

Article 4

Workload

4.1 Definitions

4.1.1 Classroom Instructional Modes

4.1.1.1 The Lecture/Discussion mode includes lectures and discussion/recitation types of classes; direct involvement in all scheduled class sections of the unit member in the delivery of information and direction of class discussions regardless of the technology used; outside preparation by students, i.e. homework, tests, quizzes, and final examinations; student reports and projects submitted to the unit member for evaluation. Examples: social science, art history, and business law. This mode of instruction can include traditional and/or electronic methods of delivery. For example: interactive television and/or interactive computer sessions.

4.1.1.2 In the Lab/Shop/Clinic mode, the unit member provides instruction and supervision of students in lab/shop/clinic settings. This mode includes activities such as tests, quizzes, final exams and student reports and projects submitted to the unit member for evaluation. Examples: chemistry, physics, biology, allied health and most courses in the vocational/technical areas. This mode of instruction can include traditional and/or electronic methods of delivery. For example: interactive television and/or interactive computer sessions.

4.1.2 Non-Classroom Instructional Modes

4.1.2.1 In Other Modes of Instruction, the unit member provides individual attention, supervision, counseling or any other form of professional service for the benefit of students in settings other than traditional labs, shops, clinics, or classrooms. Other Modes of Instruction is limited to (a) counselors, (b) librarians, (c) college nurses, and (d) coordinators.

4.1.2.2 In Facilitative Modes of Instruction, the unit member assists students by providing coordination of programs and all other activities not defined above.

4.1.3 College Service

College Service represents a professional obligation by all full-time faculty to the institution. Participation, to be determined by the faculty member, may include, but not be limited to the following

activities: advisory committees, college planning processes, compliance related training such as sexual harassment prevention and information security, professional growth activities such as the Online Training Institute and instructional skills workshops, developing and assessing student learning outcomes, college sponsored student success initiatives, college outreach activities, division and department meetings, program planning, search and selection committees, evaluation teams, sponsoring and supporting student activities, college and district governance, official state-wide faculty organization meetings, conferences and workshops, State Chancellor Office task force assignments, and activities of the LRCFT that are reasonably related to college service.

- 4.1.3.1 College Service activities shall be listed by the faculty member and turned in to the dean or appropriate administrator by the end of the semester on the College Service Activities form. The College Service Activities form may not be used as the sole source of evidence for either a less than satisfactory performance review or an out-of-cycle review.
- 4.1.3.2 By June 30 of each year of this process, LRCFT Leadership and District Administration will meet to discuss progress on responding to the interests of section 4.1.3.1. Section 4.1.3.1 shall be in place for only the 2014-2017 contract and will expire on June 30, 2017. The parties shall determine whether to continue, eliminate or modify section 4.1.3.1 for any future contracts.

4.2 Formula Hours

- 4.2.1 Unit member workloads shall be computed in formula hours.
- 4.2.2 A formula hour shall be defined as any one of the following:
 - 4.2.2.1 For Lecture/Discussion mode, every eighteen (18) catalog hours assigned in a semester equals one (1) formula hour. The calculation is catalog hours divided by eighteen (18) equals formula hours.
 - 4.2.2.2 For Lab/Shop/Clinic Mode, every twenty-four (24) catalog hours assigned in a semester equals one (1) formula hour. The calculation is catalog hours divided by eighteen (18) multiplied by .75 equals formula hours.
 - 4.2.2.3 Typically, eighteen (18) catalog hours will equate to one (1) unit of lecture/discussion and fifty-four (54) catalog hours will equate to one (1) unit of lab/shop/clinic. However, the actual hours specified by the catalog must

be used in determining an assigned course's formula hour value.

Lecture / Discussion		Lab / Shop / Clinic	
Catalog Hours	Formula Hours	Catalog Hours	Formula Hours
18	1.00	24	1.00
36	2.00	54	2.25
54	3.00	108	4.50
72	4.00	162	6.75

4.3 Special Teaching Conditions

4.3.1 Team Teaching

Unit members participating in team teaching assignments will receive formula hour credit in proportion to the percentage of in-class involvement. When team-taught class sizes exceed the normal, the formula conditions specified in Section 4.3.3 shall apply.

4.3.2 Use of Instructional Assistants

Formula hour workload assignments are not adjusted for classes assigned instructional assistants. The use of instructional assistants is intended to result in an increase in learning productivity or effectiveness equating to a higher WSCH generation.

4.3.3 Oversize Classes

Oversize classes are those that significantly exceed the standard class maximum of the traditional course offering. They are generally scheduled in large lecture halls where more students than normal can be accommodated.

4.3.3.1 Conditions

4.3.3.1.1 Management reserves the right to schedule and to assign oversize classes.

4.3.3.1.2 Load credit for oversize classes will be based on mutual agreement between the faculty member and the Area Dean.

4.3.3.1.3 Adjustments in formula hours will be made for assigned oversize classes that do not meet enrollment minimums.

4.3.3.1.4 Additional resources generally will not be allocated or assigned to accommodate oversize classes.

4.3.3.1.5 Faculty members may apply to the Area Dean for oversize load credit as late as the completion of the first class session.

