

Guild to District, Sept. 10, 2015


Article VII, Section 12. Long Term Contract Substitutes and Temporary Contract Substitutes

A. An employee elected to a probationary status following service as a Long Term Contract Substitute or Temporary Contract Substitute shall be given credit in placement on the salary schedule for such service provided that the total of previous experience or other eligible criterion does not exceed the usual allowance for outside employees elected to positions in the District.

B. Long Term Contract Substitutes and Temporary Contract Substitutes shall be subject to and entitled to all salary provisions as per probationary and permanent employees.

**C. It is recommended that each academic division and organizational unit develop its own "substitute policy" for the fair distribution of opportunities to work as a substitute, and shall publicize its policy to all faculty in that division or organizational unit. In the absence of such a policy, Instructional Division Chairs shall have the authority to assign substitute work within their division.**

DATE: 9/17/15

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

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

PROPOSED MEMORANDUM OF UNDERSTANDING

**ITEM #1:**

There shall be a 1.75% increase in the dollar amounts of the salary schedule in Appendix "A", and a 2.75% increase in the dollar amounts of all other stipends and salary schedules for the Guild bargaining unit, retroactive to July 1, 2015. An additional increase of 2.75% shall be applied to all schedules and stipends effective July 1, 2015 through June 30, 2016.

>>>>>

**ITEM #2:**

a) Retroactive to July 1, 2015, Article VIII shall be amended as follows:

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Section 11. Career Increments

Faculty will advance for career longevity increments after reaching the 13th step on the salary schedule after serving three (3) years at each step up to the following terminal limits: Class II (Step ~~16~~ **19**), Class III (Step ~~19~~ **22**), Class IV (Step ~~22~~ **25**) and Class V (Step 31) as indicated on Appendix "A". **Each additional longevity step in these columns will be an increase of 2.88%.**

b) Effective 2016, the \$165,000 District contribution to the subsidy pool for adjunct health insurance buy-in shall increase by \$16,500, and the maximum annual subsidy per adjunct faculty member shall increase to \$3,300 per year.

c) *Pay for contract substitute work shall continue to be paid from the A schedule, but all types of adjunct substitute work shall be paid from the B1 schedule. Also, adjunct faculty in the Verdugo Fire Academy shall be paid from the B1 schedule. To clarify these rules, the following note shall be listed below Schedule A in the contract:*

**Schedule A applies to contract faculty work, including work as a contract substitute.**

*In addition, the note following Schedule B1 in the contract shall be amended as follows:*

Schedule B1 applies to part-time credit and non-credit instructional faculty during Fall and Spring semesters, hourly faculty teaching classes which are 6 weeks or longer, **short-term and long-term substitutes, faculty**

working in the Verdugo Fire Academy, faculty working in the Fitness Center, and faculty working the PACE program.

*Finally, the note following Schedule B2 in the contract shall be amended as follows:*

Schedule B2 applies to part-time counselor, librarian, and hourly faculty teaching classes which are shorter than 6 weeks, ~~short-term substitutes,~~ and office ~~conference~~ hour pay

d) Appendix B (overload hourly pay rates) in the collective bargaining agreement shall be replaced by a copy of Appendix B2 (adjunct hourly pay rates without parity), so that pay rates for contract faculty overload match the pay rates for other contract employees of the college when they teach overload.

e) Effective with the Spring, 2016 semester, Article VI shall be amended as follows:

...

### Section 3. Office Hours

#### A. Office Hours Full-Time Faculty

Each full-time instructor shall maintain a minimum of five (5) hours (60 min) a week as office hours for student consultation distributed over at least 4 days, and that information shall be posted by the instructor on their office door, **included on their course overview**, submitted to their Division Chair(s), and made known to students in each class. Each instructor not teaching online or hybrid courses shall hold a minimum 80% of their office hours on campus, while the remainder may be offered online. Each instructor teaching online or hybrid courses **may hold online office hours in the same proportion as their online or hybrid classes to their teaching load** shall hold a minimum of 40% of their office hours on campus, while the remainder may be offered online. ~~Conferencing time~~ **Office hours** may be offered in blocks no shorter than fifteen (15) minutes each. No more than two (2) hours of **office hours conferencing**, either on campus or online, shall be scheduled on any given work day.

**For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online.**

#### B. College Hour

Contract faculty shall not be required to ~~or~~ conduct office hours between 12:20 p.m. and 1:30 p.m. on Tuesdays and Thursday. Faculty may schedule office hours between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesday if they do not have a committee obligation at that time. Contract instructional faculty may only be scheduled to teach between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesday with prior authorization from the Vice President of Instructional Services. A similar authorization may be obtained from Student Services faculty from the appropriate Student Services administrator.

