

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:

ARTICLE VI HOURS ...

Section 1. Basic Hours

A. All individual daily schedules (including office hours) shall be submitted to the appropriate Vice-President for approval.

B. All faculty shall spend as much time as necessary, both on campus and off campus, to properly perform their ~~instructional and~~ professional duties, including but not limited to preparation and planning; professional reading; reviewing and evaluating students' work **and needs**; and **communicating** ~~conferring~~ with students, administration, and staff.

In addition, ~~contract~~ **full-time** faculty shall spend as much time as necessary, both **in-person and remote** ~~on campus and off campus~~, to perform professional duties including, but not limited to curriculum development, **project coordination**, governance participation, and attending to department, division, college, and committee duties and meetings. **Professional duties for full-time faculty may be non-scheduled, (e.g. grading, preparation), or scheduled (e.g. staff meetings, department events).**

In performing these duties, ~~contract~~ **full-time** faculty may be obligated to be present **in-person** ~~on campus~~ during a Monday, Tuesday, Wednesday, Thursday and/or Friday, regardless of whether their primary assignment is a 4-day schedule **or a remote schedule. Remote alternatives for professional duties may be available. If no method of remote attendance for professional duties is provided, then in person participation shall be required.**

Non-scheduled hours may be fulfilled **remotely.** ~~off-campus~~

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Section 3. Office Hours **and Office Space**

A. Office Hours **and Office Space for** Full-Time Faculty

1. The District shall make available a secure personal storage space for faculty members. For adjunct faculty members, this may take the form of a locker or locked cabinet. For ~~contract~~ **full-time** faculty members, this shall take the form of office space where each faculty member shall

have their own desk and chair, their choice of one (1) ~~Windows or Macintosh~~ **PC or Apple** computer in accordance with the standards established by the Campus Wide Computer Coordinating Committee with Internet access, and their own telephone with voicemail. **A full-time faculty member who is scheduled to work 100% remotely and has no on campus student contact hours scheduled for two (2) consecutive regular sessions waives their right to an office space, desk, and chair, but shall still have use of a District issued computer.**

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Section 16. Assignment Limitations ...

F. A faculty member who creates a new course; ~~or converts an existing course to online or hybrid~~ shall maintain the right of first refusal to teach that course for **the first** four (4) ~~consecutive~~ primary semesters **that the course is offered** provided that:

1. there is adequate enrollment to offer the course and,
2. the faculty member does not receive an unsatisfactory evaluation
3. the faculty member has completed training approved by **the District CoDE.**

G. **A Distance Education (DE) certified full-time** ~~No contract instructor shall~~ **may** be assigned distance education (~~fully online and/or hybrid~~) courses for more than 67% **100%** of his/her **their** load. **Faculty members shall not be assigned distance education courses without their consent (see Article VI, Section 16, E). However, once the schedule has been published, if no in-person class is available to offset a refused Distance Education course, the District is not obligated to convert course(s) to in-person modality or create new in-person course(s).**

Therefore, if any DE certified full-time instructor declines an offered Distance Education course, they may ultimately receive a reduced load in that relevant term, notwithstanding the District's other options in regard to making load (see Article X, Section 3, C).

Once the schedule has been published, if no DE class is available to offset a refused in-person course, the District is not obligated to convert course(s) to a DE modality or create new DE course(s). Therefore, if a full-time faculty member declines an offered in-person course they may ultimately receive a reduced load in that relevant term notwithstanding the District's other options in regard to making load (see Article X, Section 3, C).

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Section 21. Notification of Assignment and Reemployment Rights for Adjunct Faculty ...

E. An adjunct faculty member with reemployment rights in a discipline shall be offered no less than a previous assignment in that discipline for which he/she is qualified before any adjunct faculty member without reemployment rights. If an adjunct faculty is granted an assignment in excess of 67% for one or two semesters, the previous provision shall not apply. For the purposes of reemployment rights, a minimum assignment is a class, library workshop, or a semester-length non-instructional assignment of 3 hours per week. In addition, if assignments become available,

the District will make a reasonable effort to offer adjunct faculty with reemployment rights additional assignments until the range of 60 to 67 percent of a full-time equivalent load is reached.

The district shall consider the adjunct faculty member's past assignments when developing a schedule. All reasonable effort will be made to accommodate adjunct faculty assignment requests regarding time(s), day(s), location(s) ~~and~~ courses(s) **and modality(ies)**.

