

ARTICLE XVII  
WORKLOAD

- 17.1 The normal college workload for unit based instructors per academic semester shall be the equivalent of fifteen (15) semester units of undergraduate instruction. The normal college workload per academic year shall not exceed the equivalent of thirty (30) semester units of undergraduate instruction for all faculty members.
- 17.2 In no event shall a faculty member be assigned a college workload in a single academic semester which is in excess of twenty (20) semester units of undergraduate instruction or forty (40) hours per week for fixed weekly hour faculty.
- 17.3 For purposes of determining college workload, a "contact hour" shall be defined as fifty-two (52) clock minutes of classroom instruction. College workload for faculty on a fixed weekly hour basis is determined by regular number of hours.
- 17.4 A contact hour shall not be interpreted as being comprised of other faculty responsibilities, including, but not limited to, the following:
- 17.4.1 Office hours
  - 17.4.2 Course preparation and evaluation of student course assignments
  - 17.4.3 Assigned committees
  - 17.4.4 In-service training
- 17.5 A regular or contract faculty member shall not receive any reduction in compensation as the result of any imbalanced or reduced semester workload resulting from units accumulated in previous semesters or from under assignment planned by the District.
- 17.6 Faculty who agree in writing to assume, in addition to their normal contract workloads, such extra-duty assignments as are provided in Article XX - Extra Duty Pay, shall receive additional monetary compensation in accordance with the applicable provisions of that Article.
- 17.7 The average semester FTES per full-time equivalent faculty member will be set at 19.52. This figure will be computed as the total FTES per year (fall and spring semester) divided by 2. Indentured apprentice hours of instruction and nonresident hours will be converted to FTES for the purpose of determining total FTES per year (fall and spring semesters) divided by 2.
- 17.8 Division faculty shall be responsible for recommending appropriate class sizes to the appropriate Division Chairperson/Director or to Vice President for Instructional and Information Services.

- 17.8.1 The number of students in laboratory sections shall not exceed the number of established stations, available equipment, or teaching aids.
- 17.8.2 The number of students in classrooms shall not exceed established seating capacity.
- 17.9 Divisional and individual course differences in faculty-student ratio shall be permitted, subject to the specific needs of students in acquiring knowledge in different academic disciplines or subject area.
- 17.10 Faculty shall not be required to be present on campus during periods when college classes are not in session, except as otherwise specified in this Agreement.
- 17.11 Reader Budget and Bonus Units/Hours
  - 17.11.1 Reader allowances and/or additional teacher units/hours shall be allocated by the Vice President for Instructional and Information Services, as per the current contract schedule. Bonus units are earned by all lecture classes based upon the first census period for regular credit classes and upon the fourth week enrollment for credit positive attendance classes.
  - 17.11.2 FTES computed for laboratory classes and activity classes such as Physical Education will not be counted in this formula. The above formula applies strictly to lecture classes.
  - 17.11.3 FTES shall be calculated from enrollment figures shown in the first census (4th week) enrollment report. Inasmuch as State payments to the college as well as faculty bonuses are based upon such enrollment reports, instructors are cautioned to reflect accurate current enrollment in such reports. (See Policy 5150 of the Manual, setting forth the college's mandatory drop policy. Students subject to mandatory drop must not be listed in the 4th week enrollment report).
  - 17.11.4 Reader budget allowances will be adjusted annually to reflect mandated minimum wage requirements. The method of computing average class size, bonus units and the Reader Budget are contained in Appendix K.
  - 17.11.5 Additional teacher units and budget for large classes shall be:

