

The Glendale College Guild and the Glendale Community College District tentatively agree to the following:

“item a”

A 2.75% raise shall be applied to all salaries and stipends, retroactive to 7/1/16.

In addition, an off-schedule bonus equal to 1% of each full-time faculty member’s pay received between 1/1/16 and 12/31/16, for work done at the college (as the faculty member’s W-2 report shows for gross pay) shall be paid in March, 2017. An off-schedule bonus equal to 2% of each part-time faculty member’s pay received between 1/1/16 and 12/31/16, for work done at the college (as the faculty member’s W-2 report shows for gross pay) shall be paid in March, 2017.

Members of the Guild bargaining unit will receive an equivalent increase in salary, in the event that any other bargaining unit (CSEA or Management/Confidential) received an increase in excess of the above.

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“item b”

Article X. Class Size

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Section 2. Maximum Class Size

A. The maximum class size shall be subject to limitations inherent in the nature of the class, the size of room, the number of available student stations and equipment, the safety of students, and budgetary considerations. The maximum class size considering the above criteria shall be determined by the District upon consultation with the Division Chairs and entered in the Course Dictionary. For any given academic term, the District shall not, in scheduling classes, establish seat loads for classes in excess of the class sizes in the then-current Course Dictionary except upon agreement with either the appropriate Division Chair or the Guild. ~~The Guild shall designate a representative to be available for this purpose.~~

B. The maximum seat load for a team taught class shall be 27 times the number of instructors. Team taught classes are not subject to the Large Lecture Class Formula below.

C. The District shall not schedule classes with seat loads between 41 and 49. Exceptions to this may be permitted with the written agreement of the instructor, Division Chair, and Guild.

D. All lecture classes loaded at 50 or above shall be subject to the Large Lecture Class Formula.

Section 3. Large Lecture Classes

A. Large Lecture ~~credit~~ courses may be made subject to the Large Lecture Class Formula as shown ~~below on the attached chart~~, so that the instructor receives additional teaching load unit credit based upon the number of students enrolled as of census. **For noncredit courses, the additional teaching load unit credit shall be based upon the average number of students attending during the class sessions for the whole term or semester.** The lecture courses to be made subject to this formula shall be pre-approved by the District by the second submission of the class schedule. Any exceptions to this timeline can only be granted by the Vice President of Instructional Services.

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"item c"

A successor contract lasting through June 30, 2018 shall be in effect, as indicated in the following changes to the collective bargaining agreement:

STATEMENT OF AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of July 2010~~5~~, by and between the GLENDALE COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the "District," Glendale College Guild - Local 2276 of the AMERICAN FEDERATION OF TEACHERS, hereinafter referred to as the "Guild," and constitutes the sole agreement between the parties. The term "District" as used throughout this Agreement is intended to include the governing board and the Superintendent/President and other management personnel, unless otherwise indicated by the context in which used.

ARTICLE XV DURATION, TERMINATION AND NEGOTIATIONS

Section 1. Duration

This Agreement shall become effective on or after July 1, 2012~~5~~ once it is ratified by the Glendale College Guild, and adopted by the Board of Trustees of the Glendale Community College District, and shall remain in full force and effect until June 30, 2015~~8~~. On the day after the March 2015~~8~~ board meeting, the negotiations for a successor Agreement may commence.

Section 2. Limited Reopeners

Negotiations of the agreement may be reopened at any time, by mutual agreement of the Guild and the District on the subject(s) to be negotiated. Negotiations shall be reopened on the day after the ~~March~~ **October, 2013**~~6~~ and ~~March~~ **2014**~~7~~ board meeting. ~~The salary table~~ **Salaries and stipends** shall be considered a mutual reopener in each of these years. In addition, both the Guild and the District may bring up to ~~three (3)~~ **four (4)** new items to the negotiations table of their own choosing on each of those dates. Reopeners shall not affect the validity or duration of this Agreement. ~~Such limited reopener negotiations shall not be subject to the grievance procedures of Article IV.~~

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item "d"

Negotiations regarding proportional office hours for all adjunct instructors shall be carried over and restarted in September, 2016.

Signed:



Glendale College Guild representative



Glendale Community College District representative

Date of tentative agreement: Sept. 1, 2016

Guild to District, April 28, 2016

The Glendale College Guild and Glendale Community College District tentatively agree to extend their existing agreement on load in non-credit ESL, and to amend Article VI of their contract as indicated:

MEMORANDUM OF UNDERSTANDING

a)

ARTICLE VI. HOURS

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Section 4. Teaching Loads The normal basic teaching load for a full-time instructor is fifteen (15) lecture hours per week plus five (5) office hours (60-minute hour); however, there are many variations which are deemed to meet the fifteen (15) lecture hour's **hour** standard load. The load value for online and hybrid courses shall be the same as for courses in traditional format. The faculty loading for each discipline shall be:

DISCIPLINE SUBJECT	LOAD
Accounting	15
Administration of Justice	15
Alcohol & Drug Abuse	15*
Anthropology	15
Architecture	21
Art	16
Art History	15
Astronomy	15
Aviation and Transportation	24
Biology	15
Business Administration	15
Business Computers Continuing Education	24**
Business Office Skills Continuing Education	24**
Computer Applications and Business Office Technologies	15
Chemistry	15
Child Development	15*
Clothing and Textiles	21
Composition (English)	14
Computer Aided Manufacturing	21
Computer Integrated Manufacturing	21
Computer Science and Information Systems	15
Cooperative Education	21
Culinary Arts	18

