

**Side Letter**  
 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), in order to implement this agreement concerning the 2024-25 work year, hereby agree replace Appendices C and D (effective June 17, 2024) in their collective bargaining agreement with the following amended updates.

The summer session shall begin on June 17, 2024 and end on August 23, 2024 (with July 4, 2025 being a non-working day).

**APPENDIX C1**  
**WORK YEAR – INSTRUCTIONAL FACULTY, LIBRARY, SPECIALISTS**  
**2024 – 2025**

MONTH		TOTAL
First	9/2/2024 thru 9/30/2024 Non-working day: 9/2	20 days
Second	10/1/2024 thru 10/31/2024	23 days
Third	11/1/2024 thru 11/30/2024 Non-working days: 11/11 and 11/28 thru 11/29	18 days
Fourth	12/1/2024 – 12/30/2024 Non-working days: 12/19 thru 12/31	13 days
Fifth	Winter Intersession: 1/1/2025 thru 2/14/2025 Non-working days: 1/1 thru 1/3 and 1/20 and 2/14	0 days
Sixth	2/17/2025 thru 2/28/2025 Non-working days: 2/17	9 days
Seventh	3/1/2025 thru 3/31/2025 Non-working day 3/31	21 days

Eighth	4/1/2025 thru 4/30/2025 Non-working days: 4/14 thru 4/18 and 4/24	16 days
Ninth	5/1/2025 thru 5/31/2025 Non-working day: 5/26	21 days
Tenth	6/2/2025 thru 6/11/2025 Graduation <b>6/7/2025 6/11/2025</b> , 7 p.m.	8 days

Total 149 Instructional Days (M-F)

Total Work Days: 154 days, including the five flex days on August 26-30, 2024.

September 13, 2024, is 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.

District recognized holidays are considered compensable and non-duty days for bargaining unit members scheduled to work. No course 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.

To meet both the spirit and the directives contained in the Parties' MOU Calendar Chair Latitude 2023, dated 2/6/2023, which binds the Parties, it is recognized that there shall be no other stipulations with regard to the schedule (for example, automatic implementation of shifting of classes away from historical practice) beyond what is otherwise explicitly and mutually agreed or required under law.

## APPENDIX C2

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

**2024—2025**

MONTH	DAYS	Scheduled* <small>May be scheduled for 7 additional days in the months indicated below to reach the mandatory 190 days</small>
August	8/19/2024 thru 8/23/2024 8/26/2025 thru 8/30/2024	*up to 7 days 5 days
September	9/2/2024 thru 9/30/2024 Non-working day: 9/2	20 days
October	10/1/2024 thru 10/31/2024	23 days
November	11/1/2024 thru 11/30/2024 Non-working days: 11/11 and 11/28 thru 11/29	18 days
December	12/1/2024 – 12/30/2024 Non-working days: 12/19 thru 12/30	13 days <i>requires mutual agreement between the manager and counselor to work up to 4 days</i>
January	1/1/2025 thru 1/31/2025 Non-working days: 1/1 thru 1/3 and 1/20	19 days <i>requires mutual agreement between the manager and counselor to work up to 2 days</i>
February	2/3/2025 thru 2/28/2025 Non-working days: 2/14 and 2/17	18 days
March	3/1/2025 thru 3/31/2025 Non-working day 3/31	21 days
April	4/1/2025 thru 4/30/2025 4/14 thru 4/18 Spring Break 4/24, Armenian Genocide Remembrance Day (Paid Holiday)	16 days <i>requires mutual agreement between the manager and counselor to work up to 4 days</i>
May	5/1/2025 thru 5/31/2025 Non-working day: 5/26	21 days

June	6/2/2025 thru 6/11/2025 Graduation <del>6/7/6/11/2025</del> , 7 p.m.  6/20/2025 thru 6/30/2025 Non-working day: 6/19	8 days  *up to 7 days
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**TOTAL** 182 days + institute day + 7 additional days\* = 190

TOTAL 182 days + institute day + 7 additional days\* = 190 days or 1330 hours

The September 13, 2024 Institute Day is a mandatory flex activity on campus for counselors.

~~Cesar Chavez Day, Armenian Genocide Remembrance Day April 24, 2025, and Juneteenth are District recognized holidays that are considered compensable and non-duty days for full-time counselors scheduled to work.~~

If any of the provisions of Appendix C2, Section 1 conflict with Appendix C2, Sections 2-6 or Article VI, Section 20, then Appendix C2, Section 1 shall be controlling for the 2024-2025 academic year.

**Section 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 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 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 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 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 23, 2024



Caroline DePiro, Chief Negotiator  
Glendale College Guild



Brittany Grice, Chief Negotiator  
Glendale Community College District

