

ARTICLE 9
FACULTY WORKING CONDITIONS AND WORKLOADS

Faculty working conditions in this Article pertain to three classifications of faculty members in the bargaining unit: instructional faculty, library faculty, and counseling faculty. The primary responsibility of instructional faculty members is to educate students, of library faculty members is to engage in activities directly related to the Learning Resources Center (LRC) in conjunction with instructional faculty, students, and administrators, and of counseling faculty is to engage in activities directly related to student services.

The professional obligation is comprised of both scheduled and non-scheduled activities. The parties recognize that it is a part of the professional responsibility of employees to carry out their duties in an appropriate manner and place. For example, while instructional activities, office hours, and other duties and responsibilities may be required to be performed at a specific time and place, other non-scheduled activities may be more appropriately performed in a manner and place determined by the employee, after consultation with the faculty member's department head.

In the event that classes are canceled or that the contact hours are reduced to less than the scheduled amount by an administrative representative, the state regulations (SBE-6A-14.041[4] Personnel Contracts: Instructional personnel contracts may be conditioned on a minimum number of students) will be followed. Exceptions may be made by the Vice President for Instructional Affairs. Affected faculty members may also apply for release time in accordance with provisions of Section 9.01D.

Since the responsibility of supervising and evaluating faculty is an administrative one, this function shall not be included as part of a faculty member's workload. Supervision of career service employees may be part of a faculty member's workload. If this supervision includes the responsibility for employee evaluation, those career service employees being evaluated by a faculty member shall be notified of this relationship in writing.

9.01 Instructional Faculty

A. Definitions

1. Contact Hour

A contact hour is defined as a fifty (50) minute class period for Advanced and Professional, Postsecondary Vocational, College Preparatory, and Vocational Preparatory classroom and on-campus laboratory instruction and as a sixty (60) minute class for all Postsecondary Adult Vocational, Supplemental Vocational, Adult Basic Education, and Secondary Education classes. All off-campus instruction designated as clinical experience, practicum, preceptorship, internship, work experience, or cooperative education shall be scheduled as sixty (60) minute contact hours.

2. Day Contact Hour

A day contact hour is an assignment for a faculty member to be in an assigned space at an assigned commencing time of 7:00 a.m. or later and ending at 4:30 p.m. or earlier.

3. Evening Contact Hour

An evening contact hour is an assignment for a faculty member to be in an assigned space at an assigned commencing time of 4:30 p.m. or later.

4. Evening Assignment

An evening assignment is an assignment for a faculty member to be in an assigned space at an assigned commencing time of 4:30 p.m. or later.

Any class scheduled past 10:00 p.m. shall be with the consent of the faculty member involved.

5. Duty Day

A duty day is defined as any one of the negotiated calendar days of the basic contract as defined in Section 15.01A. and any one of the negotiated calendar days of additional terms as defined in Section 15.01B., and as scheduled through Article 16 of this Collective Bargaining Agreement.

B. Work Week

1. Number of Hours

The work week for instructional faculty members shall be thirty-five (35) hours during Terms I and II. The work week during the summer terms will vary according to the individual faculty member's contracted guaranteed summer assignment. After its approval, the faculty member's schedule (Appendix C) for the work week shall be posted on each faculty member's office door.

The Terms I and II approved schedules of work week hours of full-time instructional faculty members shall include a combined minimum of twenty-five (25) hours per week of direct contact with students and office hours scheduled at times reasonably convenient for students and clearly designated as hours during which faculty members will be available for student appointments. In no case shall a faculty member's combined total of direct contact with students and scheduled office hours be required to exceed twenty-five (25) without his or her permission. ~~Up to ten (10) work week hours in Terms I and II may be used as additional office hours or may be used for other professional activities.~~ The remaining ten (10) hours of the thirty-five hour work week are designated as Other Professional Activity (OPA) hours.

