

#	Article	Section		Date signed
1	XI	2	Adjunct Faculty Health Insurance Buy-in Program	7/6/17
2	III	11	Release Time (increase for Senate)	7/13/17
3	Glossary		Update	8/17/17
4	VI	10, 11 & 12	Load Banking and Un-banking	8/24/17
5	VIII	9-10	Side Letter (Initial Placement on Salary Schedule) – retro to Fall 2016	8/24/17
6	VIII	16E	Adjunct Faculty Ancillary Activities Stipends (application periods)	8/31/17
7	XI	1-D	Increase in Life Insurance for employee only	9/28/17
8	XI		Overload work rise on B1 Schedule, effective Fall 2017	9/28/17
9	XI		3% increase to salary schedules B1 & B2; 2% increase to all others	9/28/17
10	XI	10	Employee Health & Welfare Committee – Extension to June 30, 2020	10/5/17
11	XI	8	Evaluation of Temporary Contract Faculty	10/5/17
12	VI	3A & 3C	Office Hours	10/12/17
13	Appen. C	Work year	Calendar	10/12/17

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
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 4.4 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

Ricardo Perez
District Chief Negotiator
Glendale Community College

Caroline DePiro

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, District Chief Negotiator


Caroline DePiro, Guild Chief Negotiator

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

...

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

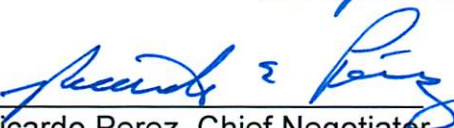


Caroline DePiro, Chief Negotiator
Glendale Community College Guild

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

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

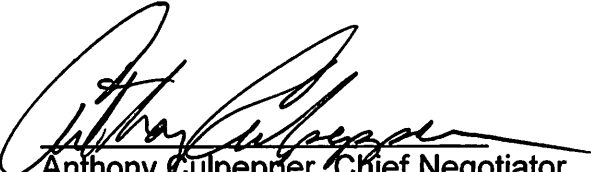
Ancillary activities shall not count or be used for purposes of calculating eligibility for full-time, contract or regular status. As stipends for ancillary activities may be considered categorical, these activities will not count or be used for purposes of calculating eligibility for full-time, contract 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

Guild to District October 5, 2017

In addition to the normal re-openers scheduled to be brought by the Glendale College Guild and the Glendale Community College District in September, 2019, 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.

Also, the Glendale College Guild and the Glendale Community College District tentatively agree to amend the collective bargaining agreement in the following way effective July 1, 2018:

**ARTICLE XI
HEALTH AND WELFARE BENEFITS**

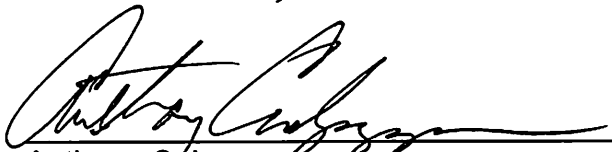
Section 10. Employee Health and Welfare Committee

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~~8~~ and June 30, 2018~~20~~ 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.

Date: 10/5/17



Anthony Culpepper
District Chief Negotiator
Glendale Community College



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:

Article XI

EVALUATION PROCEDURES

Section 8. Evaluation of Temporary Contract Faculty Members.

The official evaluation process for temporary contract faculty shall take place according to the provisions contained in this Article and as elaborated in the District Tenure Review Packet, a copy of which shall be given to each faculty member upon his/her employment in the District. Any change in the District Temporary Contract Faculty Evaluation Packet shall be subject to the negotiations process between the Guild and the District.

The Chief Human Resources Officer shall coordinate all temporary contract faculty review activities including training of the evaluation team and implementation of the evaluation process within the provisions of this Article. All written records, findings, and reports shall be housed in the office of Human Resources.

