

**Tentative 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 Tentative Agreement:

**APPENDIX C**

...

**COUNSELOR WORK YEAR 190 DAYS SCHEDULING**

**APPENDIX C2**

**Section 1. WORK YEAR – FULL-TIME COUNSELORS**

**2022—2023**

MONTH	DAYS	Scheduled	*May be scheduled for 7 additional days in the months indicated below to reach the mandatory 190 days
August	8/15/2022 thru 8/26/2022 8/29/2022 thru 8/31/2022	3 days	up to 7 days
September	9/1/2022 thru 9/30/2022 Non-working day: 9/5	21 days	
October	10/1/2022 thru 10/31/2022	21 days	
November	11/1/2022 thru 11/30/2022 Non-working days: 11/11 and 11/24 thru 11/26	19 days	
December	12/1/2022 thru 12/16/2022 Non-working days: 12/19 thru 12/31	12 days	requires mutual agreement between the manager and counselor to work up to 4 days
January	1/9/2023 thru 1/31/2023 1/3/2023 thru 1/6/2023 Non-working days: 1/1, 1/2, 1/16	16 days	requires mutual agreement between the manager and counselor to work up to 4 days
February	2/1/2023 thru 2/28/2023 Non-working days: 2/17, 2/20	18 days	
March	3/1/2023 thru 3/31/2023 Non-working day: 3/31 Cesar Chavez Day (Paid Holiday)	23 days	
April	4/1/2023 thru 4/30/2023 Non-working days: 4/17 thru 4/23, 4/24, Armenian Genocide Remembrance Day (Paid Holiday)	15 days	requires mutual agreement between the manager and counselor to work up to 5 days
May	5/1/2023 thru 5/31/2023 Non-working day: 5/29	22 days	

June	6/1/2023 thru 6/16/2023 Commencement 6/17/2023 7pm 6/19/2023 thru 6/30/2023	12 days 1 day	up to 7 days
------	-----------------------------------------------------------------------------------	------------------	--------------

**TOTAL — 183 days + 7 days = 190 days\* (see below for specifics)**

**TOTAL 181 days + 2 days (commencement and institute day) + 7 additional days\* = 190 days or 1330 hours (see below for specifics)**

The September 9, 2022 Institute Day is a mandatory flex activity on campus for counselors.

Full-time counselor paid holidays include: Cesar Chavez Day (7 hours) and Armenian Genocide Remembrance Day April 24, 2023 (7 hours).

If any of the provisions of Appendix C2, Section 1 conflict with Appendix C2, Sections 2-6 or Article VI, Section 20, Appendix C2, Section 1 shall be controlling for the 2022-2023 academic year.

#### **Section 4.2. 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 2.3. 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 3.4. 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 5. 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 6. 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

DATE: May 19, 2022



Caroline DePiro, Chief Negotiator

Glendale College Guild



Victoria Simmons, Chief Negotiator

Glendale Community College District