2. Office Hours

An office hour is an hour when an instructor will be available for consultation with students in a non-class setting at a College campus/site. Normally office hours will be held in the faculty member's office or at some other convenient on campus site. Office hours scheduled at a non-college site must be approved by the department head. ~~Office hours will be scheduled over at least four days of the work week.~~

Office hours may be scheduled as “on-line” hours in a virtual classroom or chat room where the faculty member is directly available to students in a format that allows contact with multiple students at the same time. The time, location, and number of virtual office hours must be approved by the department head. Virtual office hours must be scheduled via access on servers operated by PJC or an approved 3rd party and must be in a form that can be monitored for faculty compliance. Virtual office hours will constitute no more than 50% of the scheduled weekly office hours.

Each instructional faculty member shall post and maintain the appropriate number of office hours as stated in Section 9.01B.1.

3. Other Professional Activities Hours

An Other Professional Activities (OPA) hour is a ~~contracted~~ ~~scheduled~~ hour when a faculty member is engaged in activities related to his or her professional responsibilities. Other professional activities include, but are not limited to, College committee meetings, college-approved recruiting, professional development, sponsorship of student organizations, professional meetings, research, instructional preparation, evaluation of student work, informal student advising and when agreed upon by the faculty member formal student advising, and up to five (5) hours of active community service if approved by the department head on the appropriate form (Appendix D). One and one-half hours per week may be used ~~scheduled~~ for participation in the Wellness Program.

Community service may include, but is not limited to, volunteer work with local hospitals, clinics, service organizations, charitable organizations and activities, or governmental agencies. Community service shall not include any activity for which a faculty member receives a stipend.

Any faculty member required by the Board to take college course work shall be entitled to include this time in the OPA hours.

Professional activities constitute an important element of an educator's professional life and both the faculty member and the College are enhanced by a faculty member's participation in such activities. Other

professional activities, however, shall not conflict with scheduled office hours unless approved by the department head.

Normally, a faculty member's thirty-five (35) hours, including OPA, will be met on campus. However, the ~~The~~ hours during which the faculty member will be involved in Other Professional Activities (OPA) shall not be listed on the schedule for the work week. The Faculty Association and the Board recognize that it is the professional responsibility of the faculty member to perform his/her duties in an appropriate manner and place. A portion of each contract day shall be scheduled and worked on campus unless alternative scheduling is approved by the Department Head. Faculty members will participate in the scheduling process as specified in Article 6.03.

Assigned hours worked beyond the defined work week, except for assigned and additional overloads (See Section 9.01C. Workloads), shall be paid at the appropriate overload pay rate.

C. Workloads

1. Standard load

A standard load is an assignment for an instructional faculty member to be in an assigned space at an assigned commencing time, for an assigned, cumulative amount of time as specified below, which will satisfy that faculty member's contractual obligations. A standard load may include an evening assignment, Distance Learning course, and/or an independent or directed study course. Where the needs of the program permit, the Board shall limit evening assignments to one section per week. Should a faculty member have an evening assignment, he shall have no less than twelve (12) hours between the conclusion of that assignment and his next scheduled class. However, this clause shall not prevent a faculty member from accepting available, additional evening assignments should he or she request or from waiving the 12 hour hiatus requirement.

In Terms I and II each full-time instructional faculty member shall teach a minimum of fifteen (15) contact hours per week per term concurrent with nine hundred (900) workload points per term. The initial calculation of workload points is the responsibility of the department head.

If mutually agreed upon in advance by the faculty member and the appropriate department head, the faculty member may teach a minimum of fifteen (15) contact hours per week per term concurrent with an average of nine hundred (900) workload points over Terms I and II of the same academic year; under such an arrangement, the workloads for the two terms shall be planned such that a faculty member shall not teach more

than twenty-five (25) contact hours within the thirty-five (35) hour work week. In no case may the terms of this section be used to require a faculty member or department head to use this averaging process. Once this minimum standard load has been satisfied, any additional work shall be considered an overload. (See Section 9.01C.3.a.).

The calculation of a standard load shall be consistent across the district. When a faculty member is scheduled to teach an overload, whenever possible, the standard load shall include the lecture hour portions of all assigned sections. The lecture hour portion of a course will be used for an overload assignment only when a normal load consists entirely of lecture hours. In the case where there are not enough lecture hours in the assignment to make a standard load, the balance of the standard load shall be structured in such a way as to maximize contact hours in any overload.

