

Tentative Agreements for Ratification, May 2019

#	Article	Section		Date signed
1	III VI	Sec. 11 Sec. 7	Standardizing release time pay	2/28/2019
2	XII	Sec. 2-7	Revised FSA process	3/28/2019
3	MOU	PILOT	Online student evaluations with opt-out	3/28/2019
4	XI	Sec. 2	Adjunct healthcare coverage	4/11/2019
5	VIII	Sec. 16	Revised process for selecting Assistant Athletic Directors	4/11/2019
6	Side Letter		Extend pool of load hours to Divisions (2 years)	5/2/2019
7	XIII	Miscellaneous Provisions	Limit District's use of information from locks	5/2/2019
8	XIII	Miscellaneous Provisions	Limit District's use of video information and stored information from video cameras	5/2/2019
9	VI	Sec. 3	Move schedule B2 to B1, eliminating B2 entirely (adjuncts, counselors and librarians)	5/16/2019
10	VI	Sect. 10	Limit the number of hours that can be unbanked over load – with override provision	5/16/2019
11	Appendix C		Academic Calendar, 2020-2021	5/16/2019

Guild to District, February 28, 2019

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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CONVERSION RATES – Art. III, Sect 11; Art VI, Sect 7 and Academic Senate

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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 1.6 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.

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ARTICLE VI

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Section 7. Stipends in Lieu of Released Time

For an assignment advertised as released time the released time by mutual agreement between the faculty member and the District may be exchanged for a comparable stipend. For full-time faculty, no more than 20% per semester of a released time assignment shall be eligible for this exchange. If an adjunct employee is selected for a released time assignment, the District shall pay that employee at the conversion rate of 10% annual released time equal to three hours weekly each semester **at the non-instructional rate**. Released time greater or less than 10% shall be proportionate. Selection of adjunct faculty for released time assignments shall be consistent with Title 5 regulations governing the employment of adjunct faculty.

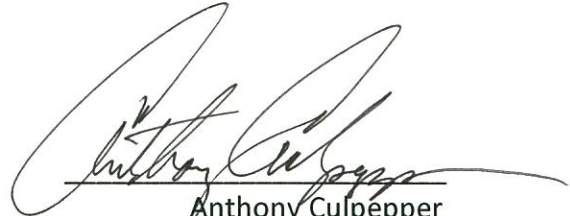
The request for stipend form must be completed and signed by the faculty member and signed by the division chair and the appropriate administrator. The form must be submitted to Human Resources in the fall semester prior to the printing of the class schedule for a spring term and in the spring semester prior to the printing of the class schedule for a fall term. All stipends shall be paid at the end of the semester in which the work is performed.

Stipends awarded adjunct faculty to perform Ancillary Activities, as outlined in Article VIII, Salaries, Section 16 E, shall not be construed as contributing to the basic load of the Adjunct Faculty member receiving them.

Guild to District, February 28, 2019



Caroline DePiro
Guild Chief Negotiator



Anthony Culpepper
District Chief Negotiator

District to Guild March 28, 2019

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

ARTICLE XII FACULTY SERVICE AREAS

Section 1. Minimum Qualifications as Faculty Service Areas (FSAs)

For purposes of Education Code Sections 87743, 87743.1, 87743.2, 87743.3, 87743.4, 87743.5, 87744, and 87745 the list of "Faculty Service Areas" (FSA) in the Glendale Community College District shall be the same list as the Disciplines List of Minimum Qualifications as defined by the Board of Governors in compliance with Education Code Section 87356, 87357, 87358, and 87359. A faculty member shall be considered "qualified and competent" in an FSA if the faculty member satisfies any one of the following:

- A. Possesses the minimum qualifications or equivalency for hire for the discipline of the FSA as defined on the GCC Disciplines List;
- B. Grand parented by any Lifetime California Credential for the discipline of the FSA;

