

The Glendale College Guild and the Glendale Community College District tentatively agree to update language in their collective bargaining agreement as shown below:

1) APPENDIX B-21

~~Intersession pay for adjuncts loaded at 21 shall be the higher of the figures in Schedule B-21 and Schedule B-2012 at class II, step 6~~ **To be used to determine intersession pay in subjects loaded at 21.**

2) Article VIII, Section 13. Counselors

A. ~~Counselors' calendar month salaries shall be determined by their placement on the Instructor's Salary Schedule times the appropriate following ratio:~~

- ~~1. 1st year 1.010~~
- ~~2. 2nd year 1.040~~
- ~~3. 3rd year 1.070~~
- ~~4. 4th year 1.100~~
- ~~5. 5th year 1.130~~

~~NOTE: The initial placement on this ratio schedule shall be based on years of service in the District.~~

~~Effective July 1, 2013~~

~~Counselors' calendar month salaries shall be determined by their placement on the Instructor's Salary Schedule times the appropriate following ratio:~~

- ~~1. 1st year 1.0000~~
- ~~2. 2nd year 1.0196~~
- ~~3. 3rd year 1.0490~~
- ~~4. 4th year 1.0784~~
- ~~5. 5th year 1.1078~~

~~NOTE: The initial placement on this ratio schedule shall be based on years of service in the District.~~

~~Effective July 1, 2014~~

~~Counselors' calendar month salaries shall be determined by their placement on the Instructor's Salary Schedule times the appropriate following ratio:~~

1. 1st year 1.0000
2. 2nd year 1.0000
3. 3rd year 1.0285
4. 4th year 1.0573
5. 5th year 1.0861

NOTE: The initial placement on this ratio schedule shall be based on years of service in the District.

A. ~~The Reading Specialists' calendar month salaries shall be determined by their placement on the Instructor's Salary Schedule times the appropriate following ratio:~~

- ~~1. 1st year 1.010~~
- ~~2. 2nd Year 1.040~~
- ~~3. 3rd year 1.070~~
- ~~4. 4th year 1.100~~
- ~~5. 5th year 1.130~~

~~NOTE: The initial placement on this ratio schedule shall be based on years of service in the District.~~

~~Effective July 1, 2013~~

~~The Reading Specialists' calendar month salaries shall be determined by their placement on the Instructor's Salary Schedule times the appropriate following ratio:~~

- ~~1. 1st year 1.0000~~
- ~~2. 2nd Year 1.0196~~
- ~~3. 3rd year 1.0490~~
- ~~4. 4th year 1.0784~~
- ~~5. 5th year 1.1078~~

~~NOTE: The initial placement on this ratio schedule shall be based on years of service in the District.~~

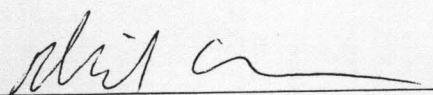
~~Effective July 1, 2014~~


~~The Reading Specialists' calendar month salaries shall be determined by their placement on the Instructor's Salary Schedule times the appropriate following ratio:~~

- ~~1. 1st year 1.0000~~
- ~~2. 2nd Year 1.0000~~
- ~~3. 3rd year 1.0285~~
- ~~4. 4th year 1.0573~~
- ~~5. 5th year 1.0861~~

~~NOTE: The initial placement on this ratio schedule shall be based on years of service in the District.~~

Date of Tentative Agreement 3/5/15

  
\_\_\_\_\_  
Michael Allen  
Chief Negotiator,  
Glendale College Guild

  
\_\_\_\_\_  
Ron Nakasone  
Chief Negotiator,  
Glendale Community College District



## Article VI HOURS

### Section 1. Basic Hours

All individual daily schedules (including office hours) shall be submitted to the appropriate Vice-President for approval. All faculty 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. 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.

**With the exception of on-line classes and Common Final exams, the official Final Exam Schedule for 13-week and 16-week classes shall place final exams on days of the week when the class in question normally meets. The official final exam schedule shall be published in the class schedule. Instructors may only reschedule final exams in their classes with prior approval from the appropriate vice president or designee.**

During their work year, each full-time faculty member in Student Services shall be on-duty for thirty-five (35) hours per week. Some of these on-duty 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 on-duty hours reduced proportionally.

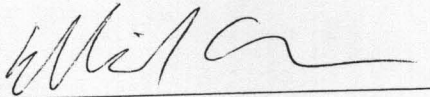
Full-time employees are expected to devote themselves to their college duties on a full-time basis; accordingly, no full-time employee may engage in personal business activities or perform personal services for compensation during hours in which the employee would normally be expected to be occupied 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 the case of Institute Day, Commencement, Final Exams, and 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.