#### C. Adjunct Faculty ~~Conferencing Times~~ **Office Hours**

1. Credit adjunct faculty members will be responsible for holding the ~~student conferencing~~ **number of office hours**, outlined on the table below, for fall and spring semesters only.

Weekly Student Contact Hours	Weekly <b>Office Hours</b> <del>student conferencing time</del>
3 - 5.5	0.67 hours ( $\frac{2}{3}$ hour)
6 - 8.5	1.33 hours (1 $\frac{1}{3}$ hours)
9+	2 hours

2. All ~~student conferencing~~ **office hours** are to be paid at the instructional rate of Appendix B2 Adjunct Hourly for semester classes. ~~Conference~~ **Office hour** pay shall be determined by taking the schedule placement X (from Appendix B2) weekly ~~conference~~ **office hours** x 17.5 divided by 5 = monthly pay for ~~conference~~ **office hours**. All adjunct faculty with a student ~~conferencing~~ **office hour** obligation will be required to post their ~~conferencing~~ **office hours** and meeting location(s) in their course overview or they may present this information to students in written form within seven days after the first day of instruction. Adjunct faculty who share an office on campus or have an office in an office suite must post their **office hours** ~~conferencing times~~ outside the office door.

3. Adjunct faculty may hold their ~~conferencing times~~ **office hours** in blocks of less than one hour, but adjunct faculty ~~conferencing time~~ **office hour** blocks shall not be shorter than fifteen minutes.

4. Adjunct faculty are not required to hold their ~~conferencing~~ **office hour** in an office. ~~Conferencing time~~ **Office hours** may be held in **any** reasonable on-campus location.

5. Adjunct faculty may hold all of their ~~conferencing time~~ **office hours online** ~~on the Internet~~ each week using software approved by the Academic Senate. **For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online.**

6. Adjunct faculty time blocks and locations shall be reviewed for contract compliance and approved by each division in a manner determined by the division.

7. Division offices shall keep available for public information the current scheduled conferencing times and locations for all adjunct faculty within the division.

8. Adjunct faculty may request of the appropriate division chair to waive their conferencing hour obligation for only one semester. The Office of the Vice President of Instruction may grant any ongoing waiver suspending the conferencing hour(s) obligation for an adjunct faculty member. Evaluations of an adjunct instructor's performance will include documentation regarding compliance with holding scheduled conferencing times. The fact that an adjunct faculty member has requested or received a waiver of the conferencing time shall not be mentioned in any official evaluation. Credit adjunct faculty paid on Appendix B1 who are also classified employees of the District will be responsible for holding conferencing times outside their normally scheduled work assignments.

9. District administrative, classified management, and confidential employees will be paid on Appendix B2 and qualify for office hours if they teach as a ~~credit~~ adjunct faculty.

DATE: 12/3/15  
Michael Allen

Ron Nakasone

Michael Allen, Chief Negotiator  
 Glendale College Guild

Ron Nakasone, Chief Negotiator  
 Glendale Community College District

**ARTICLE IX  
EVALUATION PROCEDURES**

**Evaluation of Faculty**

For tenured faculty members, evaluations shall be conducted at least once every three (3) years in accordance with Section 5. Evaluations are retained in the faculty member's file. For the tenured faculty members, evaluations which cannot be completed during the scheduled evaluation year due to the faculty member's approved leave shall be completed during the Spring semester of the following year.

For tenure track faculty members, evaluations shall be conducted at least annually in accordance with Section 7. Tenure track faculty members whose evaluations cannot be completed during the scheduled evaluation semester (due to the faculty member's approved leave) may have their evaluation in the spring. However, the original four-year timeline shall be maintained without modification in compliance with federal and state law.

For adjunct and hourly faculty members, evaluations shall be conducted in the first year of employment, and shall be done at least once every three (3) years of employment thereafter in accordance with Section 9.

For temporary contract faculty members, evaluations shall be conducted in the first year of employment in accordance with Section 8.

The above timeframes are not intended to limit or preclude, at any time, observations, and/or suggestions for improvements from the Division Chair **or Superintendent/President** or appropriate administrator, ~~Dean, Superintendent/President or the appropriate Vice President~~ in accordance with Section 17

**Section 1. Evaluation of Tenured Instructional Faculty Members**

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## ARTICLE IX EVALUATION PROCEDURES

### **Section 9. Evaluation of Adjunct (Hourly) Instructional or Student Services Faculty Members**

Evaluation schedules for the adjunct and hourly faculty members shall be coordinated by the Chief Human Resources Officer in cooperation with the appropriate Vice President or designee, ~~or Dean~~. Adjunct and hourly faculty members shall be evaluated in the first year of employment, and shall be done at least once every three (3) years of employment thereafter. If there is a break in service of two academic years, the faculty member shall be considered a new employee and shall be evaluated during the first semester of reemployment. The employee shall maintain their salary placement after returning from a break in service. Evaluations culminate in a written rating report which is retained in the faculty member's personnel file. Adjunct faculty members to be evaluated during a semester shall be notified during the first academic month of that semester.

