

May 7, 2013

TO: All County Superintendents of Schools
District Superintendents of Schools
County Offices of Education
Community College Districts
Charter School Administrators and
All Employing Agencies

FROM: Jack Ehnes
Chief Executive Officer

SUBJECT: Employer Directive 2013-02
Collective Bargaining Submissions and Data Requirements

PURPOSE

To notify community college employers of changes to Education Code section 22138.5.

SCOPE

The provisions set forth apply to all community college districts.

DISCUSSION

Prior to 2013, Education Code section 22138.5 required each collective bargaining agreement or employment agreement that applied to all community college instructors *employed on a part-time basis* to specify the number of hours of creditable service that equals full time and to specifically reference these hours in the agreement.

Chapter 829, Statutes of 2012 expands section 22138.5 effective July 1, 2013 require community college districts, with respect each instructor *employed in adult education programs*, to specify the number of hours of creditable service that equals full time and specifically reference these hours in the collective bargaining or employment agreement.



Chapter 829 also requires collective bargaining agreements and employment agreements for part-time community college and adult education instructors be submitted to CalSTRS electronically. The agreements shall be submitted in an Adobe portable formatted document (PDF) format via the Secure Employer Website.

ACTION

All community college districts shall submit collective bargaining agreements and employment agreements for part-time community college and adult education instructors to CalSTRS electronically in PDF format via the Secure Employer Website by July 31, 2013.

Thereafter, the agreements shall be submitted annually on or before July 1 or on or before the effective date of the agreement, whichever is later.