Dance	49 16
Developmental Skills Continuing Education	24**
Economics	15
Educational Media Technology	21
Electronics and Computer Technology	18
Emergency Medical Tech. - Ambulance or non-ambulance	24
Engineering	15
Engineering Technology	21
English (except Composition Courses)	15
English as a Second Language – Credit	15
English as a Second Language – Continuing Education	21**
Environmental Technology	15*
Ethnic Studies	15
Fashion	24
Fire Technology	15
Foreign Language	15
Geography	15
Geology	15
Health	15*
History	15
Home Arts – Continuing Education	24**
Hotel and Restaurant Hospitality and Tourism Management	18
Humanities	14
Industrial Technology	21
Kinesiology	15*
***Library	15
Lifelong Learning Continuing Education	24**
Machine Technology	21
Mass Communications	15
Materials and Processes	21
Mathematics	15
Media Arts	18
Metallurgy and Metals	21
Music	15
Nursing Science	18
Oceanography	15
Paleontology	15
Parent Education – Continuing Education	24**
Philosophy	15
Photography	16
Physical Education	19
Physical Science	15
Physics	15

Political Science	15
Psychology	15
Quality Assurance and Quality Control	18
Real Estate	15
Recreation Leadership	19
Social Science	15
Sociology	15
Speech Communications	15
***Student Development	15
Technical Education	21
Television	21
Theater Arts	15
Welding	21

* Lab lecture Hour Equivalent (LHE) is 2/3:1 Lab lecture hour


** Compressed Load

***** The load listed is to be used solely for the purpose of computing load percentages for adjunct counselors and librarians teaching credit courses**

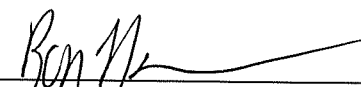
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b) The above-referenced parties agree to temporarily increase the load in "English as a Second Language – Continuing Education" from 21 to 22, for the Fall 2016 and Spring 2017 semesters. For these two semesters full-time contract faculty in these subject areas shall earn banked time of one (1) load hour per semester. These banked hours shall not count towards the current limit of banked time. Immediately after the Spring 2017 semester the load for these affected subject areas shall revert back to 21, and the associated banked time accrual shall end. During this time period, intersession pay shall remain as before, calculated on the "B-21" schedule.

Date of Tentative Agreement: 5/5/16



 Michael Allen
 Chief Negotiator



 Ron Nakasone
 Chief Negotiator

Guild to District, March 24, 2016


The Glendale College Guild and Glendale Community College District agree to add the following new section to the end of Article III (Guild Rights) in their collective bargaining agreement:

Section 17. Right to Documents


A. In order for the Guild to discharge its legal duty to represent members of its bargaining unit against whom complaints have been made, the District shall provide the Guild with complete copies of all documents related to such complaints, although these documents may be partially redacted. Redactions shall not exceed the minimum that is legally necessary to protect the privacy rights of individuals.

B. If the Guild requests copies of such documents and if the faculty member in question gives their permission for these copies to be given, then they shall be given to the Guild within 5 working days. In such a case, no interview of the accused faculty member shall occur until there has been adequate time for preparation after these documents have been provided, unless the faculty member consents to be interviewed at an earlier date.

Date of Tentative Agreement: 3/24/16



Michael Allen
Chief Negotiator
Glendale College Guild



Ron Nakasone
Chief Negotiator
Glendale Community College District

District to Guild, May 5, 2016

After negotiating how to satisfy Section 3-A-1-a of Article VII below, within the current system for sick/personal necessity leaves, the Glendale College Guild and the Glendale Community College District hereby agree to modify their collective bargaining agreement as follows:

Article VII

...

Section 3. Earning and Deduction of Sick and Sick/Personal Necessity Leaves

A. Sick/Personal Necessity Leave Earned:

1. Full-Time Faculty:

a. **As per Education Code Section 87781, all Full-Time Faculty shall earn a minimum of 10 days of sick/personal necessity leave on an academic year basis as follows: Ten (10) month faculty: Ten (10) days per fiscal year. Although the system for deducting sick/personal necessity leave hours must provide for at least 10 days per academic year, for internal accounting purposes, counselors shall be allotted 70 hours of such leave per year and other faculty members shall be allotted 60 hours of such leave per year.**

Eleven (11) month faculty **shall earn e**Eleven (11) days per fiscal year, **and t**Twelve (12) month faculty **shall earn t**Twelve (12) days per fiscal year

b. In addition to the above days earned during each academic year, instructional full-time faculty assigned to a short session shall receive one (1) hour of sick/**personal necessity** leave for each eighteen (18) hours of teaching assignment. Non-instructional faculty shall earn one (1) hour of sick/**personal necessity** leave for each eighteen (18) hours worked during short sessions. The unused hours shall be added to the faculty member's accumulated sick/**personal necessity** leave balance.

c. Full-time faculty taking on an overload assignment during the academic year (Fall and Spring) shall earn additional sick/**personal necessity** leave based on the same formula as in the short session. This additional sick/**personal necessity** leave is only applicable to those hours for which the faculty receives overload pay. Hours worked for the purpose of banking do not earn sick/personal necessity **leave** time at the time when the work is done.

d. A maximum of ~~seven (7)~~ **six (6)** full days (or proportionate number of hours for less than full time) of the faculty member's sick leave time shall be granted each academic year for Personal Necessity Leave. Personal Necessity Leave days are not accumulated from year to year. See Section 4A.II for details.