All evaluation forms for adjunct faculty shall be found in Appendix "E." Evaluations shall be conducted by the appropriate Division Chair or **designee, or appropriate administrator** ~~person, Associate Dean, Dean, or designee~~, and shall normally be from the same department/division or organizational unit as the faculty member being evaluated. The evaluator shall assess the faculty member's overall performance, subject matter competence, and meeting established performance factors and standards for evaluation. The evaluatee shall submit to the Division Chair, or designee, an overview or syllabus for each course (to demonstrate that the faculty member is teaching the master objectives), a sampling of tests, district self-evaluation form (completion of this form is optional by the faculty member) and other relevant material as determined by the Division Chair or designee. Student complaints or other indicators of less than satisfactory performance can trigger an evaluation at any time.

An adjunct faculty member receiving an overall rating of either "needs to improve" or "meets professional standards" shall, upon his/her written request, be granted one additional evaluation during the regular six-semester cycle. The additional evaluation shall not change the evaluation cycle itself, which begins with the first evaluation.

The evaluator may conduct as many classroom observations as deemed necessary to assess the effectiveness of the instructor. The District Evaluation Form found in Appendix "E" shall be completed by the evaluator after census and forwarded it to the faculty member not later than 15 working days after the end of the semester.

For Instructional adjunct faculty members, student evaluations shall be conducted in random classes if the faculty member is assigned more than one course during the semester of evaluation, using the approved college forms. For Student Services faculty, student evaluations shall be administered according to individual schedules and services

Faculty	Time Period	Procedure
Adjunct Faculty	Fall/Spring	See Section 9
Tenure Track Faculty	Fall	See Section 7
Tenured	Spring	See Section 5
Temporary Contract	Fall	See Section 8

B. Student Evaluations for Student Services faculty members shall be distributed by Student Services staff to each student at the completion of an appointment or other meeting with each student. A minimum of fifty (50) evaluations or 30 percent proportion of a full time assignment shall be distributed, whichever is less.

1. Students shall complete the evaluation form in the reception area away from the faculty.
2. Students shall place the completed evaluation form in a secured box.
3. Student evaluations shall be conducted anonymously so as to protect the identity of individual students.
4. When a Student Services faculty member is evaluated for classroom performance, the process will follow the instructions in section 10. C. below.

C. Student Evaluations for Instructional faculty members shall be completed on the College forms and administered by a staff member from Instructional Services or a student volunteer appointed by the faculty member. The forms shall be placed inside the designated drop box in the Instructional Services Office. The Instructional Services' Office shall be responsible to summarize the forms. For tenure track faculty members evaluations shall be forwarded to the Chair of the Tenure Review Committee. For tenured, adjunct and temporary contract faculty members the evaluations shall be sent to the appropriate Division Chair or designee, who shall review the information and forward it to the faculty member and to the Office of Human Resources within timeframes identified.

Student evaluation summaries shall be kept confidential; the data shall be shared only with the faculty member involved, the review committee, the appropriate Division Chair (Note: In Health Sciences, the Associate Dean acts in the capacity of the Division Chair), and appropriate administrator. The Student Evaluation data for tenure track faculty shall remain the property of the Chair of the Tenure Review Committee during the tenure review process. All student evaluation summary forms shall be retained in the Office of Human Resources. A copy of the student evaluation forms may be retained in the Division's Chair office

When a faculty member's work is deemed unsatisfactory the appropriate **administrator** ~~Vice-President, Dean~~ may retain a copy of the student evaluations in their office until the next evaluation cycle. The original evaluations shall be returned to the evaluatee in the semester after the evaluation has been conducted and after grades have been posted. A summary of the student evaluations shall be retained in the personnel file in the Office of Human Resources. The evaluatee may append a statement of clarification regarding the

rendered. (See Article IX, Section 10.B for more information.) Student evaluations shall be conducted so as to protect the identity of individual students.

