

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
TO THE
VICTOR VALLEY COLLEGE FACULTY ASSOCIATION
November 20, 2025

The collective bargaining proposals herein by the Victor Valley Community College District to the Victor Valley College Faculty Association, CTA/NEA Chapter 1169, are made expressly pursuant to the Educational Employment Relations Act and the current Collective Bargaining Agreement between the parties. All components of this proposal are required to be accepted for it to take effect. If any portion of this proposal is rejected, all other portions of this proposal are deemed to have been rejected as well.

The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 14:
NON-INSTRUCTIONAL ASSIGNMENTS**

- A. Assignments for librarians, counselors, the placement officer and other non-instructional faculty shall be for 35 hours per week, plus a minimum of 5 hours per week of professional responsibility as assigned or approved by the area administrator per a semester~~1.4 hours for professional responsibilities per week per semester (total 18 hours). It is recognized and acknowledged by the Association and the District that some of the hours for "professional responsibilities" for Non-Instructional full-time faculty may be dependent on committee meeting days/times that may result in the 18 hours being distributed in various ways throughout the semester or session.~~
- B. All full-time non-instructional faculty have a professional responsibility and obligation to the students and the District that extends beyond their 35 hours per week. These responsibilities may include: curriculum evaluation and revision, faculty meetings, serving on committees, Student Learning Outcome Assessments /Service Area Outcome Assessments (as applicable for load classes and similar), Program Learning Outcome Assessment (when applicable), and contributing to program review for their discipline. Professional responsibilities may also include attending professional conferences. Unless mutually agreed by the Chief Instructional Officer or designee and the respective faculty member, no full-time non-instructional faculty member shall be assigned more than a total of eighteen (18) hours per semester for the purpose of attending District faculty meetings, serving on participatory governance committees, serving on other District committees-Academic Senate, Association or similar committees, attending professional conferences, search committee(s) (including Fair Employment Representative ("FER") work), probationary tenure committees, peer reviewing for tenured evaluations, District task forces, District ad hoc committees, student clubs as faculty advisor(s), on-campus professional development, off-campus professional development, advisory groups/committees, DEIA activities, and any other college or department activities that support and enhance their work assignments at Victor Valley College, or any other activity mutually agreed upon by the District and the full-time non-instructional faculty member. The area administrator may also approve participation in Academic Senate committees and/or activities as a professional responsibility. Non-Instructional full-time faculty members will not, unless they have agreed otherwise, be required to work more than 8 hours in one work day, or work six consecutive days a week on campus.
- C. Non-instructional load chart (1 hr = .01429)

The FTEF for non-instructional faculty is calculated by dividing the total number of hours for the semester by 560. For example, 35 hours per week x 16 weeks = 560 hours. 560 hour / 560 = 1.0.

#HRS/WEEK	SEMESTER LOAD	ANNUAL LOAD
1	0.01429	0.02858
2	0.02858	0.05716
3	0.04287	0.08574
4	0.05716	0.11432
5	0.07145	0.14290
6	0.08574	0.17148
7	0.10003	0.20006
8	0.11432	0.22864
9	0.12861	0.25722
10	0.14290	0.28580
11	0.15719	0.31438
12	0.17148	0.34296
13	0.18577	0.37154
14	0.20006	0.40012
15	0.21435	0.42870
16	0.22864	0.45728
17	0.24293	0.48586
18	0.25722	0.51444
19	0.27151	0.54302
20	0.28580	0.57160
21	0.30009	0.60018
22	0.31438	0.62876
23	0.32867	0.65734
24	0.34296	0.68592
25	0.35725	0.71450
26	0.37154	0.74308
27	0.38583	0.77166
28	0.40012	0.80024
29	0.41441	0.82882
30	0.42870	0.85740
31	0.44299	0.88598
32	0.45728	0.91456
33	0.47157	0.94314
34	0.48586	0.97172
35	0.50000	1.00000

D. Counselors

- Counselors' 35-hour work week will be accounted time comprised of Direct Counseling and Professional Counseling Activities

Direct counseling hours and other assigned professional counseling duties shall be scheduled Monday through Friday and performed from the counselor's physical work location. [From below.]

Circumstances may arise which necessitate a change in the approved schedule for professional counseling activities or counseling office

hours. A full-time counselor shall submit any revisions to their professional counseling schedule, in writing, to the Dean or Vice President of Student Services for approval.

2a. Direct Counseling will be 870% (284.5 hours per week)

ai. Direct Counseling includes direct contact with students (individual and group meetings, responding to VVCounseling.edu department e-mails), mandatory department meetings and college meetings required by the immediate supervisor and/or department chair, required training (including, but not limited to, onboarding new counselors, interns, peer mentors, technology, Guided Pathways), workshops, high school visits, orientations, presentations, field trips off-site professional engagements, and other activities determined essential to counselor work load.

bii. Direct Counseling activities that involve travel (e.g., high school visits, meetings, training and similar) will be compensated at the current IRS mileage rate, and travel time will be included in the 35-hour work week.

iii. Direct Counseling hours are scheduled Monday through Friday and are performed from the counselor's physical work location.

