

Proposal  
To  
GLENDALE COMMUNITY COLLEGE DISTRICT  
from  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76

July 1, 2025

**ARTICLE I - AGREEMENT**

**SECTION 1. Term of the Agreement**

This Collective Bargaining Agreement ("Agreement") is made and entered into for the period of July 1, ~~2021-2024~~ through June 30, ~~2024-2027~~ between the Glendale Community College District ("District") and the California School Employees Associations, and Its Glendale Community College Chapter #76 ("CSEA") and constitutes the entire Agreement between the parties.

~~**The Agreement between the parties is complete and final, and supersedes all prior agreements, whether oral or written. Any additions or amendments to this agreement must be in writing and executed by both parties.**~~

**SECTION 2. Purpose of Agreement**

The purpose of this Agreement is to promote and enhance positive employer-employee relations, provide an equitable and clear procedure for the resolution of differences and establish wages, hours of employment, and other terms and conditions of employment as defined in Government Code § 3543.

**SECTION 3. Savings Clause**

- A. If any provision of this Agreement is rendered invalid by existing or subsequently enacted legislation, such provisions shall be deemed invalid.
- B. If any provision of this Agreement is declared invalid by a court of competent jurisdiction, the remaining-provisions shall remain in full force and effect.
- C. In the event of such invalidation, at the request of either party, the parties agree to meet and negotiate within thirty (30) days following the final effective date of the invalidation to attempt to arrive at a mutually satisfactory resolution of the matter.

**SECTION 4. Definitions**


- A. Day(s): shall mean a scheduled day of work, unless otherwise specifically stated herein.
- B. Spouse: shall include a civil contract between a bargaining unit ~~member~~

employee and another person or a domestic partner of the bargaining unit member employee.

- C. Hire Date: First day of employment as a classified employee of the District.
- D. Seniority Date: Initial hire date of the first permanent job, accounting for any past separation from District employment before returning to work at the District. A seniority date is used for longevity calculation and bumping rights.
- E. Anniversary Date: The first day of the month following six months or one year of service depending on initial step placement (See Appendix M2). In the event of a reorganization and/or reclassification, there is no change from the original Anniversary Date. In the event of a promotion, the bargaining unit employee shall receive a new Anniversary Date on the first day of the month following six months or one year of service depending on promotional step placement (See Appendix M2).
- F.D PERB: Public Employment Relations Board.
- G.E. Meet and Negotiate -Negotiate Confer. Make a reasonable and good faith effort to reach a resolution of the issue(s) before District District action is taken through timely sharing of appropriate information, explanation of rationale for proposed action, and identification of points of conflict.

#### **SECTION 5. ~~Zipper Clause~~**

- A. ~~The parties acknowledge that during the course of negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter deemed within the scope of bargaining, and that the understandings and agreements arrived at by the parties are set forth in this Agreement.~~
- B. ~~For the duration of this Agreement, the District and CSEA, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge of either or both of the parties at the time they negotiated this Agreement.~~

 07/14/25  
\_\_\_\_\_  
Irina Shumakova, Chief Negotiator  
CSEA and its Chapter #76

  
\_\_\_\_\_  
Brittany Grice, Chief Negotiator  
Glendale Community College

 7/14/25  
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Bridget Howze, CSEA Labor Relations Representative

Proposal  
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GLENDALE COMMUNITY COLLEGE DISTRICT  
March 19, 2025

**ARTICLE VII - HOURS OF ASSIGNMENT**

**SECTION 1. Workweek**

- A. Traditional Workweek Schedule shall be defined as a regular work schedule of five (5) consecutive days of eight (8) hours per day and forty (40) hours per week. This schedule accounts for an employee's paid work hours and does not include unpaid lunch breaks that must also be scheduled in an employee's daily time at work, as required by the terms of this agreement. This schedule shall be pro-rated for permanent part-time employees.
- B. Non-Traditional Workweek Schedule shall be defined as any workweek that is not five (5) consecutive days of eight (8) hours per day. A non-traditional workweek schedule may include 4/10 and 9/80 schedules. A 4/10 workweek is four days of ten (10) hours per day in one week. A 9/80 schedule is eighty (80) hours worked over nine (9) days in a consecutive two-week period. Non-traditional Workweek Schedules require District written approval. Agreements are subject to cancellation when the District determines an operational need exists, subject to the requirements in Section 3, B5. The District may schedule employees to work hours greater than or less than eight (8) hours in one day not to exceed a total of forty (40) hours in any one (1) week with prior mutual agreement between the supervisor and employee.

**SECTION 2. Length of Workday** shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable number of hours in a workday.

**SECTION 3. Length of Workweek** - This Article shall not restrict the extension of the traditional workday or workweek when such is necessary to carry on the business of the District, except as provided for in this Agreement.

- A.** In the event the District desires to establish four (4) day, forty (40) hour workweek during the Winter or Summer intersessions, it is agreed such a workweek may be implemented at the discretion of the District. The workday for affected bargaining unit employees shall consist of a ten (10) hour day with two (2) twenty (20) minute breaks and a one-half (½) hour paid lunch period. This may be done provided the establishment of such workweek has the concurrence of the membership of CSEA Chapter 76.
- B.** Nothing shall preclude the establishment of a non-traditional workweek with prior agreement and mutual consent of the manager and the individual bargaining unit employee(s), provided that:
1. Any such deviation from the traditional workweek schedule is by advance mutual consent of the bargaining unit employee and management, by written agreement no less than five (5) working days prior to the start date of the non-traditional workweek schedule. (see Appendix "H")
  2. Adoption of a non-traditional workweek shall not increase the workweek average beyond eighty hours in a two-week period or create a split shift. However, bargaining unit employees may be assigned overtime pursuant to Section 7 of this Article.
  3. Adoption of a non-traditional workweek shall not create an overtime situation until the set hours of the non-traditional schedule are exceeded.
  4. Adopted agreements for non-traditional workweeks shall terminate at the end of the Fall and Spring semesters.
  5. When a manager believes that circumstances exist which requires a reversal to a traditional workweek schedule, they shall notify the bargaining unit employee within ten (10) working days. If the bargaining unit employee and manager cannot agree to the reversal, CSEA and the District shall make a reasonable effort to resolve the issue within ten (10) days.
  6. If the District makes a District-wide determination that a non-traditional workweek schedule is not desirable during the Fall and Spring semesters, it shall first meet and negotiate any such determination with CSEA.
- C.** Bargaining unit employees who work a non-traditional workweek schedule shall revert to a traditional workweek schedule during

weeks which contain District approved holidays (defined in Article XI) or when the bargaining unit employee is on jury duty.

**SECTION 4. Lunch Period**

- A. Unpaid Lunch Period - Bargaining unit employees working five (5) or more consecutive hours per day shall receive an unpaid lunch period of not less than one-half ( $\frac{1}{2}$ ) hour. The lunch period may be waived by mutual written agreement or by employees who work six or less hours in a day.
- B. Paid Lunch Period - Employees working a nine-eighty (9/80) or four-ten (4/10) flex schedule shall receive a paid lunch period of not less than one-half ( $\frac{1}{2}$ ) hour. These are the only employees who will receive a paid lunch period.

**SECTION 5. Rest Periods** -- Rest periods are normally scheduled midway in each workday or by mutual agreement of the immediate supervisor and bargaining unit employee.

- A. Bargaining unit employees shall receive one (1) paid fifteen (15) minute rest period for each four (4) consecutive hour period worked, at a time approved by their immediate supervisor.
- B. Employees working a 4/10 workweek shall receive one (1) paid twenty (20) minute rest period for each five (5) consecutive hour period worked at a time approved by their immediate supervisor.

**SECTION 6. Nine (9), Ten (10), and Eleven (11) Month Assignments** -- Nine (9) and ten (10) month employees shall use vacation during Spring Break as scheduled in Appendix D1. Nine (9) month employees shall not normally be scheduled to work during three consecutive months between the months of June and August. Ten (10) month employees shall not normally be scheduled to work during two consecutive months between the months of June and August. Eleven (11) month employees shall not normally be scheduled to work during one month between June and August. ~~Nine (9) month and ten (10) month employees involved in instructional assignments shall work on assigned "Flex Days." (as defined per the academic calendar).~~

**SECTION 7. Overtime and Compensatory Time Off**

**A. Payment of Overtime --**

- 1. **Traditional Workweek Schedule:** Any bargaining unit employee on a traditional workweek schedule shall be paid for

all hours worked in excess of eight (8) hours in any one (1) day or forty (40) hours in any one (1) week at a rate of one and one-half (1½) times their basic hourly rate of pay. **Employees shall not work in excess of eight (8) hours in any one (1) day without express written approval from their manager.** Department managers may make advanced approval for employees based on an ongoing emergency or anticipated or unforeseen District needs **in accordance with established District requirements.** ~~Working excess hours without manager authorization shall serve as grounds for discipline.~~

