

Revised FGC Member and Hearing Officer List Training Project

I. Five Instructional Units

1. The Grievance Process Under the 2019 HU Faculty Handbook—**3hrs.**
2. Evidence in a Grievance Proceeding—**3hrs.**
3. The Conduct of Hearing Under the 2019 HU Faculty Handbook--3hrs.
4. Decision Making Methods in the Application of Personnel Policies—**2hrs.**
5. Formulation and Issuance of Grievance Decision Under the 2019 HU Faculty Handbook--**3hrs.**

Total Instruction--14 Hours

II. (Contract) Instructors

Up to Five (5) Administrative Law Judges Recruited from the D.C. Office of Administrative Hearings to provide instruction for the above topics 1.-5., whereby each topic equals a 3hr. instructional unit.

1. Base Compensation for Instructors-- Instructional Unit Session Time, **Three (3) hrs. \$350 per hour= \$1,050 per 3hr. instructional unit session.**

Additional Compensation for Instructors:

2. Preparation Time: **Six hours (6) per 3hr. Instructional Unit, and four hours (4) per 2hr. Instructional Unit**, which all instructional units shall require and include the development of an annotated subject matter outline to be provided the enrollee prior to the instructional session, and which shall be used for reference and instructional purposes. **(6x\$350= \$2,100) for a three hour Instructional Unit and (4x\$350=\$1,400)**

Grand Total Compensation for Each Instructor: (\$1,050 + \$2,100=\$3,150) for a Three Hour Instructional Unit and (\$700+\$1400= \$2,100) for a Two (2) Hour Instructional Unit.

- III. **Total Project Cost (4x \$3,150= \$15,750+\$2,100 =\$14,700)**
\$14,750

We can commence the initial training during August 2020. The initial training shall cover Instructional Units 1-3 above for nine (9) hours. Instructional Units 5-6 shall be deferred until a later time during the Fall 2020 Semester. From a budget stand point we can commence training for nine instructional hours for **\$9,450** to pay our outside contractors.

I have attached the bios of our trainers.

Thank you.