

Guild to District, 10/27/16

**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: 3/30 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.

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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.

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Tentative Agreement

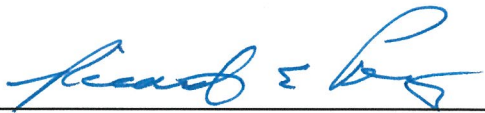
The Glendale College Guild and the Glendale Community College District, in order to implement this agreement concerning the 2017-18 work year, agree to replace Appendices C and D (effective June 15, 2017) in their collective bargaining agreement with the preceding updates **(rather than with the updates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

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: Oct 27 2016

Michael Allen, Chief Negotiator

Glendale College Guild



Ricardo Perez, Chief Negotiator

Glendale Community College District


The Glendale Community College District and the Glendale College Guild tentatively agree to the following change in their collective bargaining agreement:

Article III, Section 8. Dues Deductions


a) When drawing orders for salary payments to employees covered by this Agreement, the District shall reduce the order by the amount which has been authorized to be deducted for the purpose of paying the regular monthly dues of the employee in the Guild. Current authorization cards on file with the District need not be resolicited under this Agreement. Such a dues deduction authorization shall remain in effect until withdrawn in writing a written notice to the **Guild during the period not less than thirty (30) days and not more than forty-five (45) days before 1) the annual anniversary date of becoming a Guild member or 2) the date of termination of the applicable contract between the employer and Glendale College Guild, whichever occurs sooner. This authorization shall be automatically renewed as an irrevocable check-off from year to year unless revoked in writing during the window period, irrespective of membership in Glendale College Guild.**

b) The District shall on a monthly basis remit to the Guild an amount equal to the total of the dues deductions made during the month, and shall furnish to the Guild a list of all employees affected together with the amount deducted for each. The Guild shall hold the District harmless against any claim or liability arising from actions taken by the District pursuant to this section.

Date of tentative agreement: Sept 22 2016



Michael Allen
Chief Negotiator, Guild



Rick Perez
Chief Negotiator, District

Guild to District, 10/27/16

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

Article VII, 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.

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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 to **Family Medical Leave for the care of the faculty member's spouse, domestic partner, son or daughter, or parent, or dependent who has a serious health condition.**

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.

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E. Family Medical Leave

The District shall comply with the Family and Medical Leave Act (FMLA) of 1993 and the California Family Rights Act (CFRA) to provide up to twelve (12) weeks of unpaid, job protected leave to eligible faculty for certain family and medical reasons during any fiscal year.

1. These 12 weeks of job protection or a portion of the 12 weeks may be paid if the faculty member has accumulated paid sick leave described in Section 3 of this article.
2. The FMLA may be paid if the leave meets the conditions of Section 2 of this article as well as the eligibility requirement of FMLA and the faculty member had sufficient accumulated paid sick leave.
3. If the conditions of Section 3 and FMLA eligibility, are met but the faculty has insufficient accumulate paid sick leave, the FMLA may be partially paid.
4. Finally, if the faculty member does not have any accumulated paid sick leave FMLA is unpaid.

5. FMLA -Military Family Leave

a. Qualifying Exigency for Military Family Leave. Eligible employees whose spouse, children or parents have been called to active duty are entitled to a maximum of 12 weeks of leave because

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of "any qualifying exigency" arising out of that circumstance. The following examples qualify for FMLA leave under this provision: where the spouse of a deployed service member is managing childcare issues caused by the deployment, a family member is escorting the service member being deployed to the place of departure, the spouse is attending deployment briefings, etc.

b. Military Caregiver Leave: Eligible employees who are spouses, children, parents or next of kin, are entitled to take up to 26 weeks of leave in a single 12-month period to care for a family member, for a serious injury or illness of a covered service member. The service member must be a member of the Regular Armed Forces, the National Guard, or the Reserves and undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list. Although the entitlement is in addition to leave otherwise permitted under FMLA, an employee's combined total annual FMLA leave entitlement cannot exceed 26 weeks.