2. **Non-Traditional Workweek Schedule:** Any bargaining unit employee on a non-traditional workweek schedule shall be paid for all hours worked in excess of their non-traditional schedule at a rate of one and one-half (1½) times their basic hourly rate of pay.
  - a. The allowance of an overtime premium on any hour excludes that hour from consideration for overtime payment on any other basis, thus eliminating any double overtime payments.
  - b. All overtime work must have prior approval of the supervisor before the work may commence.
  - c. If it is determined by the District that overtime is necessary, it is understood and agreed that bargaining unit employees shall work overtime as required. Overtime shall be distributed and rotated on a seniority basis as equally as is practicable among the bargaining unit employees in the affected classification, within each department, at each work site.
- B. **Compensatory Time Off** - ~~At the sole discretion of the District By mutual agreement of the bargaining unit employee and the direct supervisor,~~ Overtime compensation, as described in Section 7 subsection A of this article shall be the default compensation for all overtime worked. **Overtime, when offered, is done so at the sole discretion of the District. As an alternative to overtime premium pay,** and by mutual agreement of the bargaining unit employee and the direct supervisor, a bargaining unit employee may receive compensatory time off (~~leave accruals~~) at a rate equal to one and one-half (1½) times the actual time worked in excess of their traditional or non-traditional workweek schedule. ~~Compensatory time may be offered solely at the discretion of~~

**the District. A bargaining unit employee shall not be required to accept compensatory time off in lieu of overtime premium pay when performing excess hours of work outlined in Section 7, subsection A of this article.**

1. Approved compensatory time shall be ~~taken~~ scheduled by mutual agreement of the bargaining unit employee and the direct supervisor, **in consultation with the employee, within ninety (90) days from the time the ~~excess hours work in which the compensatory time was earned was performed.~~ The employee scheduled for compensatory time off shall take the time off as scheduled and utilize compensatory time leave during their scheduled absence.**, ~~or, if~~ **if the leave is not scheduled by the employee's direct supervisor as required by this section** ~~taken during this time,~~ the bargaining unit employee shall receive overtime compensation as delineated in Section 7. ~~8.~~ A. (see Appendix "J"). **An employee shall not be permitted to refuse to take scheduled leave as a mechanism for transforming the nature of compensation (compensatory time) for the excess hours worked.**

**SECTION 8. Assignments in Addition to Regular Workweek Schedule –** A bargaining unit employee assigned to work on a day when they are not normally scheduled to work, or any bargaining unit employee called back to work after completing their workday or workweek assignment, but not consecutive with such assignment, shall be compensated for a minimum of three (3) hours of work at the bargaining unit employee's applicable rate of pay.

Bargaining unit employees who are called to work during non-scheduled work hours shall be compensated for a minimum of one (1) hour if that work can be completed remotely.

**SECTION 9. Part-time Employees: Increase to Work Hours**

1. A part-time bargaining unit employee who works a minimum of thirty (30) minutes per day in excess of their regular part-time assignment, as directed by the supervisor, for a period of (45) nonconsecutive working days in a three (3) month period, shall have their regular part-time assignment changed to reflect the additional hours in order to acquire fringe benefits on a prorated basis.
2. A part-time bargaining unit employee who works a minimum of 30 minutes per day in excess of their regular part-time assignment, as directed by the supervisor, for a period of 20 consecutive working

days or more shall have their regular part-time assignment changed to reflect the additional hours in order to acquire fringe benefits on a prorated basis.

**SECTION 10. Restroom/Lunch Facilities** - The District shall make available in each work location restroom and lunch facilities for the bargaining unit employees' use, and where feasible within the existing building structure, an area shall be provided for use during lunch period and breaks and shall be of sufficient size to accommodate the classified staff.

**SECTION 11. District Authorized Professional Development Activities** - A bargaining unit employee may be absent to attend a District authorized professional development activity related to their assigned duties. A bargaining unit employee may request to attend District authorized professional development activities. ~~A bargaining unit employee shall complete all necessary District forms to attend the District authorized professional development activity.~~ The District shall pay for or reimburse the expenses related to the bargaining unit employee attending the District authorized professional development activity. **For purposes of this section, District authorized professional development activities are defined as those approved for the employee's attendance by the bargaining unit employee's direct supervisor.**

**SECTION 12. Changes in Work Schedule** – A change to a work schedule is defined as a change to the hours or days of assignment, not a change to the total number of hours assigned to the bargaining unit employee. Any changes to the work schedule for bargaining unit employees shall be mutually agreed to within (10) working days prior to implementation. If the bargaining unit employee and manager cannot agree to the change in work schedule, CSEA and the District shall make a reasonable effort to resolve the issue within ten (10) days.

**SECTION 13. Remote Work** – ~~All remote work assignments, eligibility, responsibilities, considerations, and procedures shall be followed as outlined in Administrative Regulation 7280 – Remote Work.~~

**At its sole discretion, and in reference to Article III Retained Rights, the District may implement and/or maintain a remote work program in which bargaining unit employees are afforded the opportunity to request remote work as part of their work assignment. Requests shall be made in accordance with established District policy and procedure, and are all subject to the District's advance approval. An employee shall not work remotely absent District authorization. A District decision on**

whether to approve a bargaining unit employee's request to perform work remotely is not grievable under this agreement, and an employee may not work remotely absent District authorization.

A remote work program may be discontinued at any time, for any reason, at the District's sole discretion. A bargaining unit employee's approved participation in a District remote work program is neither a right nor an employee benefit conferred onto any bargaining unit employee, and an approved assignment to work remotely may be eliminated or modified when deemed operationally necessary by the District, in its sole discretion. Any decision to discontinue all or part of a remote work program is not grievable.

A remote work program shall not serve as the replacement for employee or District requirements related to the use of leave as outlined in this agreement.

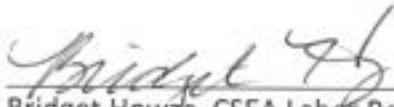
All bargaining unit employees in positions where one or more essential functions may be performed remotely are eligible for a Remote Work Assignment, pending approval by the District. Remote Work Assignments may be ad hoc or fixed, shall be approved by the bargaining unit employees' direct supervisor, area Vice President, or Superintendent/President, and must be reviewed and renewed every six months. All Remote Work Assignment, eligibility, responsibilities, considerations, and procedures shall be followed as outlined in Administrative Regulation 7280 – Remote Work.



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CSEA and its Chapter #76



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Brittany Grice, Chief Negotiator  
Glendale Community College



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Bridget Howze, CSEA Labor Relations Representative

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**April 29, 2025**

**APPENDIX "J"**

**REQUEST FOR COMPENSATORY TIME OFF FORM**

~~At the sole discretion of the District~~ By mutual agreement of the bargaining unit employee and the direct supervisor, a bargaining unit employee may receive compensatory time off at a rate equal to one and one-half (1½) times the actual time worked in excess of their traditional or non-traditional workweek schedule. (Article VII, Section 7B)

Dates of Work	Hour	Activity

Approved compensatory time shall be ~~taken~~ scheduled by mutual agreement of the bargaining unit employee and the direct supervisor within ninety (90) days from the time the work was performed, or, if not taken during this time, the bargaining unit employee shall receive overtime compensation as delineated in Section 7.B-~~8-A~~.

<i>Employee Name:</i>	
<i>Job Title:</i>	

<i>Employee Signature:</i>	
<i>Date:</i>	

<i>Supervisor's Signature:</i>	
<i>Date:</i>	



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April 2, 2025

ARTICLE X - LEAVES OF ABSENCE

SECTION 1. Sick Leave

A. Accruals:

1. Full-time bargaining unit employees shall accrue one sick leave day per month ~~worked~~ that they are assigned on the Classified Employees Work Calendar.
  - a. 12-month bargaining unit employees shall accrue 12 days of sick leave each fiscal year.
  - b. 11-month bargaining unit employees shall accrue 11 days of sick leave each fiscal year.
  - c. 10-month bargaining unit employees shall accrue 10 days of sick leave each fiscal year.
  - d. 9-month bargaining unit employees shall accrue 9 days of sick leave each fiscal year.
2. **When the District requires a bargaining unit employees who to perform an assignment or service in addition to their regular assignment that necessitates overtime pay, the employee shall accrue one (1) hour for every 20 hours of overtime/comp time earned worked. This provision shall not apply to employees who initiate a request for overtime assignment approval from the District, or in instances where compensatory time is earned in lieu of overtime.**
3. Part-time bargaining unit employees shall accrue a prorated number of sick leave days to the full-time

accrual based on the percentage of the fiscal year assignment.

- ~~3.~~ **4.** Bargaining unit employee may accumulate unused sick leave without limit.
- ~~4.~~ **5.** At the beginning of each fiscal year, the bargaining unit employee's sick leave accruals shall be increased by the number of sick leave days which they would normally earn in the ensuing fiscal year. **As outlined above, the accruals are earned on a monthly basis in paid status. Accordingly, the frontloading of accruals does not represent an automatic entitlement for the fiscal year.**
- a. A bargaining unit employee who is on an authorized leave of absence, with sufficient accruals to remain in paid status for the duration of the leave, shall receive their fiscal year sick leave accruals as delineated in Section 1, A. 1. above.

~~5.~~ **6.** No cash payment shall be allowed for unused accumulated sick leave.

~~6.~~ **7.** Employees who fail to return to work following illness or injury shall refund to the District all amounts paid for unearned sick leave.

**B. Use of Sick Leave:** Unless otherwise noted in this Article, sick leave is the absence of an employee because of mental or physical illness, or injury, or to obtain medical diagnosis, treatment, or preventive care.

1. A newly hired bargaining unit employee may use maximum of 48 hours of sick leave during the first six months of employment.

