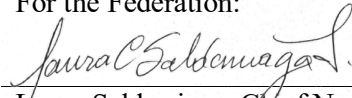


**Memorandum of Understanding**  
between  
El Camino Community College District  
and  
El Camino College Federation of Teachers

This Memorandum of Understanding (MOU) is entered into between the El Camino Community College District (“District”) and the El Camino College Federation of Teachers, Local 1388, AFT, AFL-CIO (“Federation”) to modify the language of Article 8, Section 15 regarding Counselors. This MOU is intended to make available the 200-Workday Schedule opt-in choice for Counselors and the associated 200-Workday Salary Schedule prior to ratification of the new 3-year collective bargaining agreement. The updates to the language in Article 8, Section 15 are mutually agreed upon as shown on the following pages with tracked changes and includes the final version with tracked changes accepted. In addition, the attached 200-Workday Salary Schedule has been mutually agreed to and it is understood that any negotiated and ratified changes to salary schedules in the new collective bargaining agreement shall also be applied to the 200-Workday Salary Schedule.

For the Federation:



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Laura Saldarriaga, Chief Negotiator  
El Camino College Federation of  
Teachers

2/9/2023

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Date

For the District:



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Jane Miyashiro, Chief Negotiator  
El Camino Community College District

2/6/2023

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Date

Section 15. Counselors

(a) **Full-time** Counselors shall be employed on a ~~modified academic year basis of 175-work days, contract or a 200-work day contract consisting of a basic 40-hour work week of professional counseling services.~~ **Counselors shall have an opt-in choice of staying on the current 175 work day contract or moving to a 200-work day contract. New Counseling positions will be posted and advertised as either a 175-work day position or a 200-work day position at the Dean's discretion. service hours per week under an 18-week calendar shall be 40 hours per week. Counselors can change their work day contract with the Dean's approval. Such changes must be requested in writing with supporting rationale prior to March 1 for the upcoming contract period, and will be made on a case by case basis, at the discretion of the Dean.** Each Counselor will formulate and **submit maintain** a **weekly** schedule **and identify contracted weeks for their entire contract year no later than May 15 for the upcoming fiscal year,** subject to the approval of the appropriate Dean **or Associate Dean, consisting of a basic 40 hour work week of professional counseling services.** **If a schedule change needs to be made after the May 15 submission, requests can be submitted for approval to the Dean or Associate Dean.** The **contracted weeks weekly schedule** shall include 26 hours of student contact a week consisting of one-on-one counseling which can include face-to-face or virtual with the Dean's approval, group counseling/workshops, and classroom presentations, and ~~two (2) hours of on-campus, non-student contact a week~~ **14 hours of non-student contact work per week. Per the respective contracted weeks, the weekly schedule shall include student contact hours, non-contact hours, and reassigned time, when applicable, as noted in the table below and in accordance with Article 8, Section 19.**

	<u>175-work day contract</u>	<u>200-work day contract</u>
<u>Work Days</u>	<u>175 calendar days (August to December and February to June)</u>	<u>200 calendar days (July through June)</u>
<u>Student Contact Hours</u>	<u>26 hours/week over 36 weeks (based on 910 contact hours). Contact hours, not including overload, must be scheduled across a minimum of 3 days per week.</u>	<u>26 hours/week over 40 weeks (based on 1040 contact hours) consisting of a minimum of 32 weeks from August to December and February to June and a minimum of 4 weeks distributed during the months of January or July or both. Contact hours (not including overload) must be scheduled across a minimum of 3 days per week.</u>
<u>Scheduled Non-Student Contact Hours</u>	<u>2 hours/week (e.g., including peak week student contact time)</u>	<u>2 hours/week (e.g., including peak week student contact time)</u>
<u>Other Unscheduled Non-Student Contact Hours</u>	<u>4 hours/week (e.g., for meetings, professional development, peak week student contact time)</u>	<u>4 hours/week (e.g., for meetings, professional development, peak week student contact time)</u>
<u>Overload – student contact hours (optional)</u>	<u>Up to 6 hours/week</u>	<u>Up to 6 hours/week</u>

