

**EXTRACT FROM THE NOVEMBER 12, 2012 MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CERRITOS COMMUNITY COLLEGE DISTRICT AND THE CERRITOS  
COLLEGE FACULTY FEDERATION (AFT LOCAL 6215) REGARDING ADJUNCT OFFICE  
HOURS**

Salary Considerations

1. The District will allocate \$220,000 per academic year (Fall/Spring) for payment of adjunct office hours beginning January 2013. These office hours will be paid at rate of \$40/hour and authorized in advance by the dean.

Available funds will be allocated to each division based on its percentage of adjunct instructors teaching for credit classes at the beginning of the Fall and Spring sessions. Each dean will receive requests from the adjunct faculty within the first week of classes of each semester for the available funds. Each dean shall notify those faculty submitting requests no later than 10 calendar days after the submission deadline which requests can be fulfilled. Each adjunct faculty member may request up to eight office hours an academic semester (Fall/Spring).

Office hours are contingent on adequate space being identified in all Divisions/Units. Office hours must be included in amended course syllabi. CCFE acknowledges that the needed space may include the use of regular and contract faculty offices for adjunct faculty office hour usage. The adjunct faculty member must report to the dean where and when office hours will be held.

The District and the CCFE acknowledge that the office hour allocation for adjunct faculty is a new provision and may need to be modified after implementation. The parties agree to analyze the Spring 2013 adjunct office hour usage and requests during June 2013 and determine whether this office hour provision should be modified.