Average

<u>FTES per Teacher Unit</u>	<u>Unit/Hours</u>	<u>Additional Reader Budget</u>
1.29 to 1.39	.066 per unit/hour	48.00 per unit/hour
1.40 to 1.46	.100 per unit/hour	59.00 per unit/hour
1.47 to 1.53	.133 per unit/hour	71.00 per unit/hour
1.54 to 1.63	.166 per unit/hour	83.00 per unit/hour
1.64 to 1.69	.200 per unit/hour	95.00 per unit/hour
1.70 to 1.86	.213 per unit/hour	97.00 per unit/hour
1.87 to 2.03	.226 per unit/hour	100.00 per unit/hour
2.04 to 2.20	.240 per unit/hour	102.00 per unit/hour
2.21 to 2.38	.253 per unit/hour	105.00 per unit/hour
2.39 to 2.55	.266 per unit/hour	106.00 per unit/hour
2.56 to 2.71	.273 per unit/hour	110.00 per unit/hour
2.72 to 2.88	.280 per unit/hour	114.00 per unit/hour
2.89 to 3.05	.286 per unit/hour	116.00 per unit/hour
3.06 to 3.22	.293 per unit/hour	118.00 per unit/hour
3.23 to 3.40	.300 per unit/hour	118.00 per unit/hour
3.41 to 3.74	.307 per unit/hour	118.00 per unit/hour
3.75 to 4.07	.313 per unit/hour	118.00 per unit/hour
4.08 to 4.42	.320 per unit/hour	118.00 per unit/hour
4.43 to 4.76	.327 per unit/hour	118.00 per unit/hour
4.77 or more	.333 per unit/hour	118.00 per unit/hour

## 17.12 Laboratory or Activity Unit Assignments

Laboratory and activity contact hours and teacher units will be assigned as listed in Appendix E of this Agreement.

## 17.13 Minimum Scheduled Day on Campus

### 17.13.1 Instructors

17.13.1.1 Full-time teaching faculty on unit based schedules will be on campus in classrooms, field trips, laboratories, library, college committee meetings, Academic Senate or their office for twenty-five (25) hours during any normal Monday through Friday work week. Full-time faculty members will schedule and maintain a minimum of three (3) hours on campus each duty day. At least one of these scheduled hours will be reserved for student consultations. A full-time faculty member will not be required to schedule over twenty-five (25) hours per week on campus. Certain laboratory instructors may utilize laboratory sessions for student consultations in order to comply with the twenty-five (25) hour schedule limitation. A Division Chairperson with the approval of the Assistant Superintendent/Vice President of Instruction may assign a full-time faculty member a 25 hour per week schedule that is less than five days per week.

When a full-time faculty member on a unit based schedule is assigned a duty teaching schedule outside the requirements of Article XI, section 11 or 12, or is assigned a work week other than Monday through Friday pursuant to Article XVII, section 17.13.1.3, he/she may comply with the twenty-five (25) hour schedule requirement in a four (4) day work week. In such cases, the full-time faculty member must schedule a total of five (5) hour for student consultation per work week with at least one (1) hour scheduled for each of the four duty days. Full-time faculty members with a four (4) day work week must still meet all other attendance requirements irrespective of the four (4) day work week. This provision shall not apply to overload assignments.

Schedules are defined for instructors, counselors, and librarians in Sections 17.13.1, 17.13.2 and 17.13.3 below. If the Governing Board of the District decides to establish a flex schedule work week during summer, the Administration in an effort to meet student needs, shall schedule the appropriate consecutive hours from 7:00 a.m. until 5:00 p.m., Monday through Thursday and from 7:00 a.m. until noon on Fridays.

- 17.13.1.2 Full time teaching faculty on fixed hour schedules will be in classrooms or laboratories for thirty-five (35) hours during any normal Monday through Friday work week. An additional five (5) hours will be spent in professional activities necessary to maintain adequate job performance. Except as negotiated otherwise, such assignment will only be in mathematics laboratory, nursing skills laboratory, assessment, and tutor center instructors. An alternative calendar of 177 ½ reasonably continuous duty days may be assigned to these instructors. The District will consult with the Association on any such calendars.

No current faculty member (i.e. faculty hired before January 1, 1997), shall be involuntarily assigned to one of the listed fixed hour positions. Current faculty members whose primary assignment is in one of the listed positions may choose to remain in the position through December 31, 1998. New hires may be assigned to one of the listed fixed hour positions provided that the job announcement includes this requirement. An alternative calendar of 177 ½ reasonably continuous duty days may be assigned to these instructors. The District will consult with the Association on any such calendars.

17.13.1.3 Faculty may be assigned a work week of five (5) consecutive days other than Monday through Friday with the mutual consent of the individual instructor.

