

## Tentative Agreements, June 2018

| #  | Article     | Section |  | Date signed |
|----|-------------|---------|--|-------------|
| 1  | Glossary    |         | Long-term Non-contract Substitute Instructor             | 3/22/18     |
| 2  | VIII        | 7       | Instructional Television (removed)                       | 3/22/18     |
| 3  | VIII        | 8       | PACE (removed)   | 3/22/18     |
| 4  | Appendix    | B1      | Delete reference to faculty working in PACE              | 3/22/18     |
| 5  | VII         | 4       | Teaching Loads   | 3/22/18     |
| 6  | VIII        | 10      | Advancement on the Salary Schedule (2x per year)         | 5/03/18     |
| 7  | IX          | 9       | Adjunct evaluation, 2 week notice of in class visit      | 5/03/18     |
| 8  | III         | 3C      | SLO Obligation   | 5/03/18     |
| 9  | Side letter |         | Pool of load hours for Divisions to use for work         | 5/10/18     |
| 10 | III         | 17C     | 90 day limit for involuntary paid leave                  | 5/10/18     |
| 11 | XIII        | 4       | Doubling monies for Division for Conference/travel       | 5/10/18     |
| 12 | VIII        | 2D      | Adjuncts paid for 1 <sup>st</sup> week of canceled class | 5/17/18     |
| 13 | VI          | 3A      | Faculty to have choice of PC or Mac                      | 5.17/18     |
| 14 | XV          | 1 & 2   | Contract duration and schedule of future openers         | 5/17/18     |

District to Guild March 22, 2018

Glendale College Guild and the Glendale Community College District tentatively agree to amend the collective bargaining agreement in the following way, no change to Article I:

Glossary

...

Long-term Non-contract Substitute Instructor

The designation as a Long-term Non-contract Substitute begins as soon as it becomes clear that the person who is out will be gone longer than 2 weeks (i.e., before the 2 weeks begin, anytime during the two weeks, or once the two weeks are finished and the third week commences).

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ARTICLE I  
RECOGNITION

The District hereby recognizes the Guild as the exclusive representative of the employees specified herein:

Included:

All Academic employees specifically including: Instructor, Regular full-time College Credit; Instructor, part-time, College Credit; Instructor, Continuing Education/Noncredit; Instructor, long-term Contract Substitute; Instructor, Temporary Contract Substitute; Instructor, Long-term Non-contract Substitute (**greater than two weeks or more**) while on an extended assignment; College Specialist; Counselor; Student Personnel Worker; Nurse; Nurse, Part-time; Librarian; Division Chairpersons; Faculty Coordinators; and Faculty Facilitators.

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ARTICLE VII  
LEAVES OF ABSENCE

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:

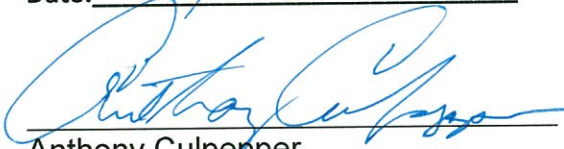
1. Sick Leave may be used for the following:

a. Personal Illness or Injury

...

vi. Long-term Non-contract Substitutes shall have the option to request sick leave when absent due to illness.

Date: 3/22/18



Anthony Culpepper  
District Chief Negotiator  
Glendale Community College District



Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild

District to Guild, March 22, 2018

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

Article VIII Salaries, Section 7 Instructional Television (**Intentionally Removed 3/22/2018**)

Section 7. Instructional Television

~~A. Telecourses~~

~~For the purposes of this Agreement, all courses offered on television for Credit shall be referred to as telecourses.~~

~~B. Compensation~~

~~Any probationary or tenured faculty may teach a telecourse as part of their contract assignment. Adjunct Instructors shall be paid from the hourly schedule, Appendix "B1". They shall be paid for eighteen (18) weeks of instruction. Such pay shall be the number of instruction per week as shown on the course outline for the particular course or its equivalent in the Glendale Community College curriculum.~~

~~C. Other~~

- ~~1. The Guild shall be advised of changes in the telecourse delivery system adopted by the District which shall result in work load increases. Such increases shall not be implemented until negotiated between the Guild and the District.~~
- ~~2. All telecourses must be approved in the usual manner, needing Division approval, Academic Senate approval, and Board approval.~~

Date: 3/22/18

  
Anthony Culpepper  
District Chief Negotiator  
Glendale Community College District

  
Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild

District to Guild, March 22, 2018

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

Article VIII Salaries, Section 8 Project for Adult College Education (PACE) Program  
**(Intentionally Removed 3/22/2018)**

