

*The Glendale College Guild and the Glendale Community College District agree to change Article VI of their collective bargaining agreement as follows:*

### **Section 1. Basic Hours**

~~Each full-time instructor, college nurse, faculty coordinator, counselor, librarian, specialist, faculty facilitator and student personnel worker shall remain on campus daily, Monday through Friday, a minimum of thirty-five (35) hours per week. All individual daily schedules (including office hours) shall be submitted to the appropriate Vice-President Superintendent/President for approval. All faculty employees shall spend as much time as necessary, both on campus and off campus, to properly perform their instructional and professional duties, including but not limited to preparation and planning; professional reading; reviewing and evaluating students' work, and conferring with students, administration and staff and attending to department, college, and committee duties and meetings. In addition, contract faculty shall spend as much time as necessary, both on campus and off campus, to perform professional duties including, but not limited to curriculum development, governance participation, and attending to department, division, college, and committee duties and meetings. In performing these duties, contract faculty may be obligated to be present on campus during a Monday, Tuesday, Wednesday, Thursday, and/or Friday, regardless of whether their primary assignment is a 4-day schedule. Non-scheduled hours may be fulfilled off-campus.~~

**During their work year, each full-time faculty member in Student Services shall be scheduled for a minimum of thirty-five (35) hours per week. Some of these scheduled hours may be performed off-campus, with the approval of the Vice-President of Student Services or designee. Contract faculty in Student Services who are working less than full-time during their work year, shall have the amount of these scheduled hours reduced proportionally.**

Full-time employees are expected to devote themselves to their college duties on a full-time basis; accordingly, no full-time employee may engage in personal business activities or perform personal services for compensation during hours in which the employee would normally be expected to be occupied with his/her College responsibilities. No full-time employee shall work more than six (6) hours of hourly overload pay (Appendix B) assignments per week over any one semester (including intersessions), unless advance written approval is obtained from the appropriate vice-president. Authorization by the appropriate vice president to exceed this six (6) hour limit shall only be given after other eligible, and qualified contract employees have been offered and have refused the assignment. This language is not intended to apply to provisions of this contract related to extra pay for teaching large classes. Contract hours on Monday through Friday that are outside the traditional day schedule (8:00 a.m. - 4:30 p.m.) shall be assigned without consent only in those instances where enrollments in day classes do not meet minimum standards or evening hours have been advertised as part of the assignment on initial hire. Assignments to classes outside the Monday through Friday schedule shall be made only with the consent of the instructor.

### **Section 2. Four Day Work Week**

Faculty members may have the option of fulfilling their basic ~~35-hour~~ **on-campus primary assignment in a four-day work week, four (4) days** provided the faculty member performs a portion of their full-time contract outside of the standard 8:00 a.m. - 4:00 p.m. schedule or on Saturdays. **No faculty member is guaranteed a four-day work week.**

#### **A. Instructional Work Week**

Instructional programs shall additionally meet the following guidelines:

- 1. All division chairs shall remain on a Monday through Friday work week.** ~~Each Division shall have no more than 1/3 of the number of contract faculty on the four-day week in a given semester.~~
2. Priority in assignments and specific days off shall be recommended by the Division Chair and approved by the Vice President of Instructional Services.
3. In the case of schedule conflicts, **contract faculty maintaining a their five-day schedule shall have priority in class assignments.**
4. Program needs come first and take precedence over a flexible schedule.
5. The divisions shall develop an appeals procedure for disagreement between the Instructor and the Division that shall