The evaluatee has the right to attach written comments to the student evaluations. Such comments may explain unusual circumstances in the evaluated courses. Student evaluation summaries shall be kept confidential; the data shall be shared only with the faculty member involved, the evaluator and/or Division Chairperson, **or appropriate administrators** ~~Associate Dean, or Dean~~. All original student evaluations shall be returned to the evaluatee at the end of the semester/term or after grades are submitted.

All evaluation data collected shall be forwarded to the Division Chairperson, or designee, who shall review the information and forward it to the faculty member and to the Office of Human Resources. Evaluation records, including the summary of the student evaluation, shall be retained in the Office of Human Resources and may not be duplicated without the consent of the faculty member.

In the event of an unsatisfactory evaluation, the adjunct faculty member may request an additional evaluation subject to Article II, Section 2.G. For this reevaluation, at least two (2) evaluators shall be selected, including the Division Chairperson ~~Associate Dean~~, or designee **or appropriate administrator(s)**, and a tenured peer faculty member selected by the Academic Senate. No faculty member may act as a reevaluator if they wrote the original evaluation, unless requested by the evaluatee. All new evaluation data collected shall be forwarded to the appropriate Vice President, who shall review all the evaluation forms and written reports, and provide a final written decision. Any further action deemed appropriate may include, but shall not be limited to, reevaluation the following semester and/or possible loss of future employment. The appropriate Vice President shall also determine whether the unsatisfactory evaluation is to be placed in the faculty member's personnel file.

## Section 10. Student Evaluations

### Classroom Evaluations

Evaluation by students is a relevant part of the faculty evaluation process. Faculty shall be notified in advance and with mutual consent of the date (with a maximum of three dates) on which the student evaluations shall be administered. No student evaluations should take place before census.

Students shall write the faculty member's name on the form, the current forms are attached hereto as Appendix "E". Any changes to the form must be subject to agreement by the Guild and the District.

A. The District shall implement the student evaluation process for each instructional faculty member under review. The faculty member being evaluated shall not be present for the survey.

## STUDENT EVALUATIONS



student summary. The evaluatee may have the option of having the individual student evaluations included in his/her personnel file along with the summaries.

Other than for the circumstances described above, additional copies of the student evaluation forms shall not be retained in any other College office.

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#### Section 14. Personnel Files

Information of a critical or derogatory nature shall not be entered into a faculty member's personnel file until the faculty member has been notified and given the opportunity to discuss the matter with the responsible administrator. If the item is then placed in the file over the objection of the faculty member, the faculty member shall have the right, within ten (10) working days, to also have included in the file her/his rebuttal to the item in question.

If the faculty member believes that the item is inappropriate, she/he may seek review and request that the item not be entered into the file, as follows:

A. The faculty member may first seek a recommended disposition from the appropriate administrator or Division Chair, ~~Associate Dean, Dean, or Associate Vice President.~~

B. Whether or not the faculty member has sought the Division Chair's **or appropriate administrator's**, ~~Associate Dean's, Dean's, or Associate Vice President's~~ view, and regardless of the substance of the recommendation, the faculty member may appeal the matter to the Superintendent/President. In order to be considered, this appeal must be filed within twenty (20) working days after the faculty member was notified of the item. The Division Chair's recommendation, if any, shall be attached to the appeal. The Superintendent/President shall make the final administrative determination within twenty (20) working days as to whether the material is to be entered into the file or excluded as inappropriate.

C. If the faculty member wishes to contest the matter further, she/he is entitled to present the matter to the Board of Trustees (in closed session) for final determination. In order to be considered, this appeal must be filed through the Superintendent/President's Office within ten (10) working days after the faculty member received the Superintendent/President's decision. The issue before the Board shall be whether the faculty member has demonstrated that the material is inappropriate. The Board shall make its determination within thirty (30) working days.

When dealing with Non-District persons or agencies, the District shall not furnish personnel file documents or copies, or permit physical access to personnel files, except upon permission from the faculty member or upon legal process. The District personnel who have access to personnel files are limited to the appropriate administrator or Division Chair, ~~Associate Dean, Dean, Associate Vice President or Vice President,~~ and the Superintendent/President. The faculty member shall be notified of any such action, unless the legal process requires otherwise.

### Section 15. Released Time Evaluation

Any evaluation done in relationship to any released time or extra pay assignment shall be applicable only to the specific task being evaluated and shall in no way impact on the faculty member's status within the District.

### Section 16. Joint Evaluations

If a faculty member other than the Division Chair is designated to perform the classroom observation portion of a faculty evaluation (full- or part-time) it is understood that the designated faculty member shall participate in preparing and co-sign the final evaluation before it is sent to the evaluatee . It is understood that in certain situations that there may not be perfect agreement between both the designated faculty evaluator and the Division Chair regarding the summary evaluation to be submitted. In those cases, the Division Chair's evaluation will take precedence and the contrary opinion of the designated faculty evaluator will be noted.