A. A Temporary Contract Evaluation Committee shall be formed for each temporary contract faculty as follows:

- 1. Composition of the Temporary Contract Evaluation Committee: The Committee shall be composed of the appropriate Vice President or designee, the Division Chair (Note: In Health Sciences, the Associate Dean acts in the capacity of the Division Chair) or designee and one tenured faculty member.**
- 2. Selection of Chair of the Temporary Contract Evaluation Committee: By the second week of the fall semester, a tenured faculty member shall be chosen as the Chair of the Tenure Review Committee by the Academic Senate and shall fulfill the role of peer evaluator during the candidate's tenure process. This peer evaluator shall be from the same discipline as the temporary contract faculty member unless there are no tenured faculty members within their discipline. In the event no faculty member is available and willing to serve from the same discipline, a peer evaluator shall be chosen from the same division as the temporary contract faculty member. In the absence of a tenured faculty member from the same discipline or division to be assigned as peer evaluator, and only as a last resort, the Academic Senate shall select its member from the District's general faculty pool.**
- 3. Assignment of Mentor: The Division Chair shall appoint with the temporary contract faculty member's approval, a mentor preferably from the same discipline, by the second week of his/her first semester. The mentor shall be a resource person for the temporary contract faculty member and shall**

be aware of the evaluation procedures and provide assistance to the temporary contract faculty member when necessary. The mentor shall provide assistance to the temporary contract faculty member in the development of the "Three Year Professional Growth Plans" And the "Self Evaluation Reports." The mentor may be invited by the temporary contract faculty member to attend those Evaluation Committee meetings that are attended by the temporary contract faculty member. The temporary contract faculty member may request a change of mentor at any time in the process.

B. In-service Training for Members of the Temporary Contract Review Committee: Before beginning their evaluation duties, all committee members shall have completed a District-sponsored in-service training session specifically designed for Tenure Review Committee members. In-service training shall be conducted by the Chief Human Resources Officer and/or the appropriate Vice President, and the President of the Academic Senate or designee. Human Resources shall be responsible for publicizing the in-service training sessions and keeping track of attendees.

1. No faculty members except Division Chairs shall be required to serve on more than one Tenure Review Committee or Temporary Contract Review Committee concurrently.

2. No faculty member shall be required to serve on a tenure committee or Temporary Contract Review Committee against his/her will.

C. Duties of the Temporary Contract Review Committee Chair: The Temporary Contract Review Committee Chair shall be responsible for calling initial meetings, for coordinating activities of the committee, representing the committee to the Chief Human Resources Officer, or to any management employees, and for accomplishing other officially designated duties.

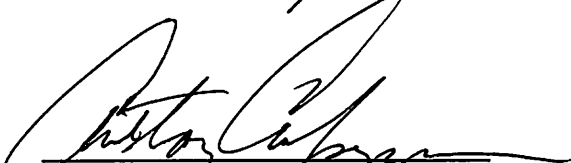
Should the Temporary Contract Review Committee Chair fail to submit the completed composite evaluation form to the Office of Human Resources by the first working day of March, the Office of Human Resources shall notify the Senate President of any delinquent or incomplete composite evaluations.

~~The Chief Human Resources Officer shall coordinate an evaluation schedule with the appropriate Vice President. For each temporary contract employee to be evaluated, an Evaluation Committee shall be established, composed of the faculty member's division chairperson, a volunteer peer faculty member selected by the evaluatee, and the appropriate Vice President, or designee. All peer evaluators must be tenured and have received a satisfactory rating on their last evaluation. Whenever possible the peer evaluator shall be from the same discipline. If it is not possible, the peer evaluator shall be from the same division as the faculty member being evaluated. If it is not possible for a faculty member from the same division to be assigned, then the peer shall be selected from the tenured faculty pool. The administrator shall serve as the Chairperson.~~

The Evaluation Committee shall attempt to assess the faculty member's overall performance, including teaching ability, subject matter competence, participation in campus life and whether the faculty member meets professional expectations. To this end, the evaluatee shall submit to the committee an assessment of strengths and weaknesses in meeting his/her stated goals and professional growth, sample course overview or syllabi, sample tests, and other material as determined by the division or discipline. In cases where a temporary contract faculty member is hired for a tenure track position the following academic year, the year that he/she worked as a contract faculty member shall serve as his/her first year of the tenure process. No more than one year of credit shall be counted towards the tenure process. The faculty member shall be required to fulfill all the requirements of the first year tenure process. See Article IX, Section 6 and 7 for more information.

The evaluation of temporary contract faculty members does not guarantee temporary contract faculty members any rights to a tenure track position.

Date: 10/15/17


Anthony Culpepper, Chief Negotiator
Glendale Community College District


Caroline DePiro, Chief Negotiator
Glendale Community College Guild

Guild to District October 12, 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 may hold online office hours in the same proportion as their online or hybrid classes to their teaching load. Office hours ~~may~~ **should** be offered in blocks no shorter than ~~fifteen (15)~~ **thirty (30)** minutes each. No more than two **and a half (2.5)** hours of office hours, either on campus or online, shall be scheduled on any given work day.

