

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

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Section 2. Adjunct Faculty Health Insurance Buy-in Program

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K. The Guild agrees to a District contribution of \$181,500, to be credited each fiscal year to the Adjunct Health Benefits Account. This disbursement shall be retroactive to July 1, 2006. **The premium subsidy for adjunct faculty shall be up to \$3300 per year not to exceed 50% of the premium through December 31, 2017. This will be changed effective January 1, 2018 to be 50% of the total one party premium.**

Date:

July 6, 2017

Ricardo Perez

Ricardo Perez
District Chief Negotiator
Glendale Community College

Caroline DePiro

Caroline DePiro
Guild Chief Negotiator
Glendale Community College

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

E. Adjunct Faculty Ancillary Activities Stipends

The District agrees to establish an annual fund of \$50,000 to provide stipends for Adjunct Faculty members undertaking projects or activities outside of their regular 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 \$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 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
- Grant Writing/working on grant
- Advising Student Organizations
- 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. **As stipends for ancillary activities may be considered categorical, these activities will not count or be used for purposes of calculating eligibility for full-time, contract or regular status under the exemption defined in Title 5 section 87604. This exemption shall be defined in materials describing the process by which stipends are awarded as well as on the stipend application form.**

Date: July 6, 2017



Ricardo Perez
District Chief Negotiator
Glendale Community College



Caroline DePiro
Guild Chief Negotiator
Glendale Community College

Guild to District 7-6-2017

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

**ARTICLE III
GUILD RIGHTS**

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Section 11. Released Time

Released time shall be granted to Guild representatives for grievance resolutions as provided in Article IV. Released time equivalent to 2.2 FTE of an employee's basic assignment shall be granted to Guild representative(s) for the purpose of negotiations and other Guild business. Released time shall also be granted at ~~1.4~~ **1.6** FTE to the Academic Senate. Scheduling shall be subject to reasonable District control to fit educational program needs and shall be arranged in advance with the appropriate administrator. If an adjunct employee is granted released time by the Guild **and/or the Senate**, the District shall pay that employee at the conversion rate of 10% annual released time equal to three hours weekly each semester. Released time greater or less than 10% shall be proportionate.

It is agreed that compliance with this section shall be deemed to satisfy any statutory released time obligations of the District.

Date: July 13, 2017



Ricardo Perez
District Chief Negotiator
Glendale Community College



Caroline DePiro
Guild Chief Negotiator
Glendale Community College

Guild to District July 20, 2017

Glendale College Guild and Glendale Community College District tentatively agree to amend their contract effective Spring 2018 as indicated:

Article VI

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Section 3. Office Hours

A. Office Hours Full-Time Faculty

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ii. Each full-time instructor shall maintain a minimum of five (5) hours (60 min) a week as office hours for student consultation distributed over at least 4 days, and that information shall be posted by the instructor on their office door, included on their course overview, submitted to their Division Chair(s), and made known to students in each class. Each instructor not teaching online or hybrid courses shall hold a minimum of 80% of their office hours on campus, while the remainder may be offered online. Each instructor teaching online or hybrid courses shall hold a minimum of 40% of their office hours on campus, while the remainder may be offered online. **Instructors should offer office hours** ~~Conferencing time may be offered in blocks no shorter than fifteen (15) thirty (30) minutes each.~~ No more than two **and a half (2.5) office** hours of ~~conferencing~~, either on campus or online, shall be scheduled on any given work day.


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C. Office Hours Adjunct Faculty

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~~ **Adjunct Instructors should offer office hours in blocks no shorter than (20) minutes when possible.**

Date: _____

July 20, 2017



Ricardo Perez
District Chief Negotiator
Glendale Community College



Caroline DePiro
Guild Chief Negotiator
Glendale Community College

Guild to District 8-17-2017

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

Glossary

Adjunct Faculty Member

The Education Code for California Community Colleges Sections 87400-87488 and 87660-87683 uses specific terms and definitions for academic employees. In this document, adjunct faculty member means “Temporary Employee” as defined for Community Colleges in the California State Education Code.

Appropriate Administrator

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

Appropriate Vice-President

The Vice-President of Instruction for Instructional Faculty, or the Vice-President of Student Services for student services faculty.

Carnegie hour and unit

In this document, the Carnegie definitions of hours and units are used as defined below. Although Glendale Community College has adopted a compressed 16-week semester calendar, an hour is defined as a 50-minute hour used on an 18-week semester calendar unless otherwise noted. For a one-unit academic course, the following hours would normally be expected: 16 hours of classroom time 32 hours of homework 48 hours total student learning time Many traditional academic courses award three units. The number of hours expected for such a course would be: 48 hours of classroom time 96 hours of homework 144 hours total student learning time

Contract Faculty Member

The Ed Code for California Community Colleges Sections 87400-87488 and 87660-87683 uses specific terms and definitions for academic employees. In this document, a Contract Faculty member is a “Regular Employee” and/or a “Contract Employee” as defined for Community Colleges in the California State Education Code.

