TENTATIVE AGREEMENT

ARTICLE IX: HOURS OF SERVICE

Section 1. Flex Days.
Each Adjunct Faculty Member is urged to attend Flex-Day activities during those semesters in which he/she is assigned to teach (see Article VII, Section 2).

Section 2. Calculating Compensation.
For the purpose of calculating payment for service, hours shall be measured in terms of those spent in the classroom or laboratory instructing students.

Type of Instruction	Compensation Classification
(a) Lecture hours - credit	Lecture
(b) Lab - credit	Laboratory
(c) Non-Credit Lecture and Lab	Laboratory

Section 3. Calculation of Teaching Load.
All teaching loads shall be measured in Semester Instructional Units (SIU). A full-time teaching load is based on 15 SIUs per semester. Adjunct Faculty may carry a maximum of 10 SIUs per semester.
Semester Instructional Units shall be calculated upon the following ratios:

Type of Instruction	SIU Ratio
(a) Lecture hours - credit	1 = 1.000
(b) Lab - credit	1 = 0.667
(c) Non-credit	1 = 0.60

Section 4. Calculation of Non-teaching Load.

Non-Teaching Adjunct Faculty Members shall be compensated for each scheduled hour of service at the current laboratory hourly rate. Non-teaching faculty may work up to an average of 26.8 hours per week for a total of 469 hours per semester based on 67% of a 40-hour week for 17.5 weeks.
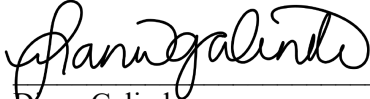
Section 5. Class size.

Class size norms shall be established on the Course Outline of Record.

Section 6.

Unit members shall submit required records and reports in the manner and time provided by District policy and administrative procedure as provided to the unit members by the District. Any training, as determined by the District, to complete these requirements will be provided as FLEX or a School meeting.

The District must notify unit members at least fourteen calendar days prior to the due dates if the unit member is to be held accountable for the submission of said records.

FOR DCCD	FOR CODAA
Diana Galindo (signature)	*Catherine Levitt* (signature)
	Catherine Levitt (Oct 10, 2023 08:05 PDT)
Diana Galindo	Dr. Catherine Levitt
Vice President, Human Resources	Chapter President
& Employee Relations	College of the Desert Adjunct Association

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