

COLLECTIVE BARGAINING CONTRACT

Between

Solano County Community College District

And

The Solano College Chapter CCA/CTA/NEA



July 1, 2012

to

June 30, 2015

Governing Board Adopted: May 16, 2012

ARTICLE 19 WORKLOAD

19.0 The parties agree to establish a committee of three (3) faculty appointed by the Association President and approved by the Executive Board and three (3) administrators appointed by the Superintendent-President for the purpose of replacing the activity point workload system with one that is less complicated, manageable, and meets our technology needs. This committee will also determine the feasibility of providing adjunct instructors with rehire rights and examine load limits for regular faculty.

The District and the Association will appoint the committee members by May 15, 2012. The committee will meet in September 2012, provide a progress report by Thanksgiving, and complete its task by February 1, 2013 at which time the committee will provide its recommendations to the Association and the Superintendent-President. The parties agree to meet and negotiate the recommendations by March 15, 2013. (Adopted 5/16/12)

19.1 Work Assignments:

19.101 The District recognizes that there are a number of different kinds of professional responsibilities being performed by members of the unit and that said members may best discharge their professional duties by following varied academic work patterns.

19.102 An instructor contact hour is defined as fifty (50) clock minutes of instruction. No more than one classroom clock hour shall be counted in a sixty-(60) minute clock hour.

19.103 In multiple hour classes, a course will be scheduled to have a ten (10) minute passing period. For example: Tuesday and Thursday, 8 a.m. to 9:20 a.m.; Monday and Wednesday, 9:30 to 10:50 a.m. This schedule pattern maximizes FTEs that may be claimed for these courses.

19.104 All faculty will develop and assess SLOs/SAOs. (Adopted 5/16/12)

19.105 Adjunct faculty may receive two (2) hours of pay per semester to conduct SLO/SAO assessments with support of the dean or other faculty. This compensation will be at Category 3. (Adopted 5/16/12)

19.106 In disciplines with no full-time faculty to create and assess SLOs/SAOs an adjunct faculty member may receive up to five (5) hours of pay per semester with support from the dean or other faculty. This compensation will be at Category 3. (Adopted 5/16/12)

19.2 Regular Faculty Instructional Workload:

- 19.201 The classroom teaching workload formula shall be based on the number of weekly teacher classroom contact hours. Using the following course category and point system, the classroom workload for a regular instructor shall be 22.5 points with the following exceptions:
- A. Athletic Coaches: Regular faculty head coaches shall be compensated with released coaching time of eleven hours and regular faculty assistant coaches with nine (9) hours. Regular faculty head coaches and regular full-time assistant coaches shall be given three (3) hours per week released time in their off season for the purpose of recruiting (Revised 5-20-09).
 - B. Regular faculty teaching photography (164, 165, 166, 167) and trade and technical (Aeronautics 102, 105, 106, 107; Auto Body & Repair 100, 101, 102, 103; Auto Tech 130, 131, 132, 133; and Welding 100, 101, 102, 103) classes will teach the extra hours as part of their regular load on a prorata basis (annual salary/175 workdays/8 hours per day = prorata hourly rate).
 - C. The workload change in Category 2 classes from 1.15 to 1.25 will exclude: CIS lab, OT Lab, English 64, 310, 320, ESL 340 and 330, Math Lab, Registered Nursing Lab, Intercollegiate Athletic classes, Speech 50, OC Ed 90 and Physical Education Intramurals.
- 19.202 An instructor contact hour is defined as fifty (50) clock minutes of instruction. No more than one classroom clock hour shall be counted in a sixty-(60) minute clock hour.
- 19.203 The following categories of modes of instruction are recognized and shall be weighted with points to establish equity.
- A. Category 1 courses: Category 1 courses require a minimum of one (1) hour outside the classroom for instructor preparation, evaluation, performance, set-up or breakdown, and rehearsal for each hour of class.
 - B. Category 2 courses: Category 2 courses require less than one (1) hour of instructor time outside class in preparation, evaluations, and facilities set-up or breakdown.
 - C. Category 3 courses: Category 3 courses require less instructor time outside class in preparation, evaluation, facilities set up or

breakdown than Category 1 and 2 courses.

- D. Combination: Courses designated to include a combination of instructional modes may be designated as Category 1 in part, Category 2 in part, and as Category 3 in part.