Faculty who are not division chairs or assistant chairs and do formal observations outside of this traditional day schedule, as part of the evaluation of another faculty member, shall be paid from the non-instructional salary schedule (B3) for one and one-half (1½) hours per observation with the approval of the appropriate vice president or designee.

Date of Tentative Agreement: 3/12/15



Michael Allen  
Chief Negotiator  
Glendale College Guild



Ron Nakasone  
Chief Negotiator  
Glendale Community College District



## ARTICLE XII FACULTY SERVICE AREAS

### Section 1. Minimum Qualifications as Faculty Service Areas

For purposes of Education Code Sections 87743, 87743.1, 87743.2, 87743.3, 87743.4, 87743.5, 87744, and 87745 the list of "Faculty Service Areas" (FSA) in the Glendale Community College District shall be the same list as the Disciplines List of Minimum Qualifications as defined by the Board of Governors in compliance with Education Code Section 87356, 87357, 87358, and 87359. A faculty member shall be considered "qualified and competent" in an FSA if the faculty member satisfies any one of the following:

- A. Possesses the minimum qualifications or equivalency for hire for the discipline of the FSA as defined on the GCC Disciplines List;
- B. Grandparented by any Lifetime California Credential for the discipline of the FSA;
- C. Met the minimum of three years of practical work experience in the discipline, if such is part of a vocational certificate program.

### Section 2. Faculty Service Area Committee

~~A standing Faculty Service Areas Committee shall be formed composed of two (2) Guild representatives, two (2) Senate representatives, and one (1) administrative representative. The two Guild representatives are appointed by the Executive Committee of the Guild. The two Senate representatives are appointed by the Executive Committee of the Senate. The administrative representative is appointed by the appropriate Vice President.~~

### Section 3 2. Petitioning a Faculty Service Area

Forms for petitioning of an FSA are available in the Office of Human Resources. It shall be the responsibility of the employee to provide the district with all documentation necessary to substantiate the claim of qualification and competence. This documentation shall be attached to the petition.

~~If the basis for the of an application is the set of for an additional FSA may be on either minimum qualifications or equivalency, listed on the GCC Disciplines List, then the Office of Human Resources sends the complete petition to the FSA Committee, which shall make its decision and sign the FSA Committee Worksheet. The complete petition, together with worksheet, shall be returned to the Office of Human Resources, which will inform the applicant of the decision.~~  
In either case, a completed application is submitted to the Office of Human Resources for an initial review. For applications that clearly meet the GCC Academic Senate defined minimum qualification requirements of the new FSA, the Office of Human Resources shall grant approval.

If the basis for the application is an equivalency or if the Office of Human Resources cannot make a clear determination that the candidate meets the minimum qualifications, then the Office of Human Resources will send the completed application through the appropriate channels as specified in the GCC Policy on the Equivalence to Minimum Qualifications (See IV B and Sec III A) shall be forwarded to the Senate Equivalency Committee as specified in Administrative Regulation 7131, Equivalence to Minimum Qualifications (See IV B and Sec III A). The Senate Equivalency Committee shall make its decision and sign the Equivalency Worksheet. The completed application together with the worksheet shall be returned to the Office of Human Resources.

When the Office of Human Resources has received the decision from the Equivalency Committee and the equivalency procedures are completed, the decision and the applications are forwarded to the FSA Committee to make sure that due process was followed. The FSA Committee shall return the petition, together with the signed FSA Committee Worksheet, to the Office of Human Resources, which will inform the applicant of the decision.

### Section 3. Limitation of FSAs for Adjunct Faculty

Although the same FSA petitioning process applies to both contract and adjunct faculty, the granting of an FSA does not convey any "bumping rights" to adjunct faculty. Rehire rights are defined in Article VI, Section 21 of this bargaining unit contract and shall not apply to assignments in disciplines where the adjunct faculty member has not been regularly scheduled over the previous two semesters or in a discipline where the faculty member has not yet been evaluated.

### Section 4. Appeal Process

An applicant may appeal an FSA decision. However, before the appeal is filed, the guidelines in the Equivalency Policy Administrative Regulation 7131, Equivalency to Minimum Qualifications that explain the difference between an appeal and a re-application should be read carefully. If the applicant decides to appeal the decision, he/she must inform the Office of Human Resources, which will follow the appeal guidelines in Sec V of the GCC Policy on the Administrative Regulation 7131, Equivalency to Minimum Qualifications.