**C. 100 Days of Sick Leave at 50% Pay:** Bargaining unit employees who have completed their initial probationary period shall be entitled to a maximum of 100 days of sick leave at 50% pay per fiscal year. The 100 days of sick leave at 50% pay shall not be accumulated year to year. A permanent bargaining unit employee shall be eligible to use 100 days of sick leave at 50% pay when sick leave accruals referenced in Section 1. A. have been exhausted. However, a

bargaining unit employee may, with prior approval of their supervisor, use earned vacation prior to using 100 days of sick leave at 50% pay.

1. Bargaining unit employees are not eligible for State Disability pay.

- D. **California Family Sick Leave:** A bargaining unit employee may use up to one-half of their annual allotment of sick leave to attend to the illness of a child, parent, spouse, or registered domestic partner. For purposes of Family Sick Leave, "parent" and "child" include biological, foster, adopted, step or legal guardian relationships. A "child" also includes a child of a registered domestic partner.

## **SECTION 2. Personal Necessity**

A maximum of seven (7) full days of the bargaining unit employee's sick leave accruals may be used each fiscal year for reasons of Personal Necessity. Personal Necessity shall not be accumulated from year to year. A bargaining unit employee using Personal Necessity under this Section shall notify their immediate supervisor as early as possible, indicating which of the circumstances listed below necessitates a Personal Necessity. Before or after return from Personal Necessity Leave, the bargaining unit employee shall complete and submit the "Report and Request for Leave of Absence Form", Appendix K to their immediate supervisor indicating Personal Necessity. Personal Necessity Leave shall be granted for the following purposes:

- ~~A. Death of a member of immediate family member. Also see Section 8, C.~~

A. Death of any persons not covered under Bereavement or to extend time off covered under Section 10, Bereavement Leave.

- B. Accident involving bargaining unit member's person or property, or the person or property of a member of their immediate family.

- C. Appearance in any court or before any administrative tribunal not covered by Section 11, Jury Duty, Witness and Litigant Leave. ~~as a litigant, party, or witness under subpoena or any order made with jurisdiction. The bargaining unit employee must return to work in cases where it is not necessary for them to be absent the entire day.~~

B- D. To bond with a child. Leave must be taken within one year of the child's birth, adoption or foster care placement. (Also see FMLA/CFRA)

C- E. To care for a family member with a serious health condition. (Also see FMLA/CFRA)

D- F. Imminent danger to the home of bargaining unit employee, occasioned by a factor such as flood or fire, serious in nature, which under the circumstances the bargaining unit employee cannot reasonably be expected to disregard, and which requires the attention of the bargaining unit employee during their assigned hours of service.

E- G. Religious holidays which occur on regular school days that are not Board-declared holidays.

F- H. Any other personal necessity not identified above provided it meets all four (4) of the following conditions:

1. Be serious in nature; and
2. Be of such nature that it cannot reasonably be handled outside of work hours; and
3. Involve circumstances which the bargaining unit employee cannot reasonably be expected to disregard; and
4. Require the attention of the bargaining unit employee during their assigned hours of service.

The provisions of this subsection shall not be applicable in the event of any concerted activity due to a labor dispute, or in the event such absence disrupts the normal operation of the bargaining unit employee's work site.

**SECTION 3. Notification of Sick or Personal Necessity Leave** - The bargaining unit employee shall notify their supervisor of their absence within the first (1st) working hour of the first (1st) day absent, unless extenuating circumstances make notification impossible. The bargaining unit employee shall provide an expected return to work date. When required by the District, the proof of impossible conditions shall be borne by the bargaining unit employee.

~~**SECTION 4. Termination and 39 Month Re-Employment List** - If a bargaining unit employee has exhausted all approved paid and unpaid leaves of absence and is still unable to assume the essential job functions of their~~

~~position after an interactive process under the Americans with Disabilities Act has concluded, they shall be dismissed and placed on a re-employment list for thirty-nine (39) months.~~

**SECTION 4 5. Industrial Accident or Illness Leave and Designation of Personal Physician** - Bargaining unit employees shall be eligible for Industrial Accident or Illness Leave within the following provisions.

- A. Bargaining unit employee who has filed a Workers' Compensation claim and has been placed off work by a treating health care provider due to the industrial accident or illness, shall be eligible for up to 60 work days of paid Industrial Accident or Illness Leave per fiscal year for the same accident. Allowable leave under this section shall not be accumulative from year-to-year **and will run concurrent with FMLA leave when the industrial accident or illness requires leave from work for greater than 5 working days. If leave is required beyond the 60 days, the employee's accruals can be used to supplement up to 1/3 of their pay while on temporary total disability.**

**An employee must ~~must~~ shall be released cleared by a treating health care provider to return to work at full duty, or otherwise have a District-approved disability-based reasonable accommodation prior to returning to work. If the employee is released with restrictions, the District shall engage in the interactive process to determine any available reasonable accommodations. full-duty or otherwise have a District-approved disability-based reasonable accommodation prior to returning to work.**

- B. Personal Physician – If a bargaining unit employee wishes to be treated by a personal physician(s) or medical facility within a reasonable geographic area selected pursuant to Labor Code Section 4600, they shall notify the District in writing (see Appendix "I"), of the name and address of such personal physician(s) or medical facility.

**SECTION 5 ~~12.44~~. Catastrophic Illness/Injury Leave** - In accordance with the provisions Education Code Section 87045, Catastrophic Illness/Injury leave shall be available to all eligible employees. The purpose of this leave is to permit bargaining unit employees with a catastrophic illness or injury to have sick leave donated to them by fellow employees.

- A. A catastrophic illness or injury is one that is expected to incapacitate a bargaining unit employee for an extended period of time and the bargaining unit ~~me~~-employee has exhausted all of their paid leave accruals.
- B. A catastrophic illness/injury request shall be approved by the Catastrophic Illness/Injury Committee (CII) consisting of one (1) member assigned by the District, one (1) member assigned by the Guild, and one (1) member assigned by CSEA. The committee members shall elect its Chair.
1. A health care provider certification of the need for leave shall be provided to the ~~CII Committee~~. **Human Resources. Human Resources shall review the request and confirm eligibility of the employee to have their request furthered considered by the CII committee.**
  2. The bargaining unit employee shall be incapacitated and absent for an extended period of time no fewer than thirty (30) consecutive calendar days.
  3. A written request for catastrophic leave shall be submitted to the CII Committee by the bargaining unit employee or their representative.
  4. The bargaining unit employee may use donated leave as half or whole days and can use the leave retroactively.
    - a. Four (4) hours of either vacation or sick leave (See Section 1. A) and four (4) hours of donated leave or eight (8) hours of donated leave equals eight (8) hours pay and full health and welfare benefits. **50% sick leave shall not be used in combination with catastrophic illness leave on a specific day (i.e. no blended rate of pay).**
    - b. Four (4) hours of donated leave equals four (4) hours pay and, for this purpose, full health and welfare benefits.
  5. Approved leave must be used within a twelve (12) month period after approval.

- a. Approved leave shall be placed in a special donated leave account for each approved bargaining unit employee.
  - b. Each approved bargaining unit employee may draw upon their account for the twelve-month period only for the approved or related catastrophic illness/injury.
  - c. Any unused leave shall revert to the Catastrophic Leave Bank for use by other bargaining unit employees who have been approved for a catastrophic illness/injury leave.
  - d. In unusual circumstances, the CII Committee may consider a request to extend the period for up to one (1) additional year. To qualify for leave donation under this section, the bargaining unit employee must be on an authorized leave of absence.
- C. Any bargaining unit ~~m~~ employee ~~ember~~ may donate accrued sick leave, but must maintain seventy percent (70%) sick leave accrual balance. A bargaining unit employee who is retiring or terminating employment may donate leave without limitations.
1. Donated leave is irrevocable.
  2. Bargaining unit employee may donate leave only to a Catastrophic Leave Bank for use by any approved applicant.
  3. Donated leave shall be charged on the basis of hour-for-hour regardless of the classification family and/or salary schedule of the bargaining unit employee donating leave and employees receiving leave.
- D. The District annually, or as requested by the CII Committee, shall promote a "call for sick leave donations" for the Catastrophic Leave Bank. The District shall give bargaining unit employees who terminate employment, resign, or retire, an opportunity to donate unused sick and/or vacation leave to the Catastrophic Leave Bank.

1. Requests for Catastrophic Illness/Injury Leave are subject to availability. The CII Committee shall not be responsible for approving requests when there is no leave in the Catastrophic Leave Bank.

