



Date: August 30, 2017
To: ACE Executive Board
From: Chris White, President
RE: Classified Hourly Positions

The most basic tenets of a labor organization are to protect members' interests and improve wages, hours and working conditions for all. At the June 14 ACE executive board meeting, there was a discussion regarding classified hourly members and whether ACE should continue to represent them but not charge them dues because their unstable work hours put them at odds with the basic tenets ACE represents as a labor organization. The loss in revenue would be approximately \$3,000 per month.

By definition, “Classified hourly positions provide services to students that cannot be provided via a regular classified position. These services are needed on an on-going basis throughout the calendar year for a limited number of hours each week. (Article 7.16.1.a) All positions have a minimum number of hours per day (1) and days per week (1) when work is available, and a maximum number of hours. The number of hours may vary from quarter to quarter but at no time will the hours for the position itself exceed the maximum as identified in the job description, except as noted below in 7.16.2 Assignments. No notice of reduction will be required when hours decrease.” (Article 7.16.1.b) The maximum number of hours for the majority of classified hourly position is 16 hours per week.

ACE classified hourly members are covered by provisions of our *Agreement* unless specifically noted. At a pro rata percent of a full-time contract, they are eligible for health benefits, earn sick, vacation and personal leave, as well as holiday time off when it falls on a regularly scheduled work day or if they are in paid status the day before or after a holiday. (Article 9.1) Their work schedules are provided at least two weeks in advance whenever possible with any changes in hours based on enrollment needs. (Article 13.1)

As of August 2017, there are twelve (12) classified hourly positions: tutor, accompanist, ceramics tech DA and FH, massage therapy assistant, planetarium presenter, CDC teaching assistant, short course assistant, auto tech room assistant, evening nurse, radio station coordinator, PM stockroom. The work performed by these positions, while needed on an ongoing basis, have very sporadic student need. Students don't need the accompanist every day, at the same exact time. Same goes for the physics tutor. Those positions assigned to programs like the massage therapy assistant or auto tech room assistant follow schedules developed by the college administration to maximize resources and vary from quarter to quarter based on student demand. Due to the nature of the work, it would prove difficult to be a student-centered institution if classified hourly positions had to have permanent, fixed hours.

In instances where it was found that there was more need (often covered by student workers or temps) or the work is provided via a regular classified position, ACE has been able to convert them to permanent



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positions and/or eliminate them altogether. To date, five (5) classified hourly positions have been converted to permanent ones and we have eliminated nine (9) hourly classifications. ACE is still reviewing a few classified hourly positions – evening nurse, radio station coordinator, PM stockroom – to see if they merit hourly or permanent status. New classified hourly positions cannot be created without approval from ACE.

As an independent labor organization, ACE gets to define the protection our members may need based on the work our members do to support the mission of Foothill-De Anza. Classified hourly members are protected by our *Agreement*, which includes job security and benefits typically not afforded to hourly employees, and should continue to pay dues as a member represented by ACE. While unstable work schedules may not fit in a traditional labor organization for ACE and the classified hourly members we represent, and the reasons listed above, it makes sense.

Foothill-De Anza Community College District
Classified Hourly Classification Titles and Salary Grades

Title	Grade
1. Adaptive Learning Assistant – Foothill	30
2. Adaptive PE Class Assistant – De Anza	30
3. <u>1.</u> Automotive Technology Tool Room Assistant	30
4. Biology/Biotechnology Laboratory Technician	45
5. <u>2.</u> Ceramics Technician – De Anza	33
6. <u>3.</u> Ceramics Technician – Foothill	33
7. Customer Support Associate, Bookstore	35
8. Evening Assistant	37
9. <u>4.</u> Evening Clinic Nurse	60
10. Language Arts Lab Assistant	40
11. <u>5.</u> _____ Massage Therapy Assistant	35
12. Math Center Assistant	40
13. <u>6.</u> _____ Performance Class Accompanist	41
14. <u>7.</u> _____ Planetarium Presenter and Technical Assistant	45
15. <u>8.</u> _____ PM Stockroom Clerk	35
16. <u>9.</u> _____ Radio Station Coordinator	40
17. <u>10.</u> _____ Short Course Assistant	40
18. <u>11.</u> _____ Teacher Assistant, Child Development Center (CDC)	30
19. <u>12.</u> _____ Tutorial Assistant	35
20. Weekend Library Assistant – De Anza	37
21. Weekend Library Assistant – Foothill	37