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C. Adjunct Faculty Office Hours

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: 10.12.17



Michael Ritterbrown
District Chief Negotiator
Glendale Community College



Caroline DePiro
Guild Chief Negotiator
Glendale Community College

Guild to District, 10/12/17

**APPENDIX C
WORK YEAR – FACULTY
2018 – 2019**

MONTH		TOTAL
First	8/27/2018 thru 9/30/2018 Non-working day: 9/3	24 days
Second	10/1/2018 thru 10/31/2018	23 days
Third	11/1/2018 thru 11/30/2018 Non-working days: 11/12 and 11/23 thru 11/25	19 days
Fourth	12/1/2018 – 12/31/2018 Non-working days: 12/13 thru 12/31	8 days
Fifth	Winter Intersession: 1/7/2019 thru 2/14/2019 Non-working days: 1/21 and 2/15	0 days
Sixth	2/19/2019 thru 2/28/2019 Non-working day: 2/18	8 days
Seventh	3/1/2019 thru 3/31/2019	21 days
Eighth	4/1/2019 thru 4/30/2019 Non-working days: 4/1, 4/15 thru 4/20	16 days
Ninth	5/1/2019 thru 5/31/2019 Non-working day: 5/27	22 days
Tenth	6/1/2019 thru 6/12/2019 Graduation 6/12/2019, 7 p.m.	8 days

Total 149 Instructional Days (M-F)

Total Work Days: 154 days, including the five flex days on December 17 - 21, 2018

The September 7, 2018 Institute Day is a mandatory flex activity on campus for contract faculty.

Class grades are due at 11:59 pm on the Tuesday after the final exam day of the term.

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. [149]	176--178
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]	189--191
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. [10-12]	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 2018-19 work year, agree to replace Appendices C and D (effective June 15, 2018) in their collective bargaining agreement with the preceding updates.

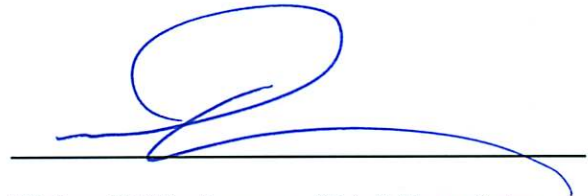
The summer session shall begin on June 18, 2018 and end on August 24, 2018 (with July 4, 2018 being a non-working day).

DATE: 10.12.17



Caroline DePiro, Chief Negotiator

Glendale College Guild



Michael Ritterbrown, Chief Negotiator

Glendale Community College District

Guild to District, 10/12/17

**APPENDIX C
WORK YEAR – FACULTY
2019 – 2020**

MONTH		TOTAL
First	9/3/2019 thru 9/30/2019 Non-working day: 9/2	18 days
Second	10/1/2019 thru 10/31/2019	23 days
Third	11/1/2019 thru 11/30/2019 Non-working days: 11/11 and 11/28 thru 11/30	18 days
Fourth	12/1/2019 – 12/31/2019 Non-working days: 12/19 thru 12/31	13 days
Fifth	Winter Intersession: 1/6/2020 thru 2/13/2020 Non-working days: 1/20 and 2/14	0 days
Sixth	2/18/2020 thru 2/29/2020 Non-working day: 2/17	9 days
Seventh	3/1/2020 thru 3/31/2020 Non-working day: 3/31	21 days
Eighth	4/1/2020 thru 4/30/2020 Non-working days: 4/13 thru 4/18	17 days
Ninth	5/1/2020 thru 5/31/2020 Non-working day: 5/25	20 days
Tenth	6/1/2020 thru 6/10/2020 Graduation 6/10/2020, 7 p.m.	8 days

Total 147 Instructional Days (M-F)

Total Work Days: 152 days, including the five flex days on August 26 - 30, 2019

The September 13, 2019 Institute Day is a mandatory flex activity on campus for contract faculty.

Class grades are due at 11:59 pm on the Tuesday after the final exam day of the term.

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. [147]	174--176
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]	187--189
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. [12-14]	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%

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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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The summer session shall begin on June 17, 2019 and end on August 23, 2019 (with July 4, 2019 being a non-working day).

DATE: 10.12.17



Caroline DePiro, Chief Negotiator
Glendale College Guild



Michael Ritterbrown, Chief Negotiator
Glendale Community College District