### Section 17. Miscellaneous

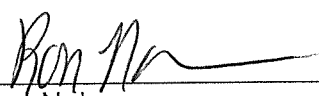
The above procedures are intended to deal with competency and overall performance effectiveness rather than with violations of law or instances of misconduct.

The above procedures are not intended to limit or preclude, at any time, observations, and/or suggestions for improvements from the Division Chair, **Superintendent/President or appropriate administrator.** ~~Dean, Superintendent/President or the appropriate Vice President.~~

Grievances arising under this Article shall be limited to a claim that the procedures of this Article have not been complied with and shall not contest the standards or judgments of the evaluators or the District.

Date of Tentative Agreement: 11/19/15

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

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

### Article VI Hours

#### Section 7. Stipends in Lieu of Released Time

For an assignment advertised as released time the released time by mutual agreement between the faculty member and the District may be exchanged for a comparable stipend. No more than 20% per semester of a released time assignment shall be eligible for this exchange.

The stipend amount shall be \$3500 for the equivalent of a 20% released time assignment. The chart below indicates the stipend amount for the released time for up to 20%. The faculty member receiving the stipend in exchange for released time cannot exceed six hours of overload pay as stated in Article VI Section 1. Assignment limitations.

Percentage of Released Time/Per Semester	Stipend Amount/Per Semester
5%	\$875
10%	\$1750
15%	\$2625
20%	\$3500

The request for stipend form must be completed and signed by the faculty member and signed by the division chair, ~~associate dean or dean, associate vice president as appropriate~~ and the appropriate **administrator** ~~vice president~~. The form must be submitted to Human Resources in the fall semester prior to the printing of the class schedule for a spring term and in the spring semester prior to the printing of the class schedule for a fall term. All stipends shall be paid at the end of the semester in which the work is performed.

Stipends awarded adjunct faculty to perform Ancillary Activities, as outlined in Article VIII, Salaries, Section 16 E, shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving them.

Date of Tentative Agreement: 11/19/15



Michael Allen  
Chief Negotiator, Guild



Ron Nakasone  
Chief Negotiator, Glendale College

## ARTICLE VII LEAVES OF ABSENCE

### Section 5. Discretionary Leaves

It is the intent of the District to ensure the integrity of the educational program while providing faculty members with opportunities to grow and develop.

Discretionary leaves may be paid or unpaid leaves. Each type of leave requires a process by which the faculty must apply for the leave.

Paid Discretionary Leaves include:

1. Catastrophic Illness/Injury Leaves,
2. Sabbatical Leaves,
3. Vacations
4. Pre-Retirement Reduction in Load Leave
5. Temporary Reduction in Assignment Leave

Unpaid Discretionary leaves include:

1. Unpaid Health Leaves
2. Unpaid Home Responsibility Leaves.
3. Personal Growth and Development Leaves
4. Faculty Enhancement Leave Resulting from Program Elimination or Downsizing

A form requesting the leave must be completed by the faculty and a copy submitted to the appropriate administrator or committee within the time frame specified by the leave section. At the same time, the faculty shall submit a copy of the leave request form to his/her division chair or immediate supervisor for informational purposes.

Faculty members receiving Unpaid Discretionary leaves are in unpaid status, and therefore do not receive compensation, health and welfare benefits, nor service credit provided by the College for retirement or other purposes.

It is the responsibility of the faculty member receiving an unpaid discretionary leave to contact STRS regarding the impact of the leave on retirement and to pay COBRA for extended medical benefits if desired.

Procedural requirements:

- a. Requests for Paid Discretionary Leaves must be submitted to the appropriate committee/administrator
  1. Catastrophic Illness/Injury Leave request submitted to the Catastrophic Illness Committee
  2. Sabbatical Leave request submitted to the Sabbatical leave Committee;
  3. Vacation request submitted to the appropriate supervisor;
  4. Pre-Retirement Reduction in Load Leave requests submitted to Human Resources and/or appropriate supervisor;
  5. Temporary Reduction in Assignment Leave requests submitted to the appropriate Vice-President.

b. Requests for Unpaid Discretionary Leaves must be submitted to the appropriate ~~Dean or Associate Dean~~ **administrator** and to the Office of Human Resources on the appropriate form provided by the District.

1. If requesting an unpaid health leave, the faculty member must submit a written statement by a licensed physician recommending the faculty member take a leave for health reasons must accompany a written request for an Unpaid Health Leave.
2. The initial request for an Unpaid Health Leave shall include anticipated beginning and anticipated end dates recommended for the health leave.
3. Human Resources shall forward the request to the appropriate ~~Dean~~ **administrator** who together with the appropriate program manager shall determine if the leave is granted based on the needs of the faculty member and the needs of the program.

