

# Office Hours Language by District

## Allen-Hancock College District 2017-2020

### ARTICLE 14:

OFFICE HOURS 14.1 Program: Allan Hancock College will provide paid office hours for bargaining unit members with credit assignments who meet the requirements of Section 14.3.

14.2 Purpose and Requirements: Office hours will be scheduled in order to ensure maximum availability for student consultation, will be held in an appropriate location on campus or the center as requested and assigned, and must be held in conjunction with a regular schedule listed on course syllabi submitted to and approved by the appropriate dean/director at the beginning of each semester, term within a semester (term), or summer session. Any temporary change in office hours must be reported in advance to the appropriate administrator. Any permanent change in office hours must be requested in writing to and approved by the appropriate dean at least two (2) weeks prior to the change becoming effective.

14.3 Eligibility: To be eligible for consideration for office hours, bargaining unit members with credit assignments must:

14.3.1 Have at least a twenty percent (20%) FTE lecture load for the semester, term or summer session to qualify for forty-five (45) minutes per week office hour.

14.3.2 Have at least a forty percent (40%) FTE lecture load for the semester, term or summer session to qualify a ninety (90) minutes per week office hour.

14.3.3 Lecture/Lab combination courses shall qualify for office hours as described above. A bargaining unit member who meets the eligibility requirements of this Article need not apply for an office hour, but must submit a time sheet in accordance with Section 14.7 to be compensated.

14.4 Number of Weeks: Eligible bargaining unit members will be given office hours for the duration set forth in Section 14.3.

14.4.1 Semester Sessions: The office hours will be from week one (1) through fifteen (15) of each semester.

14.4.2 Term and Summer Sessions: The office hours will be from week one (1) through the length of instruction for the term or summer session, excluding the last week. 43

14.5 Compensation: Eligible bargaining unit members with credit assignments will be compensated at \$30.00 per hour. No compensation will be paid for office hours during intercession.

14.6 Length of Office Hour: An office hour is no less than forty-five (45) minutes in length. Part-time faculty with a ninety (90) minute office hour per week may schedule two forty-five minute (45) periods or one ninety minute (90) period.

14.7 Time Sheet: Office hours must be reported on a time sheet approved by the district for payment. To be compensated for office hours, the time sheet must be submitted to the appropriate dean/director

no later than the end of finals week for the semester, term or summer session during which the office hours were held.

14.8 Office Space: The district will make arrangements for bargaining unit members to have access to an office space, work room or available classroom for the purpose of assisting students and returning telephone calls related to college work. If computer access is not available in the office or room used by the bargaining unit member, he/she may use the computers in other campus locations designated as available for use by bargaining unit members. This Agreement does not commit the district to provide additional office space or equipment.

14.9 Load Factor: Paid office hours do not count toward the sixty-seven percent (67%) load factor. 14.10 Online Office Hours:

14.10.1 Bargaining unit members who are teaching distance education courses (utilizing web technology) during a semester, term within a semester (term), or summer session may choose to designate an online office hour, proportional to the load of online courses taught, but not to exceed one hour per week (see section 14.3). An online office hour is subject to the approval of the appropriate academic administrator which shall be obtained at the beginning of each semester, term within a semester (term), or summer session.

14.10.2 During this online hour, the bargaining unit member is expected to be logged on to the computer and immediately available to respond to all students through email, a discussion board, chat board, or other online means of communication, as appropriate. 44

14.10.3 This online office hour must be scheduled and posted at a regular day and time each week, just like a regular office hour, though the bargaining unit member may choose to physically hold this online hour off-campus as long as he/she has full computer access at the off-campus location. Information regarding online office hours must be posted along with other office hours within the designated area for posting office hour information. Information regarding virtual and on campus office hours must also be posted within all course syllabi in the given semester of approval.

14.10.4 Complete information about online office hours must be submitted to the appropriate academic administrator for pre-approval and all provisions of this article remain applicable.

14.10.5 Nothing in this section will limit or preclude the bargaining unit member from holding his/her office hours related to their other (non-online) classes in accordance with the rest of this article.

## **Antelope Valley Community College District 2018-2021**

### **9.6 Office Hour Program for Adjunct Faculty**

9.6.1 This program provides compensation to adjunct faculty during the Fall and Spring semesters and to all faculty teaching during Intersession and Summer session for holding office hours. Non-classroom faculty are not eligible for the office hour program. This program will commence the Spring 2020 semester and continue in effect through the Summer 2021 term and may be continued on an annual basis thereafter on such terms and at such funding level mutually agreed to between AVCFT and the District, after reviewing state funding for adjunct office hours.

9.6.2 For the 2019-2020 academic year only (including Fall 2019, Intersession 2020, Spring 2020, and Summer 2020), the total amount of funding that shall be available for this 83 purpose will be capped at \$150,000. Unused funding shall not carry over to the next academic year. For 2020-2021 only (including Fall 2020, Intersession 2021, Spring 2021, and Summer 2021), the total amount of funding that shall be available for this purpose will be capped at \$200,000, but shall be contingent upon full funding of the student-centered funding formula from the state as established at P2 in 2020. If full funding is not met, the \$200,000 cap shall be reduced by the percentage amount equal to the percent of deficit from full funding of the student-centered funding formula. However, the total amount of the cap for the 2020-2021 only shall be no less than \$100,000. Unused funding shall not carry over to the next academic year. When the fund is depleted in any year, the adjunct office hour stipend program shall be immediately suspended for the remainder of that year and AVCFT will be expediently notified. Human Resources will inform the Federation of the anticipated balance of program funds available for the subsequent semester/session, no later than the end of Week Four in any semester or Summer/Intersession.

9.6.3 Adjunct faculty who wish to participate in the program must be teaching at least 3 LHE and will schedule and hold six (6) office hour sessions of one (1) hour each, during the semester or Summer/Intersession, which shall be listed on the course syllabus or addendum. Faculty shall inform the Dean in writing of their desire to participate, and their anticipated scheduled office hour time, by the end of the first week of the semester, Summer, or Intersession in which they desire to hold office hours under this program.

9.6.4 Compensation shall be a \$300 stipend for six (6) office hours per eligible faculty member in any given Fall/Spring semester, Intersession, or Summer session, which shall be paid as part of the final paycheck for the semester. There will be no partial payment of the stipend for holding less than six (6) office hours per semester/session.

9.6.5 The scheduled office hour/s shall be held in reasonable proximity to the class in time and place and held regularly throughout the scheduled class meetings. 9.6.6 These office hours do not count toward the 67% FTE limit in Education Code 87882

## **Butte-Glen Community College District**

### ARTICLE XI - COMPENSATION/OFFICE HOURS 11.1

Salary Schedules Part-time Faculty Equity Funds have been incorporated into the part-time faculty salary schedule. One additional step has been added to the salary schedule for credit-lecture hours only. (This additional step does not include non-credit, lab, non-instructional, P.E. activity, special load or full-time overload.) See Appendix D for education, teaching and/or student development experience requirements for initial placement, and step and column movement.

11.1.1 For the term of this agreement, salary schedules will be increased using funding available to increase part-time faculty salary schedules by the same cost-of-living (COLA) percentage granted to full-time faculty. The COLA funding will be split as mutually agreed to by PFA and the District to help bring individual salary schedules to the 20 district average. The Supervisor/Coordinator Salary Schedule, the Extra Duty Stipend Schedule and the mandatory meeting rate will be increased by the same percentage granted to full-time faculty for the term of this agreement.

a. The 20 District Average is calculated, where possible, by adding the highest salary and the lowest

salary and determining the average paid for the associate faculty for the 20 districts selected from the California Community College Fiscal Data Abstract for the preceding year. The ten districts whose funded apportionment FTES is above Butte College and the ten districts below will be selected. The benchmark salary equals the highest non-doctorate without special increments paid by the comparable districts. The highest two and lowest two districts are excluded; the average of the remaining districts are then compared to Butte College.

b. In the event that a salary “correction” would decrease the total annual salary from the previous year, that decrease would not be implemented but would offset future increases. c. Associate faculty will be compensated for coaching per the attached schedule. This schedule will be adjusted by the method described in

11.1.1 a & b above (Appendix D).

d. The extra duty stipend will be adjusted by the method described in Section 11.1.a &b above (Appendix D).

e. All salary adjustments made to Appendix D will be effective the following Fall semester based on a comparison of the computed 20-district average to the estimated apportionment computed in June

## **Cabrillo Community College District**

### ***Adjunct Office Hours Pay Structured into Overall Instructional Hourly Pay***

8.5 Contract and regular unit members required to hold office hours shall be provided with appropriate office space. Such space may be shared pursuant to 8.6.