The Dean may require up to 30 hours of student contact a week, during periods of peak registration, not to exceed four (4) weeks per fiscal year. Each Counselor will spend no less than 32 hours per week on campus (or at the location where a counselor’s work is scheduled) fulfilling contractual requirements for scheduled and unscheduled time. Twenty-eight (28) hours of the 32 hours must be scheduled on a weekly basis. Depending on programmatic needs and operational demands, Counselors may request to work up to 50% of their scheduled 32 hours as a remote work arrangement, subject to approval of the Dean or Associate Dean. Requested remote workdays will be discussed with the Dean or Associate Dean during the schedule approval process. Counselors approved for a remote work arrangement may be required to adjust their scheduled “remote workday” in order to fully participate in campus events, activities, or professional duties. Counselors who are working remote are expected to be fully engaged during their remote work hours

If a counselor works Saturday hours, that counselor shall be entitled to exchange those Saturday hours from their regularly scheduled hours. A counselor shall not be assigned

**Saturday hours without the counselor’s consent unless there is no other qualified Faculty Member available for such assignment.**

(b) Counselors are entitled to all professional privileges afforded to teaching faculty, such as professional development activities. Counselors will have up to 40 hours per **academic contract** year to be used for conferences, workshops (on or off campus), or other professional development, excluding campus committees. **Professional development or duties deemed critical to the function of counseling duties is excluded from the 40 hours of allowed conference time per academic year and can be completed within the 26 hours of student contact time, subject to the approval of the Dean or Associate Dean.** Any hours in excess of the 40 which are approved for conferences, workshops, etc., will require the counselor to establish additional student contact hours on an hour-for-hour basis. These hours shall be rescheduled within 30 days from the hours missed.

(c) A counselor who is also assigned a teaching load during the academic year shall **have the option to** count the teaching load as overload up to 30 percent per semester **or include it as a part of the student contact hours per week in accordance with the chart below. For each scheduled teaching hour, 2 hours of counseling time shall be reduced for teaching and prep time.**

Lecture/Lab Hours Scheduled for Teaching	Counseling Hours	Service to the College Hours
0	26	14
1	24	15
2	22	16
3	20	17
4	18	18
5	16	19
6	14	20
7	12	21
8	10	22
9	8	23
10	6	24

(d) The **175-work day contract calendar academic year** is comprised of **36 weeks** ~~175 days~~ of service. ~~The District may schedule no more than 20 of the 175 days of service prior to and contiguous with the beginning of the fall and/or spring semesters.~~ **The 175-work**

~~day contract calendar modified academic year schedule~~ will be communicated to the affected Counselor by May 1 of the prior academic year. The 200-work day contract calendar is comprised of 40 weeks of service. The academic year calendar will be communicated to all Counselors by May 1 of the prior academic year. Each counselor will submit their proposed work schedule to the Dean by May 15 of the prior academic year. Each counselor will prepare a schedule of substitute days off during the academic year and shall discuss the proposed schedule with the Dean who will approve the schedule if it meets the needs of the District. If not approved, the Dean and the Counselor will develop an alternative acceptable schedule. The schedule of alternative contract days ~~off~~ shall be determined in writing prior to June 1, of each year, but may be changed by mutual agreement during the year.

(e) Counselors employed on the 175-work day contract may work up to 15 25 additional per diem days outside the 175 scheduled days with the approval of the Dean, six (6) hours of student contact, at the daily rate of 1/175<sup>th</sup> of the Faculty Member's yearly salary (Article 10, Section 13(b).) ~~Any time worked beyond the 25 additional days will be compensated at Rate I, Appendix D-3.~~

(f) ~~A pool of an additional 150 per diem days will be assigned based on student demand during non-contract periods. The Dean of Counseling & Student Success in consultation with the Dean of Student Support Services and/or the Dean of Enrollment Services will distribute the additional days as needed in accordance with Article 9, Section 5. Depending on programmatic needs and operational demands, additional student contact days may be requested and will be compensated at the daily rate of 1/175<sup>th</sup> or 1/200<sup>th</sup> of the Faculty Member's yearly salary, whichever is applicable, per the approval of the Dean or Associate Dean.~~

(g) ~~During the academic year, a~~ For overload, full-time counselors may request up to six (6) additional student contact hours per week, subject to Dean approval, to be compensated at Rate I, Appendix D-3. This would only apply during the contracted hours/weeks.

