

**Part-Time, Hourly Credit and CDCP Noncredit Faculty Salary Schedule¹
2022-2023 ACADEMIC YEAR**

SCHEDULE 1
(Instructor/Counselor/Librarian Hours)

<u>STEP</u>	<u>HOURLY RATE</u>
1	\$68.66
2	71.43
3	74.26
4	77.22
5	80.32
6	83.53
7	86.87

SCHEDULE 2
(Office Hours and Professional Ancillary Activity Extra Pay Assignments²)

<u>STEP</u>	<u>HOURLY RATE</u>
1	\$47.97
2	49.88
3	51.89
4	53.96
5	56.11
6	58.35
7	60.69

¹ *CDCP Noncredit Faculty applies to noncredit instructors teaching Career Development and College Preparation courses as defined by the Office of Academic Affairs.*

² See Pages 2 & 3 for additional information regarding office hours and professional ancillary activity extra pay assignments.

OFFICE HOURS FOR PART-TIME, HOURLY CREDIT AND CDCP NONCREDIT INSTRUCTORS

Article 13.7 will be revised as reflected below for the 2022-2023 academic year only.

13.7.1 For the 2022-2023 academic year only, part-time hourly credit instructors teaching ENGL, ESL, and/or MATH courses may elect to hold paid office hours of up to one hour per week per class for consulting with students. Office hours must be requested in writing to the division Dean by the instructor no later than two weeks after first class of the semester and the request must include proposed times and prearranged locations. Exceptions shall be made for late hires. The office hours scheduled are subject to the approval of the division Dean and will be submitted on Time Record Forms for payment.

13.7.2 For the 2022-2023 academic year only, part-time, hourly credit instructors teaching courses not addressed in Article 13.7.1, may receive one (1) office hour, per semester for each unit of instruction up to a maximum of ten (10) office hours per semester.

Office hours for concurrent courses will be based on the concurrent course with the largest number of units. When a part-time instructor is assigned concurrent lecture sections plus associated non-concurrent lab sections, the instructor will receive the number of office hours based on the units assigned to the primary section (lecture/lab) plus one additional office hour for each lab section. Total office hours per semester will not exceed a maximum of ten (10) office hours per semester.

For the 2022-2023 academic year only, part-time, hourly CDCP noncredit instructors may also receive office hours. CDCP noncredit instructor office hours will be calculated based on total CDCP class hours to be paid divided by eighteen (18) and rounded to the closest whole number up to a maximum of ten (10) total office hours per semester.

Office hours for co-taught classes will be prorated based on portion of course taught by instructor requesting office hours and determined in consultation with the area Dean.

Office hours for online courses will be held online via teleconferencing/video conferencing.

Office hours must be requested in writing to the division Dean by the instructor no later than two weeks after first class and the request must include proposed times and, if applicable, prearranged locations. Exceptions to this notice requirement deadline will be made for late hires. The office hours scheduled are subject to the approval of the division Dean and will be submitted on Time Record Forms for payment.

13.7.3 The District and Association agree that office hours referenced in Articles 13.7 are scheduled outside of regular load calculations, as stipulated by current legislation, as long as that legislation remains in effect.

13.7.4 The District and Association agree office hours for future academic years will be determined through negotiations.

PROFESSIONAL ANCILLARY ACTIVITY EXTRA PAY ASSIGNMENTS

Article 8.10 of the NVCCD/Faculty Association/CTA/CCA/NEA Agreement states the following for regular/contract faculty:

8.10 PROFESSIONAL ANCILLARY ACTIVITY EXTRA PAY ASSIGNMENTS

In addition to a regular/contract faculty member's regular hours of employment/instructional load, additional professional ancillary activities may be assigned by the District administration to unit members as extra pay assignments. These assignments must be approved via the Request for Employee Contract process and reviewed and validated by the Office of Human Resources, Training & Development. Unit members may perform these extra pay assignments after receiving an approved Request for Employee Contract detailing the terms of the extra pay assignment from the Office of Human Resources, Training & Development.

When professional ancillary activities are approved and assigned as noted above, unit members will be paid hourly based on the unit member's current step on the Part-Time, Hourly Credit and CDCP Noncredit Faculty Salary Schedule, Schedule 2 under the terms of the approved Request for Employee Contract. Head coach assignments are excluded from this provision as compensation is addressed in Article 8.7. Professional ancillary extra pay assignments may include, but are not limited to the following:

ANCILLARY TYPE

- A. Administrative Assignment, which can include, but is not limited to Grant Writing, Implementation and Management; and Program/Project Management
- B. Advising Student Organization
- C. Contact Education
- D. Academic Senate assignment outside of regular Academic Senate duties, which can include, but is not limited to Curricular, Instructional Design Institute, and Board Policies/Procedures assignments
- E. Governance
- F. Head Coaching
- G. Staff Development
- H. Student Success Center Facilitator
- I. Training/Workshop/Orientation Attendee
- J. Training/Workshop/Orientation Trainer/Presenter

Article 13.13 of the NVCCD/Faculty Association/CTA/CCA/NEA Agreement states:

13.13 PROFESSIONAL ANCILLARY ACTIVITIES FOR PART-TIME, HOURLY FACULTY

- 13.13.1 Education Code Section 87482.5 provides that service in professional ancillary activities by person employed under this section, including, but not limited to, governance, staff development, grant writing, and advising student organizations, shall not be used for purposes of calculating eligibility for contract or regular status unless otherwise provided for in a collective bargaining agreement applicable to a person employed under this section.
- 13.13.2 The District and Association agree that non-classified, extra pay assignments given to part-time faculty which are not specifically teaching, counseling, or librarian assignments will be considered professional ancillary activities. These types of professional ancillary assignments include, but are not limited to:

ANCILLARY TYPE

- A. Administrative Assignment, which can include, but is not limited to Grant Writing, Implementation and Management; and Program/Project Management
- B. Advising Student Organization
- C. Contact Education
- D. Academic Senate assignment outside of part-time, hourly instructor/counselor/librarian duties, which can include, but is not limited to Curricular, Instructional Design Institute, and Board Policies/Procedures assignments
- E. Governance
- F. Head Coaching
- G. Staff Development
- H. Student Success Center Facilitator
- I. Training/Workshop/Orientation Attendee
- J. Training/Workshop/Orientation Trainer/Presenter

Professional ancillary activities may be assigned by the District administration to part-time and full-time, temporary faculty as extra pay assignments provided the faculty member has an approved Notice of Assignment to serve as a faculty member during the corresponding semester. These assignments must be approved via the Request for Employee Contract process and reviewed and validated by the Office of Human Resources, Training & Development. Faculty members may perform these extra pay assignments after receiving an approved Request for Employee Contract detailing the terms of the extra pay assignment from the Office of Human Resources, Training & Development.

When professional ancillary activity extra pay assignments are approved and assigned as noted above, faculty members will be paid hourly based on the faculty member's current step on the Part-Time, Hourly Credit and CDCP Noncredit Faculty Salary Schedule, Schedule 2 under the terms of the approved Request for Employee Contract. Head coach assignments are excluded from this provision as compensation is addressed in Article 13.9.