

**Side Letter**  
 by and between the  
 Glendale College Guild, Local 2276  
 and the  
 Glendale Community College District

The Glendale College Guild and the Glendale Community College District mutually agree to the following Side Letter:

**APPENDIX C (Effective July 1, 2021)**  
**WORK YEAR – FACULTY**  
 2022 – 2023

**APPENDIX C1**  
**WORK YEAR – INSTRUCTIONAL FACULTY, LIBRARY, SPECIALISTS**  
 2022 – 2023

MONTH		TOTAL
First	8/29/2022 thru 9/30/2022 Non-working day: 9/5	24 days
Second	10/1/2022 thru 10/31/2022	21 days
Third	11/1/2022 thru 11/30/2022 Non-working days: 11/11 and 11/24 thru 11/27	19 days
Fourth	12/1/2022 – 12/31/2022 Non-working days: 12/19 thru 12/31	12 days
Fifth	Winter Intersession: 1/1/2023 thru 2/20/2023 Non-working days: 1/2 thru 1/6 and 1/16 and 2/17 thru 2/20	0 days
Sixth	2/21/2023 thru 2/28/2023	6 days
Seventh	3/1/2023 thru 3/31/2023 Non-working days: 3/31	22 days
Eighth	4/1/2023 thru 4/30/2023 Non-working days: 4/17 thru 4/22 and 4/24	14 days
	5/1/2023 thru 5/31/2023	

Ninth	Non-working day: 5/29	22 days
Tenth	6/1/2023 thru 6/17/2023 Graduation 6/17/2023, 7 p.m. Non-working day: 6/19	12 days

Total 152 Instructional Days (M-F)

Total Work Days: 156 days, including the four flex days on December 19 – 22<sup>nd</sup>. The September 9, 2022 Institute Day is a mandatory flex activity on campus for contract faculty. Class grades are due at 11:59 pm on the Friday after the final exam day of the term. District recognized holidays are considered compensable and non-duty days for bargaining unit members scheduled to work.

No class shall be required to meet beyond the state mandated number of instructional hours. 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.

## **ACADEMIC CALENDAR FOR 2022-2023**

### **Summer 2022**

June 20 (M) First day of summer session with flexible schedules  
July 4 (M) Independence Day--Campus closed  
August 26 (F) Last day of summer session

### **Fall 2022**

Aug. 29 (M) Instruction begins for the fall semester  
Sept. 5 (M) Labor Day--Campus closed  
Sept. 9 (F) Institute Day  
Nov. 11 (F) Veterans' Day--Campus closed  
Nov. 24 - 26 (Th, F, Sat) Thanksgiving Vacation  
Dec. 12 - 17 (M - Sat) Final Examinations  
Dec. 17 (Sat) Last day of the fall semester  
Dec. 19-22 (M-Th) FLEX days  
Dec. 23 - Jan. 2 (F - M) Campus closed

### **Winter 2023**

Jan. 9 (M) Instruction begins for the winter intersession  
Jan. 16 (M) Martin Luther King, Jr. Day--Campus closed  
Feb. 16 (Th) Last day of winter intersession  
Feb. 17 (F) Lincoln Day--Campus Closed  
Feb. 20 (M) Washington Day--Campus closed

### **Spring 2023**

Feb. 21 (T) Instruction begins for the spring semester  
March 31 (F) Cesar Chavez Day--Campus closed  
April 17 - 22 (M - Sat) Spring Break  
April 24 (M) Armenian Genocide Remembrance Day--  
Campus closed

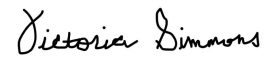
May 29 (M) Memorial Day--Campus closed  
June 12- 17 (M - Sat) Final Examinations  
June 17 (Sat) End of the spring semester  
June 17 (Sat) Commencement  
June 19 (Mon) Juneteenth

**Saturday Classes**— *During the Fall 2022 semester, there will be no Saturday classes on November 26. During the Spring 2023 semester, there will be no Saturday classes on April 22.*

Date: May 27, 2022



Caroline DePiro, Chief Negotiator  
Glendale College Guild



Victoria Simmons, Chief Negotiator  
Glendale Community College District