When the Office of Human Resources has received the appeal decision from the appropriate Equivalency Committee, it will be forwarded to the FSA Committee to make sure that due process was followed. The FSA Committee shall return the complete petition, together with a second signed FSA Committee Worksheet, to the Office of Human Resources, which will inform the applicant of the final decision.

### Section 5. Faculty Service Areas for New Employees

Within sixty (60) days of hire the district shall provide each new contract and adjunct faculty employee a list of those Faculty Service Areas in which he/she is placed as determined by the employee's records on file with the District. The Office of Human Resources will notify the new employee of FSA's granted based on and the minimum qualifications listed in the GCC Disciplines



List. New employees will be given the opportunity to notify the Office of Human Resources of all Faculty Service Areas that they qualify for through minimum qualifications at the time of hire. If the employee believes that he/she qualifies for an FSA through equivalency, a petition for that FSA must be submitted following the guidelines in Section 32 of this document.

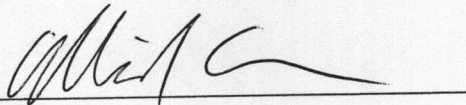
**Section 6. Notification by District**

The District shall notify each contract and adjunct faculty member that they may petition to add an FSA by the dates stated in Section 7 of this article. Notification will be sent September 15th for Fall and March 1st for Spring each academic year.

**Section 7. Last Day to Apply**

Notification ~~FSA applications~~ shall be sent accepted by the Office of Human Resources twice a year with deadlines of October 31st and April 15<sup>th</sup> of each year, to be implemented the subsequent session semester.

Date of Tentative Agreement: 3/12/10



Michael Allen  
Chief Negotiator  
Glendale College Guild



Ron Nakasone  
Chief Negotiator  
Glendale Community College District

**DIVISION CHAIR ADMINISTRATIVE EVALUATION**

Division Chair's Name:	Date:	Division
Evaluator's Name:	EX = Exceeds Expectations	UN = Unsatisfactory
	MT = Meets Expectations	NA = Not Applicable
	NI = Needs Improvement	NO = Not Observed

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.

**EVALUATION CRITERIA**

	EX	MT	NI	UN	NA	NO
Knowledge and Experience						
1. Is knowledgeable about <u>Complies with</u> federal, state and local policies/regulations as related to areas of responsibility.						
2. <u>Ensures the Division meets Accreditation Standards</u>						
3. <u>Manages the division's budget</u> Understands District Budget goals and implements effectively within area of responsibility						
4. Understands <u>Adheres to</u> District personnel policies and <u>collective bargaining agreements and</u> implements them effectively within areas of responsibility.						
5. Demonstrates technical-competency <u>familiarity</u> in the areas of assignment <u>assigned</u> .						

Narrative Comments (Required for EX, MT, NI or UN):

	EX	MT	NI	UN	NA	NO
Planning and Organizing						
6. Plans and advocates effectively for programs and services within assigned area of responsibility.						
— Demonstrates organizational and planning skills in making proposals and taking action.						
— Identifies needs, analyzes plans to meet needs, coordinates work effectively utilizes staff and equipment						
— Develops achievable objectives						
7. <u>Ensures that Program Review is complete, informative and submitted in a timely fashion.</u>						
8. <u>Utilizes Program Review to identify needs and recommend changes based on data.</u>						
9. <u>Incorporates SLOs/PLOs data into division discussion of student success, curriculum and resource requests.</u>						
10. <u>Develops student-focused schedule utilizing FTEF allocation.</u>						
11. Effectively schedules courses to meet the needs of students <u>Submits schedule rollovers and changes by the deadlines mutually-agreed upon between the Division Chairs and Administration.</u>						
12. Tracks instructional loads <u>faculty work loads</u> and oversees absence reporting						
Prepares and revises division course outlines						