~~Section 2. Petitioning a Faculty Service Area~~

Section 2. Faculty Service Areas

~~Forms for petitioning of an FSA are available in the Office of Human Resources. It shall be the responsibility of the employee to provide the district with all documentation necessary to substantiate the claim of qualification and competence. This documentation shall be attached to the petition. The basis of an application for an additional FSA may be on either minimum qualifications or equivalency. In either case, a completed application is submitted to the Office of Human Resources for an initial review. For applications that clearly meet the GCC Academic Senate defined minimum qualification requirements of the new FSA, the Office of Human Resources shall grant approval. If the basis for the application is an equivalency or if the Office of Human Resources cannot make a clear determination that the candidate meets minimum qualifications, the completed application shall be forwarded to the Senate Equivalency Committee as specified in Administrative Regulation 7131, Equivalence to Minimum Qualifications (See IV B and Sec III). The Senate Equivalency Committee shall make its decision and sign the Equivalency Worksheet. The completed application together with the worksheet shall be returned to the Office of Human Resources.~~

A. New Faculty

Within sixty (60) days of hire, the district shall provide each new contract and adjunct faculty employee a list of those Faculty Service Areas in which he/she is placed as determined by the employees' records on file and the minimum qualifications listed in the GCC Disciplines List. New employees will be notified at the time of hire that they may request additional FSAs.

B. Existing Faculty

Whenever a contract or adjunct faculty employee -- through additional education, training, or experience – believes they have come to possess the minimum qualifications in a new discipline, the faculty will submit verification of minimum qualifications to Human Resources. If Human Resources cannot verify that the employee possesses minimum qualifications, then the materials will be forwarded to the Senate Equivalency Committee for evaluation.

Section 2. 3. Petitioning a Faculty Service Area for an Equivalency

When a request for an additional FSA is not granted, the contract or adjunct faculty may appeal the decision by completing the FSA petition form ~~Forms for petitioning of an FSA are available in the Office of Human Resources. It shall be the responsibility of the employee to provide the district with all documentation necessary to substantiate the claim of qualification and competence and submit it to the Office of Human Resources. The information will be~~ ~~This documentation shall be attached to the petition.~~

~~The basis of an application for an additional FS may be on either minimum qualifications or equivalency. In either case, a completed application is submitted to the Office of Human Resources for an initial review. For applications that clearly meet the GCC Academic Senate defined minimum qualification requirements of the new FSA, the Office of Human Resources shall grant approval.~~

~~If the basis for the application is an equivalency or if the Office of Human Resources cannot make a clear determination that the candidate meets minimum qualifications, the completed application shall be forwarded to the Senate Equivalency Committee as specified in Administrative Regulation 7131, Equivalence to Minimum Qualifications (See IV B and Sec III). The Senate Equivalency Committee shall make its decision and sign the Equivalency Worksheet. The completed application together with the worksheet shall be returned to the Office of Human Resources.~~

Section 3. 4. Limitations of FSAs for Adjunct Faculty

Although the same FSA petitioning process applies to both contract and adjunct faculty, the granting of an FSA does not convey any “bumping” rights to adjunct faculty. Rehire rights are defined in Article VI, Section 21 of this bargaining unit contract and shall not apply to assignments where the adjunct faculty member has not been regularly scheduled over the previous two semesters or in a discipline where the faculty member has not been evaluated.

Section 4. 5. Appeal Process

An applicant may appeal an FSA **Equivalency** decision. However, before the appeal is filed, the guidelines in Administrative Regulation 7131, Equivalency to Minimum Qualifications that explain the difference between an appeal and a re-application should be read carefully. If the applicant decides to appeal the decision, he/she must inform the Office of Human Resources, which will follow the appeal guidelines in Sec V of Administrative Regulation 7131. Equivalency to Minimum Qualifications.

Section 5. Faculty Service Areas for New Employees

~~Within sixty (60) days of hire the district shall provide each new contract and adjunct faculty employee a list of those Faculty Service Areas in which he/she is placed as determined by the employees records on file and the minimum qualifications listed in the GCC Disciplines List. New employees will be given the opportunity to notify the Office of Human Resources of all Faculty Service Areas that they qualify for through minimum qualifications at the time of hire. If the employee believes that~~

he/she qualifies for an FSA through equivalency, a petition for that FSA must be submitted following the guidelines in Section 2 of this document.

