

**Memorandum of Understanding
Between YCCD and the Yosemite Faculty Association**

The Yosemite Faculty Association (YFA) and the Yosemite Community College District (YCCD) mutually agree to the following clarifications of Appendix B:

The accountable time for full-time counseling is 1026 hours per year plus 30 hours of stipend. Each full-time counselor is available during this time for the following:

- A. Direct student contact/advising, which may consist of one or more of the following:
1. Scheduled appointments
 2. Walk-in (or drop-in) appointments
 3. Online scheduled appointments
 4. Group presentation to students, including presentations to students at high schools*
 5. Online/advising via a scheduled time for inbox responses to students via generic email system (general counseling)
 6. Office time (previously called admin or prep time) is up to 171 office hours that may be annualized and which includes email and telephone calls. The office hours cannot be banked. Counselors cannot use more than 5 hours in a week or 2 hours per day.
- B. Staff meetings, which may consist of one or more of the following:
1. Staff meeting which involves an administrator or designee, for a unit or departmental meeting
 2. A staff retreat, which involves an administrator or designee
- C. Classes
1. Lecture hours

<u>MJC</u>	<u>Courses</u>
Guidance	109, 110, 112, 116, 120
Study Skills/Counseling	25, 78
<u>CC</u>	<u>Courses</u>
Guidance	1, 10A, 10B, 11, 18, 25, 30, 100, 107, 108, 115, 150
Study Development	610, 690, 700
 2. Prep time
 - a. When a class is assigned, class preparation time is to be included in the accountable hours. See current contract dated July 1, 2012 through June 30, 2014 with "15 (lec)."
- D. Other
1. Holiday/emergency closure days, when a counselor is normally scheduled to work, shall receive accountable hours credit.

2. Assigned conference attendance by administration. Any conference funded by professional improvement grant shall be deemed assigned by administration.

E. Coordinators/Articulation Officers and/or Directors

1. Accountable time is reduced by percentage of coordinator/articulation and/or director appointment.

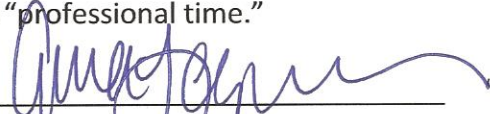
*When presentations are general, and do not have a specific counseling purpose – i.e., staffing an information booth, handing out brochures, conference presentations, or providing any general information to students, these are considered “professional time.”



Debra Bolter

YFA President

Date: 7/21/14



Gina Leguria

Vice Chancellor, Human Resources

Date: 07.21.14