

6.1 WORKLOAD

6.1.1 Work Year

A. Credit Instructors

The standard contract year is one hundred seventy-five (175) days of service designated by the Instructional Calendar (see Appendix C).

B. Coordinators, Librarians and Contract Education Instructors

The standard contract year is one hundred seventy-five (175) days of service as designated by the instructional calendar (Appendix C) or a July 1 – June 30 calendar year as mutually agreed between employee and supervisor. Days assigned beyond the 175 days of instruction will be assigned in accordance with the defined work week for coordinators, librarians, and Contract Education instructors.

C. Non-credit Full-Time Instructors

The standard contract year for continuing education full-time instructors is one hundred seventy-five (175) days of service, as designated by the annual continuing education (CE) calendar (Appendix D).

D. College Counselors, Health Services Faculty, and Distance Education Coordinator

The standard contract year is one hundred ninety-two (192) days of service within the period beginning the last work day of July and concluding no later than the second week of the summer session for credit counselors, and no later than the first week of the summer session for non-credit counselors. All counselors assigned to the credit instructional program shall work the two weeks of registration prior to the start of classes each semester. Counselors assigned to the non-credit instructional program shall work the one week prior to the start of classes each semester. The remaining work weeks shall be based upon programmatic need.

Yearly assignment schedules for each counselor will be finalized by June 1.

E. Public Safety and Institutional Effectiveness /Assessment Coordinators

The standard contract year is two hundred twenty five (225) days of service within the calendar year, July 1 – June 30 as mutually agreed upon between the employee and the supervisor.

F. STRS Full-time Equivalent Definitions

In accordance with the requirements of Education Code Sections 22138.5 (5) and 22138.5 (6), a full time equivalent annual assignment is defined as follows:

College Credit Instructors	525 hours (15 hrs. x 35 wks.)
Non-Credit (Adult Education) Instructors	875 hours (25 hrs. x 35 wks.)
Librarians	1120 hours (35 hrs. x 32 wks.)
Counselors and Health Services Faculty	1365 hours (35 hrs. x 39 wks.)

6.1.2 Scheduled Assignment

For all faculty (teaching and non-instructional) an assignment scheduled for fewer than four (4) days is subject to approval by the supervising administrator and the appropriate College President. All instructional faculty shall fulfill professional duties that include teaching, preparation, maintenance of office hours, and other duties. Instructional faculty shall not be required to schedule office hours on days in which they are not assigned a class.

6.1.3 Work Week

A. College Credit Instructors

The standard work week is to average forty (40) hours. The standard instructional work week shall consist of fifteen (15) LHE of classroom assignments, fifteen (15) hours of preparation, five (5) office hours, and five (5) hours of institutional service.

B. Non Credit Instructors

The standard work week is to average forty (40) hours. All full-time non-credit teaching faculty shall be assigned twenty-five (25) teaching hours per week. No less than five (5) of those teaching hours shall be released for program facilitation activities. Five (5) office hours shall be posted and maintained in accordance with the needs and convenience of students and the community.

C. Counselors

The standard work week for counselors shall average forty (40) hours, with thirty-five (35) hours assigned, including twenty-five (25) hours of direct student contact. The twenty-five (25) hours of student contact is defined as any counseling activity in which counseling service is provided to a student or students, including instruction, workshops, individual or group counseling. The remaining ten (10) hours can be used for official college assignments,

such as coursework preparation, counseling preparation, institutional meetings, and other departmental activities (see Appendix M for instructional assignments). Any assignments over and above thirty-five (35) hours per week shall be considered beyond contract assignments until one hundred ninety-two (192) days of service are completed.

The counseling administrator by mutual agreement with the counselor may modify the work week schedule.

D. Coordinators, Contract Education Instructors, Health Services Faculty, Librarians, Special Services Faculty, and Other Categories not considered Traditional Instructional Faculty

The standard work week for contract education instructors, librarians, coordinators special services faculty, and other categories not considered traditional instructional faculty is to average forty (40) hours with thirty-five (35) hours assigned. For classroom assignments which are taught as part of contract, ample preparation time consistent with district policy will be provided.

For Health Service faculty, the standard work week is to average forty (40) hours on campus.

Nursing instructors are not considered Health Services staff within the meaning of this section.

E. Part-time Credit Faculty

The maximum assignment for part-time faculty shall be limited to 67% of the hours per week considered a full-time assignment for faculty having comparable duties, except for assignments exempted from this limitation by statute. For classroom instructors, 67% of a comparable full-time assignment shall consist of no more than ten (10) LHE per semester of classroom assignments, and ten (10) hours of preparation, per semester.