Narrative Comments (Required for EX, MT, NI or UN):		EX	MT	NI	UN	NA	NO
<b><u>Leadership and Management</u></b>							
13. <u>Ensures that course outlines are developed, reviewed and updated as per policy/regulation</u>							
14. Assumes responsibility to carry out for the completion of assigned tasks and is accountable for actions taken.							
15. Understands, supports, and <u>Actively</u> participates in the college's shared governance process.							
16. Effectively chairs <u>all meetings including</u> the division meetings and hiring committees.							
17. <u>Completes evaluations as per policy/collective bargaining agreement.</u>							
18. Recognizes staff accomplishments of others.							
19. Fosters a consistent, productive work environment and builds morale.							
20. Counsels, guides and evaluates faculty and staff accurately in a timely manner.							
21. <u>Consults and communicates with administrator(s).</u>							
22. Supports academic freedom and encourages academic excellence.							
23. Collaboratively develops ideas and solutions to problems and follows through to coordinate implementation.							
24. <u>Works with faculty and staff to implement improvements, district priorities, and mandates.</u>							
25. Demonstrates initiative and creativity in problem solving activities within real <u>areas</u> of responsibility. Develops and implements new methods and ideas.							
26. <u>Creates environment that supports innovation and student success.</u>							
27. <u>Retains copies of syllabi and other course materials as required by Title 5/accreditation.</u>							
28. <u>Manages conflicts fairly and equitably in accordance with college policies and regulations.</u>							
29. <u>Manages students' requests and complaints fairly, equitably and in a timely manner.</u>							
30. <u>Responds promptly to queries, requests for assistance and project/tasks assigned.</u>							
Narrative Comments (Required for EX, MT, NI or UN):							
<b><u>Decision-Making</u></b>							
Handles staff disagreements and conflicts fairly, equitably and in a timely manner.							
Handles students' requests and complaints fairly, equitably and in a timely manner.							
Make decisions based upon sound research and appropriate staff input; foresees and evaluates impact of decisions.							
Maintains a total college perspective in reaching decisions.							
Narrative Comments (Required for EX, MT, NI or UN):							

	EX	MT	NI	UN	NA	NO
Oral and Written Communication						
31. Expresses views clearly and logically in written and oral communications.						
Provides prompt response/action to queries, requests for assistance and project/tasks assigned.						
Works effectively with subordinates, peers, superiors, other faculty and staff and community as appropriate.						
Narrative Comments (Required for EX, MT, NI or UN):						
<p>When determining the overall rating, please note:                      The Evaluation Criteria—Classroom Performance, Evidence of Student Learning, Relationship with Students, Staff and Colleagues, Approaches to Learning, and Professional Responsibility cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.</p>						
Exceeds professional standards						
Meets professional standards						
Needs to improve						
Unsatisfactory performance						
Summary evaluation including commendations and recommendations						
SIGNATURES						



Peer Chair	_____	Date	_____
CSEA Member	_____	Date	_____
Full-time Faculty	_____	Date	_____
Adjunct Faculty	_____	Date	_____
Evaluatee	_____	Date	_____

Signature of evaluatee does not constitute an endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.

Date of Tentative Agreement: 3/26/15

Michael Allen  
 Michael Allen, Chief Negotiator Guild

Ron Nakasone  
 Ron Nakasone, Chief Negotiator Glendale College

**DIVISION CHAIR COMPOSITE ADMINISTRATIVE EVALUATION**

Division Chair's Name:	Date:	Division
Evaluator's Name:	<u>EX = Exceeds Expectations</u> <u>MT = Meets Expectations</u> NI = Needs Improvement UN = Unsatisfactory NA = Not Applicable <u>NO = Not Observed</u>	

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.

**EVALUATION CRITERIA**

	EX	MT	NI	UN	NA	NO
Knowledge and Experience						
1. Is knowledgeable about <u>Complies with</u> federal, state and local policies/regulations as related to areas of responsibility.						
2. <u>Ensures the Division meets Accreditation Standards</u>						
3. <u>Manages the division's budget</u> Understands District Budget goals and implements effectively within area of responsibility						
4. Understands <u>Adheres to</u> District personnel policies and <u>collective bargaining agreements and</u> implements them effectively within areas of responsibility.						
5. Demonstrates technical competency <u>familiarity</u> in the areas of assignment <u>assigned</u> .						

Narrative Comments (Required for EX, MT, NI or UN):

	EX	MT	NI	UN	NA	NO
Planning and Organizing						
6. Plans and advocates effectively for programs and services within assigned area of responsibility. Demonstrates organizational and planning skills in making proposals and taking action. Identifies needs, analyzes plans to meet needs, coordinates work effectively utilizes staff and equipment						
Develops achievable objectives						
7. <u>Ensures that Program Review is complete, informative and submitted in a timely fashion.</u>						
8. <u>Utilizes Program Review to identify needs and recommend changes based on data.</u>						
9. <u>Incorporates SLOs/PLOs data into division discussion of student success, curriculum and resource requests.</u>						
10. <u>Develops student-focused schedule utilizing FTEF allocation.</u>						
11. <u>Effectively schedules courses to meet the needs of students</u> Submits schedule rollovers and changes by the deadlines mutually-agreed upon between the Division Chairs and Administration.						
12. Tracks instructional loads <u>faculty work loads</u> and oversees absence reporting						
Prepares and revises division course outlines						