4.3.3.2 Formula hour credit for oversize classes will be granted on the basis of actual enrollment on the first census for the class.

4.3.3.2.1 Credit for oversize classes will be assigned using the following formula:

Minimum # Of Students	Maximum # Of Students	Load Factor
55	64	1.25
65	74	1.5
75	84	1.75

Minimum of 85 students = 2.0 times normal load credit

No more than double credit will be allowed.

The changes to 4.3.3.2.1 are a pilot program effective only for the Summer/Fall 2018 semester through the Spring 2021 semester. These changes will be discontinued after the Summer 2021 semester unless the parties agree to continue and/or modify these changes

4.3.3.3 Not eligible for oversize class credit are classes taught by independent study or classes taught solely by pre-recorded media.

4.3.4 Work Experience

Formula hour equivalents will be given on the basis of the following number of students enrolled at fourth week census:

5-14 students enrolled = 1 (one) formula hour

15-24 students enrolled = 2 (two) formula hours

25-34 students enrolled = 3 (three) formula hours

4.4 Course Assignments

- 4.4.1 Normally, unit members will not be assigned more than three (3) different courses concurrently. A course is defined as any single discipline offering of three (3) units or more or any series of sequential discipline offerings where the unit total is at least three (3). Exceptions shall be by mutual agreement between unit members and supervisors.
- 4.4.2 Except as indicated in Section 4.4.2.1, tenure-track faculty in the first or second year shall be limited to 0.4 FTE of online or other distance education modes of instruction in any semester. Tenure-track faculty in the third or fourth year shall be limited to 0.6 FTE of online or other distance education modes of instruction in any semester. These FTE limits are exclusive of ITV (Interactive Television) courses.
- 4.4.2.1 Tenure-track faculty hired specifically for distance education programs may be required to teach up to 0.6 FTE in distance education courses in any semester. A distance education program is one which is primarily offered online. The job description/advertisement shall state that the position is for a distance education program and the faculty member may be required to teach up to sixty percent (60%) online.
- 4.4.3 Tenured faculty shall normally be limited to 0.6 FTE of online or other distance education modes of instruction in any semester. However, tenured faculty may be assigned to 0.8 FTE of online or other distance education modes of instruction by mutual agreement with the Area Dean due to program demands. These FTE limits are exclusive of ITV (Interactive Television) courses

4.5 Staffing Levels/Schedules/Overloads

- 4.5.1 The annual college or district-wide class size goal shall be established in terms of WSCH per full-time equivalent instructional faculty (FTE). The annual class size goal for each college shall be stated in the District's annual budget. The size of the college, off-campus center activity, nature and size of the offerings shall be considered in the establishment of college class size goals. Class schedules and class sizes, other than for Allied Health classes, shall be arranged each semester to achieve the goal or make progress toward achieving the goal.
- 4.5.2 Class schedules and class sizes for Allied Health shall be arranged each semester to achieve a range consistent with legal/accreditation

constraints imposed upon the District by government or accreditation bodies external to Los Rios Community College District.

4.5.3 Schedules for each semester shall be planned to accommodate the needs of students, to ensure the quality of education, and to utilize facilities efficiently. Before individual schedules and assignments are made, the currently employed unit member will be provided an opportunity to present, in writing, his/her preferences and expressed needs with regard to such things as courses to be taught, technology and/or other equipment needs, specialized classroom characteristics, areas of responsibility, day and evening assignments, off-campus assignments, number of different course preparations, maximum number of consecutive formula hours per day and desire for overload. The Area Dean will consider the unit member's preferences and expressed needs in making schedules and assignments. The unit member will be provided a written explanation of assignment and accommodation of expressed needs and preferences upon request.

4.5.3.1 At the college level, a College Faculty Workload Committee may be convened by the Vice President of Instruction or LRCFT to determine the WSCH goals for each of the major subject areas and the workload goals for other service areas in order for the college to obtain the overall assigned workload goals.

4.5.3.1.1 The committee shall be composed of the following: Vice President of Instruction and a minimum of four (4) Area Deans appointed by the College President and an equal number of unit members appointed by the Federation.

4.5.3.1.2 In the event that the committee is unable to recommend area WSCH goals at least sixty (60) calendar days prior to the scheduled completion of a semester's schedule planning sheets, the Vice President of Instruction will set the area goals.

4.5.3.2 An Area Workload Committee composed of the Area Dean and a representative of each subject area (Department Chair where elected) may meet to determine how each area will obtain assigned WSCH goals. If the committee fails to establish WSCH/FTE goals per subject area at least fifteen (15) calendar days prior to the scheduled completion of a semester's schedule planning sheet, the Area Dean will set the area's WSCH goals.

