

Guild to District, 10/26/17

**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 11/22 thru 11/24	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: _____

Caroline DePiro, Chief Negotiator
Glendale College Guild

Anthony Culpepper, Chief Negotiator
Glendale Community College District