

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT
AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"), collectively "the parties."

Whereas, both parties have recognized the immediate need to negotiate and implement changes relative to **Article 15.4.8 Part-Time Faculty Office Hours and Appendix H (see attached): Part Time Faculty Office Hours form. For the 2017/18 year only,** the form for part-time faculty to receive payment for office hours for the Fall 2017 semester is due to Human Resource Services by November 17, 2017.

While Article 15 is pending negotiation for the 2017/18 contract, the District and the PFF agree to utilize the existing form and payment structure for part-time faculty office hours negotiated for the 2016/17 contract. Human Resource Services will accept the existing form posted on the HR website until negotiations are complete. This MOU does not limit the negotiations of part-time office hours or limit future negotiated increases.

Dated: 10-31-17



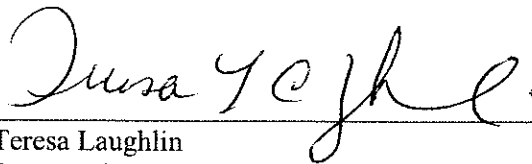
Lisa M. Norman, Ed.D. J.D.
Assistant Superintendent/Vice President, HR
Services, District Chief Negotiator

Dated: 10/27/17



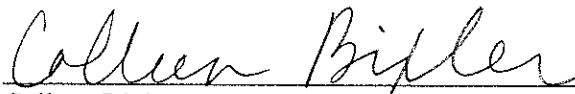
Jenny Fererro
Lead Negotiator, PFF

Dated: 10/31/17



Teresa Laughlin
Co-President, PFF

Dated: 10/30/17



Colleen Bixler
Co-President, PFF

APPENDIX H PART-TIME FACULTY OFFICE HOURS

Part-Time Faculty Voluntary Office Hours Verification

Semester (check one)

FALL
 SPRING

Name: _____ Employee ID # _____

List Courses

Course #	Class #	Units
(Example) Math 60	71050	4

Identify Office Hours per Semester

Date of Office Hour(s) MM/DD/YYYY	Time of Office Hour(s) 10:00 am – 10:30 am	Number of Office Hour(s) 30 minutes
*TOTAL OFFICE HOURS TO BE PAID:		

*See maximum number of hours per semester below

I certify that I have held office hours and met with students on the dates and times listed above.

Employee Signature _____ Date: _____
 Chair/Director Signature _____ Date: _____
 Dean's Signature _____ Date: _____

Submitting Guidelines/Deadlines (Deadlines strictly adhered to)

The Following Deadlines posted at: <http://www2.palomar.edu/pages/hr/employees/personnel/pofaculty/>

- 1) Submit to Department Office for Verification of Hours by: (Fall) and (Spring)
 - 2) Department Office submit to Division Office for Dean's Signature by (Fall) and (Spring)
 - 3) Division Office submit to Payroll by: (Fall) and (Spring)
 - 4) Contact Department or Division Office with questions
- Faculty Contract 15.4.8 – Part-Time Faculty Office Hours**

Commencing July 1, 2015 and for the academic year 2015-2016 only, instructional part-time faculty members will be compensated for office hours earned in Fall and Spring semester only, according to the following criteria:

- a) Three (3) office hours per semester for faculty members teaching three (3) or fewer credit units.
- b) Six (6) office hours per semester for faculty members teaching four to six (4-6) credit units.
- c) Nine (9) office hours per semester for faculty members teaching seven to nine (7-9) credit units.
- d) Office hours shall be compensated at forty-five dollars (\$45.00) per hour.
- e) Participating part-time faculty shall provide written certification of office hours served on the appropriate District form.
- f) Part-time faculty participation is voluntary.

Office hours shall be paid in the last paycheck for the semester in which the hours were earned.

Continuing for the academic year 2016-17 only, instructional part-time faculty members will be compensated for office hours earned in Fall and Spring semesters only, according to the criteria outlined in Article 15.4.8 2015-16. In addition to that criteria, faculty members are encouraged to share their students' successes in a written report to the division dean and Vice President of Instruction by the date this form is due, according to posted deadlines.

For CalSTRS members: Office hours are subject to CalSTRS employee and employer contributions, service credit will only be applied for CalSTRS 2% at 60 members (CalSTRS members on or before December 31, 2012).

Instructors teaching at Education Centers can mail completed forms to their department office on the San Marcos campus via campus mail.

TA *Dereño* 10/27/17