

TA 2/19/26

JCD ALR

ARTICLE 9 - CALENDAR

9.1. **Work Year.** Employees contracted to work a three (3) term year shall work one hundred seventy four and one half ~~one~~ (174.5) days as scheduled by the College. The 174.5+ days include 165 instructional days, and nine and one half ~~six~~ (9.56) non-instructional days. (The contracted faculty salary schedule shall be increased commensurate with the number of increased work days.)

9.1.1. The work year shall consist of Fall, Winter, and Spring terms unless ~~otherwise assigned by the College~~, agreed to by the individual faculty member, the Association, and the College.

9.1.2. Summer term may include assignments of varying lengths as scheduled by the College that total the faculty member's usual credit assignment for a term, are consistent with Article 35, and college workload practices, and are agreed to by the individual faculty member, the Association and the College

9.2. Non-instructional Days

9.2.1. **Non-instructional Days - Contracted.** The nine and one half (9.5) non-instructional days are assigned as follows: ~~Six non-instructional days may be scheduled by the College for contracted faculty prior to the beginning of classes each fall term. Four of the non-instructional days shall be assigned for Fall in-service activities as described in Article 9.3. The remaining two non-instructional days that fall outside of fall in-service may be scheduled and assigned by mutual agreement of the faculty member and her/his manager. In addition to these five non-instructional days, one (1) day of in-service shall be scheduled during the Winter or Spring term.~~

- Four (4) non-instructional days are reserved for class preparation as scheduled in Article 9.3
- Four and one-half (4.5) non-instructional days are reserved of College Fall In-service activities Monday through Friday morning as described in Article 9.3
- One (1) non-instructional day is reserved for in-service in either Winter or Spring term as determined by the College.

9.2.2. **Non-instructional HoursDays - Part-time.** Pursuant to applicable assignments, ~~e~~Each part-time faculty member shall be compensated for attendance of a maximum of fifty-six ~~thirty-two~~ (562) hours of college-wide in-service scheduled activities every academic year. Part-time faculty will be compensated at their hourly rate for all hours attended. Eight of these hours shall be limited in use for student outcome assessment activities. Faculty members shall provide no less than two (2) days notice to their dean in advance of attending on campus workshops and training

compensated with inservice hours and, barring any reasonable objections from the dean.

9.2.2.1. Up to a maximum of thirty-two~~twenty-four~~ (32~~24~~) hours of in-service attendance for part-time faculty members shall be compensated each year prior to or during the fall term if the employee works as a member of the bargaining unit during fall term. These hours will typically be scheduled prior to and contiguous with fall term. The primary purpose of these hours is for in-service attendance. Part-time faculty members not utilizing all thirty-two~~twenty-four~~ (32~~24~~) hours during in-service may, ~~upon approval by their supervisor~~, use any and all remaining hours for meeting attendance and/or on campus workshops and training~~trainings~~ prior to the end of the next Spring term. Faculty members shall report such activities via their electronic timesheet~~time sheet~~.

9.2.2.2. Up to an additional twelve~~eight~~ (12~~8~~) hours of in-service attendance for part-time faculty members shall be compensated by the College each year for part-time faculty in ~~either the winter or spring terms~~ if the employee works as a bargaining unit member during the term the in-service is held. ~~This additional time for part-time faculty in-service shall be scheduled for a college-wide activity or event and is not available for a discretionary assignment. The primary purpose of these hours is for in-service attendance. Part-time faculty members not utilizing all twelve~~~~eight~~ (12~~8~~) hours during in-service may, ~~upon approval by their supervisor~~, use any and all remaining hours for meeting attendance and/or on campus workshops and training~~trainings~~ any time during the current academic year. Faculty members shall report such activities via their electronic timesheet~~time sheet~~.

9.2.2.3. Up to an additional twelve (12) hours of in-service attendance for part-time faculty members shall be compensated by the College each year for part-time faculty in the spring term if the employee works as a bargaining unit member during the term the in-service is held. This additional time for part-time faculty in-service shall be scheduled for a college-wide activity or event and is not available for a discretionary assignment. The primary purpose of these hours is for in-service attendance. Part-time faculty members not utilizing all twelve (12) hours during in-service may, upon approval by their supervisor, use any and all remaining hours for meeting attendance and/or

on campus workshops and training any time during the current academic year. Faculty members shall report such activities via their electronic timesheet.

9.2.2.4. Whenever part-time faculty are scheduled by a college department or division manager for in-service activities that are not related to college-wide functions, such part-time faculty shall be compensated at their hourly rate of compensation.

9.2.2.5. When scheduling in-service hours for part-time employees, the College shall be considerate of the employee's obligations not related to their~~his or her~~ Lane Community College assignment.