When offered by the College, faculty members may teach a second summer term of ninety (90) classroom contact hours and twenty-four (24) ~~twelve (12)~~ office hours in addition to the guaranteed summer assignment. Office hours will be scheduled two or more days per week at a time convenient to students. Office hours will be reduced proportionately for faculty members working fewer than ninety (90) contact hours. The availability of the teaching assignment shall be determined by the appropriate department head or supervisor in consultation with the faculty member.

The guaranteed summer assignment shall be defined as ninety (90) classroom contact hours and twenty-four (24) ~~twelve (12)~~ office hours. Office hours will be scheduled two or more days per week at a time convenient to students. Office hours will be reduced proportionately for faculty members working fewer than ninety (90) contact hours. The guaranteed assignment shall be worked during Term III as determined by the appropriate department head or supervisor in consultation with the faculty member. The determination of the guaranteed summer assignment shall be done in a fair and timely manner as outlined in Section 6.10B.2.

REVERSE THE ORDER OF THE PREVIOUS TWO PARAGRAPHS.

The number of days per week the faculty member is required to work shall be determined by the scheduled class days of his or her teaching assignment.

2. Workload Points

Points per Contact Hour

60 points	College Credit, College Prep, <u>Collegiate High</u> and Post-Secondary Adult Vocational Lecture
60 points	Release Time
60 50 points	Laboratory, Shop, Category A <u>and B</u> (See Appendix E)
60 50 points	Clinic, <u>externship, or internship</u> with direct patient supervision
60 60 points	<u>Adult Basic Education</u>
50 points	Art Studio
50 points	Music Ensemble
50 50 points	Adult High
40 40 points	Adult Basic Education
40 40 points	Laboratory, Shop, Category B (See Appendix E)
40 points	P.E. Activity
40 points	Applied Music
40 40 points	College Prep Lab
40 points	Vocational Prep Lecture, Lab
30 points	Continuing Workforce Education, Technical Assistance Contract
20 points	Externship, Internship, Work Experience <u>without direct patient supervision</u>
20 points	Recreation and Leisure

Points shall be rounded to the nearest whole number.

3. Overloads and Underloads

a. Overload

Overloads in excess of the hours needed to equal the standard load (900 workload points and fifteen contact hours) shall result in an overload payment to the faculty member for those hours worked beyond the normal work week, unless the faculty member elects to complete the excess work within the normal work week.

The faculty member shall be entitled to apply for an overload teaching assignment as outlined in Section 6.10B. in any discipline in which he or she is credentialed and qualified to teach. The faculty member should file the written request with the head of the department in which he or she wishes to teach, who will approve and coordinate the request.

b. Assigned Overload

The workload of an instructional faculty member shall not be increased beyond the standard load without the express consent of the individual faculty member involved. An assigned overload is that portion of work beyond nine hundred (900) workload points that is assigned to the faculty member in order to provide the standard load. The assigned overload shall be as close to the standard load as is feasible.

If an underload is created by the faculty member's choosing not to accept an assigned overload assignment which is necessary to fulfill the Board's contractual obligation, the department chairperson and the Board shall make a good faith effort to minimize the impact on the faculty by averaging loads between terms (Article 9.01 C.1) or, if requested, by providing alternative assignments when productive assignments are available. If the faculty member does not choose load averaging or an alternative assignment, said faculty member's salary will be adjusted accordingly. The offering of an alternative assignment is the responsibility of the Board.

c. Underload

The standard load of an instructional faculty member shall not be reduced without prior discussion with the individual faculty member involved; in all cases, the Board shall make a good faith effort to provide such a load for each faculty member. Except as provided in the preceding section, "Assigned Overload" and Article 12 of this Collective Bargaining Agreement, if the Board is unable to assign a standard load to a faculty member during a specific term, the faculty member may be given an equivalent assignment to fulfill the standard load.

d. Compensation

During Terms I and II, the faculty member may elect to complete the overload hours within the normal work week by reducing office or OPA hours by the same number of clock hours; the work week under such circumstances remains thirty-five (35) duty hours. The choice between receiving overload payment or working the overload within the normal work week shall be solely the choice of the faculty member involved.