(h) A Counselor may request to be relieved of counseling duties and assigned as an Instructor. Such request shall be submitted in writing to the Dean of the Division who shall promptly forward the request with a recommendation to the appropriate Vice President who shall meet with the appropriate dean and the counselor requesting such assignment. Upon review of all the circumstances, the appropriate Vice President shall grant or deny the request in writing.

## Section 15. Counselors

(a) Full-time Counselors shall be employed on a 175-work day contract or a 200-work day contract consisting of a basic 40-hour work week of professional counseling services. Counselors shall have an opt-in choice of staying on the current 175 work day contract or moving to a 200-work day contract. New Counseling positions will be posted and advertised as either a 175-work day position or a 200-work day position at the Dean's discretion. Counselors can change their work day contract with the Dean's approval. Such changes must be requested in writing with supporting rationale prior to March 1 for the upcoming contract period, and will be made on a case by case basis, at the discretion of the Dean. Each Counselor will formulate and submit a weekly schedule and identify contracted weeks for their entire contract year no later than May 15 for the upcoming fiscal year, subject to the approval of the appropriate Dean or Associate Dean. If a schedule change needs to be made after the May 15 submission, requests can be submitted for approval to the Dean or Associate Dean. The contracted weeks shall include 26 hours of student contact a week consisting of one-on-one counseling which can include face-to-face or virtual with the Dean's approval, group counseling/workshops, and classroom presentations, and 14 hours of non-student contact work per week. Per the respective contracted weeks, the weekly schedule shall include student contact hours, non-contact hours, and reassigned time, when applicable, as noted in the table below and in accordance with Article 8, Section 19.

	175-work day contract	200-work day contract
Work Days	175 calendar days (August to December and February to June)	200 calendar days (July through June)
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Scheduled Non-Student Contact Hours	2 hours/week (e.g., including peak week student contact time)	2 hours/week (e.g., including peak week student contact time)
Other Unscheduled Non-Student Contact Hours	4 hours/week (e.g., for meetings, professional development, peak week student contact time)	4 hours/week (e.g., for meetings, professional development, peak week student contact time)
Overload – student contact hours (optional)	Up to 6 hours/week	Up to 6 hours/week

The Dean may require up to 30 hours of student contact a week, during periods of peak registration, not to exceed four (4) weeks per fiscal year. Each Counselor will spend no less than 32 hours per week on campus (or at the location where a counselor’s work is scheduled) fulfilling contractual requirements for scheduled and unscheduled time. Depending on programmatic needs and operational demands, Counselors may request to work up to 50% of their scheduled 32 hours as a remote work arrangement, subject to approval of the Dean or Associate Dean. Requested remote workdays will be discussed with the Dean or Associate Dean during the schedule approval process. Counselors approved for a remote work arrangement may be required to adjust their scheduled “remote workday” in order to fully participate in campus events, activities, or professional duties. Counselors who are working remote are expected to be fully engaged during their remote work hours

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(b) Counselors are entitled to all professional privileges afforded to teaching faculty, such as professional development activities. Counselors will have up to 40 hours per contract year to be used for conferences, workshops (on or off campus), or other professional development, excluding campus committees. Professional development or duties deemed critical to the function of counseling duties is excluded from the 40 hours of allowed conference time per academic year and can be completed within the 26 hours of student contact time, subject to the approval of the Dean or Associate Dean. Any hours in excess of the 40 which are approved for conferences, workshops, etc., will require the counselor to establish additional student contact hours on an hour-for-hour basis. These hours shall be rescheduled within 30 days from the hours missed.

(c) A counselor who is also assigned a teaching load during the academic year shall have the option to count the teaching load as overload up to 30 percent per semester or include it as a part of the student contact hours per week in accordance with the chart below. For each scheduled teaching hour, 2 hours of counseling time shall be reduced for teaching and prep time.