9.3. **Fall In-service.** Fall in-service shall begin on the Tuesday, thirteen (13) calendar days before the start of fall term, and end of the Friday before the start of fall term. Fall in-service days shall be scheduled as follows. No other required activities may be scheduled for faculty members on class prep days or during the Association-schedule All Faculty Meeting. ~~be held on the Tuesday, Wednesday, Thursday, and Friday immediately prior to the first week of classes in fall term. Tuesday morning shall be scheduled for professional development activities, mutually planned, agreed to, and implemented, by a committee including no less than three faculty members, including the Faculty Professional Development Coordinator and selected by the Faculty Professional Development Oversight Committee. Wednesday morning may be scheduled by departments/divisions for faculty meetings; Tuesday afternoon may be scheduled for faculty sabbatical reports. Thursday morning may be scheduled by the College for the President to meet with the faculty. Thursday afternoon may be scheduled by the Association for an All Faculty Meeting; no other faculty events may be scheduled during the All Faculty meeting. Wednesday afternoon and Friday shall be class prep days; no other required activities may be scheduled for faculty members on class prep days.~~

- ~~The Tuesday, Wednesday, Thursday, and Friday, thirteen (13), twelve (12), eleven (11), and ten (10) calendar days prior before the start of fall term shall be class preparation days~~
- ~~The College shall direct the in-service activities for the Monday, Tuesday, and Wednesday before the start of fall term~~
- ~~Faculty Professional Development, in collaboration with the College, shall schedule a one-half (½) day professional development activity for the Thursday morning before start of fall term~~
- ~~The College shall assign one-half (½) day for additional academic year preparation on the Thursday afternoon before the start of fall term~~
- ~~Sabbatical reports shall be scheduled for the one-half (½) day on the Friday morning before the start of fall term~~

- ~~The Association may schedule a voluntary one-half (1/2) day all faculty meeting on the Friday afternoon before the start of fall term. No other events for faculty may be scheduled during the Association's fall in-service all-faculty meeting.~~

Day	Activity
Tuesday (13 days before Fall term begins)	Class preparation
Wednesday (12 days before Fall term begins)	Class preparation
Thursday (11 days before Fall term begins)	Morning 1/2 Day faculty sabbatical reports Afternoon 1/2 Day faculty professional development delivered by FPD Class preparation
Friday (10 days before Fall term begins)	Class preparation
Monday (7 days before Fall term begins)	College directed in-service activities
Tuesday (6 days before Fall term begins)	College directed in-service activities
Wednesday (5 days before Fall term begins)	College directed in-service activities
Thursday (4 days before Fall term begins)	Morning 1/2 Day College directed academic year preparation Afternoon 1/2 Day Association may schedule a voluntary faculty meeting. No other activities for faculty may be scheduled during the Association's voluntary fall in-service all-faculty meeting in collaboration with the College 1/2 Day College directed academic year preparation
Friday (3 days before Fall term begins)	1/2 Day faculty sabbatical reports 1/2 Day Association may schedule a voluntary faculty meeting. No other activities for faculty may be scheduled during the Association's voluntary fall in-service all-faculty

	meeting-Class preparation
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- 9.4. **Faculty Connections.** Faculty Connections is a faculty-organized orientation of new faculty members. Faculty Connections shall be held the Monday immediately prior to Fall in-service or as determined by the Faculty Connections Steering Committee.
- 9.5. **Calendar Preparation.** The scheduled contract work year shall include those holidays recognized as paid holidays by the College that fall within the teaching calendar. A copy of the proposed calendar will be sent to the Association for its review and recommendations prior to its official adoption by the Board..
- 9.6. **Recognized Paid Holidays Listed.** The following holidays will be recognized by the College as paid holidays if the employee's contract incorporates such days so that they are ~~he/she~~ is required to work the last day preceding and the first day following the holidays, excluding weekends: New Year's Day; Martin Luther King Jr.'s Day; President's Day; Memorial Day; Juneteenth; 4th of July; Labor Day; Veterans' Day; Thanksgiving Day, and the day following Thanksgiving ~~Friday; Martin Luther King, Jr.'s Day Birthday; President's Day; Memorial Day; New Year's Day; Juneteenth; 4th of July; Labor Day; Christmas Eve; Christmas Day, and the day following Christmas.~~ When Christmas falls on Wednesday, the following two (2) days are observed as holidays instead of the last working day before and the first working day after Christmas day. Holidays for religious observance shall be addressed through HR-provided religious accommodation process. When an approved religious accommodation cannot fully accommodate religious observance, individual faculty may use one paid religious observance day.
- 9.7. **Calendar Modification.** If during the term of this Agreement, the College proposes an academic calendar that does not provide vacation periods of at least: a) two (2) weeks between fall and winter; b) one (1) week between winter and spring; and c) one (1) week between spring and summer, then such proposal shall be subject to negotiations upon request by the Association.