Credit

The term “credit” is defined at each use in the text, such as “credit classes”.

Date: August 17, 2017

Rick Perez

Rick Perez, District Chief Negotiator

Caroline DePiro

Caroline DePiro, Guild Chief Negotiator

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

The Guild and the District agree to the following: Article VIII, Section 9. *Initial Placement on Salary Schedule* and Section 10. *Advancement on the Salary Schedule* Tentative Agreement signed on March 23, 2017 for Vocational faculty is retroactive to the fall 2016 semester.

Date of Side Letter: August 24, 2017



Ricardo Perez, Chief Negotiator
Glendale Community College District



Caroline DePiro, Chief Negotiator
Glendale Community College Guild

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

ARTICLE VI HOURS

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Section 10. Load Banking for Instructors

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

- A. Any hours in excess of this twenty (20) percent shall be compensated at the instructor's overload rate from Appendix B.
- B. The employee must designate hours to be banked prior to the beginning of the semester that they are earned.
- C. An employee who is banking in excess of ten (10) percent shall schedule an additional office hour per week that semester.
- D. Banked hours may be used to reduce an employee's workload an equivalent number of hours at the contract rate of pay. An employee who has banked a sufficient number of hours may use them to take off completely up to two (2) semesters in any three (3) year period at full pay and benefits. These semesters may be consecutive. An employee instructor may not accrue more banked hours than the equivalent of **two times the instructor's load** ~~two (2)~~ semesters.
- E. An employee may not receive compensation in excess of his/her regular salary for any combination of teaching and using banked hours.
- F. AN employee must notify the division chairperson and District of her/his intention to use banked hours by the due date of the first rollover schedule for that semester.
- G. If the utilization of banked hours would jeopardize the educational program in a discipline, the District may postpone an employee's using the banked hours for one semester.
- H. If two (2) or more employees from the same discipline desire to use banked hours and the District determines that not all can be accommodated, first priority shall be given to those employees who have not previously used banked hours. Further determination shall be based on seniority.
- I. Banked hours may be used in conjunction with a sabbatical leave. However, the compensation from such a combination shall not exceed the employee's regular salary. In addition, the duration of paid leave from such a combination shall not exceed one year.
- J. Health and welfare benefits and STRS contributions shall be the same as if the employee's total assignment, including the banked hours, had been worked. Banked hours shall count toward retirement and shall be considered paid District service during the period that they are used.
- K. An employee who reduces his/her workload by using banked hours shall have office hours and other such obligations reduced proportionately.

- L. In the event of an employee's resignation, termination, retirement, or death, the District shall reimburse the employee or her/his estate the current hourly rate of compensation for any unused banked hours. ~~These are the only instances where banked hours can be cashed out.~~
- M. The District shall provide online access to the number of accumulated banked hours for all instructors.
- N. Banked hours may be earned **and/or used** during regular sessions and intersessions. **Unbanked hours are paid at the overload rate during regular sessions and the intersession rate for intersessions.** ~~However, an employee may not use banked hours during intersessions for the purpose of receiving pro rata pay. Banked hours may be utilized to meet Fall and Spring load requirements but may not be used in intersessions.~~
- O. Banked hours shall not be transferred, lent, or assigned between employees.

Section 11. Load Banking for Counselors

A contract employee with the approval of the organizational unit manager and the division chair, who accepts a summer work overload of 35 or more hours, outside of the 190 contract days, may elect to bank 35 or more of those hours in lieu of additional compensation subject to the following provisions:

- A. The employee must designate the hours to be banked prior to the summer in which they will be earned.
- B. Any overload hours worked in excess of the hours designated in advance for banking shall be compensated at her/his current hourly pay rate or with compensatory time off.
- C. Banked hours will be used in minimum increments of 20% (7 hours) of a full time counseling semester assignment. The reduced hours must be used in a uniform and consistent manner for the length of the semester. No counselor may spend banked hours to take off more than two consecutive semesters of a full assignment.
- D. An employee must notify the District of his/her intention to spend banked time by the due date of the first rollover for the following semester. If utilization of banked time would jeopardize the program in the counselor's organizational unit, the District may postpone use for one semester.
- E. If two or more employees from the same Student Services organizational unit desire to spend banked hours and the district determines that not all requests can be accommodated, first priority shall be given to employees who have not previously used banked hours. Further determination will be based on seniority or the time may be divided by the mutual agreement among those applying.
- F. Banked Hours may be used in conjunction with a sabbatical leave. However, the compensation from such a combination shall not exceed the employee's regular salary. In addition, the duration of paid leave from such a combination shall not exceed one year.
- G. Health and welfare benefits and STRS contributions shall be the same as if the employee's total assignment, including the banked hours, had been worked. Banked hours shall count toward retirement and shall be considered paid District service during the period that they are used.