4.5.4 No unit member shall be assigned more than one (1) class for a given hour except by mutual consent.

4.6 Work Year

- 4.6.1 The work year for regular classroom faculty is the fall and spring academic semesters (164 days). Four (4) of those days are compensated flex days included in the academic calendar. These days are intended for professional development activities and are typically scheduled at the beginning of the fall and spring semesters. Attendance on convocation day is mandatory unless an absence, including professional development, has been pre-approved. Other opportunities for fulfilling the flex obligation include attending workshops coordinated by the flex committees at each college and/or participating in an individual professional development activity.
- 4.6.2 Management recognizes that over a two-year period the typical faculty load is sixty (60) formula hours and the non-credit faculty load is ninety (90) formula hours. However, in order to meet department or scheduling problems, the District reserves the right to make an assignment over that two-year period which could vary from sixty (60) – sixty-two (62) formula hours (credit) or ninety (90) – ninety-two (92) formula hours (non credit) as part of a unit member's regular load. Faculty assigned in an instructional mode as defined in Section 4.1.1 shall be maintained at sixty (60) formula hours over the two-year period. At the end of the two-year period of load balancing, formula hours greater than sixty (60) (4 FTE) in the instructional mode (by an amount equivalent to or greater than .067 FTE or one (1) formula hour) shall be paid as overload (Schedule B). If the faculty member is below the sixty (60) formula hours for load balancing (by an amount equivalent to or greater than .067 FTE or one (1) formula hour), the faculty member may makeup the imbalance the following contract year by mutual agreement. Otherwise, money is owed to the District and must be repaid.

In a given contract year, should the revenue per FTES for non-credit classes change more than ten percent (10%) in proportion to the change in the revenue per FTES for credit classes, then the work load for non-credit faculty will be adjusted. Job announcements will clearly state the right of the District to make non-credit assignments.

4.7 Work Week

- 4.7.1 The work week of the Los Rios Community College District is defined as follows: Monday through Saturday beginning at 6:00 a.m. and ending at 10:30 p.m.
- 4.7.2 *Classroom Faculty*
Except as noted in Section 4.7.4, the work week will consist of five (5) consecutive days (typically Monday through Friday), with a minimum average of twenty-five (25) formula hours per week on campus consisting of classroom (15 hours), office hour (5 hours) and

college service (average of 5 hours) over the course of the fall and spring semesters. Within the compressed academic year, the total office hours must account for eleven (11) hours that would not occur if only one (1) office hour was scheduled for each day of the academic year.

4.7.2.1 College service is directed and scheduled by the individual faculty member and the allotted time may accordingly vary over the semester.

4.7.2.2 Full-time faculty will schedule one (1) office hour for each 0.2 FTE of regular load instruction. One (1) office hour per day shall be scheduled on all days when classes are scheduled and total less than six (6) hours for that given day and count as part of the 25-hour work week. Office hours that are not held on those days longer than six (6) hours must be rescheduled on another day.

Faculty members who are unable to attend a regularly scheduled office hour due to an illness or approved leave may reschedule such office hour, up to a maximum of four (4) office hours per semester. Faculty shall notify the appropriate administrator of the cancelled/rescheduled office hour(s) as soon as reasonably possible. Faculty shall notify students of the cancelled/rescheduled office hour(s) as soon as reasonably possible by posting notice on the faculty office door and other communication methods which may include email, the learning management system, class announcements, or other means. Office hours shall be rescheduled within ten (10) instructional days.

Office hours will be cancelled without loss of pay and not rescheduled when, on the infrequent occasion, the faculty member is directed by the appropriate administrator to participate in a meeting or other activity which conflicts with the scheduled office hour. Faculty shall notify students of the cancelled office hour as soon as reasonably possible via posting on the faculty office door and other communication methods which may include email, the learning management system, class announcements, or other means.

4.7.2.2.1 Faculty members teaching distance education courses may choose to hold one (1) online office hour off campus for each twenty percent (20%) distance education full-time teaching load, up

to a maximum of two (2) online office hours per semester.

Online office hour format, email address, time and day, expectations as to response time, etc., shall be included in the course syllabus.

Quality assurance will be through the faculty performance review process (Article 8).

- 4.7.2.2.2 Faculty members not teaching distance education courses may choose to hold up to two (2) online office hours off campus.

Online office hour format, email address, time and day, expectations as to response time, etc., shall be included in the course syllabus.

Quality assurance will be through the faculty performance review process (Article 8).

- 4.7.2.2.3 The changes to section 4.7.2.2.1 and 4.7.2.2.2 are a pilot program and will expire on June 30, 2020. The parties shall determine whether to continue these changes, eliminate or modify them for any future contracts.

- 4.7.2.3 Both online courses and the online office hours shall be counted toward the 25 hours on campus.

- 4.7.2.4 Allied Health faculty may schedule one (1) office hour per day concurrently within clinical labs; however, at least two (2) office hours per week must be scheduled separately.

- 4.7.2.5 Assignments on Saturday will attempt to accommodate religious convictions and/or observances. Assignments on Sunday will be by mutual consent.