8.6 Adjunct unit members are required to hold pro rata office hours. The appropriate administrator will notify adjunct faculty of designated office space before the first week of classes each semester. Contract faculty are required to allow adjunct unit members joint use of any office space provided by 8.5 above.

Refer to Article 16.15 for adjunct access to voicemail, email, and computers.

16.12 Office Hours Adjunct unit members are required to hold pro rata office hours.

See Articles 8.6 and 11.1.3.

#### **11.1.3.3 Number of Hours**

11.1.3.3.1 Except as noted below, a full-time contract/regular unit member shall schedule and hold five (5) office hours per week. These office hours shall total 250 minutes, at least one session each day during which a teaching assignment is scheduled for that employee. Each scheduled session must be held for a minimum of 25 minutes. Exceptions to the 25-minute minimum requirement can be requested for programmatic reasons and may be granted with the approval of the appropriate administrator. Office hours may not be scheduled during class breaks or during passing times as published in the schedule of classes. In the case where a contract/regular unit member is scheduled to teach less than five (5) days per week, the five required office hours per week shall be held over a minimum of four (4) days per week. In the case where a unit member teaches an evening class as part of his/her load on the same day as he/she teaches a day class, office hours shall be scheduled that are contiguous to both the day and evening offerings. Therefore, such a unit member may hold two office

hours on one day, one near the daytime class(es) and the other near the evening class(es). Evening is defined as a class that starts at or after 5 p.m. A unit member who teaches an off-campus class as part of a regular load will hold an office hour contiguous to the off-campus offering. Pursuant to this article, faculty may not be required to hold an office hour five (5) days per week. However, contract/regular faculty must attend division, department and shared governance meetings which can be scheduled Monday through Friday.

11.1.3.3.2 Contract/regular and adjunct unit members who teach less than full-time shall schedule and hold the same ratio of office hours as their teaching assignment bears to a full-time assignment. Faculty with non-teaching assignments are not required to hold office hours for those assignments.

11.1.3.3.3 Regular and contract unit members who receive an overload teaching assignment shall hold prorated office hours for that assignment in addition to the those required pursuant to Article 11.1.3.3.1.

11.1.3.4 Posting All contract/regular and adjunct classroom instructors shall post their schedule of office hours electronically and on, or adjacent to, their office doors or in the division office. If unit members are not in their offices during office hours, they shall post where they will be in an instructional area. Once the teaching assignment has been determined for the next semester, each unit member's class and office hour schedule shall be 11-3 Revised July 2019 2019-22 Contract submitted to the appropriate administrator no later than the first day of each term.

11.1.3.5 Rescheduling With advance approval of the appropriate administrator, unit members may reschedule office hours as necessary. Such changes shall be posted on their office doors with their schedule of office hours, and a copy shall be given to the appropriate administrator.

## **Cerritos Community College District**

(d) Part-time Classroom Faculty: Part-time faculty members are encouraged to hold office hours during the fall and spring semesters. Part-time faculty teaching one (1) to six (6) units are encouraged to hold up to eight (8) hours per semester. Part-time faculty teaching more than six (6) units are encouraged to hold up to twelve (12) hours per semester. These office hours will be paid at \$50.00 per hour. Part-time faculty will inform their division dean, or appropriate administrator, prior to the first week of classes, the number of hours they wish to hold that semester.

## **Chabot-Los Positas Community College District**

18J.4 Part-Time Faculty Office Hours/Eligibility If a Part-time unit member's instructional assignment is three (3) Calculated A Hours (CAHs) or more in a given Fall or Spring Semester, not counting Activity Hours or courses taught exclusively on an individualized mastery learning basis, he/she shall have the option of serving one (1) weekly office hour paid at the rate specified in Article 21G.1f. If the unit member's assignment is six (6) Calculated A Hours (CAHs) or more, he/she may serve an additional weekly paid office hour, for a maximum of two (2) hours total, with the approval of the appropriate Administrator. (For Summer Session and Inter-session assignments see Article 17D.) Contract and Regular unit members who are on an approved one hundred percent (100%) Leave of Absence and teach as Full-time Faculty for overload while on a Leave of Absence shall be eligible for paid office hours according to the above. The office hours shall be held on campus or at appropriate off-campus sites

(approved by the appropriate Administrator). The place and time of the office hour(s) shall be communicated in writing to the appropriate Administrator.

#### 18J.5 Part-Time Faculty Office Hours: Notice of Intent

During the first week of each semester, each Part-time unit member who intends to provide office hours during the semester shall submit to the appropriate Administrator the time and location of the office hour in his/her Syllabus. Agreement—CLPFA/Chabot-Las Positas Community College District Article 18 – Page 214 July 1, 2019 – June 30, 2022

#### 18J.6 Part-Time Faculty Office Hours Syllabus Requirement and Sixty-Seven Percent (67%) Law Exclusion

All Part-time unit members who elect to take a paid office hour must state the time and place of the office hour in the appropriate course Syllabus which shall be on file in the appropriate Administrator's Office. It is understood that office hours for Part-time unit members do not count in the sixty-seven percent (67%) calculation of maximum workload defined in Articles 18J.1 and 18J.2.

21.G.1f. f. Office Hour Rate = "F" hour (Hourly Rate) effective Spring Semester 2020

### **Chaffey Community College District**

18.3.7 Part-Time Temporary Faculty Office Hours the District shall continue an annual Part-Time Temporary Faculty Office Hour Fund of \$89,000 for eligible part-time temporary faculty members to be used solely during the academic year. The \$89,000 shall be evenly split between the fall and spring semesters. Any unused funds from the fall semester will be applied to the spring semester. Any unused funds in the spring semester will not be applied to the next academic year. The following conditions shall apply:

- a) Part-time temporary faculty members who teach at least two (2) sections that are at least two (2) units each during a primary semester shall be eligible for office hours. Part-time faculty members are eligible for up to one paid office hour per week, with a maximum of 17 hours per semester. The number of allocated hours for each eligible part-time faculty member is determined by the total number of funded hours per semester divided by the number of eligible part-time faculty members who apply.
- b) Eligibility will be determined by the District during the first week of the semester.
- c) All office hours shall be scheduled for a minimum of 30 minutes.
- d) Participation by eligible part-time faculty members is voluntary.
- e) Interested part-time faculty members shall submit a District-supplied application by the deadline prior to each semester.
- f) Office hours shall be paid at the rate of \$40 per hour as provided in Section 21.2.3(d).
- g) Contract/regular faculty members shall not be eligible to participate. Page 45
- h) The scheduled times and locations for office hours shall be recommended by the part-time faculty member subject to approval by the first-level manager. Office hours shall be posted and students shall be notified by the instructor. Generally, office hours shall be scheduled to meet student needs.

i) All office hours shall be in officially assigned District facilities or sites except as provided in Article 19, Section 19.6. Whenever possible, notification of authorization to conduct office hours shall be issued during the second week of the semester. Once the funds have been distributed, no further hours shall be assigned for the semester.

## **Citrus College Community College District**

### ***Adjunct Office Hours Pay Structured into Overall Instructional Hourly Pay***

#### ARTICLE 11 – OFFICE HOURS

11.1 For fall and spring semesters, Unit Members shall hold office hours for students one-half hour each week.

11.2 Unit Members shall list such office hours on their syllabi.

11.3 The District shall continue to provide areas throughout the campus where Unit Members may have discussions with students.

