

AFT 1493 Proposal #1 to SMCCCD

April 25, 2025

ARTICLE 7: HOURS OF EMPLOYMENT

7.1 175 WORK DAY YEAR FOR REGULAR FACULTY: The total required number of service days for each faculty member on a regular academic year contract shall not exceed the one hundred seventy-five (175) work days, including any flex or staff development days included in the academic calendar.

7.1.1 The contract responsibility days of instructional faculty shall end once the total required number of service days is served and final grades and other official paperwork are submitted.

7.1.2 The contract responsibility days of non-instructional faculty shall end at the conclusion of the final examination period.

7.2 DEFINITION OF ACADEMIC YEAR: The academic year consists of two (2) separate instructional semesters, each of which begin on the first day of instruction or flex day and end on the last day of final examinations.

7.3 ADOPTION OF ACADEMIC CALENDAR:

7.3.1 Following negotiations with the Union, the Board will adopt an annual academic calendar that conforms to all requirements mandated by state law and the conditions of this Agreement.

7.3.2 When a declared holiday falls on Sunday, the succeeding workday not designated as a holiday shall be observed as the holiday. When a declared holiday falls on a Saturday, the preceding workday not designated as a holiday shall be deemed the holiday.

7.4 DEFINING OFFICE HOURS: Office hours are defined as regularly scheduled times when faculty members are present in their assigned office or approved alternate location, and available for consultation with students.

7.5 WORKWEEK FOR FULL-TIME INSTRUCTIONAL FACULTY: Full-time instructional faculty shall be present on campus while performing assigned duties, unless an alternate location is assigned and approved, pursuant to Article 6. For the purposes of this section, "assigned duties" means a faculty member's FLC and corresponding office hours. A faculty member may be assigned to less than a five-day per week schedule. All other professional responsibilities, such as class preparation and completion of a member's professional responsibilities plan will be carried out at a time and place appropriate for the activity.

7.6 WORKWEEK FOR FULL-TIME COUNSELING FACULTY:

7.6.1 Full-time counseling faculty shall be present on campus while performing ~~twenty-two (22) hours per week of scheduled~~ **assigned counseling** duties ~~(as outlined in Appendices D2-A1 & D2-A2)~~, unless an alternate location is assigned or approved, ~~a minimum of thirty (30) hours per week, twenty-two (22) of which are~~

~~for scheduled counseling duties and eight (8) of which are for performing other professional duties (as outlined in Appendix D2-A2). Regular and contract counselors shall also be responsible for developing and fulfilling a professional responsibilities plan, as described in Article 6, with a minimum value of 5 points.~~

Full-time counseling faculty shall perform eight (8) hours per week of other professional duties (as outlined in Appendix D2-A3), which may be carried out at a time and place appropriate for the activity as determined by the faculty member.

7.6.2 For the purposes of calculating adjunct load, non-ancillary fulltime weekly duties are 30 hours. “~~Scheduled Counseling Duties~~” means any of the following:

- ~~• Scheduled or drop-in counseling appointments with student conducted in person;~~
- ~~• Scheduled or drop-in counseling appointments with students conducted remotely;~~
- ~~• Group appointments with students conducted in person;~~
- ~~• Group appointments with students conducted remotely;~~
- ~~• Working with students in class, in collaborations with instructional faculty;~~
- ~~• Program coordination, student workshops, or case management activities, so long as they are approved or assigned by the dean;~~
- ~~• Counseling observations for evaluations; or~~
- ~~• Additional duties as approved or assigned by the dean that directly support students.~~

Hours are prorated for regular and contract counselors with less than a full-time assignment. Part time counselor load assignments shall include 1 hour of “other professional duties” time for every 3 FLCs of counselor duties.

Coordination is recognized as a critical and necessary function of specific counselor assignments. Coordination is defined as any responsibilities of leading and organizing a program, initiative or project outside of the primary responsibilities of counselor duties (as outlined in [Appendices D2-A1 & D2-A2](#) ~~Appendix D2-A1~~). The assignment of coordination time is mutually agreed upon by the dean and the counselor as commensurate and appropriate to the counselor assignment.