Narrative Comments (Required for EX, MT, NI or UN):

	EX	MT	NI	UN	NA	NO
<b>Leadership and Management</b>						
<b>13. Ensures that course outlines are developed, reviewed and updated as per policy/regulation</b>						
14. Assumes responsibility to carry-out for the completion of assigned tasks and is accountable for actions taken.						
15. Understands, supports, and <u>Actively</u> participates in the college's shared governance process.						
16. Effectively chairs <u>all meetings including</u> the division meetings and hiring committees.						
<b>17. Completes evaluations as per policy/collective bargaining agreement.</b>						
18. Recognizes staff-accomplishments <u>of others.</u>						
19. Fosters a consistent, productive work environment and builds morale.						
20. Counsels, guides and evaluates faculty and staff accurately in a timely manner.						
<b>21. Consults and communicates with administrator(s).</b>						
22. Supports academic freedom and encourages academic excellence.						
23. Collaboratively develops ideas and solutions to problems and follows through to coordinate implementation.						
<b>24. Works with faculty and staff to implement improvements, district priorities, and mandates.</b>						
25. Demonstrates initiative and creativity in problem solving activities within real <u>areas</u> of responsibility.						
Develops and implements new methods and ideas.						
<b>26. Creates environment that supports innovation and student success.</b>						
<b>27. Retains copies of syllabi and other course materials as required by Title 5/accreditation.</b>						
<b>28. Manages conflicts fairly and equitably in accordance with college policies and regulations.</b>						
<b>29. Manages students' requests and complaints fairly, equitably and in a timely manner.</b>						
<b>30. Responds promptly to queries, requests for assistance and project/tasks assigned.</b>						
Narrative Comments (Required for EX, MT, NI or UN):						
<b>Decision Making</b>						
Handles staff disagreements and conflicts fairly, equitably and in a timely manner.						
Handles students' requests and complaints fairly, equitably and in a timely manner.						
Make decisions based upon sound research and appropriate staff input; foresees and evaluates impact of decisions.						
Maintains a total college perspective in reaching decisions.						
Narrative Comments (Required for EX, MT, NI or UN):						

13

	EX	MT	NI	UN	NA	NO
<p>Oral and Written Communication</p> <p>31. Expresses views clearly and logically in written and oral communications.                      Provides prompt response/action to queries, requests for assistance and project/tasks assigned.                      Works effectively with subordinates, peers, superiors, other faculty and staff and community as appropriate.</p> <p>Narrative Comments (Required for EX, MT, NI or UN):</p>						
<p>When determining the overall rating, please note:                      The Evaluation Criteria, Classroom Performance, Evidence of Student Learning, Relationship with Students, Staff and Colleagues, Approaches to Learning, and Professional Responsibility cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.</p>						
<p>_____ Exceeds professional standards</p>						
<p>_____ Meets professional standards</p>						
<p>_____ Needs to improve</p>						
<p>_____ Unsatisfactory performance</p>						
<p>Summary evaluation including commendations and recommendations</p>						
SIGNATURES						



Peer Chair \_\_\_\_\_ Date \_\_\_\_\_

CSEA Member \_\_\_\_\_ Date \_\_\_\_\_

Full-time Faculty \_\_\_\_\_ Date \_\_\_\_\_

Adjunct Faculty \_\_\_\_\_ Date \_\_\_\_\_

Evaluatee \_\_\_\_\_ Date \_\_\_\_\_

Signature of evaluatee does not constitute an endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.

Date of Tentative Agreement: 3/26/15

  
 Michael Allen, Chief Negotiator Guild

  
 Ron Nakasone, Chief Negotiator Glendale College

15

# **Division Chair Administrative Evaluation**

## **Assessment of Evaluatee by Immediate Supervisor**

**I. Please submit a commendation/recommendation which takes into consideration, but is not limited to the following:**

1.) Accomplishments based on college goals and area responsibility:

2.) Meets or exceeds items on job description:

3.) General comments on any or all of the following areas:

a.) Ability to meet deadlines mutually-agreed upon between the Division Chairs and Administration:

b.) Leadership skills:

c.) Self-evaluation:

d.) Peer evaluation or public persona including community, statewide or national participation:

