

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (C.R.F.O.)

The RCCD and CRFO agree to the following revision of Article 3.3.5-3.3.6 as well as Article 15.12 - 15.16 of the RCCD/CRFO Collective Bargaining Agreement. These changes will go into effect beginning in the Spring 27 semester for the purpose of assigning Counseling TLU's for the 27-28 academic year.

3.3.5 The workload for faculty librarians and learning disability specialists measured in work hours. The standard workload for faculty librarians and learning disability specialists is 1,204 work hours and will not be scheduled in more than 190 weekdays over the fiscal year unless mutually agreed to by the faculty librarian or learning disability specialist and their administrative supervisor and will not normally exceed 35 hours/week. Unless otherwise mutually agreed to by the faculty member and the administration, work hours for nonteaching faculty will not be scheduled on weekends or holidays.

The workload for faculty counselors is measured in TLUs. The standard workload for faculty counselors is 45 TLUs per fiscal year and will not be scheduled in more than 190 weekdays over the fiscal year unless mutually agreed to by the faculty counselor and their administrative supervisor. Unless otherwise mutually agreed to by the faculty counselor and the administration, counseling work will not be scheduled on weekends or holidays.

Counseling TLUs are based on the conversion factor established in Article 3.7.3

The annual work schedule for faculty librarians and learning disability specialists will be established by April 15 of the previous fiscal year.

The annual work schedule for faculty counselors will be established according to the process and timeline established in Article XV.

3.3.5.1 Counseling faculty yearly assignments shall consist of a minimum of 45 TLUs of direct scheduled counseling as well as the responsibilities established by Article 3.5.1: Additional Full-Time Faculty Responsibilities

3.3.5.1.1 Direct scheduled counseling activities include meeting with students individually for academic, career, or mental health counseling, workshops, orientations, drop-in appointments, and outreach.

3.3.5.1.2 Any reassignment of the 45 TLU of direct scheduled counseling will be negotiated via the SARTCo process.

3.3.5.1.3 Additional full-time faculty professional responsibilities established by Article 3.5.1 are not to be completed during TLU-weighted direct scheduled counseling activities.

3.3.5.5 Appointment counseling faculty hours are scheduled on the basis of an average of two (2) appointments per hour except for the development of Student Education Plans, Veteran Plans, and EOPS Plans and personal or crisis counseling.

3.3.5.6 Drop-in counseling faculty hours are scheduled on an as needed basis.

3.3.5.7 If a student scheduled for appointment counseling is a “no show” or leaves the appointment early, counseling faculty shall provide drop-in counseling services if needed.

3.3.5.10 Reassignment of counseling faculty from any portion the 45 TLUs of direct scheduled counseling for the purpose of providing TLU-based instruction will be approved by the CIO. All other reassignments of counseling faculty from any portion of the 45 TLUs of direct scheduled counseling will be negotiated through the SARTCo process.

3.3.5.11 While faculty counseling assignments will not normally be changed after the beginning of a semester, the District reserves the right to change assignments during the semester upon a reasonable determination by the District that such a change is necessary to protect the integrity of services, the effectiveness of college operations, or the health and safety of students, faculty, and staff. The administrator must communicate to the faculty member the reasons for the assignment change. The faculty member shall receive written rationale upon request.

3.3.5.11.1 Short term schedule modifications to support effective service delivery may be made during the semester through mutual agreement of the supervising administrator and a faculty counselor.

3.3.5.12 All full-time counselors will be scheduled to provide direct student counseling two weeks prior to and after the beginning of each semester.

3.3.6 Associate Faculty Counselors:

3.3.6.1 Associate faculty counselors will not be assigned a teaching load in excess of 80% of a full-time equivalent in any semester or 67% of a full-time equivalent workload in any academic year.

- 3.3.6.2 The academic year for associate faculty counselors begins two weeks before the first day of fall classes, end the last day of spring classes, and does not include days during summer session.

Article 15.12: Scheduling of Faculty and Associate Faculty Counselors

15.12 Scheduling of Faculty and Associate Faculty Counselors Definitions:

- 15.12.1 Schedule of Services Offerings: Yearly plan that includes the location, modality, days, and times of direct scheduled counseling.

- 15.12.2 Faculty Counselor Assignment: A 2-semester assignment that includes the counselor's name, location, modality, days and times of direct scheduled counseling.

For faculty counselors whose primary worksite location is PBSP/DN, the District will determine the amount of direct scheduled counseling to be offered at PBSP and DN to meet counseling needs at both PBSP and DN.

- 15.12.3 Associate Faculty Counselor Assignment: An assignment offer to an associate faculty counselor that includes the associate faculty counselor's name, location, modality, days and times of direct scheduled counseling. Fall and spring semester assignments and rehire rights shall be governed by Article 15.4

- 15.13 Usual timeline for development and review of the next year's (fall and spring semesters) schedule of counseling offerings:

- 15.13.1 During the first four weeks of the spring semester, deans and directors, in consultation with counselling faculty, will review and revise their schedule of service offerings for the following fall and spring semesters. The administrator determines how the consultation will take place - typical options include via email, teleconference, face-to-face, or at a scheduled discipline meeting.