Length of leave: An Unpaid Discretionary Leave may be granted for a maximum of two (2) full academic years. The length of the leave is conditional based on the request of the faculty and the needs of the program/District.

Approval Process: A discretionary leave request may be denied or restricted if it threatens the integrity of the educational program. If the appropriate ~~Dean or Associate Dean~~ **administrator** recommends approval for the leave, the application is forwarded to the Board of Trustees for approval.

If the appropriate ~~administrator Dean, Associate Dean~~ denies or restricts the leave, the faculty member or designee may appeal the decision within 15 working days of the denial.

- The appropriate Vice President shall hear the Appeal.
- The appropriate Vice President has 5 (five) working days to make a decision regarding the appeal.

Date of Tentative Agreement: 11/19/15



Michael Allen  
Chief Negotiator, Guild



Ron Nakasone  
Chief Negotiator, Glendale College

Guild to District -- Nov. 19, 2015

The Glendale College Guild and the Glendale Community College District agree to amend the glossary of their collective bargaining agreement by adding the two definitions below.

### Glossary

**Appropriate administrator:** The Vice-President of Instruction or any administrator under the direction of the Vice-President of Instruction for instructional faculty, and the Vice-President of Student Services or any administrator under the direction of the Vice-President of Student Services for student services faculty.

**Appropriate Vice-President:** The Vice-President of Instruction for instructional faculty, or the Vice-President of Student Services for student services faculty.

**Carnegie hour and unit:** In this document, the Carnegie definitions of hours and units are used as defined below.

Although Glendale Community College has adopted a compressed 16- week semester calendar, an hour is defined as a 50-minute hour used on an 18- week semester calendar unless otherwise noted.

For a one-unit academic course, the following hours would normally be expected:

16 hours of classroom time

32 hours of homework

48 hours total student learning time

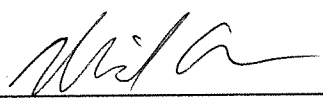
Many traditional academic courses award three units. The number of hours expected for such a course would be:


48 hours of classroom time

96 hours of homework

144 hours total student learning time

Agreed on: 11/19/15

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

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

## Article VIII Salaries

### Section 9. Initial Placement on Salary Schedule

#### A. Accredited Carnegie Units and Degrees

All units and degrees for initial placement on the salary schedule must be from an institution of higher education accredited by an agency recognized by the Council on Postsecondary Education. Each faculty member, hired by the District, shall receive a form explaining his/her initial placement on the salary schedule at the time initial processing for employment.

#### B. Experience Credit

Employees entering the District shall be given full service credit not exceeding seven (7) years experience. Seventy-five percent (75%) of all teaching days within each year must be taught before credit may be claimed. Part-time experience elsewhere shall be evaluated on the same basis as similar experience in the District. The maximum of seven (7) years experience may be granted for any combination of the following:

1. Previous teaching experience in the District or any public or private schools or colleges of recognized standing.
2. A maximum of one (1) year of military service with an honorable discharge may be counted towards teaching experience in placement on the salary schedule. A minimum of nine (9) months military service shall be required for a year's credit. Recognized branches of the service are: Army, Navy, Air Force, Marine Corps, Coast Guard, or full-time active duty in the National Guard.

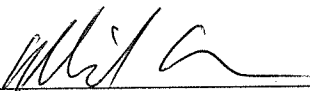
#### C. Pre-Employment Work Experience


Salary schedule credit may be granted to newly employed occupational/ vocational education instructors for pre-employment work experience based upon the following criteria:

1. Vocational/occupational experience must be related directly to the teaching assignment.
2. Placement of instructors on the salary schedule under the provisions of this Section shall be limited to those instructors who meet all of the following provisions:
  - a. The principal teaching assignments must be in the occupational/vocational programs or classes as defined by the District.
  - b. The teaching assignment in the occupational/vocational program must be in excess of fifty percent (50%) time as defined by the District.