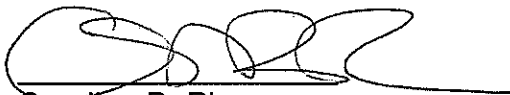
Section 6. Notification by District

The District **will send a notification to all faculty about the FSA process** ~~FSA shall notify each contract and adjunct faculty member that they may petition to add an by the dates stated in Section 7 of this article. Notification will be sent by September 15th for Fall and by March 1st for Spring each academic year.~~

Section 7. Last Day to Apply

~~FSA applications shall be accepted by the Office of Human Resources twice a year with deadlines of October 31st and April 15th, to be implemented the subsequent semester.~~

March 28, 2019



Caroline DePiro
Guild Chief Negotiator



Anthony Culpepper
District Chief Negotiator

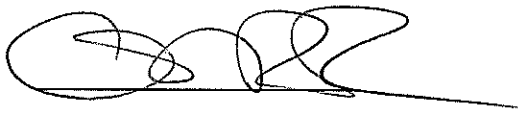
Guild to District March 28, 2019

The Glendale College Guild and the Glendale Community College District tentatively agree to the following one-year pilot program effective Fall of 2019:

Memorandum of Understanding

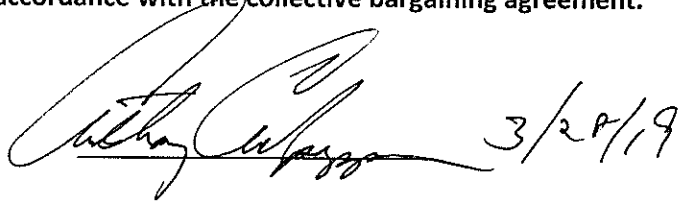
STUDENT EVALUATIONS FOR FACULTY MEMBERS

Student Evaluations for faculty members shall be conducted online or in-person, using college forms. In the case of online evaluations, an individual faculty member may opt out by requesting an in-person evaluation. This request will be made to the Division Chair or designee following notification from Instructional Services. In-person evaluations will be administered in accordance with the collective bargaining agreement.



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

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

Article XI, Section 2

F. Faculty Member is Unable to Maintain a Minimum Assignment

1. Adjunct faculty shall be informed of their load for the following semester in a timely fashion by either the Division Chair, Co-Chair or Instruction Office.

2. If an adjunct faculty member is informed that they will not be scheduled for enough classes to maintain a forty percent (40%) load or assignment in all Districts, they may elect to:

a. Drop the HMO plan at the end of the current semester

OR

b. Continue in the plan and accept responsibility for one hundred percent (100%) of the cost of the HMO plan through COBRA.

OR

c. Continue in the plan if the employee pays the District the total expected shortfall for the semester within 30 days of notification. Failure to comply will result in District action to terminate the policy.



Caroline DePiro
Guild Chief Negotiator

4/11/19



Anthony Culpepper
District Chief Negotiator

April 11, 2019

The Glendale College Guild and the Glendale Community College District agree to amend the contract in the following way [with the recognition that the rest of Article VIII, Section 16 is still under review]:

Section 16. Regulations and Salary Rates for Extra-Curricular Coaching, **Assistant Athletic Directors**, Performing Arts, Released Time/Stipend for Instructional Activities