Recognizing the professional and pedagogical expertise of counseling faculty, the value of a collaborative approach at the department level in setting the length of counseling appointments, and that the need for flexibility to adjust appointment length to address student needs is appropriate, the counseling deans and counseling faculty at each college will annually review best practices, scheduling methods, use of technology and other strategies to support a collaborative scheduling approach.

7.6.3 The appropriate administrator will provide all counseling faculty a document to request assignments, modality, and schedule preferences for each subsequent semester prior to finalization of the class schedule. The administrator shall not arbitrarily disregard the faculty member’s preferences. If the assignment request is denied, the faculty member may submit a written request to the appropriate administrator who shall provide in writing the justified reasons for the denial.

- 7.7 **WORKWEEK FOR FULL-TIME LIBRARIANS:** Full-time faculty librarians shall be present on campus while performing assigned duties, unless an alternate location is assigned. For the purposes of this section “assigned duties” means providing librarian services at assigned times and locations, which for a full-time librarian shall be thirty-two and one-half (32.5) hours per week. Other professional responsibilities will be carried out at a time and place appropriate for the activity. Librarians are not expected to work more than 37.5 hours per week. Hours are prorated for ~~full-time regular~~ or ~~part-time contract~~ librarians with less than a full-time assignment. ~~Any credit bearing classes taught by a full-time librarian are considered overload and shall be paid according to the applicable salary schedule at the instructional hourly rate.~~
- 7.8 **WORKWEEK FOR FULL-TIME NON-INSTRUCTIONAL FACULTY:** Full-time college nurses and faculty assigned to other duties shall be present on campus in scheduled professional duties thirty-seven and one-half (37.5) hours per week, prorated for regular or contract college nurses and faculty assigned to other duties with less than a full-time assignment unless an alternate location is assigned or approved. ~~College nurses and faculty assigned to other duties are not required to prepare a professional responsibilities plan.~~
- 7.9 **MINIMUM ELAPSED TIME:** The minimum elapsed time between the ending time of any regular workday assignment and the beginning of the following day’s regular workday assignment will be eleven (11) hours, except by mutual agreement between the employee and the District.
- 7.10 **FINAL EXAM PERIODS INCLUDED IN SERVICE DAYS:** Final examination periods are included within the required number of service days. Instructors must meet all assigned classes for final examinations at the appropriate hour as published in the College final examination schedule, except by written permission in advance from the appropriate Vice President.
- 7.11 **FLEX DAY OBLIGATIONS:** The District academic calendar may contain flex (staff development) days. The following provisions shall apply:
- 7.11.1 Faculty members on a regular academic year contract shall participate in such flex days as part of their basic assignments. Regular faculty will be expected to participate in flex day activities for five (5) hours per flex day. There are six (6) flex days on the academic calendar. Of the six (6) flex days, two (2) are required and four (4) are flexible. There will be one (1) required day in the Fall and one (1) required day in the Spring. Those days will be determined with the approval of the academic calendar for that year and are intended to be assigned on a college day.
- 7.11.2 Part-time faculty members may participate in flex activities ~~offered by the District in any modality~~ as part of their basic assignments. ~~Activities attended on designated College and District flex days will be compensated at the special rate not to exceed five (5) hours, unless if the flex day falls on a scheduled workday. For example, if a part-time faculty member normally works holds a class on a Monday, and that day is a scheduled flex day and thus they do not perform their normally duties scheduled class(es) is/are not held, then the part-time faculty member who participates in the College or District flex activities, shall receive their regular rate of pay for the normal student contact hours they that would have been worked that day. Any remaining hours are paid at the special rate.~~

~~Additionally, when the part-time faculty member’s regular assignment on the day of the week that flex day falls totals more than five (5) hours, hours~~

available for compensation may exceed five (5) hours. When the part-time faculty member has assignments at more than one campus, their total number of hours worked are eligible for flex compensation. When the College or District has not scheduled more than five (5) hours of sessions in any modality on a given designated flex day, part-time faculty who ordinarily work more than five (5) hours on the day of the week that flex day is held can elect to participate and be compensated for additional professional development activities of their choosing as outlined by the Senate Flex Memo and Cal. Code Regs. Tit. 5, § 55724(a)(4), up to the total number of hours they would ordinarily work that day.