15.14 Full-time Faculty Counselor Assignment Process:

- 15.14.1 Usually by the end of the third week of the spring semester, deans and directors will send a schedule of service offerings to full-time faculty counselors. Full-time faculty counselors will have ten (10) business days to submit to their deans or directors their service offerings requests for the following academic year.

- 15.14.1.1 Full-time counseling faculty will have right of first refusal to overload up to 18 TLUs for the academic year.

- 15.14.1.1.1 If there is a greater number of counseling faculty interested in overload than service offerings scheduled, the most senior counseling faculty will be offered 4.5 TLU, and then the next senior faculty will be offered 4.5 TLU etc.
- 15.14.1.1.2 The District can provide an exception to the maximum TLU overload with approval of the CIO.
- 15.14.1.1.3 The dean or director will reconcile conflicts in assignment and load requests.
- 15.14.2 Usually by the end of the 8 6th week of the spring semester, the deans and directors will send Draft Counseling Assignments to full-time counseling faculty. Draft Faculty Counseling Assignments will be sent to faculty on an instructional day or, if emailed on a non-instructional day, will be considered “sent” to faculty on the next occurring instructional day.
 - 15.14.2.1 Full-time counseling faculty will have five business days to respond to the draft Counseling Faculty Assignment and request to meet with the appropriate dean or director to discuss possible changes. The decision of the dean or director shall be final.
 - 15.14.2.1.1 For the purpose of this article, “business day” means any day Monday through Friday excluding holidays and college closure days identified on the Academic Calendar.
 - 15.14.2.1.2 The day Draft Counseling Faculty Assignments are emailed to counseling faculty is not included in the five business-day response window.

For example, if a dean or director emails a counseling faculty member a Draft Counseling Faculty Assignment on a Tuesday, the faculty member has until 5pm the following Tuesday to respond.
 - 15.14.2.1.3 No further faculty response constitutes acceptance of the Counseling Faculty Assignment.
- 15.15 Scheduling of Associate Faculty Counselors
 - 15.15.1 Associate faculty counselors are entitled to one-year assignments and rehire rights as established in Article 15.4.1 – 15.4.2 of this agreement.
 - 15.15.2 Usually by the end of the 10 9th week of the spring semester, the deans and directors will send Associate Faculty Counseling Assignment offers to associate faculty counselors.

Associate Faculty Counseling Assignment offers will be sent to faculty on an instructional day or, if emailed on a non-instructional day, will be considered “sent” to associate faculty counselor on the next occurring instructional day.

- 15.15.2.1 Associate faculty counselors will have five business days to respond to the Associate Faculty Counseling Assignment offer.
- 15.15.2.1.1 For the purpose of this article, “business day” means any day Monday through Friday excluding holidays and college closure days identified on the Academic Calendar.
- 15.15.2.1.2 The day Associate Faculty Counseling Assignment offers are emailed to associate faculty counselors is not included in the five business-day response window.

For example, if a dean or director emails an associate faculty counselor an Associate Faculty Counseling Assignment offer on a Tuesday, the associate faculty counselor has until 5pm the following Tuesday to respond.

- 15.15.2.1.3 If an associate faculty counselor fails to respond to the dean or director within five business days, the dean, director, or CIO will be at liberty to fill staffing vacancies using another counselor.

15.16 Summer Counseling Assignments

Summer counseling assignment offers will be included in the spring associate faculty counselor and faculty counselor assignment processes and shall be assigned in the following order:

- 15.5.1 Full-time counseling faculty will have the right to be initially assigned up to twelve (12) TLUs. The assignments shall be offered in order of seniority.
- 15.5.2 Priority 2 associate faculty counselors will be offered in order of seniority up to 12 available TLU. After the least senior Priority 2 associate faculty counselor is offered available service assignments, Priority 2 associate faculty counselors will be offered in order of seniority up to 6 TLU. This process is repeated until Priority 2 associate faculty counselors have either accepted as many available service assignments as they want or until there are no more available service assignments. A Priority 2 associate faculty counselor whose last evaluation was "unsatisfactory" or whose last two evaluations were "needs improvement" is not eligible for summer service

assignments.

15.5.3 Any remaining service assignments will be re-offered to full-time faculty counselors.

15.5.4 Priority 3 associate faculty counselors who have fulfilled service assignments in fewer than 5 semesters of the last 10 and whose last evaluation was satisfactory, will be offered any remaining available service assignments. A Priority 3 associate faculty counselor whose last evaluation was "unsatisfactory" or whose last two evaluations were "needs improvement" is not eligible for summer service assignment.

15.5.5 Any remaining unfilled service assignments will be offered to new associate faculty counselors.

For RCCD

Date


[Keith Flamer \(Oct 2, 2026 09:18:06 PDT\)](#)

Keith Flamer –President/Superintendent



Colin Trujillo – Chief Negotiator

For CRFO

Date



Michelle Haggerty – President


[John Johnston \(Oct 2, 2026 10:50:01 PDT\)](#)

John Johnston – Chief Negotiator

2025-28-27 MOU - Counseling

Final Audit Report

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