**SECTION 6 14.13. Health Care Provider Return to Work Certification-** Written approval from the employee's health care provider is required prior to their return to work after an absence of greater than five (5) consecutive days due to illness or injury. The cost of a health care provider return to work certification shall be borne by the bargaining unit employee. **If an employee has established work restrictions, they cannot return from leave until they go through the interactive process for to discuss options for potential-reasonable accommodation with Human Resources and are approved to return.**

**SECTION 7 6. Pregnancy Disability Leave (PDL) and Education Code Section 88193**

- A. Eligibility:** Bargaining unit employees are eligible for PDL upon employment.
- B. Leave Entitlement:** Up to four months of unpaid, job-protected PDL based on normal working days of assignment and as determined by a health care provider's leave certification.
- C. Reasons for Leave:** PDL may be taken for the following health care provider determined reasons:
  1. Disability due to pregnancy or childbirth, or
  2. Pregnancy-related medical condition
- D. Types of PDL:** when medically necessary and as indicated on a health care provider's leave certification, PDL may be taken in the following manner:
  1. Blocks of time
  2. Reduced schedule
  3. Intermittently

- E. Additional Considerations:** When recommended by a health care provider or needed by the bargaining unit employees, PDL may also include:
1. A reasonable accommodation of medical needs related to pregnancy, childbirth, or pregnancy related conditions; or
  2. Transfer to a less strenuous or hazardous position or duties if medically needed because of pregnancy; or
  3. Providing a reasonable amount of break time and use of a room or other location in close proximity to the bargaining unit employee's work area to express breast milk in private.
- F. Use of Accrued Leave:** While PDL is unpaid leave, to remain in paid status, a bargaining unit employee may elect to use accrued sick leave, compensatory time off, or vacation. If a bargaining unit employee's accrued sick leave has been exhausted, they ~~she~~ may elect to use up to 100 days of sick leave at fifty (50%) percent pay pursuant to Education Code Section 88196.
- G. Required Documentation:** Requests for PDL should be communicated to the District in writing at least thirty (30) days in advance unless the need for the leave was unforeseeable. Prior to seeking PDL, a bargaining unit employee must provide the Office of Human Resources with either:
1. The Department of Fair Employment and Housing form entitled: Certification of Health Care Provider for Pregnancy Disability Leave, Transfer, and/or Reasonable Accommodation (PDL), or
  2. Documentation from a health care provider that contains the same information in the Department of Fair Employment and Housing Certification of Health Care Provider for Pregnancy Disability Leave, Transfer, and/or Reasonable Accommodation form.
- H. Health Benefits:** The District shall continue to provide health benefit coverage as though the bargaining unit employee was in paid status, in accordance with Article IX, while the bargaining unit employee is on PDL.

- I. Concurrent Leave: PDL runs concurrently with FMLA, if the employee is eligible for FMLA.
- J. Return to Work: a bargaining unit employee shall have return to work rights to the same or comparable classification. When returning from FMLA/CFRA designated leave, a bargaining unit employee shall have return-to-work rights to either the same or comparable classification at the same FTE (Full Time Equivalence). Comparable classification shall mean a position for which the employee is qualified that is neither a promotion or demotion (i.e. the same salary grade range).

#### SECTION 8 7. District Paid Parental Leave

- A. Purpose - Eligible bargaining unit employees shall receive their full regular pay for their primary work assignment for a maximum of five (5) workweeks for leave taken for the documented reason of the birth of a child or the placement of a child with the bargaining unit employee in connection with the adoption or foster care of the child or guardianship.
- B. Eligibility - Bargaining unit employees whose initial date of hire is at least twelve (12) months prior to taking parental leave are eligible for the District-paid parental leave program.
- C. Use - Paid parental leave must be taken within twelve (12) months of the date of birth or placement of the child with the bargaining unit employee. The five District-paid workweeks must be taken consecutively.
- D. Maximum Duration - A bargaining unit employees shall not be entitled to more than five (5) weeks of District-paid parental leave in any 365-day period.
- E. Additional Parental Leave  
"Parental leave" is defined as leave for reason of the birth of a child of the bargaining unit employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the bargaining unit employee.  
  
Eligible bargaining unit employees receive one 12-workweek period of parental leave in any 12-month period.

"12 workweeks" is defined as the equivalent of 12 of the bargaining unit employee normally scheduled workweeks.

Bargaining unit employees must have been employed by the District for the previous 12 months to qualify. The District will use the date of the employee's initial assignment with the District to determine whether an employee has met the 12 months of employment requirement.

Parental leave shall run concurrently with any other parental leave taken pursuant to CFRA or the Family Medical Leave Act (FMLA). The aggregate amount of parental leave taken pursuant to this section, the FMLA and the CFRA shall not exceed 12 workweeks in a 12-month period.

Accrued sick leave and vacation leave is used to generate pay for this leave. If eligible bargaining unit employee exhausts all available sick leave, including all accumulated sick leave, and the bargaining unit employee continues to be absent from their duties on account of a qualified parental leave, the bargaining unit employee shall be compensated at no less than 50 percent of the employee's regular salary for the remaining portion of the 12-workweek period of parental leave.

**SECTION 9 ~~8~~-7. Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA)**

- A. Eligibility:** Bargaining unit employees must have worked for the District for one year and must have worked 1250 hours in the year preceding the leave need (i.e. the immediate past 12 months from the first day of leave) in order to qualify for FMLA/CFRA.
1. While not eligible for FMLA/CFRA, part time bargaining unit employees who have worked at least one (1) year and have worked 708 hours in the year preceding the leave need, may take up to 12 workweeks of leave per fiscal year, ~~under in accordance with Section 9C. 7 based on the criteria listed B~~
- B. Leave Entitlement:** Except as otherwise noted in Section 9 ~~7~~, bargaining unit employees may take up to 12 work weeks of unpaid, job-protected FMLA/CFRA each fiscal year.

- C. Reasons for Leave:** FMLA/CFRA may be taken for the following reasons:
1. The bargaining unit employee's own qualifying serious health condition that makes the bargaining unit employee unable to perform their job;
  2. To care for the bargaining unit employee's spouse, child, parent, or parent-in-law who has a qualifying serious health condition (FMLA);
  3. To care for the bargaining unit employee's grandparent, grandchild, sibling, domestic partner, or other "designated individual" who has a qualifying serious health condition (CFRA); a "designated individual" is defined as any individual related by blood or whose association with the employee is equivalent of a family relationship, to be identified at the time of the leave. A bargaining unit employee may only designate one (1) "designated individual" for the purpose of requesting CFRA within a twelve (12) month period;
  4. To bond with a child. Leave must be taken within one year of the child's birth, adoption or foster care placement;
  5. Up to 26 weeks of FMLA leave in a single 12-month period to care for a servicemember with a serious injury or illness; or
  6. Qualifying exigency arising out of spouse, son, daughter or parent of the bargaining unit member who is on active duty or has been notified of an impending call to active duty.

**D. Types of FMLA/CFRA:** when medically necessary as indicated on a health care provider's leave certification, FMLA/CFRA may be taken in the following manner:

1. Blocks of time
2. Reduced schedule
3. Intermittently

**E. Use of Accrued or Available Leave:**

1. **Bargaining Unit Employee's Own Serious Health Condition:** While FMLA/CFRA is unpaid leave, to remain in paid status, a bargaining unit employee may elect to use accrued sick leave, compensatory time off, or vacation. If a bargaining unit employee's accrued sick leave has been exhausted, they may elect to use up to 100 days of sick leave at fifty (50%) percent pay pursuant to Education Code Section 88196.
2. **Family Member's Serious Health Condition:** While FMLA/CFRA is unpaid leave, to remain in paid status, a bargaining unit employee may elect to use up to seven (7) days of Personal Necessity, vacation, or compensatory time off.
3. **FMLA/CFRA Birth, Foster Care, or Adoption Bonding Time:** While FMLA/CFRA is unpaid leave, to remain in paid status, a bargaining unit employee may elect to use up to seven (7) days of Personal Necessity, **sick accruals**, vacation, or compensatory time off. Upon exhaustion of sick leave accruals in Section 1, A, Bargaining unit employees may also use 100 days of sick leave at 50% pay for up to 12 work weeks in accordance with Section 1, F and Education Code 88196.1.

**F. Required Documentation:** When the need for FMLA/CFRA leave is foreseeable, the bargaining unit employee shall provide 30 days notice of need for leave. The bargaining unit employee must provide the Office of Human Resources with the following:

1. For serious health conditions of the bargaining unit employee or eligible family members, the Department of Fair Employment and Housing form entitled: Certification of Health Care Provider (FMLA/CFRA) or
2. Documentation from a health care provider that contains the same information in the Department of Fair Employment and Housing Certification of Health Care Provider
3. Bonding Leave: dates of bonding leave. Leave may be taken incrementally in two week blocks in accordance with CFRA; smaller leave increments may be granted twice

during the leave period. ~~Bonding leave must be taken in two week increments and may be taken on two separate occasions, the bargaining unit employee may take bonding leave in less than two week increments.~~

- G. **Health Benefits:** The District shall continue to provide health benefit coverage as though the bargaining unit employee was in paid status, in accordance with Article IX, while the bargaining unit employee is on FMLA/CFRA.
- H. **Concurrent Leave:** FMLA/CFRA typically run concurrently. However, when CFRA is taken for care of a grandparent, sibling, or domestic partner, or other designated person with qualifying a serious health condition, FMLA and CFRA do not run concurrently. Employees shall be able to designate one person for purposes of this leave every 12 months.
- I. **Return to Work:**  
When a designated leave requires a treating health care provider's release, a bargaining unit employee shall submit the release to the District via email to leaves@glendale.edu. The District shall acknowledge the employee's request to return to work within two (2) business days. The employee shall return to work in 2 business days from the date of submission.  
  
When returning from FMLA/CFRA designated leave, a bargaining unit employee shall have return-to-work rights to either the same or comparable classification at the same FTE (Full Time Equivalence). Comparable classification shall mean a position for which the employee is qualified that is neither a promotion or demotion (i.e. the same salary grade).

#### **SECTION 10 9.8. Bereavement Leave**

- A. Bargaining unit employees shall be granted up to five days paid bereavement leave on account of the death of any member of their immediate family.
- B. **Immediate Family includes:** Father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandchild of the bargaining unit employee or of the spouse of the bargaining unit employee, spouse or domestic partner, son, daughter, son-in-law, daughter-in-law,

or any relative or any significant person living in the immediate household of the bargaining unit employee.