Overloads shall be compensated at the overload pay rate (see Section 15.02C.). However, any additional compensation to a faculty member working an overload requires additional documented service in excess of the normal thirty-five (35) hour work week for Terms I and II or the guaranteed hours for the summer assignment. Overload payment shall be made per actual clock hours worked, not on points accrued.

D. Release Time

Release time shall be defined as the reduction of a faculty member's regular teaching duties to compensate for duties other than those that constitute the regular responsibilities of faculty members. Release time may be granted by the Board for duties such as coordination of special programs, specifically designated recruitment duties, service as assistant to a department head, course coordination duties, sponsorship of certain student activities, or specifically designated program or curriculum development that exceeds the routine responsibility of

faculty members. However, release time shall not be granted for activities defined as community service unless the Board considers it to be in the best interest of the College.

A faculty member may apply to his or her immediate supervisor for release time to undertake work that is mutually beneficial to the faculty member and the Board, although this does not imply that the supervisor will have authority to grant release time without advanced Administration approval.

Faculty members may also be assigned to do extra work in return for release time on the basis of agreement between the faculty member and the Board as to the amount.

All release time arrangements are to be committed to in writing on the release time form (Appendix F) with a copy furnished to the faculty member.

E. Faculty Members Serving as Program Coordinators/Directors

1. Program coordinator designations are the prerogative of the Administration; however, a faculty member may not be assigned program coordinator/director duties without his or her express consent. Only those faculty members who have been assigned program coordination duties by the Administration are eligible for release time under this provision.
2. Nothing in this section shall preclude the use of release time for special program projects such as periodic accreditation reports or major curriculum revision, separate from or in addition to program coordinator release time.
3. A description of coordinator responsibilities shall be determined by the department head in consultation with the faculty member. Responsibilities which may be included in the description are in Appendix G; an individual faculty member's coordinator duties may include all or some of these responsibilities. The description of responsibilities shall be given to the program coordinator/director in writing using the specified form in Appendix G by the end of the first week of classes in Term I.
4. Two or more faculty members may share the responsibilities and points awarded for a specific duty in Appendix G; however, the total points awarded to all faculty members with those responsibilities for a given program shall not exceed the total allowable points for that item.
5. A program coordinator is appointed for an academic year with a beginning date of the first day of Term I.

6. Release time hours to be awarded for performing program coordinator duties shall be determined using the point system in Appendix G. One clock hour of release time per week shall be awarded for each sixty (60) program coordinator duty points earned.
7. A maximum of six hundred (600) points or ten (10) hours release time may be earned for coordinator duties for an academic year appointment. However, if an individual faculty member is awarded a full ten (10) hours during one academic year, at least two (2) of those hours must be used in the summer. The hours of release time must be used during the year of appointment, but may be taken during Term I, II, and/or the guaranteed summer assignment. No more than four (4) hours of release time may be used during a guaranteed summer assignment. During the guaranteed summer assignment, fifteen (15) clock hours of release time shall be awarded for each hour of release time assigned.

The release time schedule shall be determined by the department head in consultation with the program coordinator.

A program coordinator shall not be assigned duties in excess of the six hundred (600) point maximum.

F. Substitute Teaching

It shall be the responsibility of the individual faculty member to provide reasonable notice to his or her department head regarding classroom absences, and when feasible to assist in making prior arrangements to satisfactorily handle such absences. Substituting for another faculty member shall be an overload when the absent faculty member is on administratively approved leave. Any additional compensation to a faculty member substituting for a colleague requires additional, documented service in excess of the normal thirty-five (35) hour work week as entered on the appropriate form (Appendix H).

Substitute teaching overloads shall be compensated at the overload pay rate (see Section 15.02E.). However, with prior notice to the Department Head when feasible, faculty members may mutually agree to substitute for one another within the thirty-five (35) hour work week without additional compensation.

