019. We look forward to seeing your name on the list in the future!

NOW IS THE TIME TO SHOW YOUR SUPPORT FOR YOUR UNION!

John F. Kennedy's inaugural address implored us to see the importance of public service. His historic words, "Ask not what your country can do for you; ask what you can do for your country," challenged every American to contribute in some way to the public good.

HCAFA President Charmian Tashjian challenges every adjunct to think of what they can do for their union.

SO WHAT CAN YOU DO?

- Make sure you are a full dues-paying member!
- Keep current with HCAFA's efforts to continue to make our union a viable voice in working for you.
- Check our website (www.harperadjuncts.org) and Facebook page (HCAFA - Harper College Adjunct Faculty Association).
- Attend our Executive Committee meetings; dates/times/locations are posted on the website.
- Consider becoming personally involved in our group's leadership; time commitments are minimal; satisfaction is maximal.

HCAFA needs your help and in these critical times. Our strength is in our unity and in our numbers. We must use our collective voices to support one another. Uphold our rights! Stand with us! We have confidence that our colleagues recognize the value of our union's strong organized voice to us, our students, and even the College.

HCAFA IS THANKFUL FOR THE SUPPORT OF ITS MEMBERS AND HOPES ALL ENJOY THE UPCOMING HOLIDAYS!

JOIN FELLOW ADJUNCTS AT OUR NEXT OPEN HCAFA EXEC COMMITTEE MEETING!

Come when you can; stay as long as you'd like. We welcome your voice!

Our next meeting is Friday, Dec. 7, 10:30 – 1:00, L313

A light meal will be served.

During the December 7 meeting, an election will be held from 10:30 am – 1:00 pm at which members will elect two delegates to the Illinois Education Association Representative Assembly (RA). The debates and decisions made by the assembled delegates set the direction for IEA for the coming year.

MAKE THE YEAR AN EXCEPTIONAL ONE!

DECIDE HOW TO SPEND YOUR PROFESSIONAL DEVELOPMENT MONEY!

Now is the perfect time to take that college credit class or seminar you have always wanted to take or to complete that certification or degree program that you haven't finished yet.

Read Article 9.2 of the HCAFA contract with the college.

- Each adjunct is eligible to receive \$400 or more. (If you plan to take a course that costs more than \$400, you should petition your dean for additional money from the fund.)
- Do not pay for the activity until you have applied for and received pre-approval.
- Teachers, librarians and counselors are eligible for the professional development money.
(To access the professional development form, go to www.harperadjuncts.org and click on the "Document" tab at the top; then go to "Form on the Harper Portal" under the heading "Professional Development.")

\$24,000 (80%) Remains in Our Professional Development Fund.

The fund is a use-it-or-lose-it fund. Money not used will revert to the college.

Problem? HCAFA is here to help!

Members, please contact Taimi Wilk, HCAFA grievance chair, at hcafagrievance@gmail.com as soon as possible. To help you, it is imperative that we meet the deadlines in our contract.

WHAT ARE MY WEINGARTEN RIGHTS?

If you are ever in a situation that you believe could lead to any kind of disciplinary action, you have the right to have a union representative with you.

In a situation like that, to protect yourself, say, “If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative be present at the meeting. Without representation, I choose not to answer any questions.” Under no circumstances should you lose your cool or walk out of the meeting.

Www.harperadjuncts.org, the HCAFA website, has an in depth explanation of these very important rights. Go to our site and click on “union representation” under the “documents” tab.

**HCAFA EXECUTIVE COMMITTEE
OFFICERS**

President:	Charmian Tashjian	hcafapresident@gmail.com
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		Dwain Thomas	hcafalibcoun1@gmail.com

Note: For divisions without reps, we'll do our best to keep you informed. Additional reps are welcome. If you are interested in becoming a rep, please contact Charmian Tashjian at hcafapresident@gmail.com.

**Visit Our Website, WWW.HARPERADJUNCTS.ORG.
Find us at HCAFA on Facebook.**

If undeliverable, return to
Janice Cutler, MS

PLEASE DELIVER TO: