

## **MEMORANDUM OF UNDERSTANDING**

between

Allan Hancock Joint Community College District

and

Faculty Association of Allan Hancock College

The parties to this Memorandum of Understanding are the Allan Hancock Joint Community College District ("the District") and the Faculty Association of Allan Hancock College ("FA").

WHEREAS the parties mutually expressed the following interests:

- Resolve a dispute regarding the service faculty scheduling process for fall semester 2021 and ongoing;
- Create a service schedule that best meets the needs of Allan Hancock College students as determined through administration and faculty collaboration;
- Increase the numbers of students receiving counseling services as determined by SuccessNet data;
- Develop a mutually agreeable timeline for completion of service faculty scheduling; and
- Address scheduling difficulties that have been experienced with the existing "Service Year" per Article 16.

WHEREAS the Association expressed the following interest exclusively:

- Clarify a scheduling practice that ensures faculty members retain the ability to exercise seniority when selecting individual weekly schedules from all available service hours in the service schedule.

WHEREAS the District expressed the following interest exclusively:

- Desires to designate all 25 service hours for direct student contact.

NOW LET IT BE RESOLVED:

The Allan Hancock College Service Faculty Schedule Development Process shall be:

1. Administration, Department Chair, and discipline faculty shall work collaboratively to establish a service schedule for each location/program (general, transfer, career, noncredit, LVC, EOPS, and LAP counseling; library; health; MESA; ARC; articulation) that determines days and hours services will be available for students and indicates the service faculty coverage needs based on that schedule (number of faculty and type of service hours needed in one to two-hour blocks on each day Monday through Friday).
2. Service faculty, by seniority, shall establish their regular load (1.0) by choosing their service hours from the established service schedule in each area (their primary

location/program) in compliance with the workweek obligation per Article 16.4.3 to fulfill established needs. Summer service assignments are chosen by seniority within the discipline.

3. Once all fulltime service faculty have completed scheduling their regular loads within their primary location/program assignment, unmet needs shall be met by offering fulltime faculty overload assignments by seniority within the discipline.
4. Instructional overload assignments shall be offered to fulltime faculty by seniority within the discipline and shall not conflict with the employee's regular load (service hours). Summer instructional assignments are offered by seniority within the discipline.
5. After steps 1-4 are completed, if additional service needs are identified, those hours shall be offered first to fulltime faculty by seniority for regular load and overload.
6. Steps 1-4 shall occur by April 30 for summer and fall terms, and by October 31 for winter and spring terms.

The parties additionally mutually agree that during the 2021/2024 contract negotiations taking place spring 2021, both parties will agree to make the necessary contract language changes to place all service faculty on the instructional calendar (aka. Regular Contract Year) per Article 16.3.3.

This Memorandum of Understanding shall be effective upon ratification by the the Board of Trustees and will remain in effect through June 30, 2024 or upon inclusion in the collective bargaining agreement upon the commencement of the 2021/2024 successor agreement negotiation, whichever comes first.

**For Faculty Association of  
Allan Hancock College**

  
Roger Hall (Feb 22, 2021 10:45 PST)      Feb 22, 2021

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Roger Hall                      Date  
President

**For the District**

  
Kevin Walthers (Feb 22, 2021 15:12 PST)      Feb 22, 2021

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Kevin G. Walthers              Date  
Superintendent/President