2. Adjunct Faculty:

Adjunct Faculty shall receive one (1) hour of sick/**personal necessity** leave for each eighteen (18) hours of teaching/assignment during the academic year, including short sessions. Adjunct faculty may use up to 70% of their semester earning of sick time for the purposes of personal necessity. Personal Necessity days are not accumulated from year to year.

B. Unused Sick Leave Accumulation:

1. Full time faculty members may access an updated statement of their accumulated sick/**personal necessity** leave through the ORACLE Self-serve Computer System at any time. Adjunct faculty members' earned semester sick/**personal necessity** leave is only updated once per year in the month of June.

2. All faculty members may accumulate unused sick leave, without limit. At the beginning of each fiscal year, the full-time faculty member's sick leave accumulation shall be increased by the number of days or hours of paid sick leave that he/she would normally earn in the ensuing fiscal year. Adjunct faculty members' sick time earnings are added at the end of each semester.

3. Faculty members are responsible for how their unused sick leave affects their retirement service credit.

4. Faculty members are responsible for any transfer of unused sick time to or from another district upon changing employers.

C. Deduction of Time for Sick/Personal Necessity Leave:

1. Full-time Faculty

a. Instructional Faculty **other than Librarians**

Instructional Full-time faculty shall ~~have be deducted sick time or personal necessity time full or half day increments during Fall and Spring semesters. Any absence less than one full day shall be considered a half day of absence~~ **one hour deducted from their accumulated sick/personal necessity leave, for each hour of absence from scheduled work. In addition, one hour shall be deducted for each day of absence to account for office hours, regardless of how many office hours are actually scheduled on the day of absence.**

b. ~~Non-instructional faculty~~ **Counselors, Librarians, and Specialists**

~~Non-instructional faculty~~ **Counselors, Librarians, and Specialists** shall be deducted one hour of sick time or /personal necessity time for each hour of absence **up to a maximum of six hours per day for librarians and specialists and seven hours a day for counselors.**

~~For overload assignments, sick time shall be deducted one hour for every hour of missed. During short sessions, sick time shall be deducted one hour for every hour of missed.~~

2. Adjunct Faculty

Adjunct instructional and non-instructional faculty shall be deducted one hour of sick time or personal necessity time for each hour of absence, including office hours.

During short sessions sick time shall be deducted one hour for every hour of work missed.

Section 4. Non-Discretionary Leaves

A. Sick and Personal Necessity Leave

Faculty shall be granted Sick and Personal Necessity Leaves, with pay, within the following provisions:

1. Sick Leave may be used for the following:

a. Personal Illness or Injury

i. Sick leave may be used when a faculty member is absent for illness or injury. When a faculty member's sick leave extends beyond ten (10) days he/she shall be required to provide a doctor's certification to return to work. If the faculty member's absence extends beyond ten (10) days, he/she may be granted a Paid Health Leave (cf. Section 4B) until his/her accumulated sick time is exhausted, after which time the employee shall be entitled to a maximum of one hundred (100) days of 50% pay per fiscal year for any one illness or disability. Additionally, the faculty member may be placed on FMLA (Family and Medical Leave Act) leave if eligible (see Section 4E). This leave shall run concurrently with the Paid Health Leave. FMLA may extend beyond the faculty member's accumulated sick leave for up to twelve (12) weeks. The one hundred (100) days of 50% pay may only be used in the Fall and Spring Semesters, not for overload or short sessions. In accordance with the Education Code, these 100 days only apply to the faculty member, and may not be used for family leave. In addition to the above, Catastrophic Illness/Injury leave may be available for all eligible contract faculty. See Section 5A for details. Non-Instructional faculty and Division Chairs who have a regular assignment are eligible for the one-hundred (100) days of 50% pay only during their regular assignment and not for overload or compensation time

ii. The District reserves the right to have the faculty report to the district physician for a fitness for duty certification based on job description. Any faculty on restriction or limitation after a leave shall provide the District with a written verification of the restrictions/limitations from a licensed physician.

iii. The District shall reasonably accommodate the faculty member's impairment as outlined in the Americans with Disabilities Act (ADA).

iv. A faculty member who fails to return to service following illness must refund to the District all amounts paid for unearned sick leave.

v. No payment or time off shall be allowed for unused accumulated sick leave.

b. Family Medical Leave: The faculty member may use up to twelve (12) weeks of paid sick leave concurrent with qualified Family Medical Leave (Section 4E). Qualified Family and Medical Leave include:

i. Personal illness/injury

- ii. The birth of a child, placement of a child with the faculty member for adoption or foster care, guardianship, and dependent adults.
- iii. The care of the faculty member's spouse, domestic partner, son or daughter, or parent, or dependent who has a serious health condition. The one hundred (100) days of 50% pay does not apply here. Adjunct faculty or contract faculty members with an assignment of less than one-hundred (100) percent, shall qualify for a leave proportional to their current semester assignment.

c. Family Illness: If a family member of a faculty member is ill or injured, the faculty member may