3b. Professional Counseling Activities will be 320% (710.5 hours per week)

ai. Unassigned time includes all other college and/or department activities that are essential to counselor working conditions and load, and these hours are not tied to a specific location and time and are flexible to meet the needs of the department. Professional Counseling Activities can include, but is not limited to college initiatives as required by the supervisor directly related to counselor core duties; transcript evaluations; communication with students, colleagues, staff and university representatives (e.g. via e-mail, meetings); student appointment preparation and follow-up; collaboratively developing consistent office protocols and processes; training, advising and maintenance on technology related to work load; creation and implementation of publications (electronic and paper), including posting on learning management system websites; organizing and implementing annual processes related to counselor duties and workload (e.g., Guided Pathways, academic standing processes, transfer application support, Grad Check week, financial aid SAP appeals processes, outreach and activities with high school counselors, etc.); liaison work with admissions and records and financial aid personnel; coordination with outreach, K-12 Bridge counselors and staff.

bii. Professional Counseling Activities that involve travel (e.g., high school visits, meetings, training and similar) will be compensated at the current IRS mileage rate, and travel time will be included in the 35-hour work week.

E. Librarians' 35-hour work week will include the following core duties:

1. Oversight, assessment, operation, and evaluation of library material resources, programs and facilities to provide students with the resources they need for

128 success.

- 129
- 130 2. Library instruction and assessment.
- 131
- 132 3. Oversee technologies, systems, platforms, software and electronic resources
- 133 management.
- 134
- 135 4. Library collection and resources development.
- 136
- 137 5. Participate in designing, planning, and implementing regional and statewide
- 138 library, teaching and learning, and technology policies and initiatives (e.g.,
- 139 DEIAA, ZTC/OER, student equity and achievement).
- 140
- 141 6. Library advocacy and outreach to on-campus and distance education students,
- 142 faculty and the VVC campus.
- 143
- 144 7. Facilitate a safe and welcoming learning environment for students, faculty and
- 145 VVC campus.
- 146
- 147 8. Reimbursement for mileage: Librarian Faculty will be paid mileage per District
- 148 policy if they are required due to schedule assignments and other professional
- 149 responsibilities as assigned to travel between two (2) or more assigned
- 150 locations on the same service day and use their own vehicle.
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152 F. **Work Experience –The 35-hour work week for Work Experience faculty shall**

153 **include the following:**

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- 155 **1. Coordinating with local employers for student credit for work and**
- 156 **employment, including meetings off campus as needed.**
- 157
- 158 **2. Visiting the work sites of Work Experience students as needed.**
- 159
- 160 **3. Facilitating Work Experience agreements and MOUs between businesses**
- 161 **and the District as applicable or directed.**
- 162
- 163 **4. Individualized instruction with each student related to their work,**
- 164 **experience/employment, including customized learning objectives related**
- 165 **to student work experience/employment.**
- 166
- 167 **5. Grading student work based on their work experience/employment, time**
- 168 **management and communication, and progress/reflection upon**
- 169 **individualized and designated student learning objectives.**
- 170

171 **All travel required for Work Experience full-time faculty shall be held within the**

172 **35 hours per week and shall be reimbursed at the current IRS mileage rate.**

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174 **Any travel conducted by Work Experience faculty with prior approval that falls**

175 **outside of the 35-hour work week, including weekends and holidays, shall be**

176 **compensated at 1/175 of the yearly salary as well as IRS mileage reimbursement.**

177 **[Revised and relocated to Art. 8.K.]**

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179 **G.** Non-instructional Faculty Offices

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181 The intent of the District and the Association is to provide each full-time faculty

182 member with an office which reflects and supports their professional status.

1. Full-time faculty will be provided with an adequate office which is safe, appropriately equipped and physically accessible to all students
2. Where privacy and confidentiality are at issue, space will be available to assure privacy and confidentiality when needed.
3. The District will identify new office space for use by department and will make assignments in collaboration with department full-time faculty to effectively provide services to students.
4. Storage space, outside of full-time faculty offices, will be provided as needed.
5. Emeritus faculty will be provided with an office space to share for the purpose of doing District business.

GH. Non-instructional Extra Duty Compensation

Non-instructional full-time faculty shall be paid at their applicable hourly rate on a daily rate calculated as follows: (Appendix C.)

1. ~~Summer Session (any time prior to July 1): Prior year annual salary divided by 175 days.~~

2. ~~Other Extra Duty: Current year annual salary divided by 175 days.~~

Non-Instructional Faculty may be assigned a maximum of 0.8 load in the winter and 0.8 load in the summer session. Additional non instructional load may be assigned with the written permission of the VP SS or VPI. Assignments exceeding the 0.8 load will be paid at the unit member's current hourly rate. If a non-instructional faculty member also teaches during summer or winter their combined load will not surpass the maximum of 0.8 load in the winter and 0.8 load in the summer session unless determined necessary by the appropriate administrator.

Victor Valley Community College District

Victor Valley College Faculty Association
