

**WVMCCD AND WEST VALLEY-MISSION FEDERATION OF TEACHERS (WVMFT, AFT 6554)
TENTATIVE AGREEMENT, ADOPTION CONTINGENT ON SUCCESSFUL CONCLUSION
OF SUCCESSOR NEGOTIATIONS RESOLVING ALL
OPEN CONTRACT SECTIONS AND SUBJECTS**

June 30, 2021

ARTICLE 35

Conference Leave

35.1 Description

Funding allocated per this article will be for full-time and associate members, for conferences, professional meetings, and other activities designed to improve the professional competencies of the members. This funding will be approved by a Conference Leave Committee, established at each college and composed of two faculty (one selected by the Academic Senate and the other selected by the WVMFT), and one administrator (selected by the college president).

A faculty member may also request to use conference funds for trainings and up to five credit units of classes, however classes taken solely for the purpose of the faculty obtaining additional degrees or certificates and without benefit to the member's program or college will not qualify for conference funds.

Activities shall be related to the specific professional area of the member; provide innovative ideas, update teaching techniques/methods (**including training or updates in teaching distance education classes**), and present new areas for growth in the members' professional area; or other related professional activities.

1. Activities **Conference funds are allocated only for activities that** shall be pertinent to the educational objectives of the department and college.
2. Activities shall not require the member to be absent from scheduled duties more than five (5) workdays during an academic year. An extension may be granted with the approval of the appropriate college President.
3. All travel and conference attendance associated with this article must comply with AP 6311 and AP 7400.
4. Leaves granted under this article are considered to be paid leaves.

- 5. Within the fiscal constraints of the District, funds for substitutes may be provided.

35.2 Conference Funds

The District will allocate \$250,000 per academic year divided among each college on a prorated basis according to the relative number of full-time faculty at each.

The money is not vested by any individual faculty member or academic department. Eligibility for conference participation is during the term of active employment.

Any conference funds not used during the year shall not roll-over to the next academic year. **A conference or activity that has been approved and paid for in the current fiscal year that commences or extends into the next fiscal year shall have its approved budget carried over into the next fiscal year.**

Legacy Conference Funds

Conference funds currently available as of the end of the 2018-2019 academic year (legacy conference funds) shall be retained in their respective accounts and available to the departments or faculty to which they are allocated until April 30, ~~2021~~ **2022**.

The deadline to submit a conference reimbursement form for use of legacy funds is not more than 45 days after the conference and no later than April 30, ~~2021~~ **2022**.

There is no requirement to exhaust legacy funds prior to applying for conference funds described in Article 35.2. However, any remaining balances in legacy conference fund accounts will be unavailable after April 30, ~~2021~~ **2022**.

35.3 Conference Leave Reimbursement of Expenses

Faculty members who wish to use district conference funds for ~~conference~~ expenses shall ~~complete and submit to the Committee "Section I" of the Conference Attendance Reimbursement form along with form "Application for Conference Funds."~~ Approval of the "Application for Conference Funds" shall be at the discretion of the Committee **comply with a prepayment and/or reimbursement process as devised and approved by the Conference Leave Committee.** Committee approval shall allow prepayment for ~~registration, hotel, and airfare~~ **expenses** by Accounts Payable if applicant submits documentation and check request(s). The Committee shall submit to each applicant a "Statement of

Approval," indicating the award amount, when an application is approved. The Committee should make every effort to approve applications for conference funds in a timely and ongoing manner throughout the academic year.

Following completion of the conference, **professional meeting, activity, training, or class**, the members **seeking reimbursement** shall complete and submit "Section H" of the Conference Attendance Reimbursement form along with original receipts and the "Statement of Approval" to Accounts Payable. Should expenses be less than the original award amount, Accounts Payable will only reimburse the member for actual conference and related expenses.

The Committee should make every effort to accommodate the professional development of all members by adhering to a fair and equitable process when evaluating applications. It should be the objective of such process to benefit as many members as possible.

FOR THE WVMFT:

FOR THE DISTRICT:

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Kate Disney
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Dated: 7/15/2021

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Dated: 7/15/2021