~~6. Eligibility: Faculty are eligible if they have worked for at least one (1) year, and for 1250 hours over the previous twelve (12) months.~~

~~7. Conditions: The following leave conditions are addressed:~~

~~a. To care for the faculty member's child after birth, or placement of a child for adoption, foster care, or guardianship.~~

~~b. To care for a legally dependent adult.~~

~~c. To care for the faculty's spouse, domestic partner, son or daughter, parent, or dependent who has a serious health condition;~~

~~d. For a serious health condition that makes the faculty member unable to perform his/her job.~~

8. Exercise of these family leave provisions shall be subject to the following:

a. Health benefits shall continue as though the faculty member were in paid status for the first twelve (12) weeks of such leave.

b. 2) Such leave for a serious health condition of the faculty member shall run concurrently with similar paid and unpaid leave that are a part of this Agreement

c. Vacation and illness leave may be utilized during family leave, for 1 and 2 above at the option of the faculty member.

d. The leave shall not constitute a break in service for longevity, seniority, or health benefits upon retirement. A faculty member returning from leave shall return with no less seniority than he/she had when the leave commenced.

e. A serious health condition is an illness, injury, impairment, or mental condition that involves either inpatient care or continuing treatment as defined by the Family Medical Leave Act.

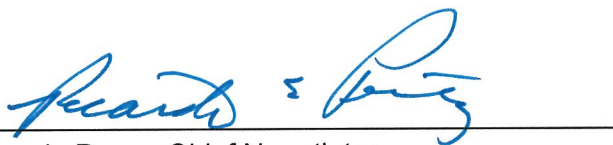
f. This leave may be utilized in increments less than a consecutive twelve (12) week period.

9. A faculty member on an approved leave of absence for purposes other than personal illness may use a combination of personal necessity, banked, and compensatory time to extend his/her leave until the end of the semester, and shall be on paid status for the additional days beyond the time allotted by FMLA. In the event the faculty member on FMLA leave does not have sufficient personal necessity, banked, or compensatory time to reach the end of the semester while on paid status, he/she may elect to loadshift up to four and a half weeks of workload or equivalent units from subsequent semesters. The provisions in this section are applicable to Fall and Spring semesters only; furthermore, this extension may not prolong the faculty member's absence beyond the semester during which the FMLA leave has occurred. If the faculty member does not return to the District to complete the loadshifted units or hours, the District shall follow the procedures outlined in Article VIII, Section 23, for Recovery of Money Overpaid to Faculty.

Signed:



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District

Date of tentative agreement: OCT 27 2016

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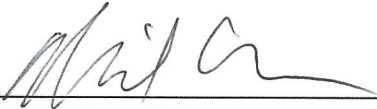
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The Glendale College Guild and the Glendale Community College District tentatively agree to change Article III of their collective bargaining agreement as indicated:

Section 10. List of Employees

The District shall, by October 1, and March 1, furnish the Guild with an up-to-date listing of the names, addresses, telephone numbers, assignment and work locations of all employees. ~~Those who have requested confidentiality shall not have their addresses and telephone numbers included on the list.~~ An addendum list showing revisions only shall be furnished November 15 and April 15. The Guild shall use this information for internal non-commercial purposes only.

Signed:



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District

Date of tentative agreement: Sept 22 2016

Guild to District, 11/10/16
District to Guild 11/10/16
Guild to District, 11/3/16

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


Article IX, Section 10

C. Student evaluations for instructional faculty members shall be conducted online only in classes taught by the evaluatee ~~which~~ that do not have any face-to-face meetings (or do not meet face-to-face beyond their first class meetings—the census date for the class) or to evaluate learning experiences (such as interactions with librarians, specialists, and counselorsing) that occur entirely in an online environment. In all other cases, student evaluations for instructional ~~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.

Signed: Nov 10 2016



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District

Article VIII

Section 18. Extra Assignments

Regular contract employees specified in Section 1 of this Article with extra assignments (coaches, division chairs, counselors and specialists) shall be paid according to Appendix B3 attached hereto and made a part of this Agreement.

A. Non-Instructional Rate

Regular or Adjunct faculty who outside of their regular agreement perform any of the assignments listed below shall be paid according to the Non-Instructional Assignment Salary Schedule -- Appendix B3

1. Reading and grading placement exams as part of assessment
2. Development of grant proposals
3. Development of curriculum for contract education

Additions to the above assignments can be made upon agreement with the Guild.