## 17.13.2 Counselors

17.13.2.1 Full time counselors will be on campus in classrooms, field trips, high school and college visitations, student conferences, library, college committee meetings, Academic Senate, in-service development, student activities or their office for minimum of 35 hours during any normal Monday through Friday work week. The non-scheduled hours in excess of 35 scheduled hours will be spent in professional activities necessary to maintain adequate job performance, such as extended day visitations to high schools, extended day college and university visitations, class and small group readings and preparations, extended day staff development programs and university training programs, and necessary late duty day appointments, calls, and consultations.

17.13.2.2 The definition of Category A counselors is counselors who are assigned to work on the calendar established for faculty under Article XIII and who stagger their scheduled hours in a manner so that coverage will be maintained during the Day College hours of the normal Monday through Friday workweek in the customary manner.

17.13.2.2.1 The current counselor FTE of September 15, 1990 will be maintained and such counselors will be designated as a combination of "Category A" and "Modified Category A". This does not preclude the hiring of additional "Category A" or "Modified Category A" counselors.

17.13.2.2.2 The counselor entitlement of September 15, 1990, (10.5 FTE Guidance: 2.0 FTE Disabled; 4.0 FTE EOPS, Category A and "Modified Category A") will not be reduced unless there is a reduction of ten (10) percent or more in enrollment from the base determined by enrollment on the last day of the fall semester, 1990.

17.13.2.2.3 The 8.5 FTE of counselors currently employed with the most seniority on December 20, 1996, shall be "grandparented" and assured continued placement as Category A

counselors. The remaining 8.0 regular and contract counselors currently employed on December 20, 1996, are designated as Modified Category A counselors and may move into the "grandparented" Category A as vacancies occur in the Category A. The opportunity to move into the "grandparented" Category A shall be offered on the basis of seniority as a counselor at Delta College. Any counselor hired after December 20, 1996, within the 16.5 FTE required in section 2(b), will be designated as Modified Category A without any right to move into the "grandparented" Category A.

17.13.2.3 The definition of "Modified Category A" is counselors who are assigned to work on the calendar established for faculty under Article XIII and who stagger their scheduled hours in a manner so that coverage will be maintained during the day college hours of the normal Monday through Friday workweek in the customary manner, except they may be assigned to work calendars which have alternate start and end dates within a continuous duty year. The District will consult with the Association on Category A calendar(s). Assignment to alternate calendars will be made by first asking for volunteers and then by assignment in reverse order of seniority. No Modified Category A counselor will be involuntarily assigned to calendars which do not allow at least a four week break between duty years. Notice of assignment will be made at least four months from the end of the academic year. Volunteers for a Modified Category A assignment may not later decline the assignment unless another counselor volunteers to work the assignment.

17.13.2.4 The definition of "Category B" is counselors who may be employed on nontraditional calendar(s) within a reasonably continuous duty year and who stagger their consecutively scheduled hours in a manner so that coverage will be maintained during the 7:30 a.m. - 10:00 p.m. duty day as determined by the Vice President of Student Services and the Directors of Guidance, DSPS, or EOPS.

17.13.2.4.1 The District will consult with the Association on the Category B calendar(s).

17.13.2.4.2 Category B counselors may elect to change categories to Modified Category A when a vacancy is declared.

- 17.13.2.5 Counselors (Category A and Modified Category A) will schedule and maintain a minimum of six (6) and a maximum of eight (8) consecutive hours on any given duty day of the normal Monday through Friday work week, except as provided in (9) below.
- 17.13.2.6 Counselors (Category A and Modified Category A) will stagger their scheduled hours in a manner so that coverage will be maintained during the duty day of the normal Monday through Friday workweek in the customary manner. Counselors (Category B) will stagger their consecutively scheduled hours in a manner so that coverage will be maintained during the 7:30 a.m. - 10:00 p.m. duty day as determined by the Vice President of Student Services and the Directors of Guidance, DSPS, or EOPS.
- 17.13.2.7 Duties will be added to those duties listed in the document entitled "Your Role as Counselor at San Joaquin Delta College" distributed in September, 1977, only after consultation with the Association.
- 17.13.2.8 Any administratively assigned standard professional counseling work during the extended day period may be performed by any qualified faculty member hired for this purpose or any other qualified individual at the hourly rates or by any Category B counselor as assigned. Mutual agreements in effect on September 15, 1990 by Category A counselors employed on that date to work extended day periods, may be extended through the term of this contract.
- 17.13.2.9 By mutual consent, any counselor (full or partial contract) may be assigned duties with the following understanding:
- 17.13.2.9.1 Assignments will be during the regular 177 ½ day college calendar.
- 17.13.2.9.2 Assignments may not exceed 35 hours per week.
- 17.13.2.9.3 Assignments will be developed in accordance with Article XI, Paragraph 13.
- 17.13.2.10 By mutual consent, any regular counselor may be placed on a contract covering the regular year and extensions to 10-1/2, 11, 11-1/2, or 12 month contracts. The period in excess of the regular contract year need not be consecutive to the regular contract period.