## **II. Additional Comments**



[Empty rectangular box for comments]

**III. Comments by appropriate Vice President**

[Empty rectangular box for comments]

**I have read this evaluation and discussed it with my supervisor**

\_\_\_\_\_  
Name Title Date

Prepared by:

\_\_\_\_\_  
Name Title Date

Date of Tentative Agreement: 3/26/15

Michael Allen  
Michael Allen, Chief Negotiator Guild

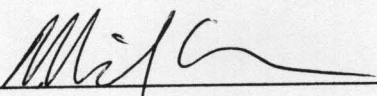
Ron Nakasone  
Ron Nakasone, Chief Negotiator Glendale College

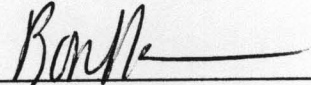
Side Letter Agreement Between  
Glendale Community College District and  
The Glendale College Guild

The college's Load Bank program is defined in Article VI (Hours), Sections 9 through 12 of the collective bargaining agreement. In addition, Article VI, Section 4 provides for distributing load between semesters when a faculty member may teach more or less than his/her required load in one semester and makes up the difference in the subsequent semester. This provision requires the excess or deficit of time worked to be resolved by the following academic year. The period of time to make the adjustment may be extended, in exceptional circumstances, at the discretion of the college.

The college has not been enforcing the use of any banked time earned by the following academic year in accordance with Article VI, Section 4 of the contract. As a result, some instructors have accumulated up to 6 hours in an internal load bank. To allow these employees sufficient time to use these hours, the college and the Guild agree to extend the use of these hours to the Fall 2016 semester.

Tentative Date of Agreement: 4/30/15

  
\_\_\_\_\_  
Michael Allen  
Chief Negotiator, Guild

  
\_\_\_\_\_  
Ron Nakasone  
Chief Negotiator, Glendale College



ARTICLE VI  
HOURS

Section 16. Assignment Limitations

A. No instructor shall be assigned more than two (2) consecutive lecture hours without his/her consent.

B. No instructor shall be assigned a regular class schedule which on any one day spans more than seven (7) hours, with the exception of extended day assignments, situations where the employee consents to the extended schedule, or situations where there is no reasonable alternative within the existing staff.

C. An instructor shall not at any one time be assigned classes requiring more than three (3) distinctly different preparations, except when the instructor consents or when there is no reasonable alternative to fill the full work load of full time instructors.

D. Faculty members who have a portion of their regular teaching load in the evening shall have that condition reevaluated each semester.

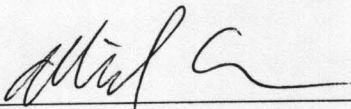
E. Faculty members shall not be assigned online or hybrid courses without their consent. Only faculty members who complete a training course, approved by Glendale Community College's Committee on Distance Education (CoDE) for online and hybrid courses, shall be offered such courses.

F. A faculty member who creates a new course, or converts an existing course to online or hybrid shall maintain the right of first refusal to teach that course for four (4) consecutive primary semesters, provided that:

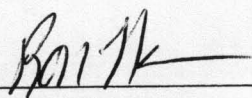
1. there is adequate enrollment to offer the course and;
2. the faculty member does not receive an unsatisfactory evaluation, and
3. the faculty member has completed training approved by CoDE.

G. No contract instructor shall be assigned distance education (fully online and/or hybrid) courses for more than 67% of his/her load.

Date of Tentative Agreement: 5/14/15



Michael Allen  
Chief Negotiator  
Glendale College Guild



Ron Nakasone  
Chief Negotiator  
Glendale Community College District

Article VI. Hours

Section 3. Intersession - Pay

A. Instructional Contract Employee

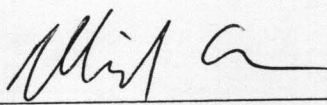
In accordance with the approved calendar, the District may offer up to three intersessions ("short session"). Instructors who are paid under Appendix A during the regular academic year shall be paid by schedules B-14 through B-24 of this agreement. These schedules are based on the load of their discipline and shall be limited to a maximum of step 8. Schedule B-2012 which is fixed and not subject to future changes will be used in lieu of Schedule B-21 until the Class II, step 6 rate in the B-21 table exceeds the Class II, Step 6 rate in the Schedule B- 2012. Schedule B-2012 will also be used in lieu of Schedule B-24 until the Class II, Step 6 rate in the B-24 table exceeds the Class II, Step 6 rate in Schedule B- 2012.