B. Faculty Advisors

Faculty Advisors for Internship ^{MA RP} 050 shall be compensated \$200-per-student who completes the course requirements during the regular semester, **up to 14 students**. Faculty Advisors shall receive the \$200.00 compensation-per-student based upon the completion of:

1. A minimum of four meetings with the student;
2. A minimum of one meeting with the employer or placement agency regarding student progress;
3. All student course work/requirements including, but not limited to:
 - a. Student Learning Objectives,
 - b. Final project, paper or journal
 - c. Signed Faculty Advisor Record,
 - d. Signed time sheet from Employer (completing the required hours for the units earned),
 - e. Signed evaluation sheet completed by the employer
4. A grade of Credit/No Credit submitted to the Instructor of record

Faculty advisors shall be limited to no more than 5 Student Interns enrolled in Internship ^{MA RP.} 050 during the regular semester. Additional students may be added only with the permission of the Instructor of Record and the appropriate Vice-President or designee.

~~Faculty Advisors shall only receive compensation for students taking Internship 050 if students seeking Internship 050 units are not part of the WSCH for any course in which that faculty member's normal teaching load/class curriculum includes an internship component, unless specific approval has been given by the Instructor of Record and the appropriate Vice President or designee.~~

Faculty members shall not receive additional compensation (other than class loads over 40, which shall be subject to the Large Lecture Formula in Article X) **for internship courses or courses with an**

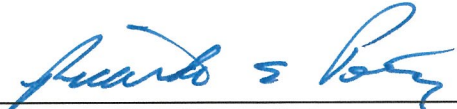
internship component that have an enrollment of 15 or greater and are part of an instructor's assignment unless specific approval has been given by the Instructor of Record and the appropriate Vice-President or designee. Instead, they shall receive teaching hour credit equivalent to the number of units in the class.

~~Faculty Advisors shall not receive any additional compensation from the district, the student, or the placement/employer beyond the \$200.00 stipend per student.~~

Date: Nov 3 2016



Michael Allen, Chief Negotiator
Glendale College Guild



Rick Perez, Chief Negotiator
Glendale Community College District

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

Article VII, Section 5

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E. Pre-Retirement Reduced Workload Leave

1. The optional reduced workload program is established in accordance with the provisions of Education Code Sections 87483 and 22724 and provides conditions under which an academic faculty member may be allowed to reduce his/her workload, in anticipation of retirement, from full-time to parttime duties and receive the same retirement credit that would have accrued had the faculty member been on full-time service.

2. In order to ensure full CalSTRS credit, the faculty member is responsible for meeting with a CalSTRS representative prior to the beginning of the Pre-Retirement leave. Service credit may only be guaranteed for faculty beginning the Pre-Retirement Leave in the Fall semester. CalSTRS does not recognize Pre-Retirement Reduced Workload Leaves that begin in the Spring semester.

3. Eligibility Requirements

- a. The faculty member shall have reached fifty-five (55) years of age by the start of the semester in which the work reduction begins.
- b. The faculty member shall have been employed full-time in a position requiring at least ten (10) years of which the immediately preceding five (5) years were full-time employment. Sabbaticals and other approved non-discretionary leaves do not constitute a break in service. However, neither discretionary nor non-discretionary leaves are to be used to compute the five (5) years of full-time service necessary for entry into the program.
- c. The faculty member must retire after a maximum of **ten (10)** ~~five (5)~~ years of reduced workload or at any time after one (1) year of reduced workload that the program is ended through mutual agreement of the faculty member and the District.
- d. The first year of reduced workload is to be considered a trial period for the faculty member and a return to full-time status may be requested during this year. Such return to full-time status may only be resumed at the start of the next school year (which year would have been the second year of a reduced workload program).
- e. The minimum assignment shall be half-time. Half-time employment shall be the equivalent of one-half the number of days of service required by the faculty member's contractual assignment during the final year of service in a full-time position. A faculty member may request a minimum assignment which is:
 - i. One hundred percent (100%) assignment for one (1) semester and no assignment for the second semester.
 - ii. A fifty percent (50%) assignment for each of two (2) semesters.
 - iii. Fifty percent (50%) or more for both semesters of the college year.

4. Compensation Details

- a. The faculty member shall be paid a part-time salary prorated on the basis of the full-time salary for the position in which he/she serves. He/she shall retain health benefits provided for by statute in the same manner as a full-time faculty. All other rights and benefits shall be provided in accordance with applicable statutes and/or District policies.
- b. The District and the faculty member shall each contribute to the State Teachers' Retirement Fund the amount that would have been contributed if the faculty member were employed on a full-time basis. At least fifteen (15)

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working days prior to any period in which the faculty is not working at least half-time, a lump sum payment equal to the retirement contribution due for that period shall be remitted to the District. That amount and the District contribution shall be forwarded to the State Teachers' Retirement System.