Alternatively, ~~those~~ part-time faculty members identified above whose regularly scheduled assignment falls on the same day of the week as a College or District flex day can elect not to attend scheduled flex day activities and ~~instead to participate in a self-selected college-approved flex activities~~ on an alternative day ~~or days~~ other than the College or District-designated flex day, ~~show written verification of the activity, and receive regular pay for up to the normal student-contact hours that the part-time faculty member is scheduled to work teach on that day of the week.~~ Alternative flex activities are described by the Senate Flex Memo and Cal. Code Regs. Tit. 5, § 55724(a)(4).

~~Requests for approved flex day pay timesheets must be submitted to the Division Office by the last day of final exams of the semester in which the flex activity occurred. The timesheet shall include the title of the training(s) or description of the activity/activities and the date. Other part time faculty members may participate in on-campus flex activities on designated flex days and will be compensated at the special rate not to exceed five (5) hours.~~

Faculty whose dual enrollment assignment prevents them from participating in District or College scheduled flex activities shall have the option to complete flex activities on different days.

Faculty who teach asynchronously shall have the option to complete flex activities to account for up to the total number of flex days scheduled in each semester.

- 7.12 COUNSELING ASSIGNMENTS OUTSIDE REGULAR 175 DAYS:** The District and the counseling staff recognize that the dates needed for counseling services differ from the regular 175 day academic calendar and are essential to fulfilling the needs of students in the District. For that reason, faculty whose primary responsibility is counseling and whose annual teaching schedule allows for blocks of five (5) or more exchange working days within the academic year may be involuntarily assigned up to ten (10) working days of counseling duties different from the regular 175 day academic calendar, during semester breaks and/or Summer session. Involuntary assignments will only occur if there are not sufficient numbers of suitable volunteers.

7.12.1 Whenever possible, voluntary assignments will be arranged in preference to involuntary assignments. It may not be that every counselor will be assigned by their administrator to work a full ten (10) days outside of the 175-day calendar because of the need for particular expertise or specialized program knowledge.

7.12.2 The days of counseling duties different from the regular 175 day academic calendar will be scheduled on consecutive blocks of working days (for example, five consecutive working days at the beginning of the Fall and Spring semester), unless an exception is mutually agreed upon. For purposes of this section,

Fridays during Summer session are not considered workdays. Normally, each day will consist of six hours total. However, upon mutual agreement between the counselor and supervisor, the total hours per day may be increased or decreased and the number of days worked outside the 175-day academic calendar may be increased beyond the ten (10).

7.12.3 Those counselors who are assigned up to ten (10) days per year to work outside the 175 day academic calendar will receive exchange time during the 175 day academic calendar. "Exchange time" means that an equivalent amount of time may be taken off with full pay. The exchange days may be taken on consecutive days unless an exception is mutually agreed upon. The regular ten month or twelve-month payment schedule for an employee's full-time salary will not be altered by any change of work schedule arranged as a result of this agreement.

7.12.4 Time assigned outside the academic year as well as the exchange time will be determined between the counselor and their supervisor prior to the assignment. A good faith effort will be made to find times that are reasonable and that achieves mutual benefit.

7.12.5 The District will provide one (1) semester advance notice to counselors of the need for their services outside of the 175-day academic calendar.

7.12.6 Counselors who volunteer for and are assigned time outside the 175-day academic calendar will be given priority for receiving assignments for days in addition to the 175-day calendar.

~~**7.13** **COMPENSATION:** Compensation for counseling/advising responsibilities beyond the total 175 day commitment will be either pay at the faculty overload lab rate, unit banking, or compensatory time, schedule permitting.~~