

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.
- c. Office Hours shall be defined as follows whenever possible:
  - 1) Face-to face classes: office hours shall be on campus (or at location where class is held) at a designated time and location.
  - 2) Online classes: office hours shall be online at a designated time.
  - 3) Hybrid classes: office hours may be either online at a designated time and location.
- d. Office hour compensation shall be included in monthly part-time faculty salary payments.
- e. Paid office hours shall not count towards the 67% load under Education Code Section 87482.5, or towards step increases on the Part-time Faculty Salary Schedule.
- f. 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 HOURS	PAID OFFICE
0-2.99 equated hours	0
3-5.99 equated hours	1
6 or more equated hours	2

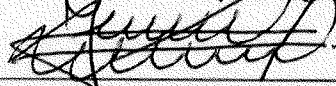
To be added to Article 18:

At the first meeting of each course, instructors shall distribute a syllabus to students describing the course content, the times and places where office hours are held, the grading standards by which the work of students shall be evaluated, and other relevant information.

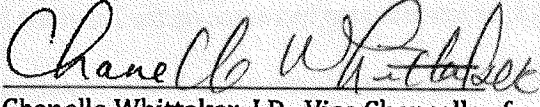
Syllabi shall be submitted to the instructor's first level manager by Census to be included in the instructor's District Personnel File.

Syllabi shall be the sole intellectual property of the instructor. No syllabi shall be shared or distributed without the written permission of the instructor.

For Peralta Community College District:

By:   
Jowel C. Laguerre, Ph.D. Chancellor

Date: 02-25-2019

By:   
Chanelle Whittaker, J.D., Vice Chancellor for  
Human Resources & Employee Relations

Date: 1/31/19

For Peralta Federation of Teachers:

By: \_\_\_\_\_  
Jennifer Shanoski, President

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Rick Greenspan, Chief Negotiator

Date: \_\_\_\_\_