A. Regulations

1. The acceptance of extracurricular duties shall be voluntary.
2. Extra pay assignments shall require approval by the Board of Trustees.
3. ~~In case of absences for a few days only, the work for which compensation is being paid in accordance with the following schedules shall await the return of the regular employee. In cases of lengthy absences or termination of the original assignee where it becomes necessary for an approved substitute to carry on those duties for which additional compensation is allowed, the substitute shall be paid an amount which bears the same ratio to the total amount allowed for the activity as the number of school days the substitute worked to the total number of days scheduled for the job.~~
4. There shall be no more than two (2) extracurricular assignments per employee in any one year without mutual agreement between the appropriate Vice President and employee, when feasible.
5. No coach shall be assigned the head coaching responsibility for more than one major sport per year. Major sports are designated as **varsity** football, **varsity** basketball, **varsity** baseball and **varsity** track.
6. **Coaching and Assistant Athletic Director** assignments are established on a five-days per week basis. **Depending on athletic contest scheduling, the assignment may extend up to seven-days per week.**
7. The pre-fall football coaching assignments shall be paid at the **instructional** same rate as the Recreation Leader-III schedule, not to exceed **twenty-one (21)** ~~fifteen (15)~~ six-hour days.
8. The members of the Visual and Performing Arts Division involved in performance in addition to the regular class time for the activity may collect a stipend under the following conditions:

- a. A performance is held outside of the classroom activity during the academic year.
- b. The maximum amount to be paid per year shall be the amount listed in Table C. This amount may be shared among faculty members participating in the performance area.

B. Salary Rates Coaching and Assistant Athletic Directors

1. ~~There will be two~~ **Two (2) Assistant Athletic Directors; one representing Men's Athletics and one representing Women's Athletics. The shall be appointed to serve three-year terms of assignment through an application, interview, and selection process conducted by an Athletics Department committee with the following members: Associate Dean of Athletics (chair), one (1) Athletics Department classified staff member, one (1) head coach from a women's team, and one (1) head coach from a men's team.** The Assistant Athletic Directors shall each receive a ~~\$3,000 stipend per semester~~ **stipend equivalent to 10% of Step 5-Column III on the Full-Time Instructor Salary Schedule.** The Assistant Athletic Directors shall be selected from currently employed faculty.

2. Full-time contract teachers who are assigned a head coaching position will receive a stipend of 10% of their annual contract. The Head Football Coach will receive a stipend of 12% of his/her annual contract. **When the Head Cross Country Coach is assigned to both the men's and women's teams, he/she shall receive 15% of his/her annual contract. When the Head Track and Field Coach is assigned to both the men's and women's teams, he/she shall receive 15% of his/her annual contract.**

April 11, 2019



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

District to Guild, May 2, 2019

~~Guild to District, April 25, 2019~~ CD

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 **2019-20 and the 2020-21** academic years, 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
<u>VPA</u>	<u>14</u>

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. Allocated units that are not assigned by a division may be reallocated to another division by the Vice President of Instructional Services as needed.
- E. This agreement will be re-evaluated after the **2020-21** academic year.

Date: 5/2/2019



Caroline DePiro
Guild Chief Negotiator



Anthony Culpepper
District Chief Negotiator

May 2, 2019

With regards to campus safety, the Glendale College Guild and the Glendale Community College District agree to amend the contract in the following way:

ARTICLE XIII

MISCELLANEOUS PROVISIONS

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5. CAMPUS SAFETY/LOCKS

- A. The Glendale Community College District's Police Department will be in charge of the infrastructure and data of all locks within the Glendale Community College District.
- B. Any access to data (digital and printed) made by and stored on the lock system can only be accessed by the Glendale Community College District's Police Department, Superintendent/President or designee, and/or the District's legal counsel for the sole purpose of investigating alleged criminal activity.
- C. The data recording the coming and going of faculty members shall not be used to document or evaluate faculty performance. Lock data may only be used to investigate alleged criminal activity.

Date: May 2, 2019



Caroline DePiro

Guild Chief Negotiator



Anthony Culpepper

District Chief Negotiator

Guild to District May 2, 2019

With regards to campus safety, the Glendale College Guild and the Glendale Community College District agree to amend the contract in the following way:

ARTICLE XIII

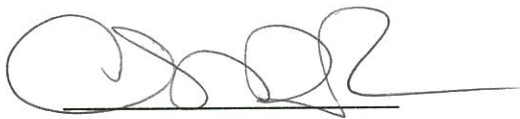
MISCELLANEOUS PROVISIONS

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6. USE OF CAMERAS ON CAMPUS

Camera Inventory: The District will provide a list of all cameras and their locations on District properties. An updated list of cameras will be provided to the Guild by September 1st of each year for review.