- i. Use personal necessity leave as specified in Section 4A2 for paid leave and
- ii. Use up to twelve (12) weeks of Family and Medical Leave for the following conditions
 - a. To care for the faculty member's child after birth, or placement of a child for adoption or foster care or placement of an adult for guardianship.
 - b. To care for the faculty's spouse, domestic partner, child or step child, or parent, or dependent who has a serious health condition;

2. Personal Necessity Leave: A maximum of ~~seven (7)~~ **six (6)** full days (or proportionate number of hours for less than full time) of the faculty member's sick leave time shall be granted each fiscal year for Personal Necessity Leave within the following provisions:

- a. Death of a member of immediate family, if Bereavement Leave (see Section 4F) is exhausted.
- b. Accident involving the faculty member's person or property, or the person or property of a member of the employee's immediate family. Such accident must be serious in nature, involve circumstances the faculty member cannot reasonably be expected to disregard, and require the attention of the faculty during the member's assigned hours of service.
- c. Appearance of the faculty member in court as a litigant. The faculty member must return to work in cases where it is not necessary to be absent the entire day.
- d. An appearance of the faculty member as a witness under an official governmental order for which salary is not allowed under this Section, provided that each date of necessary attendance under such order, other than the date specified in a subpoena, shall be certified by the Clerk or other authorized officer of a court or other governmental jurisdictions; in any case in which a witness' fee is payable, such fee shall be collected by the faculty member and remitted to the District Business Office; and the faculty member must return to work in cases where it is not necessary to be absent the entire day.
- e. A serious illness of the faculty member's immediate family, which under the circumstances the faculty member cannot reasonably be expected to disregard and which requires the attention of the faculty member during assigned hours of service. Upon exhaustion of the faculty member's Personal Necessity Leave, the faculty member may use Sick Leave for this purpose. (Immediate family will include dependent children, spouse or domestic partner, elderly parents or grandparents.
- f. The birth of a child making it necessary for a faculty member who is a parent of the child to be absent from his/her position during assigned hours of service.

g. Imminent danger to the home of a faculty member, occasioned by a factor such as flood or fire, which under the circumstances the faculty member cannot reasonably be expected to disregard and which requires the attention of the faculty member during assigned hours of service.

h. Any other significant event of personal necessity to the faculty member, which does not disrupt the normal operation of the District and which, in the faculty member's reasonable judgment, cannot reasonably be disregarded. This personal necessity provision (h) shall not be used during a labor dispute.

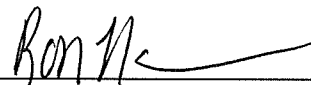
i. The faculty member using Personal Necessity Leave under this Section affirms that the circumstances that necessitated the leave qualify under the terms of this section.

~~i. The faculty member using Personal Necessity Leave under this Section shall notify his/her immediate supervisor as early as possible as to which of the circumstances listed above necessitates the absence. Upon return from this absence, the faculty member shall notify in writing his/her immediate supervisor which of the above circumstances necessitated a Personal Necessity Leave~~

Date of Tentative Agreement: 5/5/16



Michael Allen, Chief Negotiator
Glendale College Guild



Ron Nakasone, Chief Negotiator
Glendale Community College District

Guild to District, May 5, 2016

MEMORANDUM OF UNDERSTANDING

1) *The Glendale College Guild and the Glendale Community College District tentatively agree to amend their collective bargaining agreement as follows:*

Article XI. Health and Welfare Benefits

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Section 10. Employee Health and Welfare Committee

a) The District and Guild agree to formally recognize the Glendale College Employee Health and Welfare Committee. It shall be the function of this committee to conduct fact finding activities on matters related to employee benefits and wellness related issues.

b) This committee shall also be charged with selecting and managing wellness programs for employees of the District, and up to \$40,000 shall be paid by the District between July 1, 2016 and June 30, 2018 to cover the costs of these wellness programs.

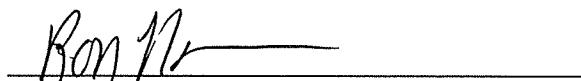
c) **With the exception of subsection b above,** This committee's findings and/or recommendations are advisory and neither the Guild nor District are bound to comply with any of its recommendations.

2) In addition to the normal re-openers scheduled to be brought by the Glendale College Guild and the Glendale Community College District in September, 2017, renegotiation about the budget for wellness programs shall also occur at that time. Experience with the programs during this pilot period shall be considered when discussing whether to increase, decrease, or eliminate the budget for wellness programs.

Date of Tentative Agreement: 5/5/16



Michael Allen
Chief Negotiator, Glendale College Guild



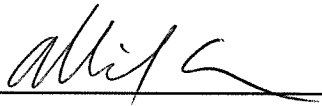
Ron Nakasone
Chief Negotiator, GCC District

Guild to District, April 28, 2016


PROPOSED MEMORANDUM OF UNDERSTANDING

- A) Recognizing its duty to make full-time and adjunct faculty members aware of their obligations under federal and state law (e.g. Title IX and the Child Abuse Neglect and Reporting Act), the District shall provide a statement informing faculty members of their reporting obligations.
- B) The District shall provide to full-time and adjunct faculty members online training modules as required by law. Employees who complete the required training modules shall receive flex credit on an hour-for-hour basis.
- C) The District shall maintain records of training completed using the District's online training modules for use in recognizing flex credit earned and for assessing the number of faculty members who have completed the training using the District's online training modules.
- D) The District shall require that newly-hired faculty members sign a form acknowledging that they are mandated reporters of suspected child abuse prior to commencing their employment, shall ask the employee if they want a copy of the signed form, and shall provide a copy of the signed form if desired.