- 4.7.3 The work day of a 100% full-time classroom faculty member regularly working five (5) consecutive days shall not be longer than nine (9) hours elapsed time from the beginning of the first until the end of the last hour of regular load assignment on that day. The nine-hour maximum may be exceeded by the following:

- 4.7.3.1 By mutual consent between the faculty member and the Area Dean, or

- 4.7.3.2 As a result of enrollment declines, program demands, single faculty departments, or in order to fill the tenure level of a faculty member.

- 4.7.4 Exception to the five-day work week or the five (5) consecutive days for 100% full-time faculty is permitted under conditions set forth in Sections 4.7.4.1 through 4.7.4.3 as follows:
- 4.7.4.1 As a result of enrollment declines, program demands, single faculty departments, or in order to fill the tenure level of a faculty member.
 - 4.7.4.2 Greater than five (5) days or nonconsecutive five (5) days must be by mutual consent between the faculty member and the Area Dean.
 - 4.7.4.3 Less than five (5) days for 100% full-time classroom faculty due to any of the following conditions:
 - 4.7.4.3.1 Assignment by the Area Dean in consultation with the faculty member and the Department Chair; or
 - 4.7.4.3.2 More than 0.2 FTE is scheduled on a single Friday or weekends; or
 - 4.7.4.3.3 At least 0.4 FTE is scheduled over Friday and weekends; or
 - 4.7.4.3.4 The department schedule has a relatively even distribution of classes taught by full-time faculty scheduled on Monday, Wednesday, and Friday between 8:00 a.m. and 2:00 p.m.; or
 - 4.7.4.3.5 If assigned to conduct both (a) a minimum of two (2) separate classes and (b) at least seven (7) formula hours of classroom instruction per semester in classes which are scheduled to begin at or after 4:00 p.m. or on weekends; or
 - 4.7.4.3.6 If assigned to more than one (1) college (ARC, CRC, FLC, SCC) or identified outreach center provided he/she is assigned to teach at least six (6) formula hours at the second location.
 - 4.7.4.3.6.1 Where assignments specified in Section 4.7.4.3.6 involve more than one (1) college or identified center on the same calendar day, the schedule shall accommodate at least one (1) hour of non-assignment time between the end of an assignment hour at one (1) college and the beginning of the

next immediate assignment hour
at the subsequent college.

4.7.5 Such exception shall not mean that the faculty member is excused from the average twenty-five (25) hour per week minimum, nor from department or other meetings, or peer review work station observations that are scheduled on the non-duty day. Such exception shall provide for a faculty member instructor academic calendar work year equivalent to thirty (30) – thirty-two (32) formula hours per year and a workday assigned at the option of management of any combination of hours between 6:00 a.m. and 10:30 p.m.

4.7.6 Except for overload assignments, there shall be a minimum of twelve (12) hours of elapsed time between the end of the last hour assigned on each day of service and the beginning of the first hour assigned on the next day of service worked. Exceptions shall be the following:

4.7.6.1 By mutual consent between the faculty member and the Area Dean.

4.7.6.2 As a result of enrollment declines, program demands, single faculty departments, or in order to fill the tenure level of a faculty member.

4.8 Counselor, Coordinator, College Nurse and Librarian (non-Classroom) Work Year

4.8.1 The work year for Counselors, Coordinators, and College Nurses shall be 174 days of service within the fiscal year. The additional ten (10) days over the standard 164 shall be compensated at a pro-rata based on each unit member's placement on the "A-164" salary schedule and shall be counted towards retirement and sick leave. Salary schedule "A-174" reflects the pro-rata rate for these unit members.

4.8.2 The work year for Librarians shall be 164 days of service within the fiscal year.

4.8.3 Counselor Work Day

4.8.3.1 Definitions

Workday

The normal workday for regular full-time counseling faculty is seven and one half (7.5) hours.

Student Contact Time

A minimum of twenty-seven and one-half (27.5) hours of scheduled time for appointments, group counseling

sessions (on and off campus) and/or drop-ins within a regular workweek or other assigned duties; responding to student emails and/or student phone calls which are directly related to student contact time, not to interfere with drop-ins or scheduled appointments.

Coverage

The counseling centers are open year-round. Full-time counselors may be required to provide day and evening coverage. The Area Dean and Department Chair shall meet at least once a year to identify peak counseling periods.

College Service

Counselors shall perform college service as defined in article 4.1.3. College service should average five (5) hours per regular work week, or one hour per work day. College service is reduced to not less than one hour per week during peak time occurring during the regular semester. College service is not performed during peak time occurring outside the regular semester. When college service is not performed as described above, it is replaced with student contact time.

Office Time

Office time is for counseling services carried out either partially or completely outside direct student contact. Office time can also be used to maintain skills, knowledge and abilities as an effective counselor in the district, which may include but not be limited to, research and review of counseling programs and services, training, and related professional growth activities. There will be five (5) hours of Office Time per work week, or one hour per work day. Office time shall be listed on the SARS schedule. Any off-campus office time must be pre-approved by the appropriate administrator, and listed as "off campus office time". Should a counselor fail to obtain pre-approval and identify his/her off-campus office time on the schedule, absence slips shall be provided for the missing time.

A description of adjunct office time is defined in section 4.10.5.

