

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS RIOS COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS COLLEGE FEDERATION OF TEACHERS**

February 3, 2009

**Topic:** Adjunct Office Hours

**Background:** During negotiations of Spring 2008, the parties agreed to enhance the opportunity for adjunct office hours. The prior adjunct office hour language 2.12 is attached (Attachment A) and indicates that the voluntary program provides for compensation for one hour /wk of scheduled instruction.

When the new language, now 4.10.11 (Attachment B) was improved the concept of the one hour/wk was lost in the language. There is an interest in recapturing the concept such that adjunct are not blocking hours of time as "office hours".

Additionally, the parties wish to clarify that under the new program, there is a maximum of 18 hours.

**Agreement:**

The parties agree to modify language in the introductory paragraph (shown below in bold to reflect the following:

**" The 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 87855 (AB 301, Chapter 933, Statutes of 1977) and other terms as further defined in this article. " This program provides for a maximum of one hour/week of compensated office hour time. Office hours at multiple colleges will be combined for one stipend.**

LOS RIOS COMMUNITY  
COLLEGE DISTRICT

LOS RIOS COLLEGE FEDERATION  
OF TEACHERS

\_\_\_\_\_  
Jon Sharpe, Deputy Chancellor

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KC Boylan, Chief Negotiator

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Ann Aaker, Associate Vice Chancellor  
Human Resources

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Dean Murakami, LRCFT President

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**2.12 Adjunct Faculty Office Hours Program**

Adjunct Faculty Office Hours Program is a voluntary program, which will provide compensation for one (1) adjunct faculty office hour per week of scheduled instruction as long as a minimum .40 FTE assignment is maintained. For full-term semester length courses, the maximum number of office hours payable to a faculty member maintaining a minimum .40 FTE assignment is eighteen (18) hours. This program is established in compliance with the provisions of Ed. Code section 87880 to 87855 (AB 301, Chapter 933 Statutes of 1997) and other terms as further defined in the article.

- 2.12.1 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 April 1 for the fall term and November 1 for the spring term. Forms will be available from the Area Deans. 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.
- 2.12.2 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. Should the faculty member have assignments at multiple sites, the expected office hours will be appropriately scheduled and conducted at each assigned site.
- 2.12.3 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.)
- 2.12.4 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.

- 2.12.5 The office hour stipend compensation for adjunct faculty office hours is not subject to any retroactive payment provisions.
- 2.12.6 Adjunct faculty office hours do not count toward the .600 FTE limit (Ed. Code 87882) or for step movement on Salary Schedule B-1 or B-2.
- 2.12.7 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.
- 2.12.8 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.
- 2.12.9 The cost of funding the adjunct faculty office hour program shall be funded after parking fee reimbursements are paid (Appendix A).

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 87855 (AB 301, Chapter 933, Statutes of 1977) and other terms as further defined in this article.

- 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 0.4FTE 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 .600 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.