

## **Work-to-Rule**

Work-to-Rule means that those participating agree to keep their campus and off-campus activities within their contractual obligations. If one is “working-to-rule,” one does only what is required in the strictest description of one’s job as it is listed in the contract and/or in an E-7 (the Professional Staff Position Description). By engaging in this job action, the MCCC hopes to bring attention to our fight for a fair contract.

Work-to-Rule means that **you do all** duties specified in the contract.  
It means that **you do not** do anything “extra.”

### **Faculty MUST:**

- Prepare and teach classes and labs
- Hold office hours
- Meet with advisees
- Attend department and division meetings
- Do work for which they have received reassigned time
- Attend committee and other college service meetings (from your E5)

### **Professional Staff MUST:**

- Perform all, and only, the duties specified in their E-7 – the Professional Staff Position Description. You should have a copy of that form on hand and abide by it.
- Meet with advisees
- Attend committee and other college service meetings (from your E5)

### **Faculty and Professional Staff SHOULD:**

- Insist on all benefits, even tiny benefits, provided by the contract (comp time, mileage, personal days, etc.)
- Faculty should limit themselves to the 18 advisees required by contract
- Faculty should enforce the contract by not taking overloads in course preps

### **Standard Work-to-Rule Practices:**

- No volunteering for additional duties and extra projects
- Attend meetings but then vote to adjourn them, or table all agenda items until the next meeting
- No attending celebrations
- No activities supporting the administration
- No volunteer search committees
- No volunteer recruiting
- No volunteer tutoring
- No volunteer orientation work
- No college service work after hours

### **If your supervisor directs you to perform duties in violation of Work-to-Rule:**

- You must comply.
- But, report this immediately to the Chapter Grievance Coordinator to determine whether a grievance should be filed.

In general, whenever your supervisor issues a directive—even one you feel violates the contract—you should follow it and then explore whether a grievance is appropriate afterwards. (“Work now, grieve later”)

If you have any questions about how certain activities and duties are impacted by Work-to-Rule, please contact your Chapter President, MCCC Director or other Contract Action Team designee for your campus.

### **Email Communications – Faculty**

- Traditional didactic (non-online) or clinical/lab instructor: faculty are required to hold 4 "in-office" office hours and faculty are not required to contact or communicate with students outside posted office hours.
- Faculty who teach distance ed (online) courses as part of their full-time workload have been approved for one on-line office hour and in that case, they are required to communicate with students outside of the traditional “in-office” office hour for that online office hour.
- If a faculty member has noted in their approved course materials that they will communicate with students by email outside of “in-office” office hours, then they will have to comply with whatever they put in their syllabus.

### **Email Communications – Advising**

For the advising process, the contract mandates that advising can be done during office hours; however, colleges have different policies about the advising process. For example, some colleges have an advisee day in which there are no classes. Unit members would be required to fulfill their advising responsibilities on advisee days.

### **Email Communications – Employee and Employer**

The contractual communications between unit member and employer are covered in Article 18 for **contractual** notices and communications (see below); however, there could be email communications that have been implemented regarding college policies which are not contractual or email/verbal communications that have been implemented regarding attendance, class cancelation, etc.

### **18.01 Written Notices, Communications, Etc.**

All notices, recommendations, reports and official communications required by this Agreement shall be in writing and shall be deemed to be given if delivered by hand; if mailed certified mail, return receipt requested first class mail or, by facsimile transmission, and addressed to the person concerned at the address as shown on the records of the College or if to administrators of the College or the Employer to their regular place of official business.