- 4.8.3.2 A Counselor Program Committee may be formed at each college at the request of the Area Dean or the Department Chair. The committee will include the Dean of

Counseling (or designee), Counseling Department Chair and two (2) other counseling faculty, one (1) from the 900:1 ratio and one (1) from Categorical. The two (2) other counseling faculty will be selected by vote from each respective counseling group. Each full-time faculty member will have one (1) vote. The committee will review and make recommendations to the Vice President of Student Services regarding changes or modifications to the counseling program.

4.8.3.2.1 The Counselor Program Committee may consider: program changes or modifications as they pertain to the core functions of counseling faculty, utilization within the 900:1 ratio, coverage, student retention, student success, and/or enrollment.

4.8.3.2.2 The Department Chair (or designee) will report the results of the Counselor Program Committee to the faculty.

4.8.4 Coordinator, Nurse and Librarian Faculty

The regular work week of coordinator, nurse and librarian faculty will consist of five (5) consecutive days (normally Monday through Friday), with thirty-seven and one-half (37.5) hours of scheduled time per week, which includes an average of five (5) hours per week of college service as defined in section 4.1.3.

4.8.4.1 Assignments on Saturday will attempt to accommodate religious convictions and/or observances.

4.8.4.2 Assignments on Sunday will be by mutual consent.

4.8.4.3 College service as defined in Section 4.1.3 is faculty directed and scheduled and may accordingly vary over the course of the week and semester.

4.8.5 The workday of a 100% full-time non-classroom faculty member regularly working five (5) consecutive days shall not be longer than nine (9) hours elapsed time from the beginning of the first until the end of the last hour of regular load assignment on that day. The nine-hour maximum may be exceeded by the following:

4.8.5.1 By mutual consent between the faculty member and the Area Dean.

- 4.8.5.2 In order to meet program needs, single faculty department/assignments, or in order to make load for a tenure-track level faculty member.
- 4.8.5.3 Work Day
The normal workday for regular full-time coordinator, nurse and librarian faculty is seven and one-half (7.5) hours of scheduled time.
- 4.8.6 Exception to the five-day work week or the five (5) consecutive days for full-time 100% coordinator, nurse, and librarian faculty is permitted under conditions set forth in Section 4.8.6.1 or Section 4.8.6.2 as follows:
 - 4.8.6.1 Greater than five (5) days or five (5) nonconsecutive days in order to meet program needs, single faculty department/assignments, or in order to make load for a tenure-track/tenured faculty member.
 - 4.8.6.2 Fewer than five (5) days under the following conditions:
 - 4.8.6.2.1 Scheduling needs. If scheduling needs require a work week of fewer than five (5) days, the Area Dean, in consultation with the faculty member and the Department Chair, will develop the assignment.
 - 4.8.6.2.2 If assigned to more than one (1) college (ARC, CRC, FLC, SCC) or identified outreach centers provided they are assigned a minimum of fifteen (15) hours a week at the second location.
 - 4.8.6.2.2.1 Where assignments specified in Section 4.8.6.2.2 involve more than one (1) college or identified site on the same calendar day, then the period of time for travel between locations will be counted toward the thirty-seven and one-half (37.5) hours.
 - 4.8.6.2.3 If the faculty member's thirty-seven and one-half (37.5) hour schedule begins at noon or later or includes at least seven and one-half (7.5) hours each weekend.
- 4.8.7 Except for overload assignments, there shall be a minimum of twelve (12) hours of elapsed time between the end of the last hour assigned

on each day of service and the beginning of the first hour assigned on the next day of service worked. Exceptions shall be the following:

- 4.8.7.1 By mutual consent between the faculty member and the Area Dean.
- 4.8.7.2 In order to meet program needs, single faculty department/assignments, or in order to make load for a tenure-track level faculty member.

4.8.8 Counselor Staffing Levels

The fall semester census report (third week enrollment data) adjusted for students who are enrolled in multiple locations and those who would not be expected to seek counseling services, such as students enrolled under the contract with the University of California, Davis, and employed public safety officers enrolled in in-service courses, shall be the basis for the full-time equivalent (FTE) authorized counseling level at a ratio not to exceed 900:1. The change in FTE from the prior year's authorized level will be funded by the District for the current year from one-time-only Program Development Funds. The continuing change in authorized FTE will be funded as per Attachment 1.

Counseling FTEF funded from sources such as categorical programs or through a separate, distinct allocation of general purpose funds are not counted toward the authorized counseling level.

4.9 Overload Assignments

4.9.1 Definition

An overload assignment is an assignment for extra pay in excess of the normal assignment of a full-time unit member. In making overload assignments, preference shall be given to full-time unit members for assignments in his/her subject area at his/her college, contingent upon overall satisfactory performance reviews. In order to maintain preference for an overload assignment, the request must be submitted concurrently with the request for the regular assignment.

