

MEMORANDUM OF UNDERSTANDING

The following memorializes the understanding of the Butte-Glenn Community College District (hereinafter referred to as the "District") and the Butte College Education Association (hereinafter referred to as "BCEA") regarding Article VII Workload, Office Hours

Update section 7.4 to read as follows:

7.4 Instructional unit members will schedule a minimum of 250 minutes of office hours per week (a total equal to five 50-minute class periods).

"Office hours" will be designated as time an instructor is available for synchronous contact. This can include in person, email, phone contact, online video conferencing, or other computerized remote interaction.

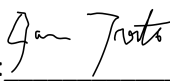
7.4.1 A scheduled office hour will be a minimum of twenty-five (25) minutes long. Where possible, and based on student demand, longer time periods should be scheduled.

7.4.2 The appropriate District administrator shall review unit members' office hour schedules, and where student needs require, may work with the unit member to make changes.

7.4.3 Instructional unit members will clearly communicate their scheduled office hours to their students and the appropriate District administrator. Office hours will be posted by the faculty member outside their designated office by the end of the first week of each semester or term.

7.4.4 Each instructional unit member will attempt to respond to students within twenty-four (24) hours (Monday through Friday).

7.4.5 If a faculty member has reassigned time their office hours will be reduced by the percentage of reassigned time.

By: 

BCEA Chief Negotiator
For BCEA

By:  [Erik Chearer \(Sep 15, 2026 13:43:02 PDT\)](#)

Assistant Superintendent/VP of Instruction

By:  [Jessica Snelling \(Sep 15, 2026 13:53:40 PDT\)](#)

Vice President for Administrative Services
For the District

BCEA_MOU_OfficeHours_2026-27

Final Audit Report

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