

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

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Side Letter Agreement:

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

A. To compensate for additional project work, the Guild and District agree that, for the **2023-24** academic year, divisions shall receive load pool hours as indicated below. Full-time faculty may receive load pool hours; adjunct faculty may receive a non-instructional stipend equivalent to the specified number of units that does not count towards load. Load pool hours may also be awarded 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. Using a load pool unit form, load pool units and/or stipends shall be recommended by the Division Chair and submitted to the appropriate Vice President or designee for approval, and shall be announced at a Division meeting. Load pool units and/or stipends shall be board reported.
- 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 side letter shall be re-evaluated after the **2023-24** academic year.
- F. The Guild and District shall review division unit usage at the end of academic year in **2024** negotiations.


Date: 5/11/2023




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Caroline DePiro

Guild Chief Negotiator




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Brittany Grice

District Chief Negotiator