The number of hours that constitute a full-time teaching load during any week within an intersession shall be six (6) times the number of hours on the teaching load chart in Article VI, Section 4 divided by the number of weeks in the course. Any lecture or laboratory hours in excess of said load shall not exceed six (6) hours per week, except by special approval of the Vice President of Instructional Services.

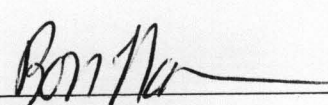
Effective July 1, 2013

~~In accordance with the approved calendar, the District may offer up to three intersessions ("short session"). All instructors shall be paid under the appropriate schedule in Appendix "B" of this agreement based on the load for that subject. The number of hours that constitute a full-time teaching load during intersession shall be six (6) times the number of hours on the teaching load chart in Article VI, Section 4. Any lecture or laboratory hours in excess of said load shall not exceed six (6) hours per week, except by special approval of the Vice President of Instructional Services.~~

Date of Tentative Agreement: 5/14/15



Michael Allen  
Chief Negotiator  
Glendale College Guild



Ron Nakasone  
Chief Negotiator  
Glendale Community College District



## ARTICLE VI HOURS

### Section 10. Load Banking for Instructors

A contract instructor, with the recommendation of the division chairperson and approval of the Vice President of Instruction, who accepts a teaching overload of twenty (20) percent or less of her/his regular semester teaching assignment, may elect to "bank" those hours in lieu of additional compensation subject to the following provisions:

A. Any hours in excess of this twenty (20) percent shall be compensated at the instructor's overload rate from Appendix B.

B. The employee must designate hours to be banked prior to the beginning of the semester that they are earned.

C. An employee who is banking in excess of ten (10) percent shall schedule an additional office hour per week that semester.

D. Banked hours may be used to reduce an employee's workload an equivalent number of hours at the contract rate of pay. An employee who has banked a sufficient number of hours may use them to take off completely up to two (2) semesters in any three (3) year period at full pay and benefits. These semesters may be consecutive. An employee may not accrue more banked hours than the equivalent of two (2) semesters.

E. An employee may not receive compensation in excess of his/her regular salary for any combination of teaching and using banked hours.

F. An employee must notify the division chairperson and District of her/his intention to use banked hours by the due date of the first rollover schedule for that semester.

G. If the utilization of banked hours would jeopardize the educational program in a discipline, the District may postpone an employee's using the banked hours for one semester.

H. If two (2) or more employees from the same discipline desire to use banked hours and the District determines that not all can be accommodated, first priority shall be given to those employees who have not previously used banked hours. Further determination shall be based on seniority.

I. Banked hours may be used in conjunction with a sabbatical leave. However,

the compensation from such a combination shall not exceed the employee's regular salary. In addition, the duration of paid leave from such a combination shall not exceed one year.

J. Health and welfare benefits and STRS contributions shall be the same as if the employee's total assignment, including the banked hours, had been worked. Banked hours shall count toward retirement and shall be considered paid District service during the period that they are used.

K. An employee who reduces his/her workload by using banked hours shall have office hours and other such obligations reduced proportionately.

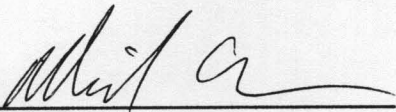
L. In the event of an employee's resignation, termination, retirement, or death, the District shall reimburse the employee or her/his estate the current hourly rate of compensation for any unused banked hours. These are the only instances where banked hours can be cashed out.

M. The District shall provide ~~an annual statement of~~ online access to the number of accumulated banked hours for ~~to all~~ instructors.

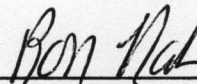
N. Banked hours may be earned during regular sessions and intersessions. However, an employee may not use banked hours during intersessions for the purpose of receiving pro rata pay. Banked hours may be utilized to meet Fall and Spring load requirements but may not be used ~~to utilize in~~ intersessions.

O. Banked hours shall not be transferred, lent, or assigned between employees.

Date of Tentative Agreement: 4/30/15



Michael Allen  
Chief Negotiator, Guild



Ron Nakasone  
Chief Negotiator, Glendale College



ARTICLE VIII

SALARIES

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Section 17. Paydays

Pay warrants for regular contract instructors, counselors, librarians, faculty coordinators including nurses and student personnel workers, specified in Section 1 of this Article shall be issued by the first (1st) working day of the calendar month beginning in October and concluding in July with the July warrant (only) to be mailed by U.S. mail to the employee's last known address. The annual salary shall be divided equally among the ten (10) monthly pay periods. Reading specialists may be assigned to a ten (10) month contract in which case the pay periods shall be in accordance with this provision.

