

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**HIGHLINE COLLEGE ADMINISTRATION (HC)**  
**AND**  
**HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)**

Dated 19 December 2022

Re: Responsibilities of Faculty Librarians

Whereas

- The 2018-21, extended to 22, HCEA-HC Negotiated Agreement defines faculty librarian hours differently from hours for counseling faculty or other faculty;
- The 2022-25 HCEA-HC Negotiated Agreement left that language the same;
- The existing faculty librarian hours language can be interpreted in different ways;
- HCEA and HC have an interest in harmonizing the way faculty hours are defined;

HC and HCEA agree that effective January 1, 2023, Section 303.7 # 11 shall be amended to read:

11. Faculty in the Library shall be scheduled for an average 30 hours of their work week. This professional contact time shall be consistent with the normal duties of Librarians. The schedule and nature of the assignment shall be developed by the library director in consultation with the involved faculty members. Library faculty will be permitted to adjust their daily schedules when necessary, consistent with the operational requirements of the College and provided such adjustments are approved in advance by the Library Director. Faculty functions beyond normal librarian duties shall be performed outside of the assigned 30 hours.

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2018-2021, as extended to 2022. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration

For Highline College Education Association



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Emily Lardner  
Vice President for Academic Affairs

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James Peyton  
HCEA President

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December 16, 2022

Date

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Date