

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

The purpose of this memorandum of understanding is to outline the agreement between YFA and college administration to maintain **non-credit Adult Education English Language courses** at a 24-hour workload. Rationale for this workload is as follows:

1. Compliance with Ed. Code (See also attachment):

California Ed. Code 22138.5.C.6 states that the minimum standard for a full-time non-credit adult education faculty shall be 875 hours:

"22138.5. (a) (1) "Full time" means the days or hours of creditable service the employer requires to be performed by a class of employees in a school year in order to earn the compensation earnable as defined in Section 22115 and specified under the terms of a collective bargaining agreement or employment agreement. For the purpose of crediting service under this part, "full time" may not be less than the minimum standard specified in this section...(c) The minimum standard for full time in community colleges is as follows:6) Eight hundred seventy-five instructional hours per school year for all instructors employed in adult education programs.

The workload defined above is based on a regular semester. Therefore, the workload is calculated as follows:

$$875/2 = 437.5/18 \text{ weeks} = 24.3 \text{ or } 24 \text{ hours a week.}$$

2. CALSTRS Service Year:

Due to the workload definition above in California Ed. Code, CALSTRS defines a service year for non-credit adult education faculty to be 875 hours annually. In order for instructors to receive their full year of service credit under CALSTRS, the 24 hour weekly work load must be maintained; otherwise, it will take about 1/3 of an extra year of work to receive one service year of credit.

  
Henry C. V. Yong  
Chancellor  
 (Date)

  
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 (Date)