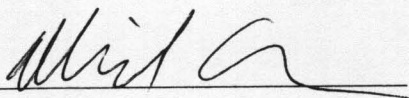
Pay warrants for contract counselors shall be issued by the first (1st) working day of the calendar month beginning in September and concluding in July with the July warrant (only) to be mailed by U.S. mail to the employee's last known address. They shall receive one tenth of their annual pay for service performed for months September through May. The tenth month of service shall be performed in June and August and shall be pro-rated for pay warrants issued the first (1st) working day of July and September.

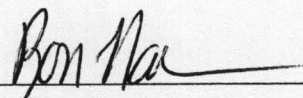
Pay warrants for faculty facilitators shall be issued by the first (1st) working day of each calendar month July through June. The annual salary shall be divided equally among the twelve (12) monthly pay periods. Librarians may be assigned to a twelve (12) month contract in which case the pay periods shall be in accordance with this provision.

All contract faculty shall have the option of their pay warrants being directly deposited into an account of their choice. Once designation to a particular account is made, it shall continue in subsequent years unless revoked in writing by the employee. All adjunct faculty shall have the option of their pay warrants being directly deposited into an account of their choice provided the following criteria is met: The employee has worked at least one-semester in each of the previous three school years or four consecutive semesters (excluding summer).

**If a faculty member does not receive their pay warrant or is significantly underpaid on their scheduled payday, the District shall issue the faculty member a check for the unpaid amount within 5 working days of notification, unless the District is unable to adhere to this timeline for reasons beyond its control. In this case, the District shall work with the Guild on a mutually agreeable solution.**

Tentative Date of Agreement: 5/20/15

  
\_\_\_\_\_  
Michael Allen  
Chief Negotiator, Guild

  
\_\_\_\_\_  
Ron Nakasone  
Chief Negotiator, Glendale College

ARTICLE III  
GUILD RIGHTS

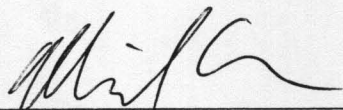
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Section 16. Right to Negotiate

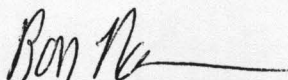
The District shall not implement any changes in wages or other terms and conditions of employment (as defined in Government Code Section 3543.2) for Guild bargaining unit members, until said changes have been ratified by the Guild and approved by the Board of Trustees, or after all necessary steps in the impasse process (as described in Government Code Section 3505.7) have occurred.

Tentative Date of Agreement:

5/21/15



Michael Allen  
Chief Negotiator, Guild



Ron Nakasone  
Chief Negotiator, Glendale College



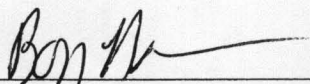
ARTICLE VIII  
SALARIES

**Section 24. Definition of Parity**

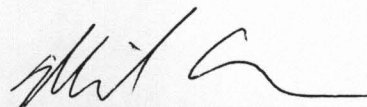
It is the long-term goal of the Guild and the District to achieve pay parity between contract instructors and adjunct instructors. Pay parity for contract and adjunct instructors will be achieved when their pay rates are identical during intersessions, and when there are equitable adjunct instructor pay rates during the Fall & Spring semesters.

In recognition of the greater responsibilities required of contract instructors, adjunct instructor pay rates per classroom hour during Fall & Spring semesters will be deemed equitable when they are 87.5% of the pay rates per classroom hour of contract instructors (with the same step, column, and load).

DATE: 5/21/15



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Ron Nakasone, Chief Negotiator  
Glendale Community College District



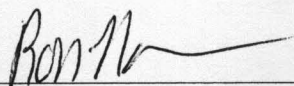
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Michael Allen, Chief Negotiator  
Glendale College Guild

SIDE LETTER AGREEMENT BETWEEN  
GLENDALE COMMUNITY COLLEGE AND  
THE GLENDALE COLLEGE GUILD

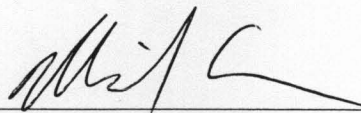
The Guild and the District agree to the following:

The B-1 Schedule (Parity Schedule) and B-2 (Non-Parity Schedule) shall maintain the 0.5% increase implemented in the spring 2014 semester.

DATE: 5/21/15



Ron Nakasone, Chief Negotiator  
Glendale Community College District



Michael Allen, Chief Negotiator  
Glendale College Guild