

# Article 31: Working Conditions — General Conditions of Employment

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- 31.01 JOB DUTIES:** See Article 17: Job Descriptions.
- 31.02 CALCULATION OF WORKLOAD:** See Article 32: Workload.
- 31.03 REGULAR, PROBATIONARY AND TEMPORARY FACULTY ASSIGNMENT SCHEDULES:** Whenever possible, contingent upon the needs of the instructional program, the District will make faculty assignments with the following guidelines in mind:
- A. **Days in a Week:** Assignments occur within the span of five (5) days in a week.
  - B. **Hours in a Day:** Assignments occur within the span of nine (9) hours in a day.
  - C. **Break between Assignments:** A twelve-hour break occurs between the end of the last assignment on one day and the beginning of the first assignment on the next.
  - D. **Applicability of Guidelines:** These guidelines do not apply to hourly assignments.
- 31.04 PROFESSIONAL OBLIGATION:** It is the professional obligation of instructional faculty to schedule office hours at times convenient to their students for the schedule of classes that they teach. It is the professional obligation of all faculty to be present to fulfill their other job duties of College Service and Professional Service and Development.
- 31.05 SAFETY:** The District shall maintain safe working conditions. Faculty shall observe published safety regulations.
- 31.06 TRAVEL:** If a faculty member's assignment requires attendance at more than one District site per day, the District shall provide mileage reimbursement according to District Policy 5.8.4 - Travel Reimbursement. (See in particular Procedures 5.8.4.2.d, 2.e, and 2.f.)
- 31.07 PRIVACY:** All faculty members have the expectation of privacy as defined in District Policy 4.21.
- 31.08 INTELLECTUAL PROPERTY RIGHTS:** All faculty members have intellectual property rights as defined in District Policy 2.14.

**31.09 EMAIL:** SRJC will provide all Regular, Probationary, Temporary and Adjunct faculty members with an SRJC Email account to receive official communications from the District and communication from students. Each faculty member is required to regularly maintain the account so that Email may be received when sent.