Date of Agreement: 5/5/16



Michael Allen
Chief Negotiator, Guild



Ron Nakasone
Chief Negotiator, Glendale College

ARTICLE VI -- HOURS

Section 1. Basic Hours


- a.** 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.
- b.** 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.
- c.** 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.
- d.** 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 ~~v~~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.
- e.** 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.
- f.** 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 ~~v~~Vice-president or designee.

g. Faculty members serving on governance committees (with the exception of Budget, Campus Development, Campus Executive, Student Fees, and the Institutional Planning Coordination Committees) shall be paid from schedule B3 for all meeting hours that are not on a working day in their contract assignment. Said meetings shall not occur unless approved by the appropriate Vice-president.

In addition, faculty members serving on a classified manager or administrator hiring committee shall be paid from schedule B3 for all meeting hours that are not on a working day in their contract assignment if both of the following occur:

1. All faculty members have been selected within ten working days of request from the District.
2. There is less than six weeks from the closing date of the position to the end of the semester.

Tentative Date of Agreement: 4/21/16



Michael Allen
Chief Negotiator, Guild



Ron Nakasone
Chief Negotiator, Glendale College

**APPENDIX C
WORK YEAR – FACULTY
2017 – 2018**

MONTH		TOTAL
First	8/28/2017 thru 9/30/2017 Non-working day: 9/4	24 days
Second	10/1/2017 thru 10/31/2017	22 days
Third	11/1/2017 thru 11/30/2017 Non-working days: 11/10 and 11/23 thru 11/25	19 days
Fourth	12/1/2017 – 12/31/2017 Non-working days: 12/14 thru 12/31	9 days
Fifth	Winter Intersession: 1/8/2018 thru 2/15/2018 Non-working days: 1/15 and 2/16	0 days
Sixth	2/20/2018 thru 2/28/2018 Non-working day: 2/19	7 days
Seventh	3/1/2018 thru 3/31/2018 Non-working day: 3/31	22 days
Eighth	4/1/2018 thru 4/30/2018 Non-working days: 4/16 thru 4/21	16 days
Ninth	5/1/2018 thru 5/31/2018 Non-working day: 5/28	22 days
Tenth	6/1/2018 thru 6/13/2018 Graduation 6/13/2016, 7 p.m.	9 days

Total 150 Instructional Days (M-F)

Total Work Days: 155 days, including the five flex days on December 18 - 22, 2017

The September 8, 2017 Institute Day is a mandatory flex activity on campus.

Class grades are due 7 days, whether they are days that the college is open or not, after the last final exam day for the term in which the class is offered.

The following general principle applies to compressed calendar assignments:

Working on a compressed calendar shall not result in a faculty member receiving either higher or lower pay during the primary fall and spring terms than that faculty member would receive if he or she were working on a regular 18-week calendar.

COUNSELOR WORK YEAR 190 DAYS SCHEDULING

Section 1. Coincide with Instructional Calendar

One hundred seventy-seven (177) days of the one hundred ninety 190 days of the counselor's contract days shall coincide with the instructional teaching, flex and winter intersession days.

Section 2. Remaining 13 Days

Of the Thirteen (13) remaining contract work days (91 hours), eleven (11) days shall be worked either immediately after the close of the spring semester or immediately before the beginning of the fall semester. In the event that there are days requiring counselor coverage in January before the start of the winter intersession, those days may be used as part of the remaining 13 days.

Section 3. Additional 21- Day Summer Block

Counselors are not limited to 147 hours of summer work.

Contract counselors opting to work an additional block of twenty-one (21) days (or 147 hours) shall work these twenty-one (21) additional days beyond the one hundred ninety (190) days currently worked for a total of two-hundred eleven (211) days. These days shall be worked in either the month of July or the month of August.

Counselors not choosing to work an additional twenty-one (21) day block shall have the right of first refusal for any hourly assignments offered within said counselor's unit.

Section 4. Staffing Levels

Coverage shall be as close as possible to 50%, given the number of counselors in each organizational unit, for the time blocks listed in Sections 1 and 2 above. Counselors opting to work an additional block of twenty-one (21) days (or 147 hours) in either July or August shall work their additional 13 days in June. These counselors shall be scheduled first which may result in 190 day counselors being required to work their thirteen (13) additional days immediately before the beginning of the fall semester. Counselors shall be guaranteed four consecutive non-paid weeks off during the months of July or August. Counselors electing to take these four consecutive weeks off during the winter intersession may do so, but no counselor shall be compelled to do so.

Section 5. Determining Priority for Scheduling

By April 15 the schedule for the upcoming summer shall be finalized. Blocks shall be scheduled in accordance with each organizational unit's internal scheduling priority system. The Division Chair of Student Services shall resolve any conflict.

**Appendix D
DIVISION CHAIR CALENDAR REGULATIONS**

Generic Division Chair Work Year Calendar*

The Division Chair Work Year is composed of 201 work days as previously negotiated. These 201 days are broken into the following categories.

