

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ADMINISTRATION & FACULTY ASSOCIATION
OF
BROOME COMMUNITY COLLEGE**

The undersigned understand and agree to a clarification and addition of language in the current collective bargaining agreement (2012-2015) for contract for **Article 38 — LOAD Section G** relative to independent study and **Section H** relative to guided study.

New text is indicated by underscore. The article as attached here adds to the contract language immediately following the first two lines in current item G as contained in the above referenced article. Item H is a totally new addition to the language of the article.

The parties further agree that this clarification of the collective bargaining agreement is to be effective September 1, 2012 immediately upon signing by the parties.

ARTICLE 38 - LOAD

- A. Fourteen (14) to sixteen (16) semester credit hours shall constitute the usual range in an academic semester with a maximum of 31 semester credit hours per year.

In addition to teaching and other services related to the course assignment, responsibilities of professional employees shall include but not be limited to advisement, registration, office hours, committees, meetings, filing grades, attendance reports and such other duties as may be assigned by the Department Chair.

- B. In all assignments where the number of contact hours exceeds the number of semester credit hours, the usual range shall be 15 to 19 contact hours in an academic semester with a maximum of 36 contact hours per year. In addition, in any given semester/academic year the maximums shall not be considered the norms.
- C. If an employee is allowed to work more than 31 credit hours or 35 contact hours in an academic year, he/she shall be paid in accordance with item D.2 here below. Such assignment shall be made by the Department Chair in accordance with approvals required by this Article.
- D. Overload

1. Day: A Day Overload occurs when a full-time permanent faculty member's teaching load exceeds 31 semester credit hours per year or 35 contact hours per year. Payment for the overload will be in accordance with the schedule included in item D.2 here below. Day overload shall be allowed only in cases of extreme emergencies and where the Dean and/or Vice President in conjunction with the Chair, deem it necessary. Overload assignment shall require the approval of the President except for the winter semester.

Evening: Any full-time permanent faculty member who volunteers to teach an evening (after 5 p.m.) course that is above and beyond his/ her normal load shall

be paid according to the schedule in item D.2 here below for that assignment. An exception will be made for the evening/weekend Nursing program. Any full-time regular faculty member in the Nursing Department who volunteers to teach part of their normal load after 5 PM will not be paid overload for that assignment. The provisions of subdivision B and C of this article will not apply.

Exclusive of Nursing, in the case where the normal load is not assigned by the Department Chair before 5 PM, then anything assigned by the Chair after 5 PM, once load is met, must be paid overload according to the scheduled in item D.2 here below.

2. Effective September 1, 2012, overload instruction compensation per course, 15 week semester or equivalent, will be paid in accordance with the following:

Level I	<u>\$902.84 per lecture hour per semester</u> <u>\$828.07 per laboratory hour per semester</u>
Level II	<u>\$1,076.20 per lecture hour per semester</u> <u>\$1,012.74 per laboratory hour per semester</u>

Effective September 1, 2013, overload instruction compensation per course, 15 week semester or equivalent, will be paid in accordance with the following:

Level I	<u>\$911.87 per lecture hour per semester</u> <u>\$836.35 per laboratory hour per semester</u>
Level II	<u>\$1,086.96 per lecture hour per semester</u> <u>\$1,022.87 per laboratory hour per semester</u>

Effective September 1, 2014, overload instruction compensation per course, 15 week semester or equivalent, will be paid in accordance with the following:

Level I	<u>\$930.11 per lecture hour per semester</u> <u>\$853.08 per laboratory hour per semester</u>
Level II	<u>\$1,108.70 per lecture hour per semester</u> <u>\$1,043.33 per laboratory hour per semester</u>

Any full-time employee who has previously taught two consecutive semesters immediately prior to the overload will be paid at Level II.

3. Fall overload payments shall be made in the following manner:
If, due to the employee's spring load schedule, the employee's load for the academic year is known to be greater than the above load parameters, the payment for the fall overload work shall be paid during January of the spring

semester. Such payment will be made part of a regular payroll check, with an appropriate allowance for withholding tax.