19.204 The Instructor Load Formula Manual, which lists the categories for all existing classes, shall continue to serve as the basis for class loads. Placement of new classes or changes in categories shall be determined jointly by division members and divisions deans and submitted as part of the course proposal to the Curriculum Committee. These classes shall be added to the list in the Instructor Load Formula Manual when the course is approved. A copy of this manual shall be available in the Vice President of Academic Affairs Office.

19.205 Classroom workload points for the above categories shall be allocated as follows:

- A. Category 1 (one hour per week) = 1.5 points.
- B. Category 2 (one hour per week) = 1.25 points.
- C. Category 3 (one hour per week) = 1.0 point.

19.206 The workload formula does not apply to TV consortium courses.

19.207 Additional classroom workload points shall be used in calculating the workload for instructors who are teaching large lecture classes according to the following scale:

Number of Students*	Total Contact Hour Points
61-80	2.0
81-100	2.5
101-120	3.0
121-140	3.5
141+	Add 1.5 for each additional 20 students

*The number of students is defined as the number of students enrolled in the first census week report issued by the Office of Admission and Records. Classes meeting more than one (1) hour per week shall multiply the contact hour points times the number of hours per week that the class meets.

Team taught and learning community classes are excluded.

- 19.208 The teaching load in a team-taught course shall be established according to the degree of involvement of instructors teaching the course as jointly agreed upon by the parties involved.
- 19.209 Faculty assignments shall be made by management in consultation with division faculty; however, management retains the right to make assignments and reassignments of academic faculty.
- 19.210 Assignment of instructors in Category 1 classes may not exceed preparation for three different subjects in any one semester unless the faculty member so agrees. Combined levels of the same subject taught at the same times and days will be considered as one preparation.
- 19.211 A faculty member has the option to teach a reduced load at reduced pay and benefits.
- 19.212 Regular Load, Overloads and Underloads:
- A. No instructor shall be required to have a classroom workload equal to more than 22.5 points in any semester unless he/she agrees. If he/she agrees to work beyond 22.5 points during a semester, an average of 22.5 shall be maintained within a three (3) semester period.
 - 1. In no case shall a regular faculty member's workload and overload per semester include an assignment of more than 13.5 activity points of on-line courses. In the case of regular faculty with a reduced load, on-line assignments shall be limited to no more than 60% of the reduced load.
 - 2. Except as provided in Articles 19.212 (C and D) below, no regular faculty member shall exceed his/her regular load in any given semester by 60% (or 13.5 activity points).
 - B. When a regular faculty member who is teaching an overload and who has one or more of his/her regular classes cancelled, the overload will become a part of his/her regular load for that semester.
 - C. Any overload or underload shall be adjusted within a three (3) semester period.
 - D. Any faculty member who needs to make up an underload will be assigned a regular load plus the underload within his/her discipline

prior to making adjunct assignments.

- E. In the event that such an adjustment cannot be made, he/she shall be compensated or reduced in pay for the overload or underload as follows: on a prorata basis in accordance with his/her placement on the regular faculty salary schedule.
- F. If a regular faculty member does not have a full workload due to cancellation of class(es) and cannot achieve a full load by converting his/her overload class(es) to regular pay, the faculty member shall have the option to be assigned to a part-time hourly class to complete his/her full workload for that semester.
- G. Effective Fall 2000, if the activity points in a specific lecture/ laboratory/activity class creates an overload beyond the 22.5 required activity points, the workload points of that class may be “split” between contract points and overload points. A regular faculty member who is teaching such a class will be paid for the activity points beyond the 22.5 required workload, to be determined as follows: If the class has a combination of categories (1, 2 or 3) all category 1 activity points will be used first to fulfill the required 22.5 workload points. Activity points in categories 2 and 3 will count toward overload compensation. The faculty member will be compensated for category 2 and 3 activity points on an hourly basis, the number of hours as described per week in the Section K course outline.

19.3 Adjunct Assignments:

19.301 Regular Faculty:

- A. Regular faculty will be contacted for each semester and summer session to inquire of their interest in teaching adjunct/hourly assignments. Interested regular faculty will have first priority. If two or more requests for the same class are received from faculty within the teaching discipline, the assignments will be distributed equitably to faculty by seniority on a rotation basis. This section is not intended, however, to allow a senior faculty member to select all available overload/hourly assignments. The term “class/hourly assignments” shall include overload assignments in counseling and library services.
- B. Adjunct and summer session assignments are not part of the regular workload of faculty.