## **Coast Community College District**

No Paid Office Hours Program

## **College of the Desert-Desert Community College District 2017-2021**

Section 5. The District and the Association agree Adjunct Faculty Members will be paid at their lab rate for office hours to be scheduled at one half hour per week for 0.5-2.99 SIUs, one hour per week for 3-5.99 SIU's, two hours per week for 6-8.99 SIUs and three hours per week for 9 or more SIU's per week. (a) Teaching faculty will include the location, time and day of the week of the office hour(s) in the class syllabus and on their Load sheet. (b) Load sheet is to be signed by the appropriate Dean and Adjunct Faculty Member prior to starting work. (c) If the load drops below 3 SIU's (but greater than zero) during the semester, the Adjunct Faculty Member will continue to have one (1) office hour of eligibility. (d) The Adjunct Faculty Member who holds an office hour at the regular designated time will be compensated for such service even if no students are seen during this time. (e) Teaching faculty will decide where this office hour will be held at District sites in order to best serve the students, and in recognition of the limitations of office space. Office hours for online courses may be held online or at District sites. (f) Adjunct Faculty Members may request shared offices with full-time faculty on mutually agreed upon, or scheduled dates and times.

## **Compton Community College District 2019-2022**

No Paid Office Hours Program

## **Contra Costa Community College District 2019-2022**

No Paid Office Hours Program

## **Copper Mountain Community College District 2018-2021**

No Paid Office hours Program

## **El Camino Community College District 2020-2022**

Part-Time Faculty compensation parity will be 75% of the Full-Time Faculty Schedule (Appendix C-1) for instruction hours and ***87.5% of Full-Time Faculty Salary Schedule if office hours or equivalent obligations are included, excluding five (5) hours of other professional obligations. Should office space be unavailable other hours may be assigned upon mutual agreement between the Part-Time Faculty Member and Dean. Office hours or equivalent obligations will be assigned at the rate of one-half (½) hour for each ten percent (10%) of load***

## **Feather River Community College District 2018-2021**

Office Hours Language located in Article 14 Section 5 of contract. Hours are paid at 50% of instructional rate. 3-4 Unit Classes can have up to 16 paid office hours. Maximum number of office hours for faculty teaching multiple classes is 32 hours.

## **Foothill De Anza Community College District 2020-2022**

### ***Adjunct Office Hours Pay Structured into Overall Instructional Hourly Pay***

7.24 All part-time faculty employees paid on Appendix C shall be required to hold regularly scheduled office hours. 7.24.1 The number of required office hours each week shall be as follows: 7.24.1.1 If the quarterly load is 0.060 or less, the faculty employee must hold one-half office hour per week. 7.24.1.2 If the quarterly load is between 0.061 and 0.125, inclusive, the faculty employee must hold one office hour per week. 7.24.1.3 If the quarterly load is between 0.126 and 0.250, inclusive, the faculty employee must hold two office hours per week. 7.24.1.4 If the quarterly load is between 0.251 and 0.450, inclusive, the faculty employee must hold two and one-half office hours per week. 7.24.2 In accordance with Section 1.1.14, each office hour is one academic hour (50 minutes). Office hours shall be scheduled in increments of not fewer than 25 minutes each. July 1, 2019 to June 30, 2022 53 7.24.3 Part-time faculty employees shall satisfy the office hour requirement either on campus or synchronously online. Each part-time faculty employee shall notify the dean and his or her students in writing of the time(s) and method(s) of contact; e.g. online email, online video, online chat, in person on campus, etc. Implementation of any other alternative method shall be subject to the approval of the dean. 7.24.3.1 When requested by a current student or at the request of the dean, in order to address a concern or problem, each faculty employee shall meet that student in person on campus at a mutually agreeable time.

## **Galivan Community College District 2018-2021**

The workload per unit includes part-time faculty office hours and flex day(s) (prorated).

Full-time faculty shall schedule, post and maintain a minimum of five (5) office hours per week to confer with students, four (4) hours on campus on the instructor's class days, and one (1) hour to be arranged, with the prior approval of the immediate dean/administrator. Faculty members who teach less than full-time shall hold the proportionate amount of full-time faculty office hours. Online instructors shall post office hours and maintain their online office hours in proportion to their online workload.

## **Glendale Community College District 2018-2021**



## Adjunct Faculty Office Hours

1. Adjunct instructors will be responsible for holding a number of office hours per week equal to 5 times the percentage of full-time load that they are teaching.
2. All office hours are to be paid at the instructional rate of Appendix B1 Adjunct Hourly for semester classes. For credit instructors, office hour pay shall be determined by taking the schedule placement x (from Appendix B1) weekly office hours x 17.5 divided by 5 = monthly pay for office hours, whereas office hour pay for noncredit instructors shall be determined by taking the schedule placement x (from Appendix B1) weekly office hours x 15.5 divided by 5 = monthly pay for office hours. All adjunct faculty with a student office hour obligation will be required to post their office hours and meeting location(s) in their course overview or they may present this information to students in written form within seven days after the first day of instruction. Adjunct faculty who share an office on campus or have an office in an office suite must post their office hours outside the office door.
3. Adjunct faculty may hold their office hours in blocks of less than one hour. Adjunct instructors should offer office hours in blocks no shorter than (20) minutes when possible.
4. Adjunct faculty are not required to hold their office hour in an office. Office hours may be held in any reasonable on-campus location.
5. Adjunct faculty may hold all of their office hours online each week. For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online.
6. Adjunct faculty time blocks and locations shall be reviewed for contract compliance and approved by each division in a manner determined by the division.
7. Division offices shall keep available for public information the current scheduled conferencing times and locations for all adjunct faculty within the division.
8. Adjunct faculty may request of the appropriate division chair to waive their conferencing hour obligation for only one semester. The Office of the Vice President of Instruction may grant any ongoing waiver suspending the conferencing hour(s) obligation for an adjunct faculty member. Evaluations of an adjunct instructor's performance will include documentation regarding compliance with holding scheduled conferencing times. The fact that an adjunct faculty member has requested or received a waiver of the conferencing time shall not be mentioned in any official evaluation. Credit adjunct faculty paid on Appendix B1 who are also classified employees of the District will be responsible for holding conferencing times outside their normally scheduled work assignments.
9. District administrative, classified management, and confidential employees will be paid on Appendix B1 and qualify for office hours if they teach as adjunct faculty

## **Grossmont-Cuyamaca Community College District 2019-2021**

### 11.10. Paid Office Hours

This will be a pilot program which, absent written agreement between the parties, shall sunset on the expiration date of this Agreement. Adjunct faculty who provide either face-to-face office hours or on-

line synchronous office hour time will be eligible for compensated office hours subject to the following requirements:

1. Each adjunct faculty member must submit a completed form (Appendix J) to the appropriate school dean by no later than the last working day in October and the end of the first full week in April for the fall and spring semesters, respectively, or by the second week of the assignment, whichever is earlier. The faculty member must also include in the syllabus the number of office hours which he/she agrees to hold during the semester, including the days, times, and places where the office hours will be held. The location of the office hours must be convenient to the students being served, and are subject to approval of the appropriate manager.
2. A separate form must be submitted for each division/college where the faculty member has an assignment.
3. The program does not apply to contract overload or ERI faculty.
4. All payments will be made in the last pay period of the semester at the rate of \$30/hour.
5. This program will not require the creation of additional office space. AFT Guild, Local 1931 56
6. Hours available per LED: MAXIMUM NUMBER OF SEMESTER LED OFFICE HOURS (per semester from all GCCCD assignments combined)

.01 to .10	5
.11 to .20	10
.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

## **Hartnell Community College District 2019-2022**

### 8. Office hours:

#### Opportunities for Student Consultation and Reinforcement (OSCAR)

a. Part-time faculty may participate in OSCAR, the part-time faculty office hours program, which makes office hours predictably available to students in credit courses. Participation by faculty teaching credit courses is on a voluntary, opt-in basis, requiring part-time faculty to:

- i. Submit the OSCAR opt-in form by the stated deadline, indicating their desire to participate.
- ii. Announce their OSCAR availability hours and location on their class syllabus, and announce that time to students.
- iii. Be present at the announced time and place—which may be online—for the entire specified period.