17.13.2.11 An involuntary transfer of a counselor will not be made without prior consultation with the Association as outlined in Article XV.

### 17.13.3 Librarians

17.13.3.1 Full time librarians will be on campus in the library, college committee meetings, Academic Senate, in-service development, conferences and student activities for a minimum of 40 hours during the hours that the library is open Monday through Friday. Librarians may schedule five of the 40 hours to work on projects related to their assignment in consultation with the Director of Library Services.

17.13.3.2 The definition of Category A librarians is as follows:

17.13.3.2.1 The current librarians FTE of September 15, 1990 will be maintained and such librarians will be designated as "Category A".

17.13.3.2.2 The librarian entitlement of September 15, 1990 (4.0 FTE, Category A) will not be reduced unless there is a reduction of ten (10) percent or more in enrollment from the base determined by enrollment on the last day of the fall semester, 1990.

17.13.3.3 Some Librarians may be employed on nontraditional calendar(s) of reasonably continuous 177 1/2 days duration.

17.13.3.3.1 Such librarians will be designated as "Category B" librarians.

17.13.3.3.2 The District will consult with the Association on the Category B calendar(s).

17.13.3.3.3 Librarians may elect to change categories when a vacancy is declared.

17.13.3.4 Librarians will schedule and maintain a maximum of eight (8) hours on any given day of the normal Monday through Friday work week. Librarians (Category B) will schedule and maintain a maximum of eight (8) hours on any given day which is within the assigned calendar.

17.13.3.5 Librarians (Category A) will stagger their scheduled hours in a manner so that coverage of the library is maintained during the hours that the library is open Monday through Friday.

Librarians (Category B) will schedule their consecutive hours in a manner so that coverage will be maintained during the hours the library is open as determined by the Vice President for Instructional and Information Services and the Director of Library Services.

17.13.3.6 By mutual consent, any regular librarian may be placed on a contract covering the regular year and extensions to 10-1/2, 11, 11-1/2, or 12 month contracts. The period in excess of the regular contract year need not be consecutive to the regular contract period.

#### 17.14 Office Hours

- 17.14.1 Teaching faculty shall schedule their own office hours (or hours for student consultation) so as to be convenient to both the needs and schedules of their students and their own teaching schedules.
- 17.14.2 Full time regular and contract teaching faculty on unit based schedules shall schedule a minimum of one (1) office hour (or hour for student consultation for some laboratory faculty) per day. No teaching faculty member on unit based schedule shall be required to schedule more than twenty-five (25) hours weekly. No counseling faculty member shall be required to schedule more than thirty-five (35) hours weekly. No librarian faculty member shall be required to schedule more than forty (40) hours weekly. No full time teaching faculty on fixed hour schedules shall be required to schedule more than thirty-five (35) hours weekly.
- 17.14.3 One office hour shall be the equivalent of one contract hour for teaching faculty.
- 17.14.4 Faculty members shall post their schedule of office hours on, or adjacent to, their office doors.
- 17.14.5 Faculty members retain the right to reschedule office hours as necessary. Such changes shall be posted on their office doors with their schedule of office hours and with their division chairperson/director.
- 17.14.6 Office hours will be canceled and not rescheduled because of faculty meeting or other assignments directed by the administration of the college or regularly scheduled Association meetings.