9.02 Library Faculty

A. Normal Duties

Learning Resources Center (LRC) faculty members are responsible to the administrative representative for library services, or his or her designee, at the

campus where assigned. In general, each LRC faculty member will be assigned activities directly related to the primary function of his or her designated LRC area (i.e., automated systems, circulation, inter-library loan, cataloging, online services, collection development, and instructional support). Duties of LRC faculty members will also include:

1. assisting students, faculty, and community patrons in information retrieval in person or by telephone or by other electronic information systems;
2. instructing students and community patrons in the use of the LRC facilities in formal and informal settings;
3. assuming responsibility on an assigned basis for building and patron security in the absence of the department head and/or dean;
4. engaging in jointly designed and administratively approved professional development programs;
5. serving on college committees or voluntarily serving as faculty advisor to student groups;
6. attending scheduled district and campus meetings.

B. Work Week Schedule

1. Library faculty members shall have the same number of duty days as instructional faculty. No instructional faculty load points will be assigned to library faculty members for the performance of their duties.
2. The work week for library faculty members shall be thirty-five (35) hours during Terms I and II. ~~Two (2) hours~~ ~~One (1) hour~~ per week in Terms I and II may be ~~used~~ ~~scheduled~~ for other professional activities as defined in this Agreement, exclusive of community service. An additional one and one-half hours per week may be ~~used~~ ~~scheduled~~ for participation in the Wellness Program.
3. Since the demands for library service may occur during periods when classes are not in session, the Administration reserves the right to assign library faculty duty schedules which differ from the duty days of instructional faculty. The revised schedule will not mean the library faculty members will work more days than the number of days required for instructional faculty members. If the revised schedule results in more than 35 hours per week, the library faculty member involved must expressly consent to the overload. The faculty member consenting to the overload shall have the choice between receiving additional compensation

or compensatory time off. Additional compensation shall be at the overload rate (Section 15.02E). Compensatory time off must be taken within the same pay period in which the overload was worked. Evening or weekend duty assignments do not automatically result in an overload.

4. If there are no library faculty volunteers for evening and/or weekend duty, library faculty will serve on a rotational basis for this duty. Rotational duty would not apply to an LRC faculty member who has been hired for the specific purpose of working evenings and/or weekends or to an LRC faculty member who volunteers for evening assignments; evening assignments shall be decided by the department head in consultation with the LRC faculty member.
5. Any faculty member required by the Board to take college course work shall be entitled to include this time in the regular work hours as long as it does not interfere with normal assignments and as long as approved by the department head.

C. Overloads

1. Overloads in excess of the work week of thirty-five (35) hours during Terms I and II shall result in an overload payment to the faculty member. Overload payment shall be made per clock hours worked at the overload pay rate (see Section 15.02E.). Overloads shall not be assigned without the express consent of the individual faculty member involved. Any additional compensation to a faculty member working an overload requires additional documented service in excess of the normal thirty-five (35) hour work week (or established summer hours).
2. The faculty member shall be entitled to apply for an overload teaching assignment as outlined in Section 6.10B. in any discipline in which he or she is credentialed and qualified to teach. The faculty member should file the written request with the head of the department in which he or she wishes to teach ~~his or her department head~~, who will approve and coordinate the request.

D. Substituting

1. Substituting for another faculty member shall be an overload when the absent faculty member is on administratively approved leave. Any additional compensation to a faculty member substituting for a colleague requires additional, documented service in excess of the normal thirty-five (35) hour work week as entered on the appropriate form (Appendix H).

2. Substitute overloads shall be compensated at the overload pay rate (see Section 15.02C.). However, with prior notice to the department head when feasible, faculty members may mutually agree to exchange work hours on a one-to-one basis within the thirty-five (35) hour work week without additional compensation.

E. Guaranteed Summer Assignment

For library faculty, the guaranteed summer assignment shall consist of ~~126~~ 120 clock hours to be worked during Term III. The specific hours of employment for each library faculty member shall be determined in a fair and timely manner by the appropriate supervisor in consultation with the faculty member. Library faculty may be contracted for summer hours in addition to the guaranteed hours if needed and approved by the College.