- 4.9.2 No overload assignment shall be allowed to any contract regular full-time unit member until each contract/tenured unit member in each designated division of each college has been assigned work in proportion to the percent of load at which the individual is tenured.
- 4.9.3 Extra service beyond a regular assignment and contract period shall be allowed on a mutual consent basis to full-time unit members. Extra service shall be compensated for according to placement on Salary Schedule B1, B2 or B3, as appropriate. The hourly rate shall

be proportionate to the number of hours required to equal a work day for a full-time assignment as defined in Section 4.2.2.

- 4.9.4 Workload distributions will not be discriminatory. Assignments which are alleged to be discriminatory may be grieved. As a prior condition to filing a grievance, the member must appeal the assignment to the College Faculty Workload Committee. The appeal to the committee substitutes for Step 1 in the grievance process provided in Section 13.4, and the time limits of that article are applicable.

4.10 Adjunct Faculty Member

- 4.10.1 Adjunct faculty are “temporary employees” in accordance with the California Education Code. Nothing contained in this article nor in any article of this Agreement places a legal obligation on the District to provide continuing employment for adjunct faculty except as specified in Section 4.10.6 of this article.
- 4.10.2 Nothing contained in this section nor in any article of this Agreement shall be construed to allow adjunct faculty to be assigned a load over the limit permitted for temporary employees as per the Education Code or by past District practice.
- 4.10.3 A Faculty Availability/Preference Form will be available to adjunct faculty members so they may indicate their interest in an assignment for a subsequent semester. The form will be available in the Area Dean’s office, on the college website, and on the Los Rios Human Resources’ Forms webpage. The deadline for submission of the form will be provided by the Area Dean and on each college’s website. The form must be submitted to the appropriate Area Dean at each college where the adjunct faculty member wishes to receive an assignment. Those adjunct faculty members who submit the form to the appropriate Area Dean by the deadline will be notified no later than thirty (30) days prior to the start of the semester of requested assignment if they are not to be sent a Tentative Class Schedule. Such notification will be either (1) by District mail, (2) by U.S. Mail using the address provided on the Instructor Availability / Preference Form, or (3) by email using the faculty member’s Los Rios email address.
- 4.10.4 The Tentative Class Schedule form in use will not be changed without LRCFT approval.
- 4.10.5 Adjunct Counselor Office Time
Adjunct counselors scheduled for four (4) hours in a day shall have thirty (30) minutes for office time for a total of four and one-half (4.5) hours. Adjunct counselors whose daily schedule is more than five (5)

hours shall have one (1) of the hours in the schedule committed to office time. Office time is not to be reduced during peak time. Article 4.8.3.1 provides definition of Counselor Office Time.

4.10.6 Hiring Preference

When there is need for additional faculty service in a subject area at a given college beyond that provided by tenured or contract employees, preference shall be given according to the following priority order:

First

Full-time faculty who teach that subject as a part of his/her regular load at the college where the hiring is to occur. Preference for the purpose of assignments for those unit members with first level priority shall not exceed 40% of a regular full-time load per semester.

Second

Adjunct faculty who are employed in or have completed sixteen (16) of the last twenty (20) semesters. Such preference shall be at the college where the preference was earned. Faculty may transfer this level of preference to another college, when they have been interviewed, completed two (2) semesters at the new college and received performance reviews in which no "needs improvement" ratings were given. By transferring preference to the new college, the employee voluntarily relinquishes preference at the former site.

- a. Adjunct faculty at the second level of preference shall have a preference load of "60%" per semester if the faculty member has been employed for at least 59.5% of a regular full time load for five of the previous six semesters. The adjunct faculty member's actual "60%" semester load offering must be at least 59.5%.
 - i. The 60% preference load eligibility will be implemented beginning the Spring 2019 semester. Eligibility determination may include semester teaching loads that occurred at preference level three.
 - ii. If the most recent evaluation is overall less than satisfactory, the individual is ineligible for 60% load preference, but maintains eligibility for level two preference of 40% (section 4.10.8.1 remains applicable).
- b. For all other adjunct faculty at preference level two, load preference shall be set at the average FTE of the two (2) highest of the previous three (3) semesters worked. For these individuals, preference for the purpose of assignments shall not exceed 40% of a regular full-time load per semester.

Third

Adjunct faculty who are employed in or have completed eight (8) of the last twelve (12) semesters. Such preference shall be at the college where the preference was earned.

Third level preference priority shall be set at the average FTE of the two (2) highest of the previous three (3) semesters worked.

Preference for the purpose of assignments for any individual in the third level priority shall not exceed 40% of a regular full-time load per semester.

Fourth

All other district full-time faculty who meet minimum qualifications and all other applicants from approved pools.

Full-time faculty members teaching overloads in subjects outside their regular assignment may earn preference in the same manner as adjunct faculty. Faculty may earn and maintain preference at more than one (1) site.

4.10.6.1 In order for the procedure described in Section 4.10.3 to be applicable, all of the following conditions must be met:

- a. A Faculty Availability / Preference Form must be submitted to the appropriate Area Dean at the college with the opening before the deadline provided by the Area Dean and posted on the college website. Forms will also be available on the Los Rios Human Resources' Forms webpage.
- b. Service on an "emergency hire" basis will not be counted for preference.
- c. Unit members who retire or resign are considered new adjunct faculty for the purposes of assignment under this article.

