

**SCHEDULE H**  
**Stipend and Reassign Time Committee (SARTCO)**

In the interest of providing a clear and transparent process for the allocation of stipends and reassigned time to faculty and to fulfill each party's legal obligation to negotiate, the District and C.R.F.O. agree:

1. To the establishment of the Stipends and Reassigned Time Committee (SARTCO).
2. That the SARTCO will consist of the following membership: CRFO Chief Negotiator, CRFO Grievance Officer, CRFO President, CRFO Vice-President, 2 representatives appointed by the President/Superintendent, an administrator selected by the Human Resources Director, Human Resources Director, and Human Resources Analyst or designee.
3. That the SARTCO shall meet bi-monthly during the fall and spring semesters and that additional meetings may be scheduled as necessary.
4. That requests for stipends or reassigned time may be requested by either faculty or managers by completing the attached Stipend and Reassigned Time Form.
5. That no stipend or reassigned time may be provided to a faculty member without following the process delineated in this MOU.
6. When agreement cannot be reached, an interest-based/consensus model with a mutually agreed upon facilitator will be used.
7. The committee shall publish semi-annual reports of all stipends and reassigned time approvals in December and May.