**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:

A.  To compensate for additional project work, the Guild and District agree that for the 2021-22 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 |

*Are considered divisions for purposes of this side letter.

| VPA | 14 |
|---|---|
| TOTAL: | 170 |

B.  Using a load pool unit form, load pool units and/or stipends shall be recommended by the Division Chair and approved by the Vice President or designee 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 2021-22 academic year.

F.  The Guild and District shall review division unit usage at the end of academic year in 2022 negotiations.

DATE: May 20, 2021

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Caroline DePiro, Chief Negotiator
Glendale College Guild

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Victoria Simmons, Chief Negotiator
Glendale Community College District

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