- c. All pre-employment work experience must be verified on official letterhead stationery of the employer. The verification statement must include the dates of employment and the specific nature of the duties performed. Self-employment statements must be notarized. The Director, Human Resources may require additional verification evidence.
- d. Pre-employment work experience for salary schedule credit must be approved by the appropriate dean **administrator** and the Chief Human Resources Officer.
- e. Vocational teaching time used for student teaching credit may not be used for salary schedule credit.
- f. Less than half-time employment shall not be credited for salary schedule placement. Half-time or more than half-time may be credited as follows: Two (2) years of part-time experience equals one (1) year of full-time experience.
- g. Credit for pre-employment vocational/occupational experience may be granted only upon initial salary schedule placement.
- h. A maximum of three (3) years salary schedule credit for pre-employment vocational/occupational experience may be granted as follows:
  - (h-1) 2-3 years full-time experience = 1 year of credit.
  - (h-2) 4-5 years full-time experience = 2 years of credit.
  - (h-3) 6-9 years full-time experience = 3 years of credit.

Date of Tentative Agreement: 11/19/15

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

  
\_\_\_\_\_  
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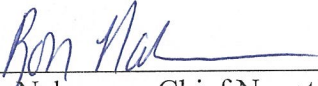


SIDE LETTER AGREEMENT BETWEEN  
GLENDALE COMMUNITY COLLEGE  
AND  
THE GLENDALE COLLEGE GUILD

**NON-CREDIT LOAD INCREASE**

The above-referenced parties agree to extend the temporary increase to the load in Non-Credit English as a Second Language – Continuing Education from 21 to 22, and in Business Computers – Continuing Education, Business Office Skills – Continuing Education, and Developmental Skills – Continuing Education from 24 to 25 for the Spring 2016 semester. For this semester full-time contract faculty in these subject areas shall earn banked time of one (1) load hour per semester. These load hours shall not count towards the current limit of banked time. Immediately after the Spring 2016 semester the load for these affected subject areas shall revert back to 21 and 24, respectively, and the associated banked time accrual shall end. During this time period, intersession pay shall remain as before, calculated on the B-21 and B-24 Schedules.

DATE: 9/24/15

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

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

The Glendale College Guild and the Glendale Community College District tentatively agree to modify their collective bargaining agreement as follows:

Article VIII, Section 15

....

J. The Division Chair for Student Services shall be given ~~fifty-five percent (55%)~~ released time and the corresponding stipend per month for ten months, **as indicated in the table below:**


FTE in Division	1 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55
Released time	45%	50%	55%	60%	65%	70%

An additional time (9) duty days are to be assigned. These additional duty days beyond 190 (for a total of 199 duty days) shall be mutually agreed upon between the Division Chair and the Vice President of Student Services. Compensation for service beyond the 190 days shall be based upon a daily rate of pay depending upon the individual's usual placement on the salary schedule and the Division Chair's pay schedule. The Division Chair's released time reductions are reviewed and approved each semester by the Vice President of Student Services.

DATE: 11/19/15

  
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Michael Allen, Chief Negotiator  
Glendale College Guild

  
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Ron Nakasone, Chief Negotiator  
Glendale Community College District

The Glendale College Guild and the Glendale Community College District tentatively agree to amend their collective bargaining agreement as indicated below:

Article VI. Hours

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Section 3. Office Hours

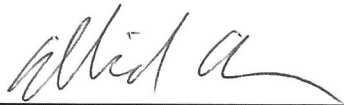
A. Office Hours Full-Time Faculty

**i. The District shall make available a secure personal storage space for faculty members. For adjunct faculty members, this may take the form of a locker or locked cabinet. For contract faculty members, this shall take the form of office space where each faculty member shall have their own desk and chair, their own computer with Internet access, and their own telephone with voicemail.**

ii. Each full-time instructor shall maintain a minimum of five (5) hours (60 min) a week as office hours for student consultation distributed over at least 4 days, and that information shall be posted by the instructor on their office door, submitted to their Division Chair(s), and made known to students in each class. Each instructor not teaching online or hybrid courses shall hold a minimum of 80% of their office hours on campus, while the remainder may be offered online. Each instructor teaching online or hybrid courses shall hold a minimum of 40% of their office hours on campus, while the remainder may be offered online. Conferencing time may be offered in blocks no shorter than fifteen (15) minutes each. No more than two (2) hours of conferencing, either on campus or online, shall be scheduled on any given work day.

B....

DATE: 9/24/15



Michael Allen, Chief Negotiator

Glendale College Guild



Ron Nakasone, Chief Negotiator

Glendale Community College District

Guild to District, Oct. 22, 2015

Article VIII

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Section 9

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E. Adjunct Salary Placement

1. On the effective date of the schedule, all instructors shall be placed on the salary schedule according to their previous experience in the Glendale Community College District. Placement and step progression on this Salary Schedule shall be based exclusively on experience as an academic employee in the District. For purpose of all adjunct faculty salary step increases, adjunct faculty members may earn up to 3 semesters credit per-year on the salary schedule in Fall, Spring, Winter and Summer. Step 2 becomes effective the fifth semester of service at the College. Step 3 becomes effective the ninth semester at the College. Step 4 becomes effective the thirteenth semester of service at the college. Step 6 (beginning 2005-2006) becomes effective the twenty-first semester at the College. Such service need not be consecutive.