~~A. PACE Courses~~

~~For the purpose of this Agreement, all courses approved for the PACE curriculum and offered in the PACE format shall be referred to as PACE Courses.~~

~~B. Compensation~~

- ~~1. Regular contract employees may elect to teach a PACE Course as a portion of their in-contract load, or they may elect to teach a PACE course as an overload. Instructors electing to teach a PACE Course as an overload shall be paid according to the hourly Salary Schedule in Appendix "B." For the purposes of determining the instructor load, the PACE Course shall be treated as shown on the course outline for the particular course in the Glendale Community College curriculum.~~
- ~~2. Adjunct instructors shall be paid according to Adjunct Instructional Salary Schedule in Appendix "B1." For purposes of this agreement, the PACE Course shall be treated as shown on the course outline for the particular course in the Glendale Community College curriculum.~~

~~C. Other~~

~~The Guild shall be advised of possible changes in the PACE Course format or PACE curriculum adopted by the District which result in work load increases. Such increases shall not be implemented until agreed to by the Guild and the District.~~

Date: 3/22/18

  
Anthony Culppepper  
District Chief Negotiator  
Glendale Community College District

  
Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild

District to Guild, March 22, 2018

The Glendale College Guild and the Glendale Community College District tentatively agree to revise Appendix B1 to delete reference to the PACE program in their collective bargaining agreement:

**APPENDIX B1  
ADJUNCT HOURLY SCHEDULE (WITH PARITY)  
Effective July 1, 2016**

| STEP | CLASS I | CLASS II | CLASS III | CLASS IV |
|------|---------|----------|-----------|----------|
| 1    | 56.39   | 58.83    | 61.43     | 64.02    |
| 2    | 58.83   | 61.43    | 64.02     | 66.75    |
| 3    | 61.43   | 64.02    | 66.75     | 69.61    |
| 4    | 64.02   | 66.75    | 69.61     | 72.57    |
| 6    | 66.75   | 69.61    | 72.57     | 75.64    |

Schedule B1 applies to part-time credit and non-credit instructional faculty during Fall and Spring semesters, hourly faculty teaching classes which are 6 weeks or longer, short-term and long-term substitutes, faculty working in the Verdugo Fire Academy, **and** faculty working in the Fitness Center, ~~and faculty working the PACE program.~~

Credit Adjunct Faculty Teaching Courses

Gross monthly teaching salary is determined by multiplying the hourly rate (based on step-column placement in Appendix B1) by the number of weekly credit hours as specified in the course catalogue (not contact hours since we are doing a compressed schedule of these hours) of the teaching assignment and further multiplying by 17.5 and dividing the total by 5.

Formula:

(Hourly rate x weekly assignment hours x 17.5) divided by 5 = monthly pay

Non-credit Adjunct Faculty Teaching Courses

Gross monthly teaching salary is determined by multiplying the hourly rate (based on step-column placement in Appendix B1) by the number of weekly non-credit hours of the teaching assignment and further multiplying by 15.5 and dividing the total by 5.

Formula:

(Hourly rate x weekly assignment hours x 15.5) divided by 5 = monthly pay

Date: 3/22/18



Anthony Culpepper  
District Chief Negotiator  
Glendale Community College District



Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild

District to Guild, March 22, 2018

The Glendale Community College Guild and the Glendale Community College District tentatively agree to delete "Television" from the list of Teaching Loads in their collective bargaining agreement:

**Article VI Hours, 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   |
| Adult Basic Secondary Education                        | 24** |
| 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   |
| 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** |
| 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        |
| <b>Television</b>                     | <b>24</b> |
| Theater Arts                          | 15        |
| Welding                               | 21        |

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

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\*\*\* 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              | 700 hours   |
| 02 – Lecturer/General Instructor | 700 hours   |
| 03 – Adult Education Instructor  | 910 hours   |
| 04 – Librarian                   | 1,050 hours |
| 05 – Counselor                   | 1,050 hours |

Date: 3/22/18

  
Anthony Culpepper  
District Chief Negotiator  
Glendale Community College District

  
Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild



District to Guild May 3, 2018

Guild to District April 26, 2018

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

**ARTICLE VIII  
SALARIES**

...

**Section 10. Advancement on the Salary Schedule**

...

