
[External Sender] Intersession Office Hours Clarification

From Christie Diep <cdiep@cypresscollege.edu>

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To All.Faculty <all.faculty@nocccd.edu>

Dear Colleagues,

United Faculty would like to clarify recent concerns regarding intersession office hour requirements.

Please be reminded that **any unilateral interpretation or modification of the United Faculty contract by management is a violation of the Educational Employment Relations Act (EERA)** and may be subject to enforcement by the Public Employment Relations Board (PERB). The terms of our contract were negotiated in good faith and must be upheld as written.

Article 10 of the contract governs intersession assignments. Section 10.3.3 states:

“Unit Members will schedule one office hour per week during intersession instruction. Office hours will match the modality of the course. Office hours will be compensated at the intersession hourly lecture rate (Class B, Step 1).”

The phrase **“match the modality of the course”** is critical to understanding your rights and responsibilities:

- For **asynchronous courses**, where instruction does not occur in real time and no simultaneous interaction is required, office hours are also asynchronous. This can include responding to student emails or other non-synchronous communication during the scheduled hour.
- **Faculty are not contractually required to provide a Zoom link** for asynchronous instruction. While you are welcome to meet with students via Zoom, Microsoft Teams, or other platforms if you choose, this is entirely at your discretion—not something management can mandate.
- For **synchronous courses**, which include real-time interaction at scheduled times, synchronous office hours can be held using various tools. However, **there is no requirement in the contract** that live meeting links be submitted to campus management.

United Faculty continues to advocate for the integrity of our negotiated agreement. **We encourage you to reach out if you are asked to comply with requirements that appear to go beyond what is outlined in the contract.**

If you have any questions or need support, please don't hesitate to contact us.

In solidarity,

Jeremy Peters

United Faculty Lead Negotiator



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