4.10.6.2 Preference for adjunct or overload assignment may be earned at more than one (1) college. Preference earned at different colleges cannot be combined. Preference will be used for purposes of staffing during the summer term; however, the summer term is not counted as a semester for purposes of obtaining a preference priority as described in 4.10.6. Load preference shall not exceed 40% for summer assignment for any individual, including all level two preference adjuncts.

4.10.6.2.1 No adjunct faculty member without preference shall receive a load before each individual adjunct faculty member in preference levels 2

and 3 has received an assignment according to
4.10.6.2 above.

The above changes are a pilot program. These changes will be reviewed annually by the LRCFT and LRCCD Steering committee. These changes will be discontinued after June 30, 2021 unless the parties agree to continue and/or modify these changes.

4.10.6.3 Exceptions to the priority order of preference can be made for any one (1) of the following conditions:

4.10.6.3.1 To obtain the services of a person with unique qualities who would enrich the educational offerings of the District (eminence). Eminence shall be determined by the Academic Senate.

4.10.6.3.2 To provide staffing of short term classes at the Sacramento Regional Public Safety Training Center, Training Source, and outreach centers having a duration of less than three (3) weeks.

4.10.6.3.3 Credit generating contracts through the Training Source.

4.10.6.4 Preference in assigning is for the purpose of initial assignment only. When necessary to displace an adjunct faculty member for the purpose of making a full load for a full-time faculty member, such adjustments will be made in the reverse of the priority order (described in Section 4.10.6), when possible. When not possible, upon request of the adjunct faculty member, a written explanation will be provided to the adjunct faculty member.

4.10.6.4.1 A full-time faculty member with an overload class that has been cancelled cannot displace any faculty member from a class to retain that overload assignment.

4.10.6.4.2 Reverse of the priority order has been specified for two (2) situations prior to the start of classes and after the start of classes.

4.10.6.4.2.1 Prior to the start of classes the priority for a full time faculty member to be assigned another class in order to make load will occur in the following order.

1. Part-time faculty without preference.

2. The faculty member's current overload will be moved to load.
3. Part-time faculty with a lower level of preference.
4. Part-time faculty with a higher level of preference.
5. Full-time faculty member with overload.

4.10.6.4.2.2 After the start of classes the priority for a full time faculty member to be assigned another class in order to make load will occur in the following order.

1. The faculty member's current overload will be moved to load.
2. Part-time faculty without preference.
3. Part-time faculty with a lower level of preference.
4. Part-time faculty with a higher level of preference.
5. Full-time faculty member with overload.

4.10.6.4.3 The term "when possible" in Section 4.10.6.4 allows for exceptions to the order of priority when making a full-time faculty member's load. The guidelines in Sections 4.4, 4.7, and 5.7 such as number of class preparations, online class restrictions, five (5) consecutive days, and 9-hour day maximum describe when exceptions to the reverse order of priority are allowed.

4.10.6.4.4 Section 5.7.1 also allows consideration of whether the full-time faculty member has the necessary background or skill necessary to teach a class (i.e. sound educational practices).

4.10.6.4.5 In order to make load for a faculty member who does not possess the necessary background, or if other limitations exist in a course assigned to a non-preferenced adjunct, the full-time faculty member may have to be assigned a class of a part-time faculty member in a higher priority. Exceptions to the reverse order of priority do not include a more convenient time, schedule, room or location for a full-time faculty member.

4.10.7 The District shall determine for which discipline and subjects an individual adjunct faculty is qualified to teach.

4.10.8 The intent of this article is to ensure fairness in the scheduling process. This article does not guarantee assignment of specific class times or sections of a class. The following provisions shall apply when assigning adjunct faculty in preference levels 2 and 3.

4.10.8.1 Adjunct faculty in the above preference levels shall not be denied a load as per 4.10.6.2 for reasons other than a reduction in the program FTE available for adjunct assignment or two (2) consecutive documented overall less than satisfactory performance reviews.

4.10.8.2 No adjunct faculty member without preference shall receive a load unless each individual adjunct faculty member in preference levels 2 and 3 has received an assignment according to 4.10.6.2 above.

4.10.8.3 The development of a specific work location assignment(s) and hours shall take into consideration the requests of the faculty member in coordination with the Department Chair and Area Dean. The employee's preferences in scheduling (time of day, courses, etc.) shall be given every consideration when consistent with sound educational practices. Assignments that are alleged to violate the intent of this article as stated in Section 4.10.8 may be grieved.

4.10.8.4 Adjunct faculty with second level preference and with four (4) consecutive semesters teaching a course at a consistent time / location may request a written explanation / rationale if their assignment is changed. The adjunct faculty member will be responsible for indicating such status on the Instructor Availability / Preference Form.