- iv. Submit timesheets for OSCAR hours at the normal timesheet deadlines.
  - v. Complete any requested surveys asking about their OSCAR experience, the results of which will be used to improve the program to increase student success.
- b. OSCAR will be available, on a weekly basis, for credit instruction delivered by part-time faculty according to assigned load. Part-time faculty teaching:
- i. 0 to 29% instructional load will be compensated for 30 minutes per week.
  - ii. 30 to 49% instructional load will be compensated for 60 minutes per week.
  - iii. 50% or greater instructional load will be compensated for 90 minutes per week.
- c. OSCAR will be compensated at the rate of \$40 per hour.
- d. The District will publish a list of physical sites that are available for instructors who perform their OSCAR with face-to-face (F2F) meetings. This list, along with the reservation method for each room, is on the Faculty Resource webpage in a link called Meeting Rooms, Hartnell Meeting Rooms <http://www.hartnell.edu/meeting-rooms> . These sites might include:
- i. Study rooms in the library (reserved on a daily basis).
  - ii. Conference rooms in various departments.
  - iii. Space in the tutoring center or the Panther Learning Lab.
  - iv. On the Alisal Campus, and available conference room space.
  - v. On the King City campus, open areas and rooms.
- e. For instructors who perform their OSCAR with online meetings, the part-time faculty member will hold their virtual OSCAR through their Canvas class shells.

**Imperial Valley Community College District 2019-2022**

10.10 Office Hours Unit members with teaching assignments in Fall or Spring semesters will be paid for office hours served in order to support student success. Performance of office hours are optional and must be pre-approved by the appropriate Dean or Vice President. Office hours will not be rejected without good cause in writing.

Number of Units Teaching	Number of Paid Office Hours per Week
2.99 or less	.5
3-6	1
6.01 or more	2

Office hours are compensated at the current hourly rate. Unit members must submit an office hour service form monthly in order to be paid.

Office hours can be held either online, via social media, or in a traditional face to face meeting on campus which best meet the needs of the students. At least 50% of the approved office hours must be held on campus. If office hours are held online or via Page 32 social media, unit members are expected to be available to respond to students through email, a discussion board, chat board, or other means of communication, as appropriate. Unit members should respond in a timely manner to all student inquiries during the work week. A unit member will make every effort to meet with a student who requests a meeting by appointment if the student is unable to meet during regular scheduled office hours.

Unit member contact information, preferred method of contact, and scheduled office hours must be included in the course syllabus. In the event it is necessary to make long term or permanent changes in scheduled office hours at any time during the semester, the unit member shall notify students and make corrections on the submitted schedule and notify in writing the appropriate Department Chairperson, Dean, and the Vice President for Academic Services. The unit member shall notify students of temporary changes of short duration, and the division secretary shall be notified.

## **Kern Community College District 2020-2023**

No Paid Office Hours Program

## **Lake Tahoe Community College District 2019-2022**

5.8.2 Adjunct Faculty: While not required to have scheduled office hours, adjunct faculty are expected to be available to students for consultation and advising as pertains to individual faculty members' teaching.

5.8.2.1 In an effort to contribute to the success of students, Lake Tahoe Community College has a program to provide for a limited number of paid office hours for adjunct faculty.

5.8.2.1.1 In order to be eligible for consideration for adjunct faculty office hours, an adjunct faculty member must teach at least 3.2 units. Part-time faculty office hours are potentially available to any adjunct faculty members who are nominated by the fulltime faculty member in their area, or are solicited by a Dean of Instruction, or who choose to apply for office hour funding. Adjunct Faculty who are interested or are nominated must complete the "Application for Adjunct Faculty Office Hour" form. Once a pool of applicants has been established, the appropriate Dean of Instruction will select from that applicant pool. The decision of the Dean is final. For additional criteria to be eligible for consideration for adjunct faculty office hours, see the form available in the Instruction Office.

5.8.2.1.2 Compensation will be at the adjunct faculty extra duty assignment rate per hour

(See Appendix 5).

## **Lassen Community College District 2017-2020**

Language Located in Article 24 Section 3 of Contract. Adjuncts teaching 40% of a full-time load or more are eligible for 1 hour of paid office hours for every three units paid at the instructional rate. As the monies come from a limited fund, the getting the paid office hours happens on a first-come, first served basis.

## Long Beach Community College District 2019-2022

No Paid Office hours Program

## Los Angeles Community College District 2020-2023

Each adjunct faculty member assigned to teaching duties and receiving a salary differential for office hours under this Article shall maintain a schedule of office hours each week at a reasonable time for student consultation. The faculty member shall inform UIFJS students of the time and place of the office hours by including the schedule in the syllabus for each class that is a part of the faculty member's adjunct assignment. Upon request from the department chair or supervising administrator, the faculty member shall also furnish that person with a copy of the schedule. The schedule shall include ten minutes of office hour for each Standard Hour that is a part of the faculty member's adjunct assignment.

Illustration of compression of the office hour obligation during a compressed 15-week term:

$3 \text{ standard hours/week} \times 1.11 = 3.33 = 3 \text{ hours } 20 \text{ minutes } 3.5 \text{ hours}$

$3.5 \times 10 \text{ minutes/hour} = 35 \text{ minutes of office hour per week}$

Note: The salary schedule for adjunct classroom teachers shall include a salary differential for office hours that is payable to all adjunct faculty members who are assigned to teaching duties including adjunct faculty members who are also regular contract or monthly rate classified employees of the District but not regular or contract monthly rate faculty and administrator with adjunct assignments.

Office hour obligation during a compressed 15-week term per number of standard hours assigned: (including monthly rate classified employees with an adjunct teaching assignment)

Standard hours	1	2	3	4	5	6	7	8	9	10
Time in minutes	10	20	35	45	55	65	80	90	100	110

(numbers rounded to the closest five minutes)

## Los Rios Community College District 2020-2023

4.10.10 Adjunct faculty who have preference within the District according to Section 4.10.6 and who apply for a full-time position in the same discipline will be screened with all other applicants. A minimum of the top two (2) such adjunct faculty applicants from the pool, if available and not included already, will be added to those candidates selected to interview for the position.

### 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 87885 (AB 301, Chapter 933, Statutes of 1977) and other terms as further defined in this article. This program provides for incremental hourly usage over the course of the assignment with the addition of one extra hour (as a result of the compressed calendar). This program provides a maximum of eighteen hours/semester of compensated office hour time. Office hours will be typically scheduled on days that classes meet and evenly

distributed across the semester each week that the class is scheduled, unless approved by the Area Dean. All assignments will be combined for one stipend.

4.10.11.1 Adjunct faculty maintaining a minimum of 0.2 FTE up to .399 FTE assignment will be provided compensation for a semester total of nine (9) hours or eighteen (18) hours, at the option of the adjunct faculty member.

4.10.11.2 Adjunct faculty maintaining a minimum of 0.4 FTE assignment will be provided compensation for a semester total of nine (9), eighteen (18), twenty-seven (27), or thirty-six (36) hours, at the option of the adjunct faculty member.

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.

## **Marin Community College District 2017-2019**

### **3.10 Office Hour**

(a) Unit members teaching in credit and/or non-credit semester programs shall be available for consultation with students as per 8.5.1:

Assigned Teaching Units No. of Expected Office Hours per Week of Instruction

0.1 to 3.0 One (1)

3.1 to 6.0 One and one-half (1+1/2)

6.1 to 9.0 Two (2)

9.1 to 12.0 Three (3)

12.1 to 15.0 Four (4)

(b) Unit members teaching credit classes on permanent/probationary employment contracts for instructional overloads or intersessions and paid on the Credit Salary Schedule, shall be available for consultation with students as per 8.5.1:

Assigned Teaching Units No. of Expected Office Hours per Week of Instruction

0.1 to 3.0 One (1)

3.1 to 6.0 One and one-half (1+1/2)

6.1 to 9.0 Two (2)

9.1 to 12.0 Three (3)

12.1 to 15.0 Four (4)

(c) Each instructor shall post outside his/her office, the office times when he/she will be available to meet with students, list the office hour in the course materials and online and provide written verification of the scheduled office hour/s to his/her respective Dean/Director.