I. Filing Requirements

Employees who wish to qualify for a change in salary classification for the current fiscal year may file twice a year. For consideration in the Fall Semester the employee must file report forms of completed units with the Office of Human Resources by (October 15). Valid transcripts and/or official letters of certification for verification of reported work must be on file in the Office of Human Resources by (December 15). For the Spring Semester the employee must file report forms of completed units with the office of Human Resources by (April 15). Valid Transcripts and/or official letters of certification for verification of reported work must be on file in the Office of Human Resources by (June 15). If not on file by that date credit which may have been allowed on the basis of reports filed shall be canceled retroactively to the beginning of the school-year semester. The units shall not be credited toward advancement on the salary schedule for the year semester in which they were earned. Such units shall be credited for the succeeding year, but this shall not cause a reduction in the number that may be taken during that year.



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

District to Guild May 3, 2018

Guild to District April 26, 2018

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

**ARTICLE IX  
EVALUATION PROCEDURES**

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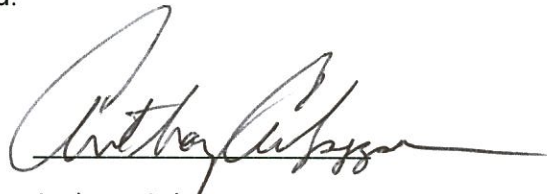
**Section 9. Evaluation of Adjunct (Hourly) Instructional or Student Services Faculty Members**

Evaluation schedules for the adjunct and hourly faculty members shall be coordinated by the Chief Human Resources Officer in cooperation with the appropriate Vice President or designee. Adjunct and hourly faculty members shall be evaluated in the first year of employment, and shall be done at least once every three (3) years of employment thereafter. If there is a break in service of two academic years, the faculty member shall be considered a new employee and shall be evaluated during the first semester of reemployment (or intersession, if the faculty member only works during intersessions). The employee shall maintain their salary placement after returning from a break in service. Evaluations culminate in a written rating report which is retained in the faculty member's personnel file. Adjunct faculty members to be evaluated during a semester shall be notified during the first academic month of that semester, **at least two weeks prior to the visit. Faculty to be evaluated shall notify the evaluators of dates that observations would not be appropriate due to scheduled tests, videos, or other such exercises.** Where the faculty member only works in intersessions, their evaluation shall be conducted in an intersession, and the faculty member shall be notified during the first week of the intersession in which they are being evaluated.



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

District to Guild May 10, 2018

Guild to District May 3, 2018

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

...

Section 3. Responsibilities of Faculty Members

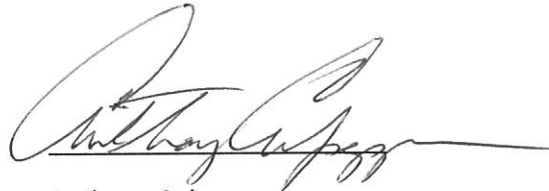
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C. Assessing student learning outcomes (SLO's) and reporting the results are part of the obligations of all instructors, including adjunct instructors. Adjunct faculty shall not be required to ~~attend meetings to write~~ create, edit, discuss or explain results of SLO's, ~~or edit SLO's~~.



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

Guild to District, May 10, 2018

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

A. To compensate for additional labor, the Guild proposes that, for the 2018-19 academic year, areas shall continue to receive a pool of load hours as indicated below (these hours may be used by contract faculty to fill out their loads, and equivalent value shall be provided to contract faculty in areas that don't have loads, as well as to adjunct faculty in all areas). These hours may also be used for assessment cycles, C&I Committee curriculum, program review and other projects:

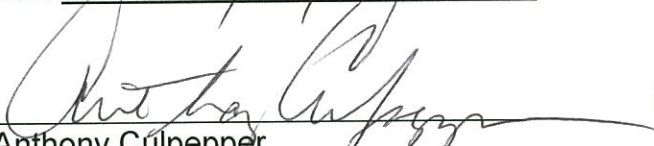
|                               |     |
|-------------------------------|-----|
| Biology                       | 6   |
| Business                      | 12  |
| Noncredit Business            | 8   |
| Noncredit ESL                 | 10  |
| Credit ESL                    | 9   |
| English           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

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

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

D. This agreement will be re-evaluated after the 2018-19 academic year.

Date: 5/10/18

  
Anthony Cúlpepper  
District Chief Negotiator  
Glendale Community College District

  
Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild

District to Guild May 10, 2018

Guild to District May 3, 2018

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

...

Section 17. Right to Documents

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

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

C.