C. The District reserves the right to ~~request~~ require validation of the death of the family member.

D. Employees who have been employed in their current assignment with the District for at least 30 days shall be allowed bereavement leave due to a covered reproductive loss event. A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption -for example, if a birth mother or legal guardian breaches or dissolves an adoption agreement, or if an adoption is not finalized for another reason
- Failed surrogacy - for example, if a surrogate breaches or dissolves a surrogacy agreement, or if an embryo transfer fails
- Unsuccessful assisted reproduction - for example, a failed intrauterine insemination or embryo transfer

The following conditions shall apply:

a. Employees who have worked at least 30 days before taking leave shall be allowed five (5) days of reproductive leave for a miscarriage, stillbirth, failed adoption, failed surrogacy or unsuccessful assisted reproduction. This leave can be taken for five (5) consecutive days or over a longer period, as long as their leave is completed within three months of the reproductive loss event.

b. Employees can take leave following their own reproductive loss event or that of another person - such as a spouse or partner -if the employee would have been the parent of the child born or adopted.

The District reserves the right to require validation of the event.

#### **SECTION 11 ~~40~~.9. Jury Duty, Witness and Litigant Leave**

A. **Jury Duty Leave:** A paid leave of absence for jury duty shall be granted to a bargaining unit employee who receives a jury

summons for potential jury service in a local or federal court. Jury duty leave shall be granted for the period of jury service. Request for jury duty leave shall be made by presenting the jury duty summons to the bargaining unit employee's immediate supervisor at least one week prior to the jury duty date. If a bargaining unit employee receives a jury duty fee for jury duty service, they shall return the jury duty fee compensation to the Payroll Office. If the bargaining unit employee is not required to attend jury duty, they shall be required to report to work.

- B. **Witness Leave:** A paid leave of absence to serve as a witness in a court case shall be granted to bargaining unit employee when they have been served a subpoena to appear as a witness, not as the litigant, in a court case. The length of the witness leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. If a bargaining unit employee receives a witness fee, they shall return the witness fee to the Payroll Office. A request for witness leave shall be made by presenting the witness subpoena to their immediate supervisor. If the bargaining unit employee is not required to attend court as a witness, they shall be required to report to work.
- C. **Litigant Leave:** A bargaining unit employee shall be granted a paid litigant leave of absence when litigation involves an action arising out of employment with District. The length of the litigant leave granted shall be for the number of days in attendance in court. If a bargaining unit employee receives a litigant leave witness fee, they shall return the fee to the Payroll Office. A request for litigant leave shall be made by presenting the subpoena to their immediate supervisor. If the bargaining unit employee is not required to attend court as a litigant/witness, they shall will be required to report to work.
- D. The jury duty and witness fees remitted to the Payroll Office in (A), (B), and (C) shall exclude transportation expenses.
- E. A bargaining unit employee shall not be required to make themselves available during his/her normal scheduled hours of work on a day when serving on jury duty or appearing as a witness.

- A. An employee shall be granted leave of absence for active duty in military service as provided in federal and state laws.
- B. A bargaining unit employee who is granted temporary military leave of absence for active military duty, including scheduled reserve drill periods, shall be entitled to receive their salary or compensation for the first 30 calendar days of active duty served during the absence.

**SECTION 12.11. Catastrophic Illness/Injury Leave**—In accordance with the provisions Education Code Section 87045, Catastrophic Illness/Injury leave shall be available to all eligible employees. The purpose of this leave is to permit bargaining unit employees with a catastrophic illness or injury to have sick leave donated to them by fellow employees.

- E. A catastrophic illness or injury is one that is expected to incapacitate a bargaining unit employee for an extended period of time and the bargaining unit employee has exhausted all of their paid leave accruals.
- F. A catastrophic illness/injury request shall be approved by the Catastrophic Illness/Injury Committee (CII) consisting of one (1) member assigned by the District, one (1) member assigned by the Guild, and one (1) member assigned by CSEA. The committee members shall elect its Chair.
  - 6. A health care provider certification of the need for leave shall be provided to the **CII Committee. Human Resources. Human Resources shall review the request and confirm eligibility of the employee to have their request furthered considered by the CII committee.**
  - 7. The bargaining unit employee shall be incapacitated and absent for an extended period of time no fewer than thirty (30) consecutive calendar days.
  - 8. A written request for catastrophic leave shall be submitted to the CII Committee by the bargaining unit employee or their representative.
  - 9. The bargaining unit employee may use donated leave as half or whole days and can use the leave retroactively.

~~c. Four (4) hours of either vacation or sick leave (See Section 1. A) and four (4) hours of donated leave or eight (8) hours of donated leave equals eight (8) hours pay and full health and welfare benefits. **50% sick leave shall not be used in combination with catastrophic illness leave on a specific day (i.e. no blended rate of pay).**~~

~~d. Four (4) hours of donated leave equals four (4) hours pay and, for this purpose, full health and welfare benefits.~~

~~10. Approved leave must be used within a twelve (12) month period after approval.~~

~~e. Approved leave shall be placed in a special donated leave account for each approved bargaining unit employee.~~

~~f. Each approved bargaining unit employee may draw upon their account for the twelve month period only for the approved or related catastrophic illness/injury.~~

~~g. Any unused leave shall revert to the Catastrophic Leave Bank for use by other bargaining unit employees who have been approved for a catastrophic illness/injury leave.~~

~~h. In unusual circumstances, the CII Committee may consider a request to extend the period for up to one (1) additional year. To qualify for leave donation under this section, the bargaining unit employee must be on an authorized leave of absence.~~

~~G. Any bargaining unit member may donate accrued sick leave, but must maintain seventy percent (70%) sick leave accrual balance. A bargaining unit employee who is retiring or terminating employment may donate leave without limitations.~~

~~4. Donated leave is irrevocable.~~

- ~~5. Bargaining unit employee may donate leave only to a Catastrophic Leave Bank for use by any approved applicant.~~
- ~~6. Donated leave shall be charged on the basis of hour for hour regardless of the classification family and/or salary schedule of the bargaining unit employee donating leave and employees receiving leave.~~

~~H. The District annually, or as requested by the CII Committee, shall promote a "call for sick leave donations" for the Catastrophic Leave Bank. The District shall give bargaining unit employees who terminate employment, resign, or retire, an opportunity to donate unused sick and/or vacation leave to the Catastrophic Leave Bank.~~

- ~~2. Requests for Catastrophic Illness/Injury Leave are subject to availability. The CII Committee shall not be responsible for approving requests when there is no leave in the Catastrophic Leave Bank.~~

~~3.~~

**SECTION 13.12. Fitness for Duty Exams** – In accordance with applicable state and federal laws and regulations, District initiated fitness for duty exams shall be performed by a District designated physician.

~~**SECTION 14.13. Health Care Provider Return to Work Certification** – Written approval from the employee's health care provider is required prior to their return to work after an absence of greater than five (5) consecutive days due to illness or injury. The cost of a health care provider return to work certification shall be borne by the bargaining unit employee. **If an employee has established work restrictions, they cannot return from leave until they go through the interactive process for reasonable accommodation with Human Resources and are approved to return.**~~

~~**SECTION 15.14. Job Abandonment** – Failure to report for duty or call to report an absence for three (3) consecutive days, except in extenuating circumstances, shall be considered job abandonment and the bargaining unit employee shall be subject to dismissal. The District shall consider any extenuating circumstances presented by the bargaining unit employee.~~

~~**SECTION 14 16.15. Unpaid Leaves in Accordance with Education Code Section 88198** – If a bargaining unit employee has an unpaid leave that is greater than 30 days, the Payroll/Benefits Department shall notify the~~

bargaining unit employee of their right to continue their current health insurance at the bargaining unit employee's expense during the period of unpaid leave. The bargaining unit employee shall be allowed to purchase their current insurance plan(s) at the District's premium rates.

- A. Personal Leave** – Upon written request of the bargaining unit employee and approval of the Board of Trustees, a bargaining unit employee may be granted an unpaid personal not to exceed one (1) year.
1. The bargaining unit employee must state the reason for the leave and indicate from/to dates of the leave. A five (5) year requirement must be met between any two (2) personal leave requests.
  2. Prior to the bargaining unit employee's expected return to work from a personal leave, the bargaining unit employee shall notify their supervisor and the Office of Human Resources of the date that they will resume their full assignment. **Notice shall be given at least thirty (30) days in advance.**
- B. Study Leave** – Upon written request of the bargaining unit employee and approval of the Board of Trustees, an unpaid study leave may be granted for study purposes following (5) five years of full-time permanent service and provided the operational needs of the department are met. An unpaid study leave shall be pro-rated for part-time bargaining unit employees. A (5) five year requirement must be met between any two (2) Study Leave requests. A Study Leave may be for up to a one-year duration and the bargaining unit employee shall provide proof to the Office of Human Resources that they shall be studying with an accredited institution of higher education. Grades must be submitted to the Office of Human Resources at the end of the Study Leave.
- C. Child Care Leave** – Upon written request of the bargaining unit employee and approval of the Board of Trustees, an unpaid Child Care leave of absence may be granted up to a maximum of two (2) years.

**SECTION 15 4. Termination and 39 Month Re-Employment List** – If a bargaining unit employee has exhausted all approved paid and unpaid leaves of absence and is still unable to assume the essential job functions of their position after an interactive process under the Americans with

Disabilities Act has concluded, they shall be dismissed and placed on a re-employment list for thirty-nine (39) months.