- A. The Glendale Community College District's Police Department will be in charge of the infrastructure and data of the video recording system within the Glendale Community College District.
- B. The recordings (digital and printed) made by and stored on the system may only be accessed by the Glendale Community College District's Police Department, Superintendent/President or designee, and/or the District's legal counsel for the sole purpose of investigating alleged criminal activity.
- C. The recording of faculty members shall not be used to discipline or evaluate any faculty, except in cases of alleged criminal activity.
- D. All District properties will display sufficient signage throughout indicating that security cameras are recording.



Caroline DePiro
Guild Chief Negotiator



Anthony Culpepper
District Chief Negotiator

Guild to District May 16, 2019

The Glendale College Guild and the Glendale Community College District agree to amend the contract in the following way:

[approximate fiscal impact: \$30,000]

Article VI HOURS

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Section 3.

Office Hours

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C. Adjunct Faculty Office Hours

1. Adjunct instructors will be responsible for holding a number of office hours per week equal to 5 times the percentage of full-time load that they are teaching.
2. All office hours are to be paid at the instructional rate of Appendix B2 1 Adjunct Hourly for semester classes. For credit instructors, office hour pay shall be determined by taking the schedule placement x (from Appendix B2 1) weekly office hours x 17.5 divided by 5 = monthly pay for office hours, whereas office hour pay for noncredit instructors shall be determined by taking the schedule placement x (from Appendix B2 1) weekly office hours x 15.5 divided by 5 = monthly pay for office hours. All adjunct faculty with a student office hour obligation will be required to post their office hours and meeting location(s) in their course overview or they may present this information to students in written form within seven days after the first day of instruction. Adjunct faculty who share an office on campus or have an office in an office suite must post their office hours outside the office door.

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APPENDIX B1

ADJUNCT HOURLY SCHEDULE (WITH PARITY) Effective July 1, 2018 9

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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.

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

Credit Adjunct Conference Hour (Office Hour) Pay:

Conference pay shall be determined by taking the step-column placement from Appendix B1 x weekly conference hour(s) x 17.5 divided by 5 = monthly pay for office/conference hours.

FORMULA: (Hourly rate x weekly conference hours x 17.5) divided by 5 = monthly pay.

Non-credit Adjunct Conference Hour (Office Hour) Pay:

Conference pay shall be determined by taking the step-column placement from Appendix B1 x weekly conference hour(s) x 15.5 divided by 5 = monthly pay for office/conference hours.

FORMULA: (Hourly rate x weekly conference hours x 15.5) divided by 5 = monthly pay.

Adjunct Counselor and Librarian Intersession Hourly Schedule

Schedule B1 applies to part-time counselor, librarian, and hourly faculty teaching classes which are shorter than 6 weeks, and office hour pay.

APPENDIX B2

ADJUNCT HOURLY SCHEDULE (WITHOUT PARITY)

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Credit Adjunct Conference Hour (Office Hour) Pay:

~~Conference pay shall be determined by taking the step-column placement from Appendix B2 x weekly conference hour(s) x 17.5 divided by 5 = monthly pay for office/conference hours. FORMULA: (Hourly rate x weekly conference hours x 17.5) divided by 5 = monthly pay.~~

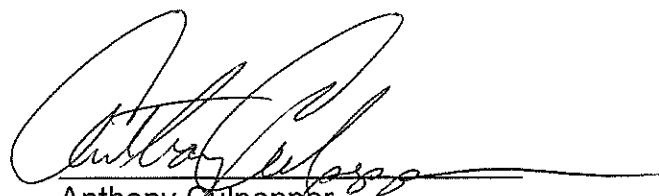
Non-credit Adjunct Conference Hour (Office Hour) Pay:

~~Conference pay shall be determined by taking the step-column placement from Appendix B2 x weekly conference hour(s) x 15.5 divided by 5 = monthly pay for office/conference hours. FORMULA: (Hourly rate x weekly conference hours x 15.5) divided by 5 = monthly pay.~~

