Counselor Workload

Side Letter Agreement

between the

College of the Sequoias Community College District

(District)

and the

College of the Sequoias Teachers' Association

(COSTA)

Facts

1. The College of the Sequoias Community College District ("District") and the College of the Sequoias Teachers' Association ("COSTA") are parties to a collective bargaining agreement defining the terms and conditions of employment relating to full-time faculty members.

2. The workload of non-classroom faculty which includes counselors is within scope and is addressed in Article VIII of the above referenced collective bargaining agreement.

3. The workload of non-classroom faculty is defined as 35 (thirty five) hours per week with reasonable release time being given for committee work.

4. Some of the weekly hours of counselors are devoted to professional responsibility (PR) duties. Such duties are specified in Article XXIII of the current collective bargaining agreement, and as per past practice for counselors additionally include correspondence, emails, and/or phone calls to students following a counseling session.

5. Counselors are eligible for overload and bank time. Overload is paid from the Academic Overload Salary Schedule and has included compensation for PR duties.

6. By tradition and as a past practice, one (1) student has been scheduled per thirty (30) minute period per counselor.

Agreement

Both parties agree to the following.

1. The District agrees to follow and respect the provisions of the Master Agreement between the District and COSTA, especially as that agreement relates to the non-classroom workload and work year.

2. Pertaining to the 175 day work year of counselors, up to one hour of each day can be utilized at the discretion of the affected counselor, for PR duties (175 PR hours per year).

3. Scheduling of student appointments with counselors shall not exceed one (1) student per thirty (30) minute period. Counselors will not be required to accommodate more than one (1) student per thirty (30) minute period. However, at the discretion of the affected counselor more students than that specified in this section may be accommodated.

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4. If six (6) hours of overload, which does not include PR duties, are completed then each counselor will be entitled to work and be compensated for one additional hour of PR duties as overload. In order to receive overload compensation for such PR duties, the PR duties must be performed within seven (7) calendar days after completing the six hour block of overload referenced above. The provisions of this section shall be retroactive to 1 August 2011.

5. Both parties agree to meet within the next year in order to:
   
   a. Establish a uniform and stable method of scheduling the duties of counselors that is consistent with the scheduling procedures of the Master Agreement.
   
   b. Define the non-classroom work year so that it provides more certainty for unit members.
   
   c. Define and establish a uniform procedure regarding break time for counselors.

6. In conclusion, the parties further agree to meet as soon as possible if any dispute arises as a result of this Agreement.

Executed on the 16th day of November 2011

For the Association:

Kevin Picutro
COSTA President

Ed Sense
COSTA Grievance Chair

For the District:

Tamara Ravalin
Dean, Student Services

John Bratsch
Dean, Human Resources/Legal Affairs

Jeff Basham
COSTA MA/NC Chair