9.03 Counseling Faculty

A. Normal Duties

Counseling faculty members are responsible to the Director of Student Services, or his or her designee, at the campus where assigned. In general, each counseling faculty member will be assigned activities directly related to the primary functions of student services, including the following:

1. attending scheduled district and campus meetings;
2. engaging in jointly designed and administratively approved professional development programs on those days designated as in-service days;
3. serving on College committees or voluntarily serving as a faculty advisor to student groups.

B. Work Schedule

1. Counseling faculty members shall have the same number of duty days as instructional faculty except during the guaranteed summer assignment as specified in Section 15.01B. No instructional faculty load points will be assigned to counseling faculty members for the performance of their duties. ~~Two (2) hours~~ ~~One (1) hour~~ per each thirty-five (35) scheduled hours of the 164-day basic contract may be ~~used~~ ~~scheduled~~ for other professional activities as defined in this Agreement, exclusive of community service. An additional one and one-half hours per each thirty-five (35) scheduled hours may be ~~used~~ ~~scheduled~~ for participation in the Wellness Program.

2. In scheduling the 164 days across the counseling contract year, the counseling faculty member shall be scheduled to work at least one day per established pay period; however, within this provision, the counseling faculty member shall be entitled, at least once during the contract year, to twenty-four (24) consecutive calendar days without a scheduled workday.
3. Since the demands for counseling service may occur during periods when classes are not in session, the administration reserves the right to assign counseling faculty duty schedules which differ from the duty days of instructional faculty. The revised schedule will not mean that counseling faculty members will work more days than the number of days required for instructional faculty members, except for the guaranteed summer assignment as specified in Section 15.01B., unless the counseling faculty member involved expressly consents to the overload and compensatory time or additional compensation is provided. The choice between receiving overload payment or compensatory time off shall be solely the choice of the faculty member involved. Additional compensation, if chosen, shall be at the overload pay rate (Section 15.02C.).
4. If there are no faculty volunteers for evening duty, counseling faculty will serve on a rotational basis for this duty. Rotational duty would not apply to a faculty member who has been hired for the specific purpose of working evenings. Assignments shall be decided by the department head in consultation with the faculty member.
5. Any faculty member required by the Board to take college course work shall be entitled to include this time in the regular work week as long as it does not interfere with normal assigned duties and as long as approved by the department head.

C. Overloads

1. Overloads in excess of the work week of thirty-five (35) hours during Terms I and II shall result in an overload payment to the faculty member. Overload payment shall be made per clock hours worked at the overload pay rate (see Section 15.02C.). Overloads shall not be assigned without the express consent of the individual faculty member involved. Any additional compensation to a faculty member working an overload requires additional documented service in excess of the normal thirty-five (35) hour work week (or established summer hours).
2. The faculty member shall be entitled to apply for an overload teaching assignment as outlined in Section 6.09B. in any discipline in which he or she is credentialed and qualified to teach. The faculty member should file the written request with the head of the department in which he or she

wishes to teach ~~his or her~~ department head, who will approve and coordinate the request.

D. Substituting

1. Substituting for another faculty member shall be an overload when the absent faculty member is on administratively approved leave. Any additional compensation to a faculty member substituting for a colleague requires additional, documented service in excess of the normal thirty-five (35) hour work week as entered on the appropriate form (Appendix H).
2. Substitute overloads shall be compensated at the overload pay rate (see Section 15.02C. However, with prior notice to the department head when feasible, faculty members may mutually agree to exchange work hours on a one-to-one basis within the thirty-five (35) hour work week without additional compensation.

E. Guaranteed Summer Assignment

For counseling faculty, the guaranteed summer assignment shall consist of ~~126~~ 120 clock hours to be worked during Term III. The specific hours of employment for each counseling faculty member shall be determined in a fair and timely manner by the appropriate supervisor in consultation with the faculty member. Counseling faculty may be contracted for summer hours in addition to the guaranteed hours if needed and approved by the College.