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3	20	17
4	18	18
5	16	19
6	14	20
7	12	21
8	10	22
9	8	23
10	6	24

(d) The 175-work day contract calendar is comprised of 36 weeks of service. The 200-work day contract calendar is comprised of 40 weeks of service. The academic year calendar will be communicated to all Counselors by May 1 of the prior academic year. Each counselor will submit their proposed work schedule to the Dean by May 15 of the prior academic year. If not approved, the Dean and the Counselor will develop an alternative acceptable schedule. The schedule of alternative contract days shall be determined in writing prior to June 1, of each year, but may be changed by mutual agreement during the year.



(e) Counselors employed on the 175-work day contract may work up to 15 additional per diem days outside the 175 scheduled days with the approval of the Dean, six (6) hours of student contact, at the daily rate of  $1/175^{\text{th}}$  of the Faculty Member's yearly salary (Article 10, Section 13(b).)

(f) Depending on programmatic needs and operational demands, additional student contact days may be requested and will be compensated at the daily rate of  $1/175^{\text{th}}$  or  $1/200^{\text{th}}$  of the Faculty Member's yearly salary, whichever is applicable, per the approval of the Dean or Associate Dean.

(g) For overload, full-time counselors may request up to six (6) additional student contact hours per week, subject to Dean approval, to be compensated at Rate I, Appendix D-3. This would only apply during the contracted hours/weeks.

(h) A Counselor may request to be relieved of counseling duties and assigned as an Instructor. Such request shall be submitted in writing to the Dean of the Division who shall promptly forward the request with a recommendation to the appropriate Vice President who shall meet with the appropriate dean and the counselor requesting such assignment. Upon review of all the circumstances, the appropriate Vice President shall grant or deny the request in writing.

CURRENT APPENDIX C-1 (effective December 1, 2021)						
Salary Schedule for Faculty Employed on an Academic Year (175)						
ACADEMIC YEAR BASIS STEP	CLASS I BACHELOR	CLASS II MASTERS	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS DOCTORATE	
4	69194	73328	77468	81600	85733	
5	72194	76327	80458	84593	88727	
6	75197	79324	83458	87592	91733	
7	78186	82324	86456	90601	94725	
8	81186	85314	89456	93587	97718	
9	84182	88318	92449	96584	100718	
10	87184	91313	95448	99582	103719	
11	0	94311	98445	102578	106709	
12	0	97310	101442	105584	109700	
13	0	0	0	108574	112709	
14 & 15	0	0	0	111571	115705	
16, 17, 18, & 19	89042	99043	103123	113123	117205	
20, 21, 22, & 23	92003	102002	106084	116084	120166	
24, 25, 26, & 27	94964	104963	109045	119047	123128	
28 & 29	97923	107924	112006	122005	126086	
30	100885	110884	114967	124967	129047	

Proposed 200 DAY SCHEDULE	CLASS I BACHELOR	CLASS II MASTERS	CLASS III MASTERS 24 UNITS	CLASS IV MASTERS 48 UNITS	CLASS DOCTORATE	
4	83662	88660	93660	98659	103655	
5	87284	92278	97289	102288	107281	
6	90915	95910	100904	105911	110903	
7	94548	99559	104534	109531	114530	
8	98164	103165	108163	113153	118155	
9	101790	106792	111855	116787	121783	
10	105416	110409	115413	120412	125404	
11	105416	114044	119039	124039	128804	
12	105416	117661	122661	127665	132655	
13	105416	117661	122661	131290	136283	
14 & 15	105416	117661	122661	134914	139907	
16,17, 18 & 19	106839	118929	123865	135962	140895	
20, 21, 22 & 23	109591	121682	126620	138716	143647	
24, 25, 26, & 27	112344	124437	129373	141470	146402	
28 & 29	115098	127189	132126	144223	149153	
30	118485	130641	135605	147766	152723	

**NOTE:**

Proposed 200-workday salary schedule. Any negotiated raises, steps, and columns will be applied accordingly.