Days Assigned	Running Total
a) The five work days prior to the start of the fall term (excluding Labor Day if it falls during this period). [5]	5
b) The first work day after finals are over in December. [1]	6
c) The first five days of the winter intersession. [5]	11
d) The last five days of the 6-week winter intersession. [5]**	16
e) Graduation Day [1]	17
f) The first two work days immediately following the end of finals in June. [2]	19
g) The first full week of a summer school session, which may be a single 6-week session or one of two 5-week sessions. [4 or 5]	23--24
h) The last full week of the summer session worked; which may vary depending if there is one 6-week session or two 5-week sessions. [4 or 5]	27--29
i) Division Chairs will work every day of the fall and spring regular semesters, which vary in length due to holidays and other variables each year. [150]	177--179
j) Division Chairs will work an additional 13 days during either the winter or summer intersessions. These can be any combination of 26 half days or 13 whole days. [13]	190--192
k) Division Chairs will work the remaining days owed to complete their annual commitment of 201 days per year during times mutually agreed upon with the Vice President of Instruction. [9-11]	201

*Each year (in advance) the administration shall compose a precise, month-by-month calendar based on this template.

**The number of days worked at the end of the winter session are negotiable.

Notes: 1. Division Chairs who get 80% RT for their assignment shall work

Institute Day as their flex commitment for the year. Division Chairs with less than 80% RT shall substitute flex time for days in "k" category at a rate of 20% = one day.

2. Division Chairs shall take off four (4) consecutive work weeks during the summer as vacation. When the college offers two 5-week summer sessions, the district will provide 20% RT for an assistant chair to cover the period the Division Chair is on vacation.

>>>>>

Tentative Agreement

The Glendale College Guild and the Glendale Community College District, in order to implement this agreement concerning the 2017-18 work year, agree to replace Appendices C and D (effective June 15, 2017) in their collective bargaining agreement with the preceding updates.


The summer session shall begin on June 19, 2017 and end on August 25, 2017 (with July 4, 2017 being a non-working day).

DATE: 5/12/16



Michael Allen, Chief Negotiator

Glendale College Guild



Ron Nakasone, Chief Negotiator

Glendale Community College District

Guild to District, May 12, 2016

The Glendale College Guild and the Glendale Community College District tentatively agree to amend Article VII, section 4-A-2 of their collective bargaining agreement as follows:


2. Personal Necessity Leave: A maximum of ~~seven (7)~~ **six (6)** full days (or proportionate number of hours for less than full time) of the faculty member's sick leave time shall be granted each fiscal year for Personal Necessity Leave within the following provisions:

...

Date of Tentative Agreement: 5/12/16



Michael Allen
Chief Negotiator, Glendale College Guild



Ron Nakasone
Chief Negotiator, GCC District

Guild to District, May 12, 2016

Article VI

....

Section 21. **Notification of Assignment and Reemployment Rights for Adjunct Faculty**

A. The "evaluation" completed for the purpose of reemployment rights is the evaluation cited in article IX of this agreement. The phrase "immediate supervisor" in this section shall refer to the division chair for instructional faculty and/or appropriate administrator for student services faculty.

B. Beginning with the first regular semester after the approval of this agreement, Adjunct Faculty members, as defined and limited in the amount of their assignment by Education Code Section 87482.5, shall earn teaching/work points toward assignment preference for having completed a teaching/work assignment during a regular semester or short session. One teaching/work point shall be earned for one regular semester or short session. A maximum of two points may be earned in a given academic year. An adjunct faculty member may earn two points by teaching two regular sessions or one regular session and one short session.

C. New faculty will be evaluated in ~~one of the first two~~ **the first full** regular semesters of his/her employment. An adjunct faculty member receiving less than "exceeds standards" shall, upon his/her written request, be granted one additional evaluation during the regular six-semester cycle. However, a new faculty member receiving an "unsatisfactory" rating on their initial evaluation shall not necessarily be granted an additional evaluation. The additional evaluation shall not change the evaluation cycle itself, which begins with the first evaluation. Any rating of above or below "meets standards" may be reviewed by the appropriate vice president or designee. The decision of the vice president or designee is final. The District shall at all times retain the right to perform administrative evaluations on an as-needed basis, and to terminate adjunct faculty in accordance with Education Code Section 87665.

D. ~~For a new~~ **An** adjunct faculty member, after receiving seven (7) teaching/work points in a discipline and after having received "exceeds standards" in each of the two evaluations required in Section C above, an adjunct faculty member shall have reemployment rights over adjunct faculty without reemployment rights in the same discipline. After earning ten (10) teaching/working points an adjunct faculty member who has received at least one "exceeds standards" evaluation and no lower than a "meets standards" on their other evaluation(s) shall be placed on the reemployment rights list. This does not preclude making performance improvement recommendations for those who receive a "meets standards" evaluation. An adjunct faculty member who, through no fault of his/her own, has not been evaluated in a timely manner for two cycles, shall be temporarily placed on the reemployment rights list, pending an evaluation for the following semester. The adjunct faculty member retains his/her place on the list with an "exceeds standards" evaluation. In the event the adjunct faculty member receives a "meets standards" evaluation, he/she shall be

removed from the list until such time as the adjunct faculty member receives a “exceeds standards” evaluation. **The District shall notify individual adjunct faculty members when they have obtained reemployment rights, regardless of the mechanism by which they obtained those rights.**

E. An adjunct faculty member with reemployment rights in a discipline shall be offered an assignment in that discipline for which he/she is qualified before any adjunct faculty member without reemployment rights in that discipline. For the purposes of reemployment rights, an assignment is a class, a library workshop, or a semester-length non-instructional assignment of 3 hours per week. The district shall consider the adjunct **faculty member**’s past assignments when developing a schedule. No adjunct faculty member shall have preference over a full time faculty member for a course that fills the load of the full time faculty member. For purposes of this article only, “qualified” shall mean approved in all of the following four criteria:

1. Meeting the Glendale Community College minimum qualifications for a particular discipline.
2. Possessing the equivalency for minimum qualifications as defined by the Academic Senate.
3. Possessing currency in the discipline as defined by the Academic Senate.
4. Having adequate preparation for the specific course or assignment through appropriate education or experience.