**SECTION 16 ~~15~~.14. Job Abandonment** - Failure to report for duty or call to report an absence for three (3) consecutive days, except in extenuating circumstances, shall be considered job abandonment and the bargaining unit employee shall be subject to dismissal. The District shall consider any extenuating circumstances presented by the bargaining unit employee.

**SECTION 17.46. Miscellaneous**

- A. A permanent bargaining unit employee who accepts an assignment within the District outside the bargaining unit shall, during such assignment, be considered for status purposes as serving in their regular position and such an assignment shall not be considered separation from service.
- B. No absence under any paid leave provision of this Article shall be considered a break in service for any bargaining unit employee who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such paid absence. An unpaid Personal, Study, or Child Care Leave is not considered a break in service but will impact the employee's retirement and benefits. **Unpaid status may also impact an employee's anniversary dates utilized to calculate salary advancement.**
- C. Bargaining unit employees shall receive their usual compensation which shall not be deducted from accumulated sick leave, for the following:
  - 1. When under quarantine by order of the health office of the City or County for such period of quarantine provided such period of absence is not over two (2) weeks. No more than two (2) separate periods of quarantine shall be paid for in any one (1) fiscal year to any employee.
  - 2. When the District is closed on account of epidemic, fire, flood, or earthquake, provided that the District has made an effort to notify bargaining unit employees of such a

closure prior to their arrival on campus, and that it has made a reasonable attempt to notify the news media of the emergency closing.

- D. Leaves may impact retirement service credit and benefits. It is the bargaining unit employee's responsibility to check the impact the leave shall have on their retirement service credit and benefits.



\_\_\_\_\_  
Irina Shumakova, Chief Negotiator  
CSEA and its Chapter #76



\_\_\_\_\_  
Brittany Grice, Chief Negotiator  
Glendale Community College



\_\_\_\_\_  
Bridget Howze, CSEA Labor Relations Representative

Proposal to  
GLENDALE COMMUNITY COLLEGE DISTRICT  
from  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
May 6, 2025

APPENDIX K  
REPORT AND REQUEST FOR LEAVE OF ABSENCE FORM

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Sick Leave<br>Date(s) (From/To) _____ Total Hours _____  | <input type="checkbox"/> Comp Time<br>Date(s) (From/To) _____ Total Hours _____   |
| <input type="checkbox"/> Personal Necessity (up to 7 days per fiscal year)<br>Date(s) (From/To) _____ Total Hours _____ | <input type="checkbox"/> Bereavement<br>Date(s) (From/To) _____ Total Hours _____   |
| <input type="checkbox"/> Vacation (at least one week in advance)<br>Date(s) (From/To) _____ Total Hours _____           | <input type="checkbox"/> District Approved <u>Activity</u> (briefly describe your reason)<br>_____<br>Date(s) (From/To) _____ Total Hours _____ |

Total Number of Requested Paid Hours of Leave: \_\_\_\_\_

Total Number of Requested Half Pay Hours of Leave: \_\_\_\_\_

Total Unpaid Hours, if any: \_\_\_\_\_

The employee must be notified whether the request is approved or denied of the final decision within three working days of receipt. Requests submitted received over the weekend, during a campus closure, or during a period the supervisor is otherwise absent shall not have recorded date of receipt on the next working day the supervisor is at work.

Other requests for leave outlined in Article X require approval through Human Resources and must be submitted to leaves@glendale.edu.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

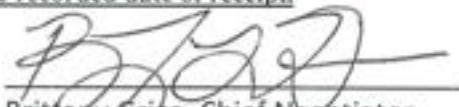
Date Received by Supervisor: \_\_\_\_\_

- Approved:  
 Not Approved: Reason: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

The employee must be notified of the final decision within three working days of receipt. Receipt means the date the request is provided to the employee's supervisor while they are in attendance at work. Requests submitted received over the weekend, during a campus closure, or during a period the supervisor is otherwise absent shall not have recorded date of receipt on the next working day the supervisor is at work, be considered as a received request until the supervisor has returned to the office and is at work. The supervisor or designee shall provide the recorded date of receipt.

  
05/14/2025  
Irina Shumakova, Chief Negotiator  
CSEA and its Chapter #76

  
Brittany Grice, Chief Negotiator  
Glendale Community College

  
5/14/25  
Bridget Howze, CSEA Labor Relations Representative

Counter Proposal  
To  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
from  
GLENDALE COMMUNITY COLLEGE DISTRICT

April 29, 2025

**ARTICLE XIV - PROBATIONARY PERIOD**

**SECTION 1. Probationary Period**


- A. **New Hire or Promotional Assignment Probationary Period:** A newly hired or promoted bargaining unit employee shall serve a probationary period of one hundred and thirty (130) days of paid service in a bargaining unit classification, or for six months from the employee's start date in their new assignment, whichever is longer. (Education Code §88013)
- B. **College Police Department Officers:** All sworn Peace Officers (Police Sergeant, Corporal, and Officer) classifications shall serve a one (1) year probationary period of paid service.
- C. **Review of Performance Probationary Evaluations** – It is the duty of the District through its supervisors to provide a timely evaluation at the end of the second (2<sup>nd</sup>) and the end of the fifth (5<sup>th</sup>) month of service. A probationary performance evaluation shall be considered to have been provided timely when it is issued no later than 5 working days from the 2<sup>nd</sup> or 5<sup>th</sup> month anniversary of a probationary bargaining unit employee's start date.

A probationary bargaining unit employee who receives an overall performance evaluation rating of below "meets standards", shall be expected to improve their performance to such an extent that a re-evaluation will reflect an overall rating of "meets standards" or above. A probationary bargaining unit employee who receives an evaluation below "meets standards" at their first probationary 2<sup>nd</sup> evaluation shall be given a written Plan for Improvement Performance Improvement Plan (PIP) (Appendix E2) by their supervisor, if the supervisor determines that the subsequent fifth-month probationary evaluation could result in the probationary employee receiving an overall rating of "meets standards" or higher after completing the PIP. (Article XVII, Section 5). The District shall retain complete discretion in whether to issue a probationary performance improvement plan, and in establishing a reasonable time period for the probationary employee's a probationary performance improvement plan.

If a supervisor fails to complete a timely second (2<sup>nd</sup>) and/or fifth (5<sup>th</sup>) month evaluation and proceeds to recommend to the District that the bargaining unit employee be released during their probationary period, then that employee shall be entitled to request an additional review by the Vice President of Human Resources or their designee prior to any decision being finalized. In the event such a request is made, the Vice President of Human Resources or their designee shall meet with the employee and their designated representative, if any, to review the circumstances of the recommendation for release before rendering a final decision. The final decision shall be communicated in writing and include the rationale for either upholding the recommendation or continuing the requestor's employment with the District.

This review shall not be available to a probationary bargaining unit employee who is released due to concerns related to misconduct deemed serious enough by the District to warrant their immediate separation.

- SECTION 2. Permanent Employee** – Upon successful completion of the probationary period, a bargaining unit employee shall be designated as a permanent employee.
- SECTION 3. Objective of the Probationary Period** - The probationary period shall be utilized for closely observing the bargaining unit employee's work performance, for assessing the bargaining unit employee's ability to perform the position duties and for rejecting any bargaining unit employee whose performance is not satisfactory.
- SECTION 4. Promotional Appointment and Failure to Successfully Complete the Probationary Period** - A permanent bargaining unit employee who accepts a promotional assignment and fails to complete the probationary period for that promotional classification, shall be re-employed in the position from which the employee was promoted.
- SECTION 5. Salary Advancement - Bargaining unit employees hired on Step 1 shall advance to the next step on the first of the month following one hundred and thirty (130) days of paid service. Bargaining unit employees hired above Step 1 shall advance to the next step on the first of the month following one (1) year of paid service.**

  
\_\_\_\_\_  
Irina Shumakova, Chief Negotiator  
CSEA and its Chapter #76

  
\_\_\_\_\_  
Brittany Grice, Chief Negotiator  
Glendale Community College

  
\_\_\_\_\_  
Bridget Howze, CSEA Labor Relations Representative

Counter Proposal  
 To  
 GLENDALE COMMUNITY COLLEGE DISTRICT  
 from  
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
 AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
 November 13, 2024

Appendix E2

Performance Improvement Plan (PIP)

*To be completed for probationary or permanent employees with performance evaluations with ratings below "Meets Standards"*

Employee Name		Supervisor Name	
Job Title		Evaluation Date	
Department		Next Evaluation Date	
Employee Type: (circle one)	Probationary	Permanent	
<u>Date for PIP to be Completed</u>			

**Area(s) of Needed Improvement Role Expectations**

Indicate areas that are not being met and the specific actions that need to be taken to meet performance expectations, **including any resources that should be utilized as applicable.** What is the acceptable performance expected of the employee in this role? Attach any relevant documentation.

**Example:**

1. **Area of Improvement:** Repeated failures to submit vacation request in accordance with department procedure.
2. **Action(s):** Consistently complete and submit form to as soon as the time-off need is identified. Follow-up with manager to confirm that all future requests have been received prior to taking the time-off requested.

**Goal-Area of Improvement**

**Activity Action**

Example: Timely submission of vacation requests in accordance with established office procedure and in compliance with CBA

Example: Email completed vacation form to manager at least two weeks before. For an extended vacation, email at least four weeks before.