The maximum work load for part-time counselors, contract education instructors, librarians, coordinators, special services faculty, Health Services faculty and other categories not considered traditional instructional faculty shall average 23 hours per week during the fall/spring semesters.

Any work performed by part-time faculty during the summer and intersession is exempt from the 67% load limitation.

6.1.4 Teaching Load – Credit Instructors

Normal teaching load for full-time credit faculty shall be thirty (30) teaching units per school year. Classes are normally equated in terms of one teaching unit

(LHE) equaling one lecture hour. Laboratory units will be assigned on a 0.90 ratio of a lecture hour, effective January 1, 2015. With the consent of the instructor, variations in the normal teaching load may occur to provide for research and innovation.

No contract will be issued for less than nine (9) LHE per semester. Regular college instructors employed on a partial basis shall be paid on a pro-rata rate.

Although the normal teaching load is fifteen (15) LHE per semester, faculty may have, with mutual agreement between the supervising administrator and the faculty member, more or less than fifteen (15) LHE per semester as long as thirty (30) LHE is obtained for the contract year. To qualify for a full teaching load, any faculty member with an assignment for fewer than fifteen (15) LHE during the fall semester may satisfy his or her contractual obligation by any of the following ways:

1. Carry a load in the spring semester which will, when combined with the fall load, equal thirty (30) LHE
2. Use banked LHE
3. Agree to a reduced contract.

For assignments in work experience and independent studies the load credits may be adjusted on the basis of student contact hours.

Instructors assigned to teach the following compositions courses, English 061, English 101, English 102, English 103, EMLS 109, EMLS 110, and EMLS 112, ACE 102, ACE 116, Legal Assistant 246, Legal Assistant 248 and qualifying composition courses meeting the same standard, shall receive an additional 0.5 LHE per section, paid at the part-time/beyond contract rate.

6.1.5 Teaching Load – Non-Credit Instructors

Contract instructional loads may be annualized. Overloads may be assigned another semester or quarter to offset underloads for any one semester on an hour-for-hour basis.

6.1.6 Beyond Contract

Full-time faculty with satisfactory performance will have first consideration for beyond contract, intersession, and summer school assignments within the college department of their primary assignment.

After full-time faculty in a department have been given the initial opportunity to accept or not accept such assignments, the remaining class sections will be assigned as follows:

When beyond contract, intersession or summer assignments are not available in departments of their primary assignment, full-time faculty with satisfactory performance (who have FSA's that qualify them to teach in other departments), will receive consideration for those other assignments, after full-time faculty assigned to those departments and prior to part-time faculty. This section only applies to assignments at the college to which the full-time faculty member is currently assigned. This applies to assignments offered in categorically funded programs unless the program has specific qualifications or training included in the funding requirements.

After full-time faculty have had their first consideration opportunity for class assignments, part-time faculty will receive their opportunity for regular semester, intersession and summer school assignments. After a part-time faculty member has been offered and accepted such an assignment, that assignment cannot be rescinded and given to a full-time faculty member unless that assignment is required for the full-time faculty member to receive a full contract load.

A beyond contract assignment for college instructors will be limited to ten (10.0) LHE per semester. Exceptions may be granted by the appropriate College President or his/her designee. Office hours approximating one (1) hour per week for a four (4) LHE assignment will be maintained.

Each assigned teaching unit in excess of fifteen (15) in the fall semester will be compensated at the approved beyond contract rate. When extra pay has been received for the fall semester, and the spring semester assigned load is less than fifteen (15) LHE, the fall beyond contract assignment may be used to complete the spring semester assigned load. In this case, repayment of the fall extra pay amount will be made through salary deduction. Each assigned LHE in excess of thirty (30) in the academic year will be compensated at the approved beyond contract rate.

6.1.7 Extended Contract

Non-teaching assignments requiring work beyond the 175 days in the standard contract for instructors, coordinators, librarians, staff shall be compensated for at the daily rate of 1/200 of the individual annual rate. Non-teaching assignments requiring work beyond the 192 days in the standard contract for counselors and health services faculty shall be compensated for at the daily rate of 1/220 of the individual annual rate. Non-teaching assignments requiring work beyond the 225 days for Public Safety Coordinator is 1/257 of the individual annual rate.

6.1.8 Office Hours – (Full-time Teaching faculty)

Five (5) office hours per week shall be posted and maintained in the faculty members' offices in accordance with the needs and convenience of the students and community members. Faculty who teach online courses or are on approved

leave shall have their office hours reduced by the ratio of 1 hour per 3 LHE of online courses taught.