No adjunct faculty member shall have preference over a full-time faculty member for a course that fills the load of the full-time faculty member. For purposes of this article only, "qualified" shall mean approved in all of the following four criteria:

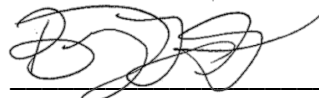
1. Meeting the Glendale Community College minimum qualifications for a particular discipline.
2. Possessing the equivalency for minimum qualifications as defined by the Academic Senate.
3. Possessing currency in the discipline as defined by the Academic Senate.
4. Having adequate preparation for the specific course or assignment through appropriate education or experience.
5. Meeting the required DE certification requirements in the case of distance education courses

~~This determination is final and cannot be appealed or grieved. By the end of the third week of each regular semester, the Division Chair shall post on the website potential courses to be offered the following semester. An adjunct faculty member may respond to this notification with verification of course(s) he/she is qualified to teach.~~

Date: 5/28/2024



Caroline DePiro, Chief Negotiator
Glendale College Guild



Brittany Grice, Chief Negotiator
Glendale Community College District

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Article VI Hours

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Section 4. Workload (hereinafter 'load')

The normal basic teaching load for a full-time instructor is fifteen (15) lecture hours per week plus five (5) office hours (60-minute hour); however, there are many variations which are deemed to meet the fifteen (15) lecture hour standard load. The load value for online and hybrid courses shall be the same as for courses in traditional format. The faculty load for each discipline shall be:

Instructional Full-time load Table

SUBJECT	LOAD
Accounting	15
Administration of Justice	15
Adult Basic Secondary Education	24
Alcohol & Drug Abuse	15*
American Sign Language	15
Anthropology	15
Architecture	21
Art	16
Art History	15
Astronomy	15
Athletics	19
Aviation and Transportation	24
Biology	15
Business Administration	15
Business Computers Continuing Education	24**
Business Office Skills Continuing Education	24**

Computer Applications and Business Office Technologies	15
Chemistry	15
Child Development	15*
Computer Aided Manufacturing	21
Computer Integrated Manufacturing	21
Computer Science and Information Systems	15
Cooperative Education	21
Culinary Arts	18
Dance	16
Economics	15
Educational Media Technology	21
Electronics and Computer Technology	18
Emergency Medical Tech. - Ambulance or non-ambulance	24
Engineering	15
Engineering Support	21
Engineering Technology	21
English (Composition)	14
English (except Composition Courses)	15
English as a Second Language – Credit	15
English as a Second Language – Continuing Education	21**
Environmental Technology	15*
Ethnic Studies	15
Fire Technology	15
Foreign Language	15
Geography	15
Geology	15
Health	15*
Health Information Technology	15
History	15
Hotel and Restaurant Management	18
Humanities	14
Industrial Technology	21
Journalism	15*
Kinesiology	15
Library ***	15

Lifelong Learning Continuing Education	24**
Machine Technology	21
Mass Communications	15
Materials and Processes	21
Mathematics	15
Media Arts	15
Medical Office Assistant	15
Metallurgy and Metals	21
Music	15
Nursing Science	18 15
Nutrition	15
Oceanography	15
Paleontology	15
Parent Education – Continuing Education	24**
Philosophy	15
Photography	16
Physical Education	19
Physical Science	15
Physics	15
Political Science	15
Psychology	15
Quality Assurance and Quality Control	18
Real Estate	15
Social Science	15
Sociology	15
Speech Communications	15
Student Development	15
Technical Education	21
Theater Arts	15
Welding	21

* Lab lecture Hour Equivalent (LHE) is 2/3:1 Lab lecture hour
Compressed Load

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*** The load listed is to be used solely for the purpose of computing load percentages for adjunct counselors and librarians teaching credit courses.

The above-mentioned teaching loads are approximate rather than strict limitations, and they are intended to refer to an overall load during the full academic year. Since the student demand for courses normally varies from semester to semester, it is understood that the guidelines shall result in a heavier than normal schedule in one semester followed by a reduced schedule the following semester. If an employee was assigned to teach more or less than the normal load during any particular academic year, the College shall, by the end of the following academic year, adjust the instructor's work load accordingly. The period of time in which to make such an adjustment may be extended, in exceptional circumstances, at the discretion of the College.

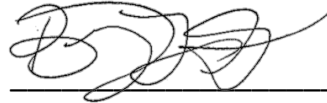
For State Teachers' Retirement System reporting, the following standards will be established for annual base hours for part-time employees:

Classification Code	Base Hours
01 – Lab Instructor	700 hours
02 – Lecturer/General Instructor	700 hours
03 – Adult Education Instructor	910 hours
04 – Librarian	1,050 hours
05 – Counselor	1,050 hours

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ARTICLE VI
HOURS ...

