

**Memorandum of Understanding
Tacoma Community College (TCC) and TCC Federation of Teachers**

Professional Leave

The Tacoma Community College (hereinafter the "College"), and the Tacoma Community College Federation of Teachers (hereinafter the "Union"), hereby enter into and agree to the following memorandum of understanding.

Article 5.11 of the 2006-09 Faculty Negotiated Agreement (which by mutual agreement was extended through the 2009-2010 academic year) shall be modified as:

5.11 Professional Leave – Tenured Academic Employees

(a) Purpose – The purpose of professional leaves are: To provide the tenured academic employee with an opportunity to improve, extend or renew his or her professional skills through a plan of study, research or creative work and to provide needed and useful services to the College upon the employee's return, utilizing a specified project to be completed while on the leave.

(b) Application for Professional Leave

(1) Applications for all professional leaves must be prepared in accord with instructions developed by the Professional Leave Committee and provided by the College administration. These applications shall be submitted to the College President, following consultation with the employee's management supervisor.

(2) Applications for professional leave must be submitted to the College President before 5:00 p.m. of the day eight weeks before the March Board of Trustees meeting. That date will be published to academic employees during fall professional development days.

(3) The general plan of the proposed leave, and/or the project to be completed, will be specified in the leave application and may not be substantially modified except as provided in Section 5.11 (b)(8) below.

(4) All professional leave applications which have been properly prepared and submitted will be referred to the Professional Leave Committee no later than five (5) working days after the applications are submitted to the College president.

(5) The Professional Leave Committee will be selected annually and will consist of four academic employees, three representing different instructional units and one elected by the student services and library academic employees as a group, and one administrator appointed by the president of the College.

(6) The Professional Leave Committee shall keep a public and written record of its deliberations and shall provide the applicant, the College President, and the Union its written recommendations by the day two weeks before the March Board of Trustees meeting.

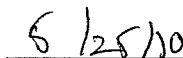
(7) Both the recommendations of the Professional Leave Committee and the president shall be given to the Board for consideration.

(8) Final approval and granting of professional leave, or the subsequent modification of leaves previously granted, shall rest with the Board, upon recommendation of the Professional Leave Committee and the president of the College.

This memorandum of understanding will be in force until a new negotiated agreement is signed by both parties.



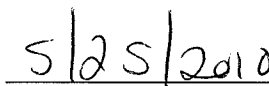
Mike Towey, President of TCCFT
Representing the TCCFT Academic Employees



Date



Silvia Barajas, Vice President
Administrative Services
Representing TCC Management
on Behalf of the Board of Trustees



Date