

5.5 Programs within the Nursing and Allied Health Division, including, but not limited to EMS, LVN, MAST, and PSYT have mandated hourly requirements set forth by their accrediting agency which are non-negotiable.

5.5.1 Programs with mandated hourly requirements in Nursing and Allied Health at Cuesta College will initiate and maintain a schedule which allows classes to be held on flex days and/or Cuesta holidays, allowing the mandated hour requirements to be met within a given semester, while providing students and faculty a break between semesters.

5.5.2 Scheduling hourly-driven classes on flex days and/or holidays would be implemented by the District only as a last resort, and in consultation with the full-time and part-time faculty teaching within that semester for the benefit of the program.

5.5.3 Faculty will be responsible to meet their full flex obligation; 60 hours for full-time faculty and 1.5 hours per student contact hour for part-time faculty.

Work Year

5.6 The work year for instructional faculty shall be 175 days. The work year for Disabled Student Programs and Services Specialists shall be 175 days or 197 days as specified in the employment contract. The employment contract/year will be based on the fiscal year, July 1st through June 30th.

5.6.1 The work year for Counselors, Librarians, Instructional Designer and the Coordinator for Student Life and Leadership shall be 197 days. The initial schedule of workdays shall be developed by the Division Chair in consultation and by mutual agreement with each affected faculty member faculty. The appropriate Director or Dean (or Assistant Superintendent/Vice President Student Services for the Coordinator for Student Life and Leadership) has final approval of the schedule. If the Dean/ Director and the faculty member are unable to achieve a mutual agreement, the Dean shall determine the schedule consistent with the needs of the program.

5.6.2 The District may extend the work year of an employee or employees beyond the number of days specified in this section on a day-by-day basis at the employee's daily rate of pay. The District will notify the Exclusive Representative in advance if the work year of an employee or employees is to be extended. In an emergency situation, the Exclusive Representative will be notified as soon as practicable.

5.6.3 The work week for all full-time faculty shall normally be forty (40) hours per week exclusive of overload and consisting of student contact (service or instruction), preparation, office hours, participation in college governance and professional growth.

5.6.4 Reassigned time provided pursuant to Article 11, Rights of the Exclusive Representative may not be used to satisfy District-College governance requirements pursuant to this Article.

5.6.5 Regular full-time faculty shall be required to participate in staff development activities (Flex activities) for the equivalent of ten (10) days of six (6) hours each of the 175 workdays in each academic year.

5.6.6 Flex activities must be performed at times when the faculty member is not scheduled for student contact (instruction or service), office hours, participation in the College governance process, or the performance of other contractually required activities.

5.6.7 Temporary, part-time faculty teaching 18-week semester courses shall be required to participate in flex activities for the equivalent of 1.5 times the number of hours taught in one week.

- 5.6.8 Temporary, part-time faculty teaching courses fewer than 18 weeks shall be required to participate in flex activities equal in time to the number of hours that the class would have met during a scheduled "flex day."
- 5.6.9 Credit toward the flex requirement shall be granted for only those approved activities for which completion is verified. Pay for unattended or incomplete staff development obligations shall be subject to civil collection action.

Workload Goals Committee

5.7 The college workload for Full-Time Equivalent Faculty shall be a minimum average of 15 Full-Time Equivalent Student per Full-Time Equivalent Faculty (FTES/FTEF) per semester. The ultimate goal is to reach an average of 17.5 Full-Time Equivalent Student per Full-Time Equivalent Faculty (FTES/FTEF) which is the State target set by the Chancellor's Office.

5.7.1 A Faculty workload committee shall be established to ensure compliance with the above minimum workload requirements. In compliance with this requirement, notwithstanding any other past practices, the committee's responsibility shall include:

- Division FTES/FTEF targets projected for the subsequent academic year (Fall/September and Spring/February)
- Compliance monitoring and accountability for Workload Committee recommendations.
- Standardize Course Caps/Maximum Enrollment
 - Consider recommendations from the 10 comparable districts
 - Consider recommendations from the Curriculum Committee

This committee will be responsible for setting course caps/maximum enrollment for the course outline of record.

5.7.2 The committee shall be composed of four members jointly appointed by the Federation President and Academic Senate President and four managers, including the Assistant Superintendent/Vice President of Academic Affairs, appointed by the Superintendent/President. The committee shall be convened and chaired by the Assistant Superintendent/Vice President of Academic Affairs. The first committee meeting will be convened no later than the first week of September of each academic year to begin work for the following year. The recommendations of the committee shall be made by consensus, or, if the consensus is not reached recommendation will be made by majority vote. The operating procedures of the committee will be decided at the beginning of the academic year to include what comprises a quorum and how many faculty/managers must be present to vote on proposals and/or targets.

5.7.3 In the event that the committee is unable to recommend area or division FTES/FTEF targets, for the academic year, Assistant Superintendent/Vice President of Academic Affairs shall set the targets for each division.

5.7.4 In the event that the committee is unable to make a recommendation on course caps/maximum enrollment, the issue will be submitted to the Board of Trustees for review and final determination.

5.7.5 The District and the Federation agree that any revision to the division workload, including course caps/maximum enrollment, in compliance with 5.8 shall be implemented by the District and shall not be subject to negotiations.