5. Leaves of Absence

- a. In the event a faculty member requests leave without pay for any reason, the salary received for the school year must not be less than half the salary the faculty would have earned if employed on a full-time basis. If a faculty member is paid less than half of the full-time salary, the minimum participation requirements shall not have been met and the pre-retirement reduced workload leave shall be cancelled.
- b. Faculty who are participating in the Pre-Retirement Leave are not eligible for sabbatical or other discretionary leaves.

6. Application and Termination

- a. The option of part-time employment shall be requested by the faculty member and submitted to the Chief Human Resources Officer, on a form to be provided by the District.
- b. Applicants who wish to begin this option for part-time employment in the fall semester of an academic year shall submit their applications by the preceding March 15.
- c. During the first year of the reduced workload program, the faculty member may initiate termination of the program and such termination shall not require the mutual consent of the District.
- d. During the second through the fifth year of the reduced workload program, the option may be revoked or altered within code limitations only with the mutual consent of the faculty member and the District.

7. A faculty member may participate in the reduced workload program for a maximum of **ten (10)** ~~five (5)~~ years.

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Signed:



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District

Date of tentative agreement: Feb 17, 2016

Guild to District November 17, 2016
District to Guild, November 17, 2016
Guild to District, November 10, 2016

The Glendale College Guild and the Glendale Community College District tentatively agree to make the following changes to their written collective bargaining agreement, related to ancillary activities:

From Article VIII, Section E. Adjunct Faculty Ancillary Activities Stipends:

The District agrees to establish an annual fund of ~~\$25,000~~ \$50,000 to provide stipends for Adjunct Faculty members undertaking projects or activities outside of their regular ~~job description~~ assignment. Any of the dollars of this fund that are not paid to adjunct faculty for these stipends shall accumulate, allowing the fund to grow, up to a maximum of ~~\$50,000~~ \$75,000. These projects/activities shall be either one semester or one year in length and shall be referred to as Ancillary Activities. Stipends shall be ~~dispersed~~ disbursed in \$250 increments not to exceed \$1,500 per activity.

Ancillary Activities shall include, but not be limited to:

Curricular Development Projects
Learning Outcome Assessment Cycle Activities Outside of Contractual Obligations Division/Department Activities (not used for flex)
Governance Activities/Committees
Accreditation Committees
Master Planning Committees and Subcommittees
Program Review Committees
Academic Senate ~~Executive Committee~~
Grant Writing/working on grant
Advising Student Organizations
~~Joint Guild/District~~ Task Force Assignments
Preparation and Presentation for Staff Development

Ancillary activities shall not count or be used for purposes of calculating eligibility for full-time, contract or regular status.

Adjunct Faculty applying for these stipends shall submit an application to the designee of the Vice President of Instruction or the Vice President of Student Services. Upon submission of the application, a committee of four, composed of a designee of the Vice President of Instruction, a designee of the Vice President of Student Services, one designee from the Guild, and one from the Academic Senate, shall make the final determination of who receives the stipend and how much. Approval of the request shall require a majority of the votes cast by this committee. If the applicant is denied a stipend, the applicant may appeal the decision to the appropriate Vice President and the President of the Academic Senate. The final decision shall not be subject to the grievance procedure. Applications may be submitted at any time during the year, ~~including after the work has been performed~~ and must be approved and board reported before work is completed. The committee shall make decisions on pending applications in the ~~second~~ third week and tenth week of each semester. Stipends shall be awarded based on merit and established criteria. Once the fund has been expended, no more applications shall be accepted for that year. Verification of completion of the ancillary activity as outlined in the approved plan shall be submitted to the designee of the Vice President of Instruction, before June 2 of that contract year for payment to be processed. Those who are denied stipends because the funds have been expended or the application deadline is missed shall have their application considered first the following year.

Stipends awarded to perform Ancillary Activities shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving it. It is not to be used to trigger the Peralta rule. Stipends should not be awarded to individuals for work that is claimed for flex time.