**1. At least two business days before he or she is placed on involuntary paid administrative leave (a temporary leave from a job assignment, with pay and benefits intact), each academic employee who is subject to ~~accusations~~ allegation or allegations of misconduct shall be notified in writing of the general nature of the accusations of misconduct upon which the decision to place the employee on involuntary paid administrative leave is based.**

**2. Within 90 days of placing an academic employee on involuntary paid administrative leave, the employer should complete its investigation of the accused misconduct and initiate disciplinary proceedings against, or reinstate, the employee.**

**D. The requirement in Section 17 C1 does not apply in the event of a serious risk of physical danger or other necessity arising from the specific allegations, in which case the employee may immediately be placed on involuntary paid administrative leave. However, in this case, the employee shall be provided with, at minimum, the general nature of the accusations made against him or her within five business days of the employee being placed on involuntary paid administrative leave.**



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

District to Guild March 29, 2018

Guild to District March 22, 2018

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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**ARTICLE XIII  
MISCELLANEOUS PROVISIONS**

...

**Section 4. Conference and Travel**

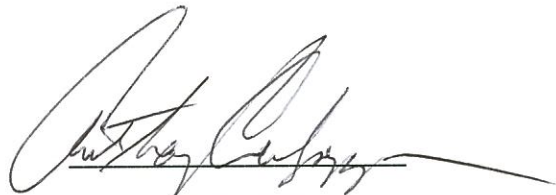
The District shall provide ~~\$100~~-\$200 per ~~faculty~~ full time equivalent faculty for conference attendance and travel. These funds shall be appropriated to all divisions on the basis of a calculated FTEF based on all full time and adjunct faculty within a division as determined by the current fall FTEF total. It is the intent of the Guild that these funds be made available to both full time and adjunct faculty.

5/10/18



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

District to Guild May 17, 2018

Guild to District May 10, 2018 4:35pm

District to Guild May 10, 2018

Guild to District May 3, 2018

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

ARTICLE VIII  
SALARIES

...

Section 2. Adjunct Faculty

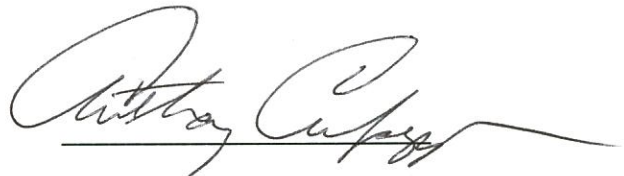
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**D. Adjunct faculty shall be paid for the first week of an assigned class, whenever that class is cancelled fewer than 2 weeks before the beginning of the term in which the class was to be offered.**



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

District to Guild May 17, 2018  
Guild to District May 10, 2018

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

## ARTICLE VI HOURS

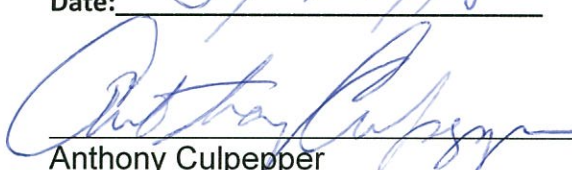
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### Section 3. Office Hours

#### A. Office Hours Full-Time Faculty

i. The District shall make available a secure personal storage space for faculty members. For adjunct faculty members, this may take the form of a locker or locked cabinet. For contract faculty members, this shall take the form of office space where each faculty member shall have their own desk and chair, their own computer choice of **(1) Windows or Macintosh computer in accordance with the standards established by the Campus Wide Computer Coordinating Committee** with Internet access, and their own telephone with voicemail.

Date: 5/17/18

  
Anthony Culpepper  
District Chief Negotiator  
Glendale Community College District

  
Caroline DePiro  
Guild Chief Negotiator  
Glendale Community College Guild



**Guild to District May 17, 2018**

**Glendale College Guild and the Glendale Community College District tentatively agree to continue negotiations on all unfinished openers in Fall 2018, and to amend the collective bargaining agreement in the following way:**

ARTICLE XV  
DURATION, TERMINATION AND NEGOTIATIONS

Section 1. Duration

This Agreement shall become effective on or after July 1, ~~2015~~ **2018** once it is ratified by the Glendale College Guild, and adopted by the Board of Trustees of the Glendale Community College District, and shall remain in full force and effect until June 30, ~~2018~~ **2021**. On the day after the March ~~2018~~ **2021** board meeting, the negotiations for a successor Agreement may commence.

Section 2. Limited Reopeners

Negotiations of the agreement may be reopened at any time, by mutual agreement of the Guild and the District on the subject(s) to be negotiated. Negotiations shall be reopened on the day after the ~~October 2016 and March 2017~~ **March 2019 and March, 2020** board meeting. Salaries and stipends shall be considered a mutual reopener in each of these years. In addition, both the Guild and the District may bring up to four (4) new items to the negotiations table of their own choosing on each of those dates. Reopeners shall not affect the validity or duration of this Agreement.



Caroline DePiro  
Guild Chief Negotiator



Anthony Culpepper  
District Chief Negotiator