Section 6. Released Time Assignments

With released time, a faculty member is released [from a portion](#) of their full time contractual obligation, which is expressed as a percentage of either load or hours of weekly obligation. (see appendix J). An employee who has released time shall have office hours and other such obligations reduced proportionately (regarding reduced load for unbanking, see Article VI, Section 10, k.). [It should be noted that the District lacks the authority to determine if a release time assignment qualifies for service credit towards a faculty member's retirement.](#)

[When a faculty member is awarded a released time position by the District, the Parties agree that the faculty member will maintain at least an equivalent of 20% full time assignment in their primary faculty assignment. Exceptions to this policy must be agreed upon by the District and the Guild.](#)

[In the event there is a request by a faculty member to go on a partial leave and/or reduced load, both parties agree that such approved leave shall not result in a reduced workload that entails the faculty member having an assignment exclusive of their primary responsibilities, unless the District grants an exception.](#)

There are two forms of Released Time/Extra Pay (RT/EP) assignments allowed in the Contract. The first are RT/EP positions provided for in the Contract. The Second are RT/EP assignments that are assigned by the District to perform specific non-instructional duties, or special assignments RT/EP positions (see AR 7162).

For special assignment RT/EP positions, the District and Guild agree to formally recognize the Glendale College Release Time/Extra Pay (RT/EP) Committee. The RT/EP Committee has the responsibility to review assignments that include duties beyond those normally required under the contract, and to make recommendations to the Campus Executive Committee. An RT/EP position shall be voluntary and shall not interfere with the employee's non-released time contractual responsibilities. The evaluation of released time or extra pay duties is independent of the evaluations specified in the contract and relates only to the position specified.

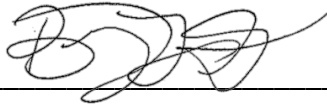
For Contract specific RT/EP positions, changes in released time or extra pay assignments that are related to collective bargaining and covered in the contract are subject to negotiations and will not be addressed by the RT/EP Committee.

By the second week of each semester, the District will publish a complete list of current non-contractual assignments, including the position, individual occupying and supervisor of the position, term an amount of released time and or stipend. Also published will be a current list of position openings.

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HOURS ...

Section 14. Compensatory Hours for Counselors **and Librarians**

At the sole discretion of the District and through the prior written approval of the appropriate Vice President, €compensatory hours may be offered to counselors and librarians when the District determines a need exists to assign a specialized project or other work that is beyond the scope of normal duties of the bargaining unit members. Compensatory time for this unique work shall be earned on a one hour worked for one compensatory hour earned basis. Bargaining unit members shall be under no obligation to accept such an assignment. ~~earned for counselors working hours above their contract at any time during the year when their services are requested by the District.~~

~~These hours may be accumulated from year to year; however no more than 140 hours may be accumulated under the provision of this Agreement. This provision shall not apply to compensatory days earned prior to June 15, 1992 or summer in lieu days that have not as yet been taken off at the date of this Agreement. Such accumulated time will be considered "grand parented".~~

Compensatory hours may be ~~taken~~ **used to take leave from** ~~off during a work year in any~~ **one-hour increments** ~~of an hour or more~~ with the prior approval of the **bargaining unit member's** Supervisor. The Supervisor will make every reasonable effort to allow for the usage of compensatory time off.

The District is responsible for maintaining a record of each ~~counselor~~ **bargaining unit member's** compensatory time account. ~~and provide each counselor with a yearly account of time earned, spent and carried over for accumulation.~~

Section 15. Compensatory Hours for Library Faculty

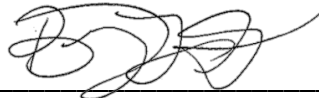
If the District requests a librarian to work additional hours beyond the work day, the librarian shall be entitled to either hourly pay or compensatory time off. Compensatory hours shall be limited to a maximum of 105 hours per year (3 weeks) and shall be taken off during the year earned or the subsequent year in any increment of an hour or more with the prior approval of the Supervisor. The Supervisor shall make every reasonable effort to allow for the usage of compensatory time off. The District is responsible for maintaining a record of each librarian's compensatory time account and providing each librarian with a yearly account of time earned, spent and carried over for accumulation.

The above provision shall not apply to compensatory hours earned prior to July 1, 2002; 112 of those hours (7 hours per week times 16 weeks) shall be converted into banked hours.

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