- 4.10.8.5 Cancellation of a preferenced adjunct faculty member's classes for lack of enrollment shall not result in that individual losing preference or in reducing the required load, per Section 4.10, of that individual in subsequent semesters.
- 4.10.9 When full-time or adjunct faculty transfer from one college to another college, or are reassigned from one subject area to another subject area, he/she shall be reviewed at the discretion of the Area Dean, except where covered by Section 4.10.
- 4.10.10 Adjunct faculty who have preference within the District according to Section 4.10.6 and who apply for a full-time position in the same discipline will be screened with all other applicants. A minimum of the top two (2) such adjunct faculty applicants from the pool, if available and not included already, will be added to those candidates selected to interview for the position.

4.10.11 Adjunct Faculty Office Hours Program

The Adjunct Faculty Office Hours Program is a voluntary program. This program is established in compliance with the provisions of Education Code §87880 to 87885 (AB 301, Chapter 933, Statutes of 1977) and other terms as further defined in this article. This program provides for incremental hourly usage over the course of the assignment with the addition of one extra hour (as a result of the compressed calendar). This program provides a maximum of eighteen hours/semester of compensated office hour time. Office hours will be typically scheduled on days that classes meet and evenly distributed across the semester each week that the class is scheduled, unless approved by the Area Dean. All assignments will be combined for one stipend.

- 4.10.11.1 Adjunct faculty maintaining a minimum of 0.2 FTE assignment will be provided compensation for a semester total of nine (9) hours.
- 4.10.11.2 Adjunct faculty maintaining a minimum of 0.4 FTE assignment will be provided compensation for a semester total of eighteen (18) hours.
- 4.10.11.3 Adjunct faculty teaching online courses may choose to hold nine (9) online office hours for every 0.2 FTE taught online, up to a maximum of eighteen (18) online office hours per semester. Online office hour format, email address, expectations as to response time, etc., shall be included in the course syllabus. Quality assurance will be through the faculty performance review process (Article 8).

- 4.10.11.4 Adjunct faculty members who wish to participate in the Office Hours Program for either the fall or spring semester may apply by completing the designated form and submitting the form to the appropriate Area Dean no later than the end of the first week of scheduled classes. Forms will be available from the Area Deans and in Appendix C. Individuals who do not submit the form by the above dates are not eligible to participate in the Adjunct Faculty Office Hour Program. All other conditions/provisions of the tentative class schedules apply. For full semester classes, the FTE assignment will be confirmed immediately after the end of the first week of the semester. For short-term classes, FTE confirmation will occur immediately after the first week the classes are held.
- 4.10.11.5 Adjunct faculty office hours must be scheduled at a site where the class is conducted and the course syllabus must include the time/place of the office hours, except as referenced in Section 4.10.11.3. Should the faculty member have assignments at multiple sites, the expected office hours will be appropriately scheduled and conducted at each assigned site.
- 4.10.11.6 Sick leave and other paid leaves may not be used for office hours that were not conducted as scheduled. The faculty member may reschedule any missed office hours during the instructional time period. (For example, office hours for first nine-week classes will be made up during the first nine weeks of the semester.)
- 4.10.11.7 Compensation provided for services rendered in the fall and spring semester are considered as a form of “stipend” payment and the actual amount paid to adjunct faculty is based upon the per hour rate established for Class I, Step 1, of Salary Schedule B-2. Payment for office hours worked for full term courses will be scheduled for distribution on the tenth of the month following the end of the fall or spring term. Office hour payment for short-term classes will generally be scheduled for distribution on the tenth of the following month that classes were completed.
- 4.10.11.8 The office hour stipend compensation for adjunct faculty office hours is not subject to any retroactive payment provisions.

- 4.10.11.9 Adjunct faculty office hours do not count toward the .670 FTE limit (Education Code §87882) or for step movement on Salary Schedule B-1 or B-2.
 - 4.10.11.10 The cost of compensation for adjunct faculty office hours shall be funded from LRCFT's proportionate share of funds which is further described in Appendices A and B.
 - 4.10.11.11 The District shall apply to the State Chancellor's Office for reimbursement of up to fifty percent (50%) of the office hour compensation provided to eligible adjunct faculty members. When reimbursements are received by the District from the State for partial funding of the adjunct faculty office hour program, such amounts shall be used to reduce the cost of this program.
 - 4.10.11.12 The cost of funding the adjunct faculty office hour program shall be funded after parking fee reimbursements are paid (Appendix A).
- 4.10.12 Other conditions of employment for adjunct faculty are determined by the District.

4.11 Workload Study Committee

At the District level, a Workload Study Committee shall be jointly convened by the District and LRCFT to address workload issues of unit members.

- 4.11.1 The committee shall be comprised of equal numbers of LRCFT representatives and District representatives.
- 4.11.2 The committee is charged with the clarification of the workload issues assigned to it jointly by the District and LRCFT. This shall be accomplished by defining each issue, listing the interests of all affected parties, and identifying reasonable options to meet those interests and resolve the issues.
- 4.11.3 The committee may create subcommittees, comprised of equal numbers of unit members and District representatives, to include members more knowledgeable of particular assigned workload issues and may delegate its charges to such subcommittees.
- 4.11.4 The committee shall report its findings by May 1st of each year or the timeline established by the committee.