**Areas of Concern**

In what areas of performance has the employee not met expectations? What are the root causes of the issues?

\*attach any relevant documentation

### Improvement Goals

What are the concrete goals that address the areas of concern and agreed on progress toward each goal?

### Action Plan

Outline activities that are going to help achieve the improvement goals.

Goal/A	Activity

### Resources

What resources are available to support the goals and activities?


Resources	Activity

### Progress Tracking

How is the employee doing in achieving their goals?

Check In Date	Goal	Status Notes

Employee Signature		Date:
Supervisor Signature		Date:

  
 Irina Shumakova, Chief Negotiator  
 CSEA and its Chapter #76

  
 Brittany Grice, Chief Negotiator  
 Glendale Community College

  
 Matt Korn, CSEA Labor Relations Representative

Proposal  
To  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
from  
GLENDALE COMMUNITY COLLEGE DISTRICT  
June 26, 2025

ARTICLE XV – CLASSIFICATION

SECTION 1. ~~Classification of Positions – The Office of Human Resources District shall develop and maintain a class specification for each class in the classified service. The class specification shall generally be descriptive of all essential duties for each classification, and periodically updated when essential duties are determined by the District by the District to have changed. The District and CSEA shall meet, confer and negotiate to the extent required by law when the proposed changes in essential duties of a position are determined to be necessary by the District. The list of essential duties in a class specification shall not constitute an exhaustive list of the classification’s and responsibilities, and shall not be a restriction on the assignment of other non-essential duties not specifically listed (i.e. there may other duties as assigned). If other duties are assigned, they shall be directly related to the specific classification.~~

Classification of Positions - Human Resources, on behalf of the District, shall develop and maintain a class specification for each classification in the classified service, including all positions in the CSEA bargaining unit.

The class specification shall include the job-related duties for each classification and will be periodically updated when essential duties are determined by the District to have by the District to have changed. The District and CSEA shall meet and confer, and negotiate the effects of any changes to the extent required by law. Nothing in this section shall preclude CSEA from addressing concerns about a job classification with the District. Nothing in this section shall preclude CSEA from addressing concerns about a job classification with the District. The parties shall negotiate changes to class specifications to the extent required by law.

The list of essential duties in a class specification shall not constitute an exhaustive list of the classification’s responsibilities, and shall not be a restriction on the assignment of other job-related duties not specifically listed (i.e. there may be other duties as assigned).

## SECTION 2. Classification Studies -

- A. When a new position is created, the District and CSEA shall meet and negotiate to establish a salary range. The salary range shall be based on conducting a salary survey using the existing internal salary schedule and the list of mutually agreed upon community college districts (See Appendix G) with comparable positions. In the event there are less than three (3) comparable positions, the District may use class descriptions and salary schedules compiled from outside sources that are mutually agreed upon.
- B. Classification studies of individual positions or groups of positions shall be made whenever the assigned duties or responsibilities have undergone significant changes (ex: level of responsibility, problem solving, decision-making authority, knowledge, skills, abilities, working conditions, scope of impact) or if requested by CSEA and/or the District.
- C. Upon mutual agreement between the District and CSEA, consultants may be used to complete the classification studies.

## SECTION 3. Reclassification

The reclassification of CSEA unit positions may be initiated in one of two three ways:

- By District initiation on an individual or group basis (e.g. during a reorganization); or
- At the conclusion of a District review of CSEA's request to evaluate work being performed within a specific classification; or
- Following the review of a request by a bargaining unit employee (self-initiation). Bargaining unit employees must have been employed in a position for a minimum of twenty-four (24) months in their current permanent role in order to self-initiate a reclassification review.

The following process establishes the requirements for all employees initiated requests for reclassification.

- A. The reclassification questionnaire shall be posted annually on the District website by the first working day in January through June 30 of each year.
- B. CSEA shall receive a list of the reclassification requests for the calendar year no later than July 20.

C. Any employee initiated requests not included in the list provided to CSEA shall be completed on a timeline at the District's discretion during the fiscal year received, or held for review until the following fiscal year.

D. C. Once an individual or group reclassification request has been completed, the employee or group who requested the reclassification shall wait three (3) years from the date the reclassification questionnaire was submitted to the Office of Human Resources to initiate a new reclassification request. Requests shall be submitted in the manner outlined ~~prescribed~~ by the Office of Human Resources, and the Office of Human Resources shall determine when a request is considered complete. A reclassification request initiated by an employee shall include all information required by the reclassification questionnaire and must clearly identify:

- The ~~gradual~~ gradual increase of the level of duties in question;
- How the additional duties significantly alter the overall essential duties of the class specification of the employee;
- Supervisory awareness of the change in duties and evidence the duties have been performed on a continuing basis.

E. C The reclassification requests shall be completed in the date order received, ~~except where the District and CSEA determines a business need exists to prioritize the completion of a submitted request out of order. The District shall notify the CSEA of its determination when this occurs and the Parties may shall meet and confer on the decision if requested by CSEA.~~

F. D. Upon mutual agreement between the District and CSEA, consultants may be used to complete a reclassification request. In general, reclassification requests shall be completed on behalf of the District by the Office of Human Resources by management or confidential designated personnel. However, the District may utilize consultants or other third-party assistance as it deems necessary to complete reclassification reviews. Upon mutual agreement between the District and CSEA, consultants or other third-party assistance may be used to complete a reclassification request.

G. E. The Office of Human Resources shall review the reclassification questionnaire and attempt to gather other all

~~pertinent information needed to make a recommendation(s). When requests for additional information are made, the Office of Human Resources, on behalf of the District, shall retain sole discretion in determining whether all pertinent information that it does not have direct access to has been duly provided.~~  
~~When Where a requests for information from Human Resources related to a classification from Human Resources related to a reclassification review request are is not sufficiently fulfilled by the employee, the Office of Human Resources shall notify CSEA and the requesting employee that the reclassification review process is being placed on hold. If the requested information is not provided within 30 days of the notice, the reclassification review process will be concluded and the request will be automatically denied, move forward, suspended until requested information requests are complete. Suspended requests shall have their timeline for completion of their review correspondingly suspended.~~

~~C. Within fifteen (15) calendar days of June 30 prior to the fiscal year during which review of submitted reclassification requests is due to occur, CSEA shall receive a list of all the reclassification requests for the calendar year. Any employee initiated requests not included in the list provided to CSEA shall be completed on a timeline at the District's discretion during the fiscal year received, or held for review until the following fiscal year.~~

~~H.F. The first fifteen (15) reclassification requests shall be completed by the end of that calendar year, unless otherwise mutually agreed to by the Parties. The remaining reclassification requests shall be completed within one (1) year of submission, provided that the additional requests on the list for review do not exceed fifteen additional requests (30 total for the year). If the requests exceed thirty total for the year, the Parties shall meet and confer to attempt to determine a mutually acceptable deadline if the new deadline provided by the District is unacceptable to CSEA.~~

~~I. G. If a reclassification request submitted timely by June 30 preceding the fiscal year of its review, takes more than six (6) months to complete and results in the employee receiving a compensation increase, that increase shall be retroactive to the date the reclassification questionnaire was received in the Office of Human Resources. In the event that the employee is receiving out-of-classification compensation and/or a stipend for work outside of their classification, there shall be no retroactivity if the employee is receiving that compensation and/or stipend for the work being considered as part of the reclassification request. The District reserves the sole right to remove higher classification level duties being completed by any unit employee, requesting or~~

otherwise, at any time. When this occurs, the request for additional compensation shall be limited to an out-of-class stipend review.

J. H. When the Office of Human Resources issues a its final decision recommendation regarding the reclassification request, it shall provide a written response to the employee and the President of CSEA.

1. If the Office of Human Resources recommends proposes a new change in an employee's classification, CSEA and the District shall meet and negotiate the proposed changes the effects of those changes, if any the effects.
2. If the Office of Human Resources denies the reclassification request or recommends proposes a classification with which the employee does not agree, the Office of Human Resources shall provide the reason(s) for its final decision recommendation. An employee or group may appeal the Office of Human Resources' final recommendation to the Joint Employee Management Committee (JEMC).

**SECTION 4. Appeal Process** - An employee or group of employees have the right to be represented by CSEA during the appeal process. All pertinent documents and information regarding the reclassification shall be forwarded to the JEMC by the Office of Human Resources.

**A. The Joint Employee Management Committee**

The JEMC shall be comprised of three (3) members and one (1) alternate selected by Superintendent/President, three (3) members and one (1) alternate selected by CSEA; and one (1) mutually agreed upon confidential employee. If mutual agreement cannot be reached, the confidential employee shall be selected by lot. The Chair shall be provided with a recorder for each meeting and return the recorder to the Office of Human Resources at the end of last session for that day.

The JEMC Chair shall be elected from among its members and shall alternate every fiscal year between the CSEA and the District.

No employee of the Office of Human Resources shall be a member of the JEMC.

If a member of the JEMC works in the same department, is related to the employee, or has the same classification as the employee requesting the reclassification, that member shall be replaced by an alternate for the duration of that appeal.