(d) The office hour/sis not counted in the 67% load restriction [Education Code] for temporary part-time instructions.

## **Mendocino Community College District (No Current CBA)**

No Paid Office Hours Program

## **Merced Community College District 2018-2021**

No Paid Office Hours Program

## **Miracosta College District 2018-2021**

### ARTICLE 11. OFFICE HOURS

11.1 Office hours are designed to allow a one on one contact between instructor and student. Unit members teaching credit courses shall be eligible for office hours per semester as follows:

LHE Assigned Maximum

Paid Office Hours

7.50 Or more	16.5
6.00 to 7.49	13.5
Fewer than 6.00	8.5

11.2 Librarians and cooperative work experience and intern studies instructors shall be entitled to three (3) hours per semester for individual appointments.

11.3 Noncredit ESL, Adult High School, Adults with Disabilities, and Short-Term Vocational instructors shall be eligible for office hours per semester as follows:

LHE Assigned Maximum	Paid Office Hours
7.50 Or more	7
6.00 to 7.49	5
Fewer than 6.00	3

11.4 Office hours shall be paid at the flat rate of \$44 per hour. Office hours must be scheduled so as to insure the maximum availability for student consultation, shall be held in an appropriate location as requested and assigned, and must be held in conjunction with a schedule submitted to and approved by the appropriate dean at the beginning of the semester. Scheduled office hours may be held virtually for courses taught on-line. Information that enables the District to evaluate the services shall be reported to the dean at the end of the semester. Office hours must be reported on an hourly timesheet approved for payment by the dean.

## **Monterey Peninsula Community College District**

### 15.13 Office Hours

#### 15.13.1 Definition

An office hour is defined as a fifty (50) minute period of time when a unit member is available for student consultation. Office hours and student advisement time have no load value in relation to teaching assignments. Contractual faculty provides student advisement and office hours over and above the teaching assignment, and no load value is placed on those hours. Office hours are not to be considered in determining the 67% as defined in Education 87482, because that percentage is defined on the basis of Teaching Load Units as defined elsewhere in this contract.

#### 15.13.2 General Provisions

Teaching faculty with assigned office hours shall schedule office hours in locations and/or modality (i.e. face-to-face, online) and times which are appropriate to meet the needs and schedules of students and their own teaching schedules.

#### 15.13.3 Number of Hours/Contractual Personnel

##### 15.13.3.1 Contractual Full-Time



Contractual teaching faculty shall schedule a minimum of five (5) office hours each week that classes are in session.

#### 15.13.3.2 Contractual Part-Time

Contractual teaching faculty shall schedule a proportionate number of office hours as their assignment relates to that of a full-time instructor

#### 15.13.3.3 Non-Contractual Part-time Faculty

Effective July 1, 2019\*, non-contract hourly teaching faculty shall be paid a stipend for office hours based on hourly teaching assignments as follows:

Semester Teaching Assignment*	Office Hour Expectations per Semester	Stipend per Semester
0.1-3.99 hours/week	2 hours	\$100
4.0-6.99 hours/week	4 hours	\$200
7-10 hours	6 hours	\$300

\*faculty allocated student advisement time under the prior contract for fall 2019 will not receive the additional office hour stipend.

### **Mount San Antonio Community College District 2019-2022**

10.B. Office Hours: Office hours are held for the purpose of assisting students.

10.B.1. Distance Learning: Faculty teaching distance learning classes shall offer virtual office hours as per Article 13.B.7.

10.B.2. Schedule and Location: Office hours may be scheduled at any time beginning 1/2 hour before or 1/2 hour after the College teaching day. The College teaching day begins when the first classes begin and ends when the last classes of the day end. Office hours may be held in locations that best meet student needs. Office hours scheduled in locations other than faculty offices should be clearly posted on office doors. If a consistent alternative location is scheduled for an office hour, this location should be designated on syllabi and reported to division offices. Any changes in office hours will be coordinated with the division office and communicated to students. In the event an office hour is cancelled due to illness or unforeseen or extenuating circumstances, the office hour may be rescheduled subject to approval by the appropriate dean or administrator. The rescheduled office hour must take place within the same week as the missed office hour. Should the missed office hour be rescheduled, no deduction to the professor's sick leave balance, as per Article 16.A.3. related to the missed office hour, shall occur.

### **Mount San Jacinto Community College District 2017-2020**

No Paid Office Hours Program

### **Napa Valley Community College District 2017-2020**

13.6 OFFICE HOURS FOR PART-TIME, HOURLY CREDIT INSTRUCTORS

13.6.1 Part-time, hourly credit instructors of the following classes shall receive one hour per week per class for consulting with students: ENGL 85, 90, 91, 120 and ESL 110.

13.6.2 As long as funding from Chancellor's Office continues for office hours, part-time, hourly credit instructors of the following classes shall receive one hour per week per class for consulting with students: MATH 55, 90, 94, 96, 97, 98 and 99.

13.6.3 The District and Association agree that office hours referenced in Articles 13.6.1 and 13.6.2 are scheduled outside of regular load calculations, as stipulated by current legislation, as long as that legislation remains in effect.

## **North Orange Community College District 2018-2021**

### **ARTICLE 13 OFFICE HOURS**

13.1 The pay rates per instructional unit for Unit Members who teach credit classes, and the pay rates per hour for Unit Members who teach noncredit classes, include compensation for ten (10) minutes of office hour time for consultation with students and performance of clerical requirements for each fifty (50) minutes of assignment.

13.2 Office hour time as provided in this Article is negotiated pursuant to Education Code Section 87884 and shall not be applicable toward the sixty-seven (67) percent requirement as specified in Education Code Section 87482.5. Office hour time shall not be counted towards the hours per week of teaching classes for purposes of acquiring eligibility for tenure or for purposes of fulfilling any probationary hour requirements.

## **Ohlone Community College District 2019-2020**

No Paid Office Hours Program

## **Palo Verde Community College District 2019-2022**

(d) In terms of office hours, beginning in the 2017 Fall Semester, all part-time unit members will be paid for one office hour per week at the lab rate (0.67 of current hourly rate) of pay for the equivalent of every 3 CTLCs taught, or major fraction thereof.

## **Palomar Community College District 2019-2022**

### **15.4.8 Part-Time Faculty Office Hours**

Instructional part-time faculty members teaching credit or non-credit courses will be compensated for office hours earned in Fall and Spring Semester only, according to the following criteria:

a) Four (4) office hours per semester for faculty members teaching three (3) or fewer units/non-credit hours.

b) Seven (7) office hours per semester for faculty members teaching four to six (4-6) units/non-credit hours.

c) Ten (10) office hours per semester for faculty members teaching seven to nine (7-9) units/non-credit hours.

- d) Office hours shall be compensated at fifty-five dollars (\$55.00) per hour.
- e) Participating part-time faculty shall provide written certification of office hours served on the appropriate District form found on the Human Resource Services website.
- f) Part-time faculty participation is voluntary. It is understood and agreed that no office hours are required of part-time faculty.
- g) Participating part-time faculty are encouraged to share their students' successes in a written report to the division dean and Vice President of Instruction.
- h) The deadline to submit the form for paid part-time office hours will extend to the end of the last week of the semester.
- i) Office hours and location shall be included in the class syllabi in order to qualify for compensation. Office hours shall be paid in the last paycheck for the semester in which the hours were earned.

