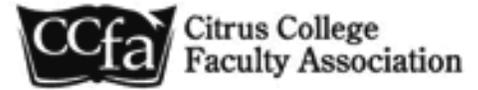


22 May 2017



To: All CCFA Unit Members
From: CCFA Negotiating Team
Re: Contract Highlights, Article 15

Fellow Faculty,

This is the last installment in our *Contract Highlights* series. In this update, we will discuss Article 15—Counselor Assignment. Even though this article may not apply to you personally if you are not a Counselor, it is important we understand the working conditions to which our colleagues in Counseling are subjected.

Counselors are assigned a work year from July to June (15.1.1) that aligns with the College's fiscal year. Most Counselors have a 175-day work year like other Faculty, only whereas most Faculty can only be compelled to work in the regular semesters (Fall & Spring), Counselors are assigned in the intersessions (Winter & Summer) as well.

There are a few Counseling positions with extended calendars.

- DSP&S Coordinator—195 days
- Articulation Officer—195 days
- Transfer Center Coordinator—205 days

The days and weeks Counselors are to be assigned are determined by the Dean of Counseling (15.1.2). The parameters for the assignment calendar to be constructed by the Dean are very prescriptive and seek to ensure that all Counselors are treated the same. The construct of these parameters is based on a few assumptions, some of which come from Article 5:

- Like all Faculty, Counselors loads are based on 15 LHE per semester
- Counseling appointments have an LHE (workload) factor of 0.5 LHE per hour (5.8.6.2 and 15.2.1)
- 30 hours of counseling appointments per week for 17.5 weeks would equal one semester's full-time load (525 hours).
- 1050 hours of work equals an annual load of 30 LHE (15 LHE in each Fall & Spring semester).
- Since most counselors are scheduled 24 hours per week (15.1.2), it takes approximately 44 weeks of work to fulfill their required annual workload.

Counselors hired before July 2011 have the option of compressing the first 175 days of their assignment. They may choose to extend the portion of their day that is to be committed to counseling appointments from 6 hours per day to 6.5 hours. This extends their work week from 24 hours of appointments to 26 hours and reduces their required number of total days from 175 to 162. For those Counselors with longer yearly contracts (195 or 205 days) the additional days are not eligible to be compressed. It is unclear as of this writing why the decision was made to disallow more recently hired Counselors to compress their calendars. Even Counselors choosing the compression option, however, only have the option of compressing their work year to 40.5 weeks. By comparison, classroom Faculty are almost all obligated to just 32 weeks per year.

15.2.2 describes Counselors “unassigned time” requirement. This is much like the additional duties for all Faculty described in 5.7.4. It includes time for meetings (shared governance or otherwise), office hours (if required because of a partial teaching assignment) and other duties. Since Counselors are assigned 24-hour (12 LHE) weeks, the ten-hour requirement seen for other Faculty is reduced to 8 hours per week, or 2 hours per day.

15.3 describes how Counselors’ loads are affected by teaching time. It is based on LHE just like all Faculty, however it is limited to a 3.0 LHE weekly maximum. The remainder of their regular-load assignment must be traditional Counseling duties. As with all Faculty, Counselors who teach must hold office hours at a rate of 1 office hour for every 3.0 LHE of teaching assignment.

15.4 describes Counselors’ overload assignments. This is fairly straightforward and indicates that overload occurs when a counselor “is assigned any class or extra assignment on a day in which the counselor is not already assigned to work and/or beyond [their] assigned hours for the day of the assignment. As with all other Faculty, overload is to be offered first to full time Counselors, then to adjunct.

15.5 speaks to the termination of a coordinator assignment. This is a curious insertion into the Contract because there is nothing speaks to the *selection* of a Counselor for a coordinator assignment. At any rate, all this sections really says is that if Counselor relinquishes his/her role as a coordinator, he/she will be entitled to a regular Counseling assignment. Importantly, however, it says that the Counseling assignment they receive may not be the one they had before taking on the role of coordinator (if any) and that how they are assigned in the future will be at the discretion of the District.

So that’s the last in our series of Contract highlights. In coming days you will be receiving an indexed PDF of all the highlights we have offered to date. Additionally, we will be publishing a short piece in what believe to be the most significant changes to the contract over the last 10 years. You can expect an all-faculty survey to be distributed electronically June 5th (the week before finals). This will help establish negotiating priorities and ensure your interests are served.

Please reach out to Dave Brown, Terry Miles, or Stephanie Yee if you have questions or concerns.

Yours in Unity,

-CCFA Negotiating Team