9.04 Extended Contract Faculty

A. Appointment

Currently employed faculty members may request to be transferred to an available extended contract position. No faculty member employed on a 164-day basic contract will be required at any future date to move to an extended contract position. No filled 164-day basic contract faculty position shall be changed to an extended contract position. The decision to classify a position as an extended contract position will be made by the Administration in consultation with the Faculty Association.

B. Rights and Privileges

Faculty members who work under the basic 164-day contract and those who work under an extended contract shall have the same rights, privileges, and benefits as described elsewhere in this Collective Bargaining Agreement. One year worked under an extended length contract is the same as one year worked under the basic

164-day contract for the purposes of seniority, eligibility for promotion and leaves, and retirement credit.

C. Eligibility

1. Instructional faculty members with greater than 50% instructional responsibility who have at least 40% of their load for additional professional/administrative responsibility.
2. Counseling faculty
3. Library faculty

D. Workload

1. Instructional Faculty on Extended Contract
 - a. Schedule will include 164 duty days during Terms I and II plus 420 clock hours between the end of Term II and the beginning of Term I of the next academic year. The total number of duty days for the year will not exceed 224 days. The extended contract is worked over the entire contract year with at least one duty day scheduled per pay period. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 420 hours scheduled between the end of Term II and the beginning of Term I of the next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.
 - b. At least 360 points will be designated as release time in Terms I and II for assigned professional/administrative responsibilities. The remaining 540 points will be assigned in accordance with Article 9.
 - c. Instructional assignments in Terms I and II in excess of 540 points will be considered an overload assignment. Clock hours in the summer assignment in excess of 420 hours shall be paid at the overload rate specified in Article 15.02C.
 - d. Office hours shall be scheduled in proportion to the instructional load and in accordance with Article 9.01B.1.
 - e. Other professional activities hours will be used for professional/administrative responsibilities and for activities as listed in 9.01B.3.

2. Counseling Faculty on Extended Contract

- a. Schedule will include 164 duty days scheduled in accordance with 9.03B.2. plus 420 clock hours between the end of Term II and the beginning of Term I of the next academic year. The total number of duty days will not exceed 224 days. The extended contract is worked over the entire contract year with at least one duty day scheduled per pay period. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 420 hours scheduled between the end of Term II and the beginning of Term I of the next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.
- b. Overload pay in Terms I, II, and III shall be earned as described in Article 9.03C.

3. Library Faculty on Extended Contract

- a. Schedule will include 164 duty days scheduled in accordance with 9.02B.1. plus 420 clock hours between the end of Term II and the beginning of Term I of the next academic year. The total number of duty days will not exceed 224 days. The extended contract is worked over the entire contract year with at least one duty day scheduled per pay period. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 420 hours scheduled between the end of Term II and the beginning of Term I of the next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.
- b. Overload pay in Terms I, II and III shall be earned as described in Article 9.02C.

9.05 Extended Contract Teaching Faculty

A. Appointment

Currently employed faculty members may request to be transferred to an available extended teaching contract position. No faculty member employed on a 164-day basic contract will be required at any future date to move to an extended teaching contract position. No filled 164-day basic contract faculty position shall be changed to an extended teaching contract position. The decision to classify a

position as an extended teaching contract position will be made by the Administration in consultation with the Faculty Association.

B. Rights and Privileges

Faculty members who work under the basic 164-day contract and those who work under an extended teaching contract shall have the same rights, privileges, and benefits as described elsewhere in the CBA. One year worked under an extended teaching contract is the same as one year worked under the basic 164-day contract for purposes of seniority, eligibility for promotion and leaves, and retirement credit.

C. Workload

The schedule will include 164 duty days during Terms I and II. Between the end of Term II and the beginning of Term I of the next academic year the schedule will include 180 classroom contact hours and an additional 120 hours scheduled at times convenient to students and approved by the department head. Faculty participation in scheduling will be in accordance with Article 6.03. Of the 300 hours scheduled between the end of Term II and the beginning of Term I of the next academic year, one and one-half hours per each thirty-five (35) scheduled hours may be scheduled for participation in the Wellness Program.