### **Pasadena Community College District 2019-2022**

5.8.6 Office Hours – Part-time faculty will be paid for eight (8) office hours per semester at the employee's hourly rate. Scheduling of such office hours will be subject to the approval of the applicable dean and listed on the course syllabus. Office hours will be held on no less than four days, and no shorter than one-half hour per day. Office hours will be considered as professional ancillary activities, and as such, will not be counted for purposes of calculating eligibility for contract or regular status under the Education Code. (See Educ. Code §§ 87482.5, 87884). The parties agree to reopen Article 5.8.6 annually for term of the Agreement.

### **Peralta Community College District 2019-2022**

#### 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 31 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 36 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:

INSTRUCTIONAL LOAD	PAID OFFICE HOURS
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.

## **Rancho Santiago Community College District 2019-2022**

No Paid Office Hours Program

## **Redwoods Community College District 2019-2022**

No Paid Office Hours Program

## **Rio-Hondo Community College District 2019-2022**

No Paid Office Hours Program

## **Riverside Community College District 2015-2018, Extended to 2021**

No Paid Office Hours Program

**San Bernardino Community College District 2019-2020**

From Article 10 Section E regarding total Part-time Bargaining unit member compensation

1. Additional load hours for student contact time (office hours or arranged hours) shall as follows:

Load Scheduled	Office Hours Per Week (per semester or session)
Up to 0.400	0.50
0.401 and above	1.00

Posted office hours must be submitted to the immediate supervisor by the end of the first week of class.

**San Diego Community College District 2019-2022**

APPENDIX VIII

COLLEGE FACULTY ADJUNCT OFFICE HOUR PROGRAM

Adjunct faculty who provide either face-to-face office hours or on-line synchronous office hour time will be eligible for compensated office hours subject to the following requirements:

1. Each adjunct faculty member must submit a completed form (attached) to the appropriate school dean by no later than the last working day in October and the end of the first full week in April for the fall and spring semesters, respectively, or by the second week of the assignment, whichever is earlier. The faculty member must also include in the syllabus the number of office hours which he/she agrees to hold during the semester, including the days, times, and places where the office hours will be held.
2. A separate form must be submitted for each school/college where the faculty member has an assignment.
3. The program does not apply to contract overload or pro-rata faculty.
4. All payments will be made in the last pay period of the semester.
5. The total amount of resources to be distributed each semester will come from the AFT share of the Resource Allocation Formula. The rate of pay for each faculty member will be determined by dividing this resource by the total number of hours submitted under Section 1.
6. This program will not require the creation of additional office space.
7. Either party may reopen this program for amendment each year.
8. Hours available per FTEF:

SEMESTER FTEF	MAXIMUM NUMBER OF OFFICE HOURS
(Per semester from all assignments combined)	
.01 to .10	5
.11 to .20	10

.21 to .30	15
.31 to .40	20
.41 to .50	25
.51 to .60	30
.61 to .67	33.5

## **San Francisco Community College District 2018-2021**

### 7. Part-Time Office Hours

7.1. Effective Spring semester 2004, the District will

- (1) Pay part-time instructors teaching up to 20% of a full-time load in the credit program for up to four (4) office hours per semester, or
- (2) Pay part-time instructors teaching 21 to 39% of a full-time load in the credit program for up to eight (8) office hours per semester, or
- (3) Pay part-time instructors teaching 40% or more of a full-time load in the credit program for up to fifteen (15) office hours per semester.

Credit part-time faculty shall be paid for office hours at the hourly equivalent of the 86% Instructionally Related pro-rata “mirror” rate on their regular step, as set forth in the Hourly Tables, PT Office Hour 86% Pro-Rata Mirror (Exhibit C). Faculty will provide written notice of their office hours in advance to their students and department chairs. To receive payment for the office hours, faculty shall indicate on a District form where and when the hour(s) were held.

Credit part-time faculty shall not hold, nor receive compensation for, more than two (2) office hours in any one week of instruction during a semester. The District is ordinarily not able to provide offices or telephones; however, the office hours shall be held in reasonable proximity to the location of the faculty member’s classes. Office hours will be held on days when the faculty member is scheduled to teach, unless alternate days are approved in advance by management. Both the faculty member’s request and management’s advance approval must be in writing.

7.2. The District and the Union will develop intent language to explore the possibility of folding the benefits of this program into the credit pro-rata “mirror” scales.

## **San Joaquin Community College District 2018-2021**

No Paid Office Hours Program

## **San Jose/Evergreen Community College**

***Adjunct Office Hours Pay Structured into Overall Instructional Hourly Pay***

9.14 OFFICE HOURS

Adjunct faculty duties and responsibilities will include office hours. Adjunct faculty members will be responsible for keeping office hours for each class taught. Office hours shall be based on the standard of one half (.5) hour for each 20% load course. Work experience does not determine appropriate locations for office hours may include, but are not limited to, division offices, division labs, classrooms, tutorial centers, library, student council chambers, campus center, and, at the discretion of the individual regular faculty, shared faculty offices.

### **San Mateo County Community College District 2016-2019**

19.6 Office Hours Part-time faculty will be compensated for office hours. Payment for office hours during Fall and Spring semesters shall be based on one (1) office hour for every three (3) FLCs taught times 17.5 weeks for all classes that are 17.5 weeks or less and times the actual class weeks for classes in excess of 17.5 weeks. The formula used by Payroll for the monthly pay will be the hours worked for this course this month divided by the total number of contact hours for this course times the FLC for this course divided by three (3) times (the number of weeks the course meets or seventeen and one half (17.5%), whichever is greater)

$$\text{Monthly office hours} = \text{Hrs worked} / (\text{total contact hrs}) * (\text{FLC}/3) * (\text{total weeks for the course})$$

For part time faculty who have been assigned office space, the syllabi should reflect actual office hour availability to meet with students. For part-timers without assigned office space, the syllabi should indicate how and when students can reach them for assistance by providing e-mail and phone contact information.

### **Santa Barbara Community College District 2016-2018**

No Paid Office Hours Program

### **Santa Clarita Community College District 2017-2020**

#### ARTICLE 20: OFFICE HOURS

##### A. Office Hours: Time, Place, and Manner

1. Office hours are to be scheduled to meet the needs of all on-ground, online, and hybrid students, whether students are enrolled in full semester-length or short term classes, and the needs of the educational program of the District.
2. The provisions of this article do not apply to non-instructional faculty (for example, counselors and librarians).
3. Each scheduled period of on campus (or site) office time shall be scheduled during regular college (or site) business hours.
4. Half of the office hours for a course must be conducted on a regular schedule, either on the campus (or site) where the course is scheduled or through virtual means. This portion of the office hours will be considered "scheduled office hours".
  - a. Virtual office hours must be conducted via the District's approved Learning Management System (LMS) or CCC Confer. The District will ensure that instructors have a reliable means of conducting virtual

office hours. Virtual office hours require instructor login and telepresence throughout the period and must include video or other synchronous communication options for students.

b. If an instructor elects to hold virtual office hours for the scheduled portion of an on-ground (or site) class, and a student in the on-ground (or site) class requests an in-person meeting, the instructor will offer to meet with that student on ground (or site) at a reasonable day and time within one week.

5. Half of the office hours for a course may be conducted per individual arrangements between the student and the unit member. This portion of the office hours will be considered “unscheduled office hours”.

a. Unscheduled office hours are in-person or computer-mediated communications or phone calls.

b. The instructor’s e-mail address will be included in the class syllabus.

c. If an instructor is not available to students via e-mail, all of the office hours for that instructor must be scheduled office hours.

6. Each scheduled period of office time shall be scheduled during a time that students are reasonably expected to be available. During the fall and spring semesters, each unit member shall maintain office hours for on-ground (or site), online, and hybrid classes as per the table below. For courses that consist of tandem lecture and lab, office hours are based on the units per week associated with the lecture only.

7.