~~For the purpose of Appendix B semester credit will be given for courses that are six weeks or more. Semester credit will also be given for a course that is less than six weeks but equals 16 hours or more of teaching.~~

2. To qualify for Class II, the instructor must have earned a Bachelor's Degree or have had at least six (6) years of verified occupational experience in the field in which he/she is instructing.

3. To qualify for Class III, the instructor must have earned a Master's Degree or an equivalent or higher degree, or have earned a Bachelor's Degree and have had at least nine years of verified occupational experience in the field in which she/he is instructing.

4. To qualify for Class IV, the adjunct instructor must have earned a Master's Degree plus 14 additional Carnegie units or have earned a Bachelor's Degree and have had at least twelve years of verified occupational experience in the field in which instruction is given.

5. Sick leave for adjunct faculty who have exceeded their accumulated sick days shall be handled by a per diem (Daily Rate Calculation) in the same manner as currently used for full-time faculty.

6. Advancement on this salary schedule shall be in accordance with Article VIII Salaries-Section 44 **10** - Advancement on the Salary Schedule.

Section 10. Advancement on the Salary Schedule

**The class advancement options described in this section shall be available to all faculty.**

A. Credit toward Advancement

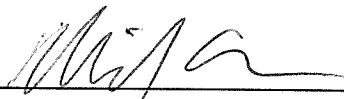
Credit toward advancement on the salary schedule starts with the Bachelor's Degree. No additional Carnegie units taken prior to the date of completion of the Bachelor's Degree may be counted.

**For the purpose of step advancement, semester credit shall be given for courses that are six weeks or more. Semester credit shall also be given if an employee works more than 16 hours for courses that are less than six weeks long or on other assignments that are not considered ancillary activities as defined in Article VIII Section 16 E (Adjunct Faculty Ancillary Activities Stipends).**

B. Service Advancement All contract employees except those at the maximum in their Class shall advance one step for each year of service in accordance with the provisions of this Agreement. Adjunct faculty may receive a semester credit for teaching/ counseling during the Fall, Spring, Winter Intersession or Summer Intersession, but may only accrue 3 of these semester credits in a single fiscal year toward step advancement.


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DATE: 8/22/11

  
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Michael Allen, Chief Negotiator

Glendale College Guild

  
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Ron Nakasone, Chief Negotiator

Glendale Community College District

Guild to District, Sept. 3, 2015

## ARTICLE IX. EVALUATION PROCEDURES

### Evaluation of Faculty

For tenured faculty members, evaluations shall be conducted at least once every three (3) years in accordance with Section 5. **Notification that tenured faculty members are to be evaluated in a given semester shall indicate how to appeal the timing of that particular evaluation. If it has been less than three (3) years since the semester in which they were last evaluated, they may request from Human Resources a delay of the evaluation until the end of the 3-year period. This request shall be granted, unless they are provided with written notification as to why their request for delay has been denied, such as that there have been student complaints registered against the faculty member or other indicators of less than satisfactory performance.** ~~Evaluations are retained in the faculty member's file.~~ For the tenured faculty members, evaluations which cannot be completed during the scheduled evaluation year due to the faculty member's approved leave shall be completed during **either the Fall or Spring semester** of the following year.


For tenure track faculty members, evaluations shall be conducted at least annually in accordance with Section 7. Tenure track faculty members whose evaluations cannot be completed during the scheduled evaluation semester (due to the faculty member's approved leave) may have their evaluation in the spring. However, the original four-year timeline shall be maintained without modification in compliance with federal and state law. **Tenure track faculty members shall be deemed to have completed the second, third, or fourth contract year of their tenure track if their Tenure Review Committee agrees sufficient time has been worked during that year to allow for an evaluation.**


For adjunct and hourly faculty members, evaluations shall be conducted in the first year of employment, and shall be done at least once every three (3) years of employment thereafter in accordance with Section 9.

For temporary contract faculty members, evaluations shall be conducted in the first year of employment in accordance with Section 8.

The above timeframes are not intended to limit or preclude, at any time, observations, and/or suggestions for improvements from the Division Chair, Dean, Superintendent/President or the appropriate Vice President in accordance with Section 17.

DATE: 9/10/15

  
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Ron Nakasone, Chief Negotiator  
Glendale Community College District

  
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Michael Allen, Chief Negotiator  
Glendale College Guild