19.302 Adjunct Faculty:

- A. Adjunct faculty are limited to teaching sixty-seven percent (67%) load each semester (Revised 5-20-09).
- B. Adjunct faculty with prior satisfactory service will be contacted prior to each semester and summer session to inquire of their interest in teaching adjunct assignments prior to outside/off-campus recruitment.
- C. Service in an intersession term maintained by the District shall not count as service allowing a faculty member to acquire regular classification status. (See Education Code section 87474(a)(2).)

19.4 Class Size:

19.401 Class size shall be based on equipment limitations, educational considerations, including writing requirements, and safety. (Adopted 5/16/12)

19.402 Faculty within the discipline shall recommend the class maximum for a new course or changes to the maximum for an existing course to the Curriculum Committee. The Curriculum Committee will then forward its recommendation(s) to the Workload Committee comprised of three (3) Association members appointed by the Association President with approval of the Executive Board and three (3) administrators appointed by the Superintendent-President. A majority vote of the Workload Committee shall be required to approve any change in class size. If there is a tie vote within the Workload Committee, the Executive Vice President of Academic Affairs and the President of the Association will make the final decision. (Adopted 5/16/12)

19.5 Class Cancellation:

19.501 Classes which reach or exceed a minimum enrollment of 14 students or 60% of the class maximums, whichever is higher, will not be canceled unless actual attendance drops below that number and remains below through the second meeting, whichever occurs later. In addition, management shall base decisions to cancel classes on programmatic and educational decisions. These considerations may include but are not limited to required transfer/vocational courses, new course offerings, classrooms which hold fewer than the allowable maximum, and the number of sections offered. (Revised 5/20/09)

19.502 Courses which are not canceled by the first week of classes or the

second meeting, whichever occurs later, shall remain open throughout the duration of the semester. (Revised 5/20/09)

19.6 Reader/Tutor Assistance: Readers will be provided to instructors teaching large lecture classes according to the following schedule:

Number of Students	Hours
61-80	2/3 hours per week
81-100	1 hour per week
101-120	1-1/3 hours per week
121-140	1-2/3 hours per week
141+	add 1/3 hour per week for each additional 20 students

19.601 The remainder of the reader funds made available to divisions and departments will be allocated by the division Dean to faculty on an equitable as needed basis.

19.602 All tutor funds made available to division and departments will be allocated by the division Dean to programs on an equitable as needed basis.

19.7 Instructor Professional Workload: The workload of faculty is based on a forty (40) hour workweek.

19.701 Regular Instructor:

- A. Instructional hours: Fifteen (15) to thirty (30) hours a week as specified in Section 19.201.
- B. Five (5) assigned office hours per week. Instructors teaching twenty-three (23) or more hours per week shall have their assigned office hours reduced proportionately so that the combined teaching hours and office hours will not exceed thirty (30) hours per week. Office hours associated with on-line courses may be offered virtually, but shall be held in real time and correspond to the percentage of the faculty member's workload attributable to on-line instruction, rounded to the nearest half-hour. On-line office hours shall be set Monday through Friday between the hours of 7:00 a.m. and 10:00 p.m. or on Saturday between the hours of 9:00 a.m. and 12:00 p.m.
- C. Campus professional activities and preparation hours shall be the

difference between the total of instructional hours plus office hours and twenty-nine (29) hours per week. Campus professional activities include but are not limited to:

1. School meetings (maximum of three hours per month) For each hour a faculty member fails to attend school/department meetings for reasons other than completing professional duties or illness, he/she shall have one hour deducted from his/her leave bank as personal necessity. (Adopted 5/16/12)
 2. Meeting administrative timelines and submission of completed and required documents and reports.
- D. The remainder of the forty (40) hours per week shall be used for professional job-related activities at the discretion of the instructor.
- E. It is anticipated that regular faculty will be assigned a five-day workweek. Nothing in this article shall preclude an instructor from being assigned a workload obligation in other than five days a week. A workload less than the five days will be assigned by management in consultation with the faculty member.
- F. Duty shifts: A faculty member shall not be scheduled to teach a dual day/evening assignment without prior consultation during a scheduled meeting with the division Dean. Dual teaching assignments that vary from five (5) duty shifts per week may be waived by the faculty member or he/she shall be compensated with a commensurate adjustment in duty shifts within three (3) semesters. Where dual assignments become a necessary part of the responsibilities of the faculty member of a division or service area, and sufficient faculty do not choose to work or waive these assignments, the division Dean shall rotate assignments on a seniority basis within the faculty member's discipline. A day duty shift is defined as those classes beginning prior to 4:30 p.m. on a given day and an evening duty shift as those classes beginning after 4:30 p.m. on a given day. No dual day/evening assignment shall be made in an arbitrary, capricious, or discriminatory manner.
- G. Nothing in this article shall preclude assigning different duty shifts other than defined above providing the shift assignments are agreed to by the instructor and the division Dean in consultant with the Association representative.

