

**Memorandum of Understanding  
Between  
Part-Time Faculty United, AFT Local 6262  
and the  
Santa Clarita Community College District  
November 15, 2023**

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District (“District”) and the Part-Time Faculty United, AFT Local 6262 (“AFT”).

We hereby confirm that we have negotiated, in good-faith, the following agreement as related to the staffing of dual-enrollment courses at Castaic High School.

1. The District does not anticipate exceeding the enrollment maxima of thirty-five (35) students per course as it that is governed largely by the enrollment at Castaic High School. However, should a course require exceeding thirty-five (35) to meet the needs of the students, the District shall seek the approval of the department chair and the impacted faculty member, as is its normal practice with all courses at all sites.
  - a. In the instance that an instructor has not been hired at the time of the request, the approval will be sought by the Department Chair.
  - b. The adjunct faculty member, when offered the course will be made aware the class exceeds the traditional cap of 35 and given the opportunity to decline.
  - c. Should there be a concern regarding exceeding the cap, and a meeting requested by either the unit member or the District, the unit member may have an AFT representative present. Unit members may reach out to AFT via email ([aftlocal6262.coc@gmail.com](mailto:aftlocal6262.coc@gmail.com))
2. The District and AFT agree that the 90-minute class meetings scheduled at Castaic High School (because of their block schedule) factor in the additional eight office hours required for a three-unit (54 hour) class.
  - a. These classes are traditional in-person classes and faculty are only on campus twice per week during their assigned period of the high school’s bell schedule.
  - b. Adjunct faculty who choose to teach the dual enrollment classes held at Castaic High school are made aware that the classes are structured this way and provided training on how to effectively manage the course with an 80 minute class and 15-minute office-hour during the

95-minutes scheduled for the course. Any required training and/or orientation may be compensated as part of the allotted FLEX Time under the AFT Contract. If, in any given assigned term, the training exceeds their allowable FLEX time, the excess will be rolled over to be paid as part of the next assigned term's FLEX allowance.

3. The District and AFT agree that due to block schedule at Castaic High School the students cannot be dismissed from the classroom prior to the conclusion of the full 95-minute class meeting, and as such are as serving a dual role as an Instructor conducting support time and supervisor of the students until the bell rings.
4. The District and AFT agree that effective as of the Fall 2023 semester, for the dual-enrollment classes at Castaic High School, assigned adjunct faculty will be compensated for the scheduled office-hours at twice the number of hours associated with the course (Ex: a 3-unit course may have 16 hours of scheduled office hours associated with a Castaic Dual Enrollment course.)
  - a. Should the format of the Castaic High School dual-enrollment courses change in the future to be offered in a hybrid format, the District will notify AFT that this additional compensation will no longer be offered.
5. Should the District create a Dual Enrollment Committee, unit members will be encouraged to participate. After the Committee has met consistently for 12 months after the date of the MOU, should either party wish to negotiate any effects it would be a part of the negotiations process as an additional subject of bargaining.
6. The District and AFT will post a copy of this MOU on its respective websites. The District will include this MOU as part of their dual-enrollment orientation materials.

This language becomes effective as of the date signed below.

The above is agreed to by both AFT and the District.

For the District:



Rian Medlin

11/15/23

Date

For AFT:



\_ Dan Portillo

Nov 16, 2023

Date

# Memorandum of Understanding\_DualEnrollment \_CHS\_111523

Final Audit Report

2023-11-16

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