On Campus (or Site) Units per week	Number of Scheduled Office Hours (minutes)	Number of Unscheduled Office Hours (minutes)	Total Office Hours per Week (minutes)
3	30	30	60
4	40	40	80
5	50	50	100
6	60	60	120
7	70	70	140
8	80	80	160
9	90	90	180
10	100	100	200
11	110	110	220
12	120	120	240
13	120	120	240
14	130	130	260
15	140	140	280
16	150	150	300

The unit member shall prepare and submit their proposed schedule of office hours to the instructional dean via the District’s office hours reporting website. Scheduled office hours may be held at a time to be determined after the unit member has surveyed their students but must be determined no later than the Census date. Changes to scheduled office hours must be communicated to the students via email and must be updated on the District’s office hours reporting website



8. Office hours must be included in each course syllabus along with campus (or site) location or LMS/CCC Confer access instructions.

9. Cancellation of one or more office hours per day, not properly rescheduled within one week, will result in the use of leave hours equal to the office hour(s) missed.

B. Compensation:

1. Scheduled office hours will be compensated as per Article 10.

2. Scheduled office hours may be verified by the instructional dean.

C. Miscellaneous:

1. Unit members will not be compensated for hours in excess of the minimum requirement, or for additional hours worked either in person or on line.

## **Santa Monica Community College District 2019-2022**

No Paid Office Hours Program

## **Santa Rosa Community College District 2019-2022**

No Paid Office Hours Program

## **Sequoias Community College District 2019-2022**

12.1.2 The District shall budget a minimum of \$75,000 per academic year to fund office hours for adjunct faculty members. Unused monies (up to a maximum of \$10,000) will roll over into the following academic year. In order to be paid, the adjunct faculty member must submit their timesheet by December 1 for fall and by May 1 for spring.

12.2 Office Hours

12.2.1 Adjunct faculty, while not required to have scheduled office hours, in many cases provide office hours to students for consultation and advising as it pertains to their individual teaching assignments.

12.2.1.1 If applicable, office hours may be conducted either face-to-face with student(s) or conducted online with student(s).

12.2.1.2 Online office hours may be either:

a) Synchronous: The adjunct faculty member is available to student(s) via electronic means at a specified time. Communication between the student(s) and the adjunct faculty member will generally be instantaneous. The time of the weekly online office hour shall be in writing and communicated to the students.

b) Asynchronous: The adjunct faculty member will electronically respond to student(s) within a reasonable length of time. Communication is primarily asynchronous. Procedures for utilizing this type of office hour, including the proposed response time shall be in writing and communicated to the students. It is the responsibility of the adjunct faculty member to document asynchronous

communication involving this type of office hour. Such documentation may include, but not limited to, email archives, discussion board archives, notes, and anecdotal records.

12.2.2 In an effort to contribute to the success of students, College of the Sequoias will provide for a limited number of paid office hours for adjunct faculty for both the fall and spring semesters.

12.2.2.1 In order to be eligible for consideration for adjunct office hours, an adjunct faculty member must teach at least three (3) lecture hour equivalents. Adjunct faculty office hours are potentially available to those adjunct faculty members who choose to apply for office-hour funding.

12.2.2.2 Adjunct faculty who are interested must complete the "Application for Adjunct Faculty Office Hour" form (Appendix F) by Friday of the second week of each semester. This form must be submitted to the Office of the Vice President of Academic Services.

12.2.2.3 From a pool of applicants, office hour approval will be determined by the Deans of Academic Services in conjunction with the Vice President of Academic Services.

12.2.2.4 The following criteria will be applied in selecting adjunct faculty to be funded for office hours:

a) A demonstrated student need in a course which requires a significant amount of help outside of class.

b) A significant chance that contact with an adjunct faculty member during office hours will contribute to individual student success.

c) Availability of a location to conduct office hours.

d) Availability of funding.

12.2.2.5 Adjunct faculty members who meet these criteria may be selected to conduct, and be compensated for, one office hour per week in weeks four through sixteen of each semester in addition to the time they spend in class with students.

12.2.2.6 When completed, the District will provide the Union a list indicating the number of applicants, the adjunct faculty members who received office hours, the total number of office hours each received and a general rationale the District used in making office hour selections for that particular semester.

12.2.3 Compensation will be at the adjunct faculty office hour rate. (See Adjunct Faculty Salary Schedule, Appendix B.)

12.2.3.1 An Adjunct Faculty Office Hour Time Sheet (Appendix G) must be submitted to receive payment for approved office hours. Those office hours will be paid the last pay period of each semester.

## **Shasta-Tehama-Trinity Joint Community College District 2020-2023**

### **7.4 PART-TIME TEMPORARY FACULTY OFFICE HOURS**

7.4.1 The District's annual contribution to the part-time faculty office hour program will be \$140,000.

The following conditions will apply:

- a. Part-time temporary unit members who teach at least one three-unit course with a lecture component, shall be eligible for one paid office hour per week. The office hour may be divided into two one-half hour sessions. For those teaching more than one three-unit class, office hours will be pro-rated accordingly to a maximum of two (2) hours per week, provided there is more than one class taught.
- b. Participation by eligible unit members shall be voluntary.
- c. Office hours shall be paid at the rate of \$30.00 per hour.
- d. Regular unit members shall not be eligible to participate.
- e. The office hour shall not count in determining the unit member's full-time equivalent employment percentage for the purposes of obtaining tenure.
- f. The time for office hours shall be mutually agreed between the unit member and the Dean and shall be posted. Generally, office hours shall be immediately before or after class.

## **Sierra Joint Community College District 2017-2020**

### ARTICLE 12: ADDITIONAL COMPENSATION

#### 12.6 Part-Time Instructional Faculty Office Hours Program

Part-Time Instructional Faculty Office Hours Program is a voluntary program which will provide compensation for one part-time instructional faculty office hour per week of scheduled instruction as long as a minimum 40% FTE assignment is maintained for the Fall or Spring sessions. For full-term semester length courses, the maximum office hours payable to faculty members maintaining a minimum 40% FTE assignment is seventeen (17) hours. This program is established in compliance with the provisions of 33 Education Code Section 87880 to 87855 (AB 301, Chapter 933 Statutes of 1997) and other terms as further defined in the section.

Part-time instructional 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 educational administrator no later than the last day of the add/drop period for the semester.

Forms will be available from the area Deans. Individuals who do not submit the form by the above date are not eligible to participate in the Part-Time Instructional 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. In order to receive compensation for an office hour worked during the term the classes are held, a 40% FTE work load must be maintained.

Sick leave and other paid leaves may not be applied toward office hours as scheduled. The faculty member may not reschedule any missed office hours during the instructional time period.

Compensation provided for services rendered in the Fall and Spring semesters are as a "stipend" at a rate of \$25.00 per hour. Payment for office hours worked for full term courses will be scheduled for

distribution on the February 10th payroll for the Fall term and June 10th payroll for the Spring term. Office hour payments for short-term classes will generally be scheduled for distribution 30-days after the classes are completed, on the tenth of the month payroll cycle. A maximum of one paid office hour per week of instruction conducted by a faculty member will be paid as long as the 40% load is maintained.

Part-time instructional faculty office hours do not count toward the 67% FTE limit (E.C. 87882 and 87482.5), nor is the compensation creditable for step movement on the part-time hourly schedule.

### **Siskiyou Joint Community College District 2019-2022**

18.3 Part-time faculty who are not contract or regular faculty, and who teach at least 40 percent but less than 60 percent may apply for one office hour per week during each semester they teach during the academic year. Compensation shall be based on the hourly non-lecture rate of each faculty member's placement on the salary schedule.

If the eligible part-time faculty member elects to participate in the office hour program, office hours shall be scheduled so that students may reasonably avail themselves of the scheduled office hour.

The office hour will not count in LHE calculation.

### **Solano Community College District 2021-2023**

19.8.2

D. Optional office hours for adjunct faculty: Adjunct faculty may elect to hold paid office hours. Paid office hours must be requested, in writing, by the faculty within two weeks of the assignment prior to the start of the class(es) to include proposed time and pre-arranged location. Exceptions will be made for late hires. The office hours schedule is subject to the approval of the division dean. Office hours for adjunct faculty shall be provided as follows:

1. Faculty teaching a load of 40% or above are eligible to receive a maximum of 18 paid office hours during the semester.
2. Faculty teaching a 20% to 39% workload are eligible to receive nine (9) paid office hours during the semester.