~~Schedule B2 applies to part-time counselor, librarian, and hourly faculty teaching classes which are shorter than 6 weeks, and office hour pay.~~

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Date: May 16, 2019


Caroline DePiro
Guild Chief Negotiator


Anthony Gulpepper
District Chief Negotiator

Guild to District May 16, 2019

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. 35
- B. The employee must **inform the division chair of the hours** designated ~~hours~~ to be banked prior to the beginning of the semester that they are earned.
- C. An employee who is banking/**teaching** 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 instructor may not accrue more banked hours than the equivalent of two times the instructor's load.
- E. An employee may receive compensation in excess of his/her regular salary for any combination of teaching and using banked hours **(subject to subsection N)**.
- 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.

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. **The maximum amount of hours that can be unbanked in an academic year is 9 units. In the case of a request to exceed 9 units, a designated panel consisting of a representative from the Guild, CSEA and the Administration, who is not a direct supervisor, will convene to approve or deny the request.**

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. 37

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.

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.

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.

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

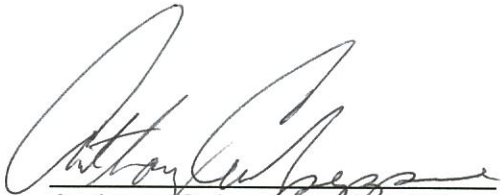
J. Banked hours may be earned and/or used during regular sessions and intersessions. Unbanked hours are paid at the overload rate during regular sessions and the intersession rate for intersessions.

Section 13. Load Banking Accrual

An employee may accrue an additional ~~39~~ units/equivalent hours-per-year. This shall allow faculty to bank a maximum of 20% of load (usually defined as 3 units/equivalent hours) during each of the Fall and Spring semesters, with the additional 3 units/equivalent hours banked during the short sessions. Faculty may bank up to the maximum 9 units/equivalent hours during the short sessions. Faculty shall be limited to 9 units/equivalent hours of banked time-per-year.

Date: _____

5/16/19



Anthony Culpepper, Chief Negotiator
Glendale Community College District



Caroline DePiro, Chief Negotiator
Glendale Community College Guild

Guild to District, 05/16/2019

**APPENDIX C
WORK YEAR – FACULTY
2020 – 2021**

MONTH		TOTAL
First	8/31/2020 thru 9/30/2020 Non-working day: 9/7	22 days
Second	10/1/2020 thru 10/31/2020	22 days
Third	11/1/2020 thru 11/30/2020 Non-working days: 11/9 and 11/26 thru 11/28	18 days
Fourth	12/1/2020 – 12/31/2020 Non-working days: 12/17 thru 12/31	12 days
Fifth	Winter Intersession: 1/4/2021 thru 2/11/2021 Non-working days: 1/1 thru 1/3 and 1/18 and 2/12 thru 2/18	0 days
Sixth	2/22/2021 thru 2/28/2021	5 days
Seventh	3/1/2021 thru 3/31/2021 Non-working days: 3/31	22 days
Eighth	4/1/2021 thru 4/30/2021 Non-working days: 4/19 thru 4/24	17 days
Ninth	5/1/2021 thru 5/31/2021 Non-working day: 5/31	20 days
Tenth	6/1/2021 thru 6/16/2021 Graduation 6/16/2021, 7 p.m.	12 days

Total **150** Instructional Days (M-F)

Total Work Days: **155** days, including the five flex days on **August 24 – 28th**.

The **September 4, 2020** 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. [150]	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 **2020-21** work year, agree to replace Appendices C and D (effective June **19, 2019**) in their collective bargaining agreement with the preceding updates.

The summer session shall begin on June **15, 2020** and end on August **21, 2020** (with July **4, 2020** being a non-working day).

DATE: 5/16/19



Caroline DePiro, Chief Negotiator
Glendale College Guild



Anthony Culpepper, Chief Negotiator
Glendale Community College District