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## ARTICLE 9

### Work Environment

A. The District shall provide conditions for a safe, healthful and sanitary work environment conducive to effective teaching and learning. This shall include sanitary and adequately maintained restrooms and other comfort facilities. Faculty work environments should be maintained with routine scheduled maintenance and cleaning, including such cosmetic maintenance as painting and flooring.

### B. Faculty Office Space

Faculty office space shall be assigned as follows:

1. Full-time faculty shall be provided with office space that includes a desk, a chair, access to a computer with Internet and intranet (including Portal/ESS) access, a telephone with voice mail and secure file and storage equipment.
2. Department chairs and counselors should be assigned offices that provide both visual and auditory privacy, in addition to the items in B.1.
3. AFT chapter presidents and grievance representatives should be assigned offices that are private whenever available, in addition to the items described in B.1.
4. Adjunct faculty shall have access to office space that is conducive to fulfilling their job duties. This space shall include ~~a desks, a chairs, a computers~~ with Internet and intranet (including Portal/ESS) access, a telephone with voice mail, and secure storage space. Department chairs shall take appropriate action to fulfill the District's responsibility to provide such office space.

If individual departments cannot provide private or semi-private office space, the college shall provide adjunct faculty with access to space on campus that meets the requirements in B.4,

5. Office space must be available during all college operational hours.

### C. Instructional and Technical Support

The District and college shall provide instructional supplies and materials, reprographic, multimedia, and computer services (including internet, intranet, Portal/ESS, e-mail access, and technical support) to all faculty in a manner that meets their instructional needs (including availability for evenings, weekends, satellite locations, and to the extent practicable, at outreach locations) or provide email access for reprographic orders. Use of

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such services shall be limited to District instructional activities only. Each college should develop a plan for replacement and upgrading of technology, software, equipment, and furniture.

Whenever practicable, the District should use best practices for district-wide procurement to acquire software and online training programs for the colleges.

~~Instructional support, including aides and/or instructional assistants, should be provided for laboratories.~~ (NOTE: Moved to D.1.b)

The District and college shall provide all faculty with access to assigned classroom space, regardless of assignment location, by issuing appropriate keys or making provisions for unlocking doors by the first class meeting (or first day of the assignment for non-classroom faculty) and continuing to ensure the door is unlocked before the class meeting time ~~unless~~ until a key is provided.

### **D. Health & Safety**

The District and the faculty shall conduct all activities on campus in accordance with established health, safety, fire, and applicable OSHA and ADA regulations.

#### **1. Safety**

- a. Ensure adequate lighting with an emphasis on safety throughout the college with special attention paid to time changes.
- ~~b. College facilities will be maintained to meet the District's standards. These include restrooms, classrooms, common areas, pool areas, showers, locker rooms, and food service areas.~~  
(NOTE: Moved to D.2.a)

b. Assign instructional support to departments for classrooms and laboratories where specialized expertise is essential for safety and instruction as deemed appropriate by Vice President or designee.

#### **2. Health**

- a. College facilities will be maintained to meet the District's standards. These include restrooms, classrooms, common areas, pool areas, showers, locker rooms, and food service areas.
- b. All smoking (including e-cigarettes) and the use of tobacco products shall be prohibited in all buildings occupied for District use according to District and State policies (Board Rule 2419).

#### **3. Emergency Preparedness**

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- a. An emergency plan shall be maintained. This plan shall be annually made available to the campus community.
  - b. Earthquake, fire, active shooter, and threat assessment operational plans shall be updated annually. Appropriate training should be provided consistent with the plans.
  - c. A minimum of one drill shall be held per semester. Participation is mandatory for those on campus at the time.
  - d. Participation in training is encouraged and may be used for professional development credit.
  - e. The campus community is encouraged to sign up for the college's emergency notification system.
  
- E. Each campus shall establish a Work Environment Committee (WEC) composed of faculty members designated by the AFT chapter president, administrators designated by the college president and other employees as designated by their contracts with the District.
  - Faculty members shall comprise at least 50% of the whole committee. Faculty members shall also total at least twice the number of administrator members.
  - The chairperson of the College WEC shall be one of the faculty members and shall be elected by the committee. The chairperson will be reassigned up to a .2 FTE. The term of office shall be two (2) years.
  
  - Training in risk management shall be provided to assist committee members.
  - The WEC shall recommend policy and monitor all work environment matters including, but not limited to:
    - a. grounds and facilities
    - b. parking
    - c. classroom and instructional laboratory conditions
    - d. restroom facilities
    - e. allocation and conditions of faculty office space
    - f. air quality
    - g. temperature control
    - h. day and night lighting
    - i. health
    - j. sanitation and safety (including visible presence of sheriffs and adequate response rates to emergency situations)
    - k. progress toward the District's sustainable building efforts and other "green" practices
  - To promote the goal of improving the quality of the work environment, the WEC shall develop recommendations regarding work environment issues

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and seek to reach agreement with the administration so that administration may implement these recommendations. Such recommendations shall be considered for implementation in the development of the annual budget.

- The Work Environment Committee shall track its recommendations and report the results to the faculty.
- At the request of WEC, the president or designee shall provide the following:
  - a. A copy of the quarterly report on projects underway
  - b. Reports on progress and status of WEC recommendations
  - c. A comprehensive emergency plan annually
  - d. Information related to OSHA and ADA compliance
  - e. Classroom occupancy and hazardous materials information and signage

The chairperson of the WEC shall serve as liaison and mediator between the college president or designee and faculty on work environment issues, problems, and conflicts. The chairperson, with the assistance of the other committee members, will be responsible for performing the following duties:

- f. Organizing WEC meetings, establishing meeting agendas, and keeping meeting records.
  - g. Conducting periodic examinations of college facilities to identify issues related to the WEC's role and to assist in monitoring the quality of the work environment.
  - h. Assisting the college administration's efforts to implement policies or procedures recommended by the WEC.
  - i. Participating on committees or task groups established to help program or design new facilities, or to develop plans regarding the renovation of existing facilities, including plans for office and storage space.
  - j. Coordinating or directing the college's procedure for allocating faculty office space.
- F.** In addition to its other responsibilities, the WEC shall develop and recommend standards regarding the provision of faculty office space and storage, which shall be applicable when new buildings are designed for construction on campus or existing buildings are substantially renovated.

### ~~G. Video Display Terminal (VDT) Policy~~

- ~~1. Any faculty member working ten (10) hours or more per week on a campus at a VDT on tasks related to his/her assignment shall be provided access to work stations, equipment, working conditions and other benefits which meet state-of-the-art ergonomic standards as specified in Appendix G.~~

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- ~~2. Faculty VDT computer users as defined in F.1. above shall be afforded the opportunity, upon request, for trainings and education as outlined in Appendix G.~~