

**Memorandum of Understanding
Between Contra Costa Community College District (4CD) and
United Faculty of 4CD (UF)**

January 30, 2023

Whereas 4CD and UF negotiated and ratified a collective bargaining agreement for 2019-2022 that specified that

“beginning with the fall 2021 semester, assuming the formula produces adequate funds, office hours for part-time faculty will become mandatory in the same proportion to load as currently compensated in the optional office hour program, per Article 7.8.4 (which shall be amended accordingly.) These office hours will no longer be compensated separately but shall be considered to be part of each part-time faculty member’s regular assignment, compensated through base salary”; and

Whereas in a subsequent agreement, 4CD and UF negotiated and ratified a collective bargaining agreement “Covering Compensation for 2021/2022 and Implementation of the 2019-20, 2020-21 and 2021-22 Collective Bargaining Agreement,” and agreed that

“Beginning fall, 2022, all part-time classroom assignments will have a mandatory 1-hour-per-20%-load office hour assignment (rounded to the nearest whole hour with no more than 5). Office hours will no longer be compensated separately; compensation for office hours will be included in all salaries for classroom assignments”; and

Whereas following implementation in fall, 2022, in response to practical questions posed by deans and department chairs, as well as part-time faculty, 4CD and UF met and conferred and agreed that rounding “to the nearest half hour” would be preferable than rounding to the nearest whole hour; and

Whereas 4CD and UF have agreed that in the case where a part-time faculty member’s load results in an office-hour obligation exactly between two half hours, the member should round up; and

Whereas Article 7.8.4 still needs to be updated to reflect these current agreements,

Be it therefore resolved that the Article 7.8.4 of the UF Contract will immediately be replaced with the following language:

7.8.4 All part-time faculty shall hold regularly scheduled office hours in proportion to their teaching assignment as follows: one office hour per week for every 20% load, rounded to the nearest half hour, up to a maximum of five office hours. Where a part-time faculty member’s load results in an office-hour obligation exactly between two half hours, the member should round up. Faculty teaching online courses may, at their

option, hold scheduled office hours online in the same ration as their online courses are to their total semester load. In addition, 7.8.2 and all provisions of 7.8.5 apply to part-time as well as full-time faculty.


Contra Costa Community College District


[Micaela Ochoa \(Feb 23, 2023 22:29 PST\)](#)

Micaela Ochoa
Executive Vice Chancellor
Administrative Services

date

United Faculty


[Jason Mayfield \(Feb 22, 2023 09:33 PST\)](#)

Jason Mayfield
President, United Faculty

date


MOU on PT Office Hours 2023


Final Audit Report


2023-02-24


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