- ✓H. In the event of an employee's resignation, retirement, or death, the District shall reimburse the employee or her/his estate at the current hourly rate of compensation for any unused banked hours. ~~These are the only instances where banked hours may be cashed out.~~
- I. The District shall provide an annual statement of accumulated banked hours to all counselors who have participated. Banked hours are not interchangeable with compensatory time either in the manner in which they are earned or the manner in which they are spent.
- J. Banked hours may be earned **and/or used** during **regular sessions and intersessions**. **Unbanked hours are paid at the overload rate during regular sessions and the intersession rate for intersessions.** ~~Banked hours may only be utilized between the start of Fall semester and the end of Spring semester.~~

Section 12. Load Banking for Library Faculty

A contract librarian, with the approval of the Division Chairperson, Dean, and the Vice President of Student Services, who accepts a weekly overload of twenty (20) percent (7 hours) or less of her/his regular weekly assignment for a semester, may elect to "bank" those hours in lieu of additional compensation subject to the following provisions:

- A. The employee must designate hours to be banked prior to the beginning of the term in which they will be earned.
- B. Any overload hours worked in excess of the hours designated in advance for banking shall be compensated at his/her current hourly rate or with compensatory time off.
- C. Banked hours will be used in minimum increments of 20% (7 hours) of a full time library assignment. The reduced assignment must be used in a uniform and consistent manner for the length of the term. No librarian shall accrue more than two semesters of banked hours.
- D. An employee must notify the District of his/her intention to spend banked time by the due date of the first rollover for the following semester. If utilization of banked time would jeopardize library services, the District may postpone use for up to two semesters.
- E. If two or more librarians desire to spend banked hours and the District determines that not all requests can be accommodated, first priority shall be given to employees who have not previously used banked hours. Further determination will be based on seniority or the time may be divided by the mutual agreement among those applying.
- F. Banked hours may be used in conjunction with a sabbatical leave. However, the compensation from such a combination shall not exceed the employee's regular salary. In addition, the duration of paid leave from such a combination shall not exceed one year.
- G. Health and welfare benefits and STRS contributions shall be the same as if the employee's total assignment, including the banked hours, had been worked. Banked hours shall count toward retirement and shall be considered paid District service during the period that they are used.
- H. In the event of an employee's resignation, retirement, or death, the District shall reimburse the employee or her/his estate at the current hourly rate of compensation for any unused banked hours. ~~These are the only instances where banked hours may be cashed out.~~

1. The District shall provide an annual statement of accumulated banked hours to all library faculty who have participated.

- J. Banked hours may be earned **and/or used** during **regular sessions and** intersessions. **Unbanked hours are paid at the overload rate during regular sessions and the intersession rate for intersessions.** ~~Banked hours may be utilized to meet Fall and Spring load requirements but may not be utilized in intersessions.~~

Date of Side Letter: August 24, 2017



Ricardo Perez, Chief Negotiator
Glendale Community College District



Caroline DePiro, Chief Negotiator
Glendale Community College Guild

Glendale College Guild and Glendale Community College District tentatively agree to amend their contract effective Spring 2018 as indicated:

E. Adjunct Faculty Ancillary Activities Stipends

The District agrees to establish an annual fund of \$50,000 to provide stipends for Adjunct Faculty members undertaking projects or activities outside of their regular 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 \$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 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
- Grant Writing/working on grant
- Advising Student Organizations
- 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. **As stipends for ancillary activities may be considered categorical, these activities will not count or be used for purposes of calculating eligibility for full-time, contract or regular status under the exemption defined in Title 5 section 87604. This exemption shall be defined in materials describing the process by which stipends are awarded as well as on the stipend application form.**


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 and must be approved and board reported before work is completed. The committee shall make decisions on pending applications in the ~~third~~ **first** week, **fourth week** and ~~tenth~~ **fifteenth** 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.

Date: 8/31/17


Anthony Culpepper, Chief Negotiator
Glendale Community College District


Caroline DePiro, Chief Negotiator
Glendale Community College Guild

Guild to District, September 28, 2017

The Glendale College Guild and the Glendale Community College District tentatively agree to the following changes in their collective bargaining agreement, related to compensation:

a) Article XI, Section 1-D:

"A ~~twenty five thousand dollar (\$25,000)~~ **fifty thousand dollar (\$50,000)** life insurance policy for the employee only, subject to ADEA rules."

b.) **Pay for overload work by contract faculty is currently equivalent to the B-2 Schedule but shall rise to the B1 Schedule effective fall 2017.**

c.) Effective 7/1/17, a **3% increase** shall be applied to salary schedules B-1 and B-2. **A 2% increase** shall be applied to all other salaries and stipends (including, but not limited to those in sections 7 & 17 of Article VI, sections 15 & 16 & 18 of Article VIII, Appendix A, Appendix B, Appendix B-3, and Appendices B-14 & B-15 & B-16 & B-18 & B-19 & B-21 & B-24).

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) receives an increase in excess of the above.

Date: 9/28/17


Anthony Culpepper, Chief Negotiator
Glendale Community College District


Caroline DePiro, Chief Negotiator
Glendale Community College Guild