

PERALTA COMMUNITY COLLEGE DISTRICT

Request to Participate in Office Hour Form

Part-time faculty office hours are described in Article 18, Section A, Paragraph 7 of the Collective Bargaining Agreement.

7. Part-time office hours

- a. PFT and the District agree that any annual increase in the cost of part-time faculty office hours will be deducted before determining PFT's share of the Projected Net Increase or Decrease in District's Available Resources, in the same way that the increase in health benefits will be deducted before determining PFT's share of the Projected Net Increase or Decrease in District's Available Resources.
- b. The District and PFT agree that office hours for part-time faculty contribute to student success. Increasing the existing office hour compensation language in Article 18.7(1) is projected to be an annual ongoing cost of \$1.6 Million. To fund the Paid Office Hours Program, the District will use funds dedicated to student success. The potential funding sources are as follows:
 - 1) Student Equity funds from the State Chancellor's Office.
 - 2) State reimbursement provided to the District for paid office hours, under the State Chancellor's guidelines.
 - 3) General Funds or Measure B
- c. Office Hours shall be defined as follows:
 - 1) Face-to face classes: office hours shall be on campus (or at location where class is held) at a designated time and location.
 - 2) Online classes: office hours shall be online at a designated time.
 - 3) Hybrid classes: office hours may be either online at a designated time and location.
- d. Office hour compensation shall be included in monthly part-time faculty salary payments.
- e. Paid office hours shall not count towards the 67% load under Education Code Section 87482.5, or towards step increases on the Part-time Faculty Salary Schedule.
- f. Office Hour Form:

The participating faculty shall submit a *Request to Participate in Office Hour Form to the Division Dean each semester and in accordance with the established timeline as follows:

By the end of the first week of instruction, faculty will submit their syllabi and Office Hour Form. If, by the end of the first week of instruction, the information has not been submitted, faculty will be notified by the Vice President of Instruction (or designee), and shall respond and provide syllabi and Office Hour Form within two weeks of the notification or be ineligible for Office Hour compensation. *Faculty are encouraged to submit the form electronically.

- g. Part-Time Faculty. Eligibility to Participate in the Paid Office Hours Program:

Effective Fall 2017, part-time instructional faculty will be compensated for office hours at their non-instructional rate for full semester classes. This program is in effect during the regular academic year only. It excludes summer session and intersession.

Eligibility to participate in the program shall be based on the following instructional assignment formula:

<u>INSTRUCTIONAL LOAD</u>	<u>PAID OFFICE HOURS</u>
0-2.99 equated hours	0
3-5.99 equated hours	1
6 or more equated hours	2

The parties will continue to discuss paid office hour program during 2017-2018 for implementation in Fiscal Year 2018-2019.

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Submission of this form and course syllabi shall be completed by the end of the first week of instruction. Electronic submission of this form is encouraged.

NAME: _____ DEPARTMENT: _____

Course (e.g. CHEM1A)	Units	Office hour day	Office hour time	Office hour location

Face-to-face classes shall hold office hours on campus at a designated time.

Online classes shall hold office hours online at a designated time.

Hybrid classes shall hold office hours either online or on campus at a designated time.

I hereby certify that I understand the terms and conditions of the part-time office hours as described in Article 18.A.7. of the Collective Bargaining Agreement between the District and the PFT.

Signature

Date