This determination is final and cannot be appealed or grieved. By the end of the third week of each regular semester, the Division Chair shall post on the website potential courses to be offered the following semester. An adjunct faculty member may respond to this notification with verification of course(s) he/she is qualified to teach.

~~F. If there is a course or assignment for which more than one adjunct faculty member on the reemployment rights list is qualified, the immediate supervisor shall make the determination as to which adjunct faculty member shall be offered the course or assignment. This decision cannot be appealed or grieved. The immediate supervisor shall make every effort to offer all adjuncts with reemployment rights **in a discipline** an assignment prior to offering an assignment to any adjunct that lacks reemployment rights **in that discipline**. The immediate supervisor shall also give every consideration to offer a given adjunct an assignment equal to a previous assignment before offering assignments to adjuncts without reemployment rights. In the event that there are an insufficient number of assignments in a given session to provide all adjuncts on the reemployment rights list with employment, the immediate supervisor shall implement a fair method of rotation.~~

~~G. 4.~~ **Whether or not they have reemployment rights, an adjunct faculty member** who meets the following criteria:

- ~~A.~~ **1.** most recent evaluation is “meets or exceeds standards,”
- ~~B.~~ **2.** has worked for the District for at least one semester after the “meets” or “exceeds” standards evaluation, for a total of two semesters, and
- ~~C.~~ **3.** has taught for two of the last three semesters

shall be notified by the District whether or not he/she has a class in the subsequent semester. This notification shall be made no less than ~~8~~ **12** weeks before the first day of the subsequent semester. This notification is not designed to alter or change any elements of Article II – District Rights nor provide a guarantee for payment if: ~~1. a course has to be cancelled due to low enrollment or lack of funding;~~ ~~2. a course assignment is withdrawn to fill the load or assignment of a contract faculty member.~~

G. H. The division chair shall give notice to the employee in the case of loss of reemployment rights. Loss of reemployment **rights** preference status shall not result from:

1. a course being cancelled due to low enrollment or lack of funding;
2. ~~a course or assignment being withdrawn to fill the load or assignment of a contract faculty member;~~ **only accepting a portion of the assignment offered;**
3. not being able to accept an assignment or fails to complete **an assignment** course due to
 - a. a verifiable illness affecting them or immediate family as defined in this contract;
 - b. services as a fire fighter or search and rescue team member during a disaster;
 - c. military duty;
 - d. the \$0 earnings limit for CalSTRS members during the first 180 days of retirement;
4. refusal to accept ~~an course or~~ assignment for reasons mutually agreed upon by the adjunct faculty member and his/her immediate supervisor.

H. I. An adjunct faculty member's reemployment preference status shall cease if the member:

- ~~A. 1.~~ declines a course or assignment for which they have already agreed to teach/work or fails to complete a course, other than for reasons listed in subsection **G H** above;
- ~~B. 2.~~ declines to accept a course or assignment from those available for which they are qualified to teach or perform if the course or assignment offered is at the same time and day as the original offer;
- ~~C. 3.~~ receives "needs to improve" or **an** "unsatisfactory" on any evaluation. The adjunct may request an additional evaluation per Article IX, Section 10 of this agreement. Any subsequent "exceeds standard" evaluation shall place the adjunct faculty member on the reemployment rights list;
- ~~D. 4.~~ is terminated by the District, pursuant to the provisions of the collective bargaining agreement.

I. J. . ~~Division Chairs shall review and update, as needed, the reemployment rights list from the previous semester year and send it to Human Resources by the second week of the fall semester. Human Resources shall distribute the previous reemployment rights list to review and work with the Division Chairs, in order for the Chairs to finalize update the list for the current semester year by the third week of the fall semester. The final reemployment rights list shall be provided to Division Chairs and the Guild President by the fifth week of the semester last week of September. An adjunct faculty member shall access his/her reemployment status through Oracle Self Service. Any discrepancies shall be submitted in writing to Human Resources within twenty (20) working days from the date the final list was disseminated.~~

~~J. K.~~ Nothing in this agreement should be construed as creating any form of seniority rights or expectation of preference for a contract position.

~~K.~~ Nothing in this agreement shall be construed as limiting the District in its rights to determine the schedule.

L. The notification rights and reemployment rights established by this section shall not be construed as a reasonable assurance of reemployment.

