

**MEMORANDUM OF UNDERSTANDING BETWEEN
SOLANO COMMUNITY COLLEGE DISTRICT
AND
SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION**

The parties agree to the following changes to the Collective Bargaining Agreement, effective with the start of the Fall 2020 semester. This language shall sunset as of Dec. 31, 2020, absent ratification of a Tentative Agreement prior to that date.

19.8.2 Adjunct Faculty Professional Workload

- 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. The compensation for full semester classes will be calculated by taking the number of weekly hours that the class is scheduled for in section K (course outline of record), multiplying by 16, and adding 1.25, then multiplying that total by the published hourly rate.
- C. All adjunct faculty, regardless of schedule and load assignments may be compensated for a maximum of seven (7) hours of Category 3 pay per semester for ~~the following types of activities not used to meet a FlexCal Requirement: on-campus professional development, department and division meetings, and SLO/SAO development, assessment and data entry. An additional three (3) hours per semester may be paid during program review.~~
- D. Adjunct faculty in departments with fewer than two (2) full-time faculty members are eligible for up to five (5) hours of Category 3 pay for participation in developing their department's program review. This shall not preclude the possibility of arrangements for additional paid hours for adjunct faculty whose responsibility for work on program review exceeds the five hours.
- E. Optional office hours for adjunct faculty: Adjunct faculty may elect to hold paid office hours. Paid 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 pre-arranged location. Exceptions will be made for late hires. The office hours schedule is subject to the approval of the division dean. Office hours for adjunct faculty shall be provided as follows:
 - a. Faculty teaching a load of 40% or above are eligible to receive a maximum of 18 paid office hours during the semester.
 - b. Faculty teaching a 20% to 39% workload are eligible to receive nine (9) paid office hours during the semester.Payment for these hours will be made at the end of the assignment upon verification by the division dean. Office hours are paid out at the Category 3 rate.
- F. Please see Article 22.2.5 regarding opportunities for adjunct faculty to receive hourly compensation for participation in on- and off-campus professional development activities.

22.2.5 Adjunct FlexCal:

~~Adjunct faculty may participate in on and off-campus professional development activities and receive FlexCal credit. Adjunct and overload faculty whose classes are scheduled to meet on FlexCal days will be paid for the hours of those classes, provided they participated in approved FlexCal activities and submit the required paperwork. Compensation shall be at the rate of the category of the assigned class(es).~~

Adjunct faculty are not required to complete any Flexible Calendar hours or activities. However, the college encourages the participation of all faculty in campus dialogues and professional development activities, and will compensate adjunct faculty for their participation as follows:

- A. Each adjunct faculty member shall be eligible for up to six (6) hours of Category 3 pay in each semester of employment, for participation in any combination of: campus-sponsored Flex activities (on campus or online), department meetings, and division meetings, completed within the respective semester.
- B. Each adjunct faculty member shall, in addition, be eligible for 3 hours of Category 3 pay per .20 FTE of load assignment, per semester, for participation in any combination of the activities outlined in part A, or for non-SCC professional development activities pre-approved for Flex credit by the supervising dean.
 - Examples:
 - i. An adjunct instructor with a .40 FTE assignment in a given semester would be eligible, in that semester, for 6 hours of campus-sponsored Flex activities and/or meetings per Part A, plus an additional 6 hours for use in on- and/or off-campus Flex-eligible activities per Part B.
 - ii. An instructor with a .10 FTE assignment in a given semester would be eligible, in that semester, for 6 hours of campus-sponsored Flex activities and/or meetings per Part A, plus an additional 1.5 hours for use in on- and/or off-campus Flex-eligible activities per Part B.
- C. All adjunct Flex hours will be paid at the end of the semester, upon the timely submission of Flex forms signed by the supervising dean.

Melissa Reeve
Chief Negotiator, SCFA

July 7, 2020
Date

Mary Jones
Chief Negotiator, SCCD

Date