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From Article VIII, Section 16-B-8:

Coaching is a professional ancillary activity and not considered part of the load calculation nor can the coaching duties be added to other duties to reach a total of 67% of a full time assignment. The stipends for coaching assignments are listed below and not to be confused with section 16 E. of this article, "Adjunct Faculty Ancillary Activities Stipends."

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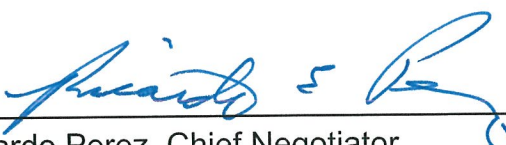
From Article VI, Section 7:

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.

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Signed: Nov 17 2016


Mike Allen, Chief Negotiator
Glendale College Guild


Ricardo Perez, Chief Negotiator
Glendale Community College District


The Glendale College Guild and the Glendale Community College District tentatively agree to change Appendix C of their collective bargaining agreement as indicated:

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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. at 11:59 pm on the Tuesday after the last final exam day of the term.

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Signed: Dec 1 2016



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District

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

a) Effective with the beginning of the Fall Semester, 2017, pay rates in their collective bargaining agreement's schedule B1 shall be reduced by 4.75% and proportional office hours (as defined by the contract changes in part "b" below) for adjunct instructors shall be implemented.

b) The contract changes would be:

Article VI. Hours

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Section 3. Office Hours

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

1. ~~Credit a~~ **Adjunct instructors** ~~faculty members~~ will be responsible for holding the student conferencing a **number of office hours per week**, outlined on the table below for fall and spring semesters only, **equal to 5 times the percentage of full-time load that they are teaching.**

Weekly Student Contact Hours	Weekly student conferencing time
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 office hours are to be paid at the instructional rate of Appendix B2 Adjunct Hourly for semester classes. \ominus **For credit instructors**, office hour pay shall be determined by taking the schedule placement x (from Appendix B2) weekly office hours x 17.5 divided by 5 = monthly pay for office hours, **whereas office hour pay for noncredit instructors shall be determined by taking the schedule placement x (from Appendix B2) weekly office hours x 15.5 divided by 5 = monthly pay for office hours.** All adjunct faculty with a student office hour obligation will be required to post their 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 outside the office door.

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

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

5. Adjunct faculty may hold all of their office hours online each week. 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 adjunct faculty.

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 standard load. The load value for online and hybrid courses shall be the same as for courses in traditional format. The faculty load for each discipline shall be:

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	16
Developmental Skills Continuing Education Adult Basic Secondary 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*
Health Information Technology	15
History	15
Home Arts – Continuing Education	24**
Hospitality and Tourism Hotel and Restaurant 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
Medical Office Administration	15
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.

The above-mentioned teaching loads are approximate rather than strict limitations, and they are intended to refer to an overall load during the full academic year. Since the student demand for courses normally varies from semester to semester, it is understood that the guidelines shall result in a heavier than normal schedule in one semester followed by a reduced schedule the following semester. If an employee was assigned to teach more or less than the normal load during any particular academic year, the College shall, by the end of the following academic year, adjust the instructor's work load accordingly. The period of time in which to make such an adjustment may be extended, in exceptional circumstances, at the discretion of the College

For State Teachers' Retirement System reporting, the following standards will be established for annual base hours for part-time employees:

Classification Code	Base Hours
01 – Lab Instructor	595 700 hours
02 – Lecturer/General Instructor	595 700 hours
03 – Adult Education Instructor	875 910 hours
04 – Librarian	1,050 hours
05 – Counselor	1,050 hours

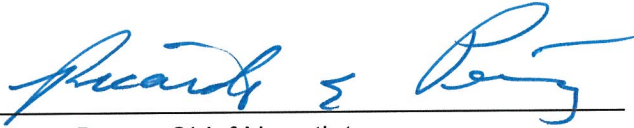
~~Section 5. Program Review~~

d) In 2017-18, if FTES growth is at least 0.75% beyond base of 15462, excluding any summer shift, a restoration of 0.75% shall be applied to the B1 pay schedule in the collective bargaining agreement. Future restoration will be negotiated annually until the maximum 4.75% has been restored.