Spring overload payments will continue to be made in the regular paycheck.

4. In the interest of maintaining instructional quality, evening credit overload assignments are limited as follows: one (1) course including a lab for each Fall or Spring semester. Any assignment exceeding the limit shall require the approval of the President or his/her designee.
5. Members of the bargaining unit shall be advised by the chair of the proposed evening and summer credit courses for the upcoming term or semester. Individuals who are interested and qualified to perform such course assignments shall make their interests known in writing to their chair.
6. Staffing assignments shall be made by the department chairperson based upon program considerations. Priority will be given to full-time faculty within the department sponsoring the courses.
7. Full-time regular faculty presently teaching shall have the right to continue such assignment to an evening course, if qualified by virtue of academic training or professional experience and consonant with acceptable performance by the individual. Right to continue assignments extends initially to qualified full-time members of the department offering the course, secondarily to qualified full-time out-of-department faculty, whether or not the faculty members have taught the course previously (days or evenings). Determination will be made by the Department Chair. If the demand for overload assignments exceeds course availability, assignments shall be made on a rotational basis to full-time permanent department members based on the above concepts.

E. Underload:

A teaching faculty member who does not meet the minimum credit or contact hours as set forth in sub-division "A" and "B" above may be assigned with no extra compensation at the discretion of the President to teach evening courses that come within the normal workload requirements.

F. Summer and Winter Sessions:

- 1.a Any faculty member who volunteers to teach a summer or winter semester course shall be paid according to the schedule items D.2 above for that assignment.
- 1b. In the interest of maintaining instructional quality, summer assignments are limited to one (1) course including a lab during the summer session. It is agreed that the term "course" used specifically only in the context of this section (F.1) in the case of a lab course shall mean a lecture and up to two (2) associated labs. It is agreed that summer session assignments will be limited to no more than two (2) lecture courses or the above equivalent lecture and associated lab combination which may be taught either as two (2) courses during the same term or one (1) course taught in each of two terms in the summer session.

Staffing assignments shall be made by the department chair based upon program considerations. Any summer assignment exceeding this limit shall require the approval of the President or his/her designee.

2. Full-time faculty presently teaching a summer or winter overload course shall have the right to continue such assignment to a summer or winter course, if qualified by virtue of academic training or professional experience and consonant with acceptable performance by the individual. Right to continue assignments extend initially to qualified full-time members of the department offering the course, secondarily to qualified full-time out-of-department faculty, whether or not the faculty member has taught the course previously (days, evenings, winter or summer). Determination shall be made by the Department Chair. If the demand for overload assignments exceeds course availability, assignments shall be made on a rotational basis to full-time department members based on the above (F.2) concepts.

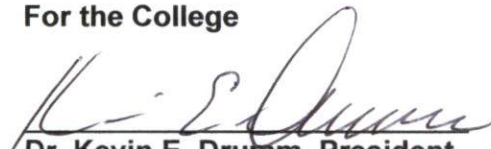
- G. Independent Study – Instructors will be compensated for teaching Independent Study Contracts at the rate of \$200 per credit hour, per student.

An Independent Study is a one-to-one teaching/learning experience involving one student and a faculty member.

- H. Guided Study – Instructors will be compensated for teaching Guided Study Contracts at the rate of \$90 per credit hour, per student for lab hours. Instructors will be compensated for teaching Guided Study Contracts at the rate of \$100 per credit hour, per student for lecture hours.

A Guided Study is a teaching/ learning experience involving a faculty member and two or more students up to a maximum not to exceed number as established by the Department Chair in conjunction with the AVP & Dean/Dean.

For the College


Dr. Kevin E. Drumm, President


Date: 4/24/13

For the Faculty Association


David Michalak, President

Date: 4/17/13

Witnesses

Name: 

Date: 4/24/13

Name: 

Date: 4-17-13