19.702 Adjunct Faculty:

- A. The professional workload for an adjunct faculty member shall be the actual instructional hours required for courses(s) assigned. No office or campus professional activities are required.
- B. Optional office hours for adjunct faculty: Adjunct faculty may elect to hold paid office hours. Office hours must be requested, in writing, by the faculty within two weeks of the assignment prior to the start of the class(es) to include proposed time and prearranged location. Exceptions will be made for late hires. The office hours scheduled is subject to approval of the division Dean. Office hours for adjunct faculty shall be provided as follows effective Fall 2000.
 - 1. Faculty teaching a 60% to 67% workload are eligible to receive nine (9) paid office hours during the semester. (Revised 5-20-09)
 - 2. Faculty teaching a 40% to 59% workload are eligible to receive six (6) paid office hours during the semester.
 - 3. Faculty teaching 20% to 39% workload are eligible to receive four (4) paid office hours during the semester for Category 1 classes. (Adopted 5/16/12)
 - 4. Office hours are paid at the Category 3 rate of pay. (Adopted 5/16/12)

19.703 Honors

- A. Honors Allocation: The District will contribute \$10,000 annually for honors programs.
- B. Stipend:
 - 1. Instructors who teach honors will be paid a maximum of \$200 per student to a maximum total payment of \$400 per semester subject to the conditions of B.2. in accordance with the following chart:
 - \$200 for 3 units
 - \$132 for 2 units
 - \$ 66 for 1 unit
 - 2. If the number of honors projects exceeds the amount of funds available, pay for qualified projects will be prorated among

faculty based on the number of honors projects each academic year and the number of students per instructor.

3. If all available funds are not used in one year using the above guidelines, the remaining money will be added to the honors program budget in the following year.
4. Instructors will be paid in the June paycheck for any honors work completed in the preceding academic year.
5. The stipend will not be awarded if the student drops the honors class within the first six weeks of the semester.

C. Conditions for Stipend:

1. Honors is considered an overload assignment for a regular instructor and included in a regular load of an adjunct instructor.
2. The maximum workload credit for any instructor teaching honor students cannot exceed 1.5 activity points in any one semester regardless of the number of honors students being served by the instructor. The instructor must work with honors students independently for a minimum of 6 hours for one unit (.5 activity point workload credit); 12 hours for two units (1.0 activity point workload credit); and 18 hours for three units (1.5 activity point workload credit).
3. An instructor will not be paid for students who receive honors credit by working within an instructor's already assigned class or classes.
4. Students must be eligible for honors work in accordance with Curriculum Committee guidelines.

D. Timeline and Process for Approval of Honors Work:

1. The student and instructor mutually agree to work on an independent study project.
2. A contract for work to be completed is developed between the student and the instructor and forwarded to and received by the division Dean for action by no later than the eighth day of the semester in which the work is to be performed. Contracts submitted and/or received by the division Dean after this date will not be eligible for the honors stipend. The contract must

include at least the following: documentation of eligibility of student; learning objectives; work to be employed; method(s) of evaluation; instructor-student meeting schedule; number of students requested plus hours needed to complete them; signatures of student, instructor and division Dean.

3. Division Dean will approve/disapprove proposal by no later than the first day of the third week of classes.
4. Division Dean will be responsible for certifying the completion of honors programs to the Human Resources Department no later than June 1 to be eligible for payment.

19.8 Counselor Workload: The professional workload shall consist of thirty (30) hours per week of assigned counseling and/or instructional hours plus ten (10) hours of professional job-related activities to be used at the counselor's discretion. At least one (1) Senator from the Counseling Department shall be able to attend the Senate meeting during FlexCal as will the counseling representative to the Curriculum Committee; this time to be used from the thirty (30) counseling hours. (Adopted 5/16/12)