Signed:



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District

Date of tentative agreement: Nov 17 2016

Guild to District, December 1, 2016

The Glendale College Guild and Glendale Community College District tentatively agree that:

1) The instructor of the 3-unit social science class with a seat load of 160 anticipated for Spring, 2017, shall be credited with teaching hours that are double those of an 80-seat load class in the large lecture formula (chart) of their current collective bargaining agreement.

2) Effective Fall, 2017, Article X of their contract shall be amended as indicated:

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 the appropriate Division Chair.

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.~~ **C.** All lecture classes loaded at ~~50~~ **41** or above shall be subject to the Large Lecture Class Formula.

Section 3. Large Lecture Classes

A. Large Lecture 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.

B. For each class section approved for Large Lecture credit, the District may establish a target number of units that can be earned. That target number will be communicated in writing to both the Division Chair and instructor by the appropriate Dean. The actual maximum numbers of units awarded shall not exceed that target number by more than one-half unit.

C. If the actual enrollment in a class subject to the formula falls below the number projected when the instructor's workload was initially assigned, the reassignment provisions of Section 5C of this Article shall apply. If the actual enrollment exceeds the number projected, the District shall either pay the instructor for the number of additional load units under the formula at the established overload rate, allow the instructor to bank the units, or provide an adjusted workload within the following two (2) semesters. In determining which option to use, the District shall give good faith consideration to the preference of the employee.

D. Adjunct faculty would not be approved for large lecture classes when large lecture credit would cause them to exceed 67% of a load.

Section 4. Large Lecture Class Formula

Each student beyond 40 students in the class shall generate additional teaching load unit credit equal to "the number of teaching hours of the class, divided by 45."

~~2-UNIT CLASS Number Below 50 63 75 87 99 111 50 62 74 86 98 110 125 Teaching Credit 2 2.5 3.0 3.5 4.0 4.5 5.0~~

~~2.5-UNIT CLASS Number Below 50 57 67 78 88 99 50 56 66 77 87 98 110 Teaching Credit 2.5 3.0 3.5 4.0 4.5 5.0 5.5 132~~

~~3-UNIT CLASS Number Below 50 59 68 77 86 95 104 113 50 58 67 76 85 94 103 112 125 Teaching Credit 3 4.0 4.5 5.0 5.5 6.0 6.5 7.0 7.5~~

~~3.5-UNIT CLASS Number Below 50 57 65 73 81 89 97 105 50 56 64 72 80 88 96 104 114 Teaching Credit 3.5 4.5 5.0 5.5 6.0 6.5 7.0 7.5 8.0~~

~~4-UNIT CLASS Number Below 50 55 62 69 76 83 90 97 104 111 118 50 54 61 68 75 82 89 96 103 110 117 125 Teaching Credit 4 5.0 5.5 6.0 6.5 7.0 7.5 8.0 8.5 9.0 9.5 10.0~~

~~4.5-UNIT CLASS Number Below 50 54 61 67 74 80 87 92 100 106 112 119 50 53 60 66 73 79 86 91 99 105 111 118 125 Teaching Credit 4.5 5.5 6.0 6.5 7.0 7.5 8.0 8.5 9.0 9.5 10.0 10.5 11.0~~

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~~5 UNIT CLASS Number Below 50 53 59 65 71 77 83 89 95 101 106 111 116 121 50
52 58 64 70 76 82 88 94 100 105 110 115 120 125 Teaching Credit 5 6.0 6.5 7.0 7.5 8.0 8.5 9.0
9.5 10.0 10.5 11.0 11.5 12.0 12.5~~

~~5.5 UNIT CLASS Number Below 50 52 58 64 70 76 82 88 94 100 106 111 117 123 50
51 57 63 69 75 81 87 93 99 105 110 116 122 128 Teaching Credit 5.5 6.5 7.0 7.5 8.0 8.5 9.0 9.5
10.0 10.5 11.0 11.5 12.0 12.5 13.0~~

~~6 UNIT CLASS Number Below 50 52 58 64 70 76 82 88 94 100 106 111 117 123 133
50 51 57 63 69 75 81 87 93 99 105 110 116 122 128 Teaching Credit 6 7.0 7.5 8.0 8.5 9.0 9.5
10.0 10.5 11.0 11.5 12.0 12.5 13.0 13.5~~

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Signed: Dec 1 2016



Mike Allen, Chief Negotiator
Glendale College Guild



Ricardo Perez, Chief Negotiator
Glendale Community College District