

## Side Letter of Agreement 2022-23.2

### Cabrillo Community College District (District) and the Cabrillo College Federation of Teachers (CCFT)

#### Transitioning Librarians to a 185-Day Extended Year Contract

CCFT and the District agree to implement the changes to Section 11.5.3 Librarians, specifically the addition of a 185-Day Extended Year Contract for Librarians effective for the 2023-24 academic year.

#### 11.5.3 Librarians

##### 11.5.3.1 Description

Faculty employed as librarians shall work thirty-six (36) hours of library work per week.

##### 11.5.3.2 A Librarian and the Director, Library Programs & Services may distribute duty days that are different from the normal 175-day academic year.

##### 11.5.3.3 185-Day Extended-Year Contracts for Librarians Contract/regular librarians shall work 185-day contracts. 185-day contracts will consist of the normal academic year plus (10) additional days to be scheduled as follows:

11.5.3.3.1 Early in the spring semester, the Director, Library Programs & Services will determine program and scheduling needs for the upcoming year.

11.5.3.3.2 Once the program needs have been determined each contract/regular unit member will be solicited by the Director, Library Programs & Services or designee to submit their preferred assignment and any specific availability restrictions by the announced deadline. The Director, Library Programs & Services will assign coverage based on program needs and by seniority. Remaining program needs will be met by way of voluntary redistribution on the part of contract/regular librarians, overload and associate assignments.

11.5.3.3.3 The Director, Library Programs & Services shall make the final assignments after reviewing the

proposed schedules. Seniority and programs needs will be primary considerations.

11.5.3.3.4 In the event the Director, Library Programs & Services determines that the contract/regular unit member's proposed schedule must be modified to meet program needs, the Director, Library Programs & Services shall meet with the unit member and explain the needed modification. A new schedule for the unit member will be developed by the Director, Library Programs & Services. Any changes to an assignment will be made at least a month prior to the assignment start date.

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Date

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Date

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For Cabrillo Community College  
District

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For Cabrillo College Federation of  
Teachers (CCFT)