>>>>>

Article VIII

Section 2. Adjunct Faculty

~~1. Adjunct Faculty who meets the following criteria:~~

~~A. most recent evaluation is "meets or exceeds standards,"~~

~~B. has worked for the District for at least one semester after the "meets" or "exceeds" standards evaluation, for a total of two semesters, and~~

~~C. has taught for two of the last three semesters~~

~~shall be notified by the District whether or not he/she has a class in the subsequent semester. This notification shall be made no less than 8 weeks before the first day of the subsequent semester. This notification is not designed to alter or change any elements of Article II — District Rights nor provide a guarantee for payment if:~~

~~1. a course has to be cancelled due to low enrollment or lack of funding;~~

~~2. a course or assignment is withdrawn to fill the load or assignment of a contract faculty member.~~

~~A. B.~~ Adjunct Faculty who teach a credit class that runs the length of the Fall or Spring semester shall be paid five equal checks each semester with each check equal to:

(# teaching units) X 17.5 X (rate on B1 Schedule) divide by 5

~~B. C.~~ Adjunct faculty who teach a **noncredit non-credit** class that runs the length of the Fall or Spring semester shall be paid five equal checks each semester with each check equal to:

(# **noncredit non-credit** hours per week) X 15.5 X (rate on B1 Schedule) divided by 5

~~C. D.~~ Adjunct faculty who teach either a credit or **noncredit non-credit** class that is less than a semester in length or a class that starts after the beginning of the semester, shall earn the same total amount as in Section B or C above. The exact

amount of each check is shall depend on how the class meeting dates match up with the County Payroll schedule. Adjunct faculty who teach back-to-back eight week classes shall be paid using Sections B or C above

Date of Tentative Agreement: 5/12/16



Michael Allen
Chief Negotiator, Glendale College Guild



Ron Nakasone
Chief Negotiator, GCC District

District to Guild, May 26, 2016

The Glendale College Guild and the Glendale Community College District tentatively agree to the following:

A. To compensate for additional labor the Guild proposes that, for the 2016-17 academic year, areas shall continue to receive a pool of load hours as indicated below (these hours may be used by contract faculty to fill out their loads, and equivalent value shall be provided to contract faculty in areas that don't have loads, as well as to adjunct faculty in all areas. These hours may also be used for assessment cycles, C&I Committee curriculum, program review and other projects):

Biology	6
Business	12
Noncredit Business	8
Noncredit ESL	10
Credit ESL	9
English	10
Health/PE	10
Health Science	9
Language Arts	10
Library	4
Math	11
Physical Sciences	10
Social Sciences	16
Student Services	6
Tech/Aviation	10
Vice-President of Instruction	15
VPA	<u>14</u>
TOTAL	170

B. Assignments will be recommended by the Division Chair and approved by the Vice President or designee. These assignments will be announced at a Division meeting.

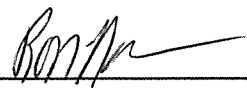
C. Division Chairs proposing to assign hours to himself/herself must be approved by motion at an official division meeting where there is a quorum present.

D. This agreement will be re-evaluated after the 2016-17 academic year.

Date of Agreement: 5/26/16



Michael Allen, Chief Negotiator
Glendale College Guild



Ron Nakasone, Chief Negotiator
Glendale Community College

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 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 (**or intersession, if the faculty member only works during intersessions**). 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. **Where the faculty member only works in intersessions, their evaluation shall be conducted in an intersession, and the faculty member shall be notified during the first week of the intersession in which they are being evaluated.**

All evaluation forms for adjunct faculty shall be found in Appendix "E."

Evaluations shall be conducted by the appropriate Division Chairperson, 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 to the faculty member not later than 15 working days after the end of the **semester term in which they were evaluated.**

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~~ **term** of evaluation, using the approved college forms. For Student Services faculty, student evaluations shall be administered according to individual schedules and services 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, 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, 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 (**or term, if the faculty member only works during intersessions**) 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

Faculty	Time Period	Procedure
Adjunct Faculty	Fall/Spring	See Section 9
Adjunct Faculty who only work during intersessions	Intersession	See Section 9
Tenure Track Faculty	Fall	See Section 7
Tenured	Spring	See Section 5
Temporary Contract Faculty	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 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 ~~term 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 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.

Agreed On 3/3/16



Michael Allen
Chief Negotiator, Guild



Ron Nakasone
Chief Negotiator, Glendale College

Guild to District, April 28, 2016

The Glendale College Guild and the Glendale Community College District tentatively agree to make the following changes to Article VIII of their collective bargaining agreement:

Section 16. Regulations and Salary Rates for Extra-Curricular Coaching, Performing Arts, Released Time/Stipend for Instructional Activities

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C. Stipends for Performing Arts

SALARY RATES PERFORMING ARTS

EFFECTIVE July. 1, 2016

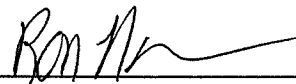
ASSIGNMENT	AMOUNT PER YEAR
College Choir	\$3160.55
Vocal Ensemble	\$1805.89
Chamber Chorale	\$1805.89
Concert Singers	\$3160.55
Concert Band	\$602.31
Jazz Band	\$1805.89
Community Orchestra	\$2403.08
Guitar Ensemble	\$602.31
Choraleography Vocal Jazz/Show Choir	\$1202.57
Music Theatre Workshop Musical Direction & Conducting	\$2163.18

Musical Theatre Choreography	\$2000
Dance Production	\$6011.78
Assistant Choreographer	\$2456.17
Ballet Assistant	\$982.06
Jazz Assistant	\$982.06
Modern Dance Assistant	\$982.06
Theatre Production	\$6011.78 \$8000
Visual and Performing Arts (Costume, Lighting, Sound and Set Design)	\$6186.35 \$10500

Date of Tentative Agreement: 5/5/16



Michael Allen, Chief Negotiator
Glendale College Guild



Ron Nakasone, Chief Negotiator
Glendale Community College District