Payment for these hours will be made at the end of the assignment upon verification by the division dean. Office hours are paid out at the Category 3 rate.

### **South Orange County Community College District 2018-2021**

No Paid Office Hours Program

### **Southwestern Community College District 2021-2024**

15.5 Part-time Unit Member Paid Office Hours Program.

Beginning with Fall semester 2015, part-time Unit Members (except those on partial, post-retirement contracts) with teaching assignments shall be paid for office hours during the semester of the part-time Unit Member's assignment.

15.5.1 The part-time Unit Member who will hold office hours must submit the form in Appendix H by the Friday of the second week of the semester to the cognizant Dean. Unit Members who receive an assignment after the start of the semester must submit the Adjunct Office Hours Form in Appendix H within two weeks of receiving their assignment. Payment is based on LHE per 15.5.4.

15.5.2 Office hours under this program will be provided at the College's Academic Success Center or any other District tutoring site, classroom (if available), or designated adjunct office space (if available), or another similar location if approved by the cognizant Dean, and/or may be held virtually if approved by the cognizant Dean. If denied, the Unit Member will be notified in writing of the reason for the denial.

15.5.2.1 Part-time faculty members who teach solely online and who opt for office hours must hold those office hours virtually. The Part-time faculty member may conduct virtual office hours while being physically on campus.

15.5.3 During the office hours provided under this program, a part-time Unit Member will equitably receive students from the part-time Unit Member's assigned teaching load for reasonable periods of time. The office hours are to be scheduled to ensure maximum availability for consultation with students.

15.5.4 Effective Spring 2019, Part-time office hours will be paid at the members' part-time/overload lab rate. The number of office hours per semester paid to the part-time Unit Member with a teaching assignment will be based upon the number of LHE of the teaching assignment according to the table below:

Number of LHE	Number of Hours Paid Per Semester
Less than or equal to 3 LHE	3 hours
More than 3 LHE but less than or equal to 6 LHE	5 hours
More than 6 LHE	9 hours

## **State Center Community College District 2018-2021**

### **Section 5. OFFICE HOURS:**

Part-time unit members, while not required to have scheduled office hours, in many cases provide office hours to students for consultation and advising as it pertains to their individual teaching assignments.

In an effort to contribute to the success of students, on a pilot basis beginning in Fall 2018 and continuing through June 30, 2021 only, the District will budget one hundred thousand dollars (\$100,000) for the year to provide for a limited number of paid office hours for part-time unit members for both the fall and spring semesters. The budgeted amount will be distributed equally over fall and spring and any amounts not used will be rolled over to the following academic year to supplement the budgeted one hundred thousand dollars (\$100,000). Distribution and allocation of office hours among the three (3) colleges will be based on FTES from the prior academic year.

Office hours may be conducted either face-to-face or online. No more than twenty percent (20%) of these total office hours may be conducted online. The time of the weekly office hour shall be in writing and communicated to the students via the course syllabus and the college's learning management

system. All office hours must be at least fifty (50) minutes in length or two (2) twenty-five (25) minute sessions. Office hours may not be scheduled consecutively. Office hours must be scheduled during a time that students are reasonably expected to be available.

In order to be eligible for consideration for paid part-time unit member office hours, a part-time unit member must teach at least five (5) lecture hour equivalents. Part-time unit member office hours are potentially available to those part-time unit members who choose to apply for office hour funding.

Part-time unit members who are interested must complete the appropriate request form by Friday of the first week of each semester. This form must be submitted to the Office of the Vice President of Instruction.

From a pool of applicants, office hour approval will be determined by the Deans of the Office of Instruction, in conjunction with the Vice President of Instruction.

The following criteria will be applied in selecting part-time unit members to be funded for office hours:

- A demonstrated student need in a course, which requires a significant amount of help outside of the class.
- A significant chance that contact with a part-time unit member during office hours will contribute to individual student success.
- Availability of funding.

Part-time unit members who meet these criteria may be selected to conduct, and be compensated for, up to ten (10) office hours for the first year, twelve (12) office hours for the second year, and fourteen (14) office hours for the third year to be held in weeks six (6) through seventeen (17) of each semester. Office hours will be communicated to students by the unit member providing an updated syllabus and notice on the college's learning management system. It is up to the unit member to identify an office hour location in collaboration with administration. A timesheet must be submitted by the end of week eighteen (18) to receive payment for approved office hours. Office hours will be paid the next pay date after the end of the semester.

At the end of each fiscal year the District will provide the Federation a list indicating the number of applicants, the unit members who receive office hours, and the total number of office hours each received for that particular fiscal year.

Compensation will be at the part-time unit member office hour rate of \$30 per hour.

## **Ventura County Community College District 2019-2022**

### **5.9 Non-Contract Office Hours**

5.9.A. Non-contract faculty assigned to teaching duties shall be compensated for up to six (6) office hours per semester per the following chart:

LOAD	OFFICE HOURS
0 – 0.2	2 office hours
0.21 - 0.4	4 office hours
0.41 – 0.67	6 office hours

Compensation shall be at the appropriate faculty hourly rate (see Table 3.4.B.(1)). Non-contract faculty assigned to teach Distance Education Courses shall be compensated as above. Contract faculty teaching extra hourly or overload assignments shall not be eligible for non-contract office hours. All non-contract faculty receiving such compensation shall inform his or her students of the time and place of the office hours by including the schedule in the syllabus for each class that is a part of the faculty member’s assignment. Upon request from the Department Chair or supervising administrator, the faculty member shall also furnish that person with a copy of the schedule. The above shall be in compliance with Education Code sections 87880-87885 et seq.

5.9.B. Amounts paid under Section 5.9.A of the Agreement shall not be considered in determining whether a faculty member is working .67 FTE of the hours per week considered to be a full-time assignment under Education Code section 87482.5 or under Section 5.4.A.(2) of the Agreement.

### **West Hills Community College District (No Adjunct CBA)**

No Paid Office Hours Program

### **Yosemite Community College District 2020-2023**

No Paid Office Hours Program

#### **7.5 PART TIME OFFICE HOURS**

The District will gather details associated with the state funding source for part-time office hours called the “Community College Part-Time Faculty Office Hours Program.” The District will bring those to YFA for discussion of options. Should a mutually agreeable solution be found, the contract language of this article will be modified accordingly

### **Yuba Community College District 2019-2022**

#### **ARTICLE 8--OFFICE HOURS**

8.1 While the District and YC-AFT acknowledge that unit members are not contractually required to provide office hours to students, the parties recognize that providing office hours has a positive impact to the overall academic success of the student. Additionally, the parties acknowledge that the majority of the unit members provide office hours as an additional instructional service to students.

8.2 The District will provide a pooled equipped office space at each official college, campus or center within the District for utilization for the office hour program.

8.3 Eligibility for unit members to participate in the office hour program will be unit members teaching during the fall and spring semesters, including 9-week courses during the regular semester. Unit members must be teaching unit bearing, transfer, degree or certificate courses. Additionally, to be

eligible, each unit member will be required to have a minimum load of 20% or 3 units in the semester of the request.

8.4 Each unit member who is eligible as described in 8.3 will be compensated a flat stipend of \$375.00 per semester, per assignment, to be paid at the end of the semester. The \$375.00 stipend will equate to 15 hours of STRS service credit.

8.5 Unit members requesting the office hours' stipend will be required to list their office hours and modality on their syllabus and distribute it to students. The modality of the office hour shall be the same as the modality of the class, i.e., an online class shall have an on-line office hour.

8.6 Unit members who request compensation for office hours must complete the "Request for Office Hours" form and submit to the appropriate Dean or administrator within the first eight weeks of the semester. The Dean or appropriate administrator will sign and forward all approved requests that meet the criteria in sections 8.3 and 8.5 above to the Office of Human Resources for payment.

8.7 The parties agree to meet and discuss the application of any increased funding provided to the District that may be applied to part-time office hours