- 19.801 Counselor-Student Ratio: The counselor-student ratio shall be one counselor for every 600 to 1,000 students served excluding contract and community service courses.
- 19.802 Counselor Assignments: Management may assign counselors to the day, evening, or a combination thereof as a regular part of their counseling duties providing that the hours assigned are consecutive.
- 19.803 Classroom Load Formula: The classroom load formula shall apply to all teaching faculty including student personnel services. The categories for modes of instruction for regular instructional faculty shall be applicable to the counseling faculty. To further clarify the intent, a counselor who teaches a three-credit Category 1 class will use a total of six (6) hours out of their thirty (30) hours of counseling time to meet the obligations of the class. No additional time will be given for the class. (Adopted 5/16/12)
- 19.804 Work Year: The work year for counselor shall be 185 workdays as assigned by management. Pay for the ten (10) days over 175 per year shall be paid on a pro-rata basis. The aforementioned 175 days shall be the same as for regular instructors in that counselors are regular academic faculty members.
- 19.805 By mutual consent between management and the counselor, a counselor may volunteer to change, on an annual basis, his/her work

year to other than the aforementioned 175 days on an annual basis. In the event there are more volunteers than needed, the assignment shall be made on the basis of seniority. An alternate work year shall be from July 1 through June 30. When setting the schedule for an alternate work year, the Dean and counselor will take into account both the needs of the students/department and counselor; however, the days selected will be agreed upon by the Dean and the counselor. If an agreement cannot be reached and the faculty member's request is denied for an academic year, the counselor's leave request will be granted the following academic year. For non-traditional counselors, the ten (10) non-work days (see below) cannot be scheduled during the two (2) weeks prior to the first day of classes through the first week of instruction for the fall and spring semesters. Except for the six (6) weeks just noted for fall and spring semesters, up to ten (10) days may be assigned as non-work days from the non-traditional calendar year based on availability of counselors and department needs (i.e., all such counselors will not be on leave at the same time). (Adopted 5/16/12)

19.806 Counselors exercising the option of a reduced workload shall work with the dean to proportionately reduce each component of their workload: instructional days, flexible calendar days, and the 10-prorata days. (Adopted 5/16/12)

19.9 Librarians and Learning Resources Center Faculty Workload:

19.901 Workweek: The workweek shall be thirty-five (35) hours per week plus five (5) hours of job-related activities at the discretion of the librarians.

19.902 Librarians and Learning Resources Center personnel may be scheduled by management to serve during the day, evening or a combination thereof. Nothing shall preclude the librarian in completing his/her assigned workload in an untraditional way. A workload change will be assigned by management in consultation with the faculty member and will be based on programmatic and educational considerations.

19.10 Instructor/Coordinators Workload:

19.1001 Workweek: The regular assignment for instructor/coordinators shall be twenty-five (25) hours plus five (5) office hours plus ten (10) hours of job-related activities at the discretion of the instructor/coordinator.

19.1002 Released Time: Instructor/coordinators shall be released from a portion of their teaching duties to perform their duties as outlined in their job descriptions in the coordinator assignment. The amount of released

time and the duties to be performed shall be determined by management. The equivalent of a three-hour per week class (20%) is eight hours of time to perform the coordinator duties.

19.1003 The number of work experience students assigned to a work experience instructor/ coordinator shall not exceed the legal maximums. The required seminars are a part of the work experience instructor's load.

19.11 Counselor/Coordinators Workload:

19.1101 Workweek: The regular assignment for counselor/coordinators shall be thirty hours (30) hours plus ten (10) hours of job-related activities at the discretion of the counselor/coordinator.

19.1102 Released Time: Counselor/coordinators shall be released from a portion of their counseling duties to perform their duties as outlined in their job descriptions in the coordinator assignment. The amount of released time and the duties to be performed shall be determined by management. The equivalent of 20% released time from counseling duties equate to eight hours of service to perform coordinator duties.

19.12 Enabler/Disabled: The Enabler/Disabled counselor and counselor/coordinator shall have the same workweek as the counselors except that the counselor/coordinator may be assigned to more off-campus duties in place of on-campus counseling hours.

19.13 Matriculation Counselors: The Matriculation Counselors shall be assigned a work year of 185 days between July 1 and June 30 time frame. By mutual consent between management and the counselor, the Matriculation Counselors may volunteer to change his/her work year on an annual basis.

19.14 EOPS Counselor: The EOPS Counselor shall have the same workweek as counselors except that the EOPS Counselor may be assigned to other duties and responsibilities described in the job description.

19.15 Cosmetology Instructor: The regular workload for cosmetology instructors shall be 17 hours equaling 22.5 activity points, calculated as follows:

19.1501 A full-time Cosmetology instructor's regular workload shall consist of:

- A. Five (5) Category 1 lecture hours (7.5 activity points)
- B. Twelve (12) Category 2 lab hours (15 activity points)

19.1502 Lecture shall be Category 1 and Labs shall be Category 2.
(Revised 5-20-09)