1. Within ten (10) working days after receiving the Office of Human Resources' final recommendation, an employee(s) may submit a written request to the Office of Human Resources requesting an appeal of the final recommendation. The Office of Human Resources shall immediately notify the Chair of the JEMC.
2. Within ten (10) working days of receiving a request for appeal, the Chair of the JEMC shall set an appeal date.
  - a. The appeal date shall be scheduled in the order received and shall take place within ninety (90) calendar days.
  - b. The Chair of the JEMC shall provide written notification of the appeal date to the employee, the Office of Human Resources, the President of CSEA, and the members of the committee.
  - c. All parties may be present during the interviews with the JEMC.
3. The JEMC shall render a decision within five (5) days of the appeal meeting; and the Chair shall provide written notification of its decision to the employee, the President of CSEA, and the Office of Human Resources.

The JEMC may decide:

  - a. The reclassification is denied:
    - i. The duties being performed are within the existing classification.
  - b. The reclassification is approved:
    - i. The duties being performed are not within the existing classification; thereafter, District and CSEA shall meet and negotiate to determine the appropriate classification.
    - ii. The duties being performed are within the classification recommended by the Office of Human Resources.

- iii. The duties being performed are not within the classification recommended by the Office of Human Resources; thereafter, District and CSEA shall meet and negotiate to determine the appropriate classification.
4. If the JEMC renders a decision in favor of the employee and the District chooses not to appeal, the District and CSEA shall meet and negotiate to determine the proper classification.
5. If the JEMC renders a decision in favor of the District and the employee chooses not to appeal, the reclassification request process shall conclude.

**B. Appeal to the Superintendent/President**

Within ten (10) working days of receiving the JEMC decision, the employee or the Office of Human Resources may appeal the JEMC decision by submitting a written request for an appeal meeting to the Superintendent/President and the President of CSEA.

The Superintendent/President shall inform all parties of the appeal meeting date and location.

The Superintendent/President shall review pertinent information and documentation and may pose questions of both parties prior to rendering a decision. The Superintendent/President shall render a decision within thirty (30) calendar days from the date of the appeal meeting. The Superintendent/President shall provide a written decision regarding the appeal to both parties. The decision of the Superintendent/President shall be final and not subject to the grievance process.

**C. Salary Compensation**

When an appeal process results in a reclassification of a position with a corresponding salary increase, the employee shall receive compensation retroactive to the date of the Office of Human Resources' initial denial or final recommendation.

**SECTION 5. Approved Reclassifications** – If an employee is reclassified to a classification on a higher salary range, the employee shall be promoted to the higher classification.

 7/14/25  
Irina Shumakova, Chief Negotiator  
CSEA and its Chapter #76

  
Brittany Grice, Chief Negotiator  
Glendale Community College

 7/14/25  
Bridget Howze, CSEA Labor Relations Representative

Counter Proposal  
 To  
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
 AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
 From  
 GLENDALE COMMUNITY COLLEGE DISTRICT  
 June 26, 2025

APPENDIX M2

**EXAMPLES OF GLENDALE COMMUNITY COLLEGE CLASSIFIED CSEA EMPLOYEE SALARY PLACEMENT**

Initial Placement for New Hire

Initial Placement	Hire Date	Anniversary Date	Next Step Advancement	Next Step Advancement
Step 1	7/1/2025*	1/1/2026**	1/1/2027	1/1/2028
Step 2-6	7/1/2025*	7/1/2025	7/1/2026	7/1/2027

\***Seniority/Longevity compensation is separate from base step pay and calculated based on employee's most recent Hire Date at GCC and is determined by the number of based-on years of continuous service.**

\*\***Police Peace Officers – all hires serve a one year probationary period, regardless of initial step placement.**

Initial Placement for Promotion

Promotional Placement	Original Anniversary Date	Hypothetical Promotion Date	New Anniversary Date	Next Step Advancement	Next Step Advancement
Step 1	1/1/2026	9/1/2026	3/1/2027	3/1/2028	3/1/2029
Step 2-6	7/1/2025	9/1/2026	9/1/2026	9/1/2027	9/1/2028

Original Anniversary Date: The first day of the month following six months or one year of service depending on initial step placement.

New Anniversary Date is the first day of the month following six months or one year of service depending on promotional step placement.

 07/14/25

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 Glendale Community College

 7/14/25  
 Bridget Howze, CSEA Labor Relations Representative

**Proposal**  
**To**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**  
**AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76**  
**from**  
**GLENDALE COMMUNITY COLLEGE DISTRICT**  
**February 26, 2025**

**ARTICLE XXI - PROFESSIONAL GROWTH**

**SECTION 1. Professional Growth** – Professional growth is the ongoing process of improving knowledge, skills, and awareness through a variety of learning opportunities, such as college degrees, coursework, conferences, workshops and training sessions.

**A. Purpose** - The purpose of professional growth for classified bargaining unit employees is to:

- a. Encourage bargaining unit employees to complete college/university, community college, adult school, and/or various other educational programs.
- b. Encourage bargaining unit employees to update skills and/or knowledge relating to current classification.
- c. Encourage bargaining unit employees to upgrade skills and/or knowledge for future career enhancements.
- d. Encourage bargaining unit employees awareness and wellness.

**B. Types of Professional Growth Objectives**

- a. Completion of a degree from an accredited college or university (Associate's, Bachelor's, Master's or Doctorate).
- b. Job and/or career related certificate (Educational or Industry Standard)
- c. Job and/or career related Professional Growth courses or seminars
- d. Job and/or career related continuing or adult education courses

- e. District or employee awareness and wellness activities.

**SECTION 2. Attendance at Professional Growth Activities** - In order to meet the operational needs of the department, attendance at all professional growth activities, during work hours, requires approval from the supervisor.

**SECTION 3. Classified Professional Growth Units (CPGU)** – Classified professional growth units are approved hours for related activities converted into units that are used to calculate the professional growth stipend.

**A. Professional Growth Unit Requirements** – To receive credit for professional growth units a bargaining unit employee shall be required to:

- a. Successfully complete their probationary period.
- b. Provide proof of attendance at professional growth activities. Bargaining unit employees must sign the proof of attendance form, as applicable, when attending District professional growth activities.
- c. Complete the CPUGU Verification form (Appendix O) for approved professional growth activities, including individual courses, and email the form to Human Resources. Individual courses require transcripts or certificates showing a passing grade of C or better or credit, as applicable.
  - i. All requests for CPUGUs shall be submitted within three years of the professional growth activity.
- d. Complete and submit the Employee Education Plan (EEP) (Appendix N) for approval prior to taking courses. Upon completion of a course(s), the bargaining unit employee shall email transcripts to Human Resources showing a passing grade of C or better or credit.

**B. Professional Growth Unit Calculations** – Professional growth units shall be calculated and approved by Human Resources and credited as follows:

- a. Approved college courses completed with a passing grade of C or better or credit shall receive four (4) professional growth units for each one (1) semester units or equivalent quarter units of class attendance.
- b. Approved District-sponsored staff development professional

growth activities shall receive one (1) professional growth unit for each three (3) hours of professional growth activities.

- c. Approved external and/or offsite seminars, training sessions, conferences, workshops and other training opportunities shall receive one (1) professional growth unit for each three (3) hours of seminars, workshops, conferences, etc. up to a maximum of 8 hours per day.
- d. Bargaining unit employees approved to conduct presentations and workshops shall receive two (2) hours for each one (1) hour of presentation.

**SECTION 4. Professional Growth Stipend** - Bargaining unit employees shall receive a stipend as follows:

- A. Bargaining unit employees shall receive a stipend for every twenty (20) professional growth unit increments up to a maximum of two hundred and forty (240) professional growth unit increments. Professional growth stipends shall be paid in accordance with Appendix B2 Professional Growth Stipend Schedule.
- B. Stipends shall end when a bargaining unit employee is reclassified or promoted to a job which salary exceeds the value of the previous base salary plus stipend by at least five percent (5%). When determining step placement, the bargaining unit employee shall be placed on a step not less than the value of five percent (5%) greater than the previous base salary plus stipend.

**SECTION 5. Employee Education Plan (EEP)** - An EEP is a plan (Appendix N) that states clear educational goals objectives, and a list of courses to achieve the stated goals and/or objectives and the timeline to complete the plan.

An EEP is only required when a bargaining unit employee is requesting District tuition reimbursement and/or CPGU credit for degree-related courses.

#### **EEP Approval Process**

- A. Bargaining unit employees requesting tuition reimbursement and/or CPGU credit shall prepare an EEP and email a completed EEP (Appendix N) to Human Resources.
- B. Human Resources shall review and notify the bargaining unit employee in writing, of the approval or denial of the EEP within fifteen (15) days and retain the original plan on file.

- C. The Classified Development Coordinator shall notify the Staff Development Governance Committee at its next scheduled meeting of all plans approved since its last meeting so that the approval can be reflected in the minutes.

**SECTION 6. Appeal Process for Denial of an EEP** - A bargaining unit employee may appeal a denial of an EEP to the Professional Growth Committee (see Section 11). The procedure for the appeal is as follows:

- A. Within ten (10) days, a bargaining unit employee shall submit a memo to Human Resources requesting an appeal of the denial of the EEP. Human Resources shall immediately notify the Chair of the Professional Growth Committee (PGC).
- B. The Professional Growth Committee (PGC) shall review the appeal and issue a written decision to the bargaining unit employee within ten (10) days.
- C. If the appeal is denied, the bargaining unit employee may forward a second appeal to the Superintendent/President for a final decision.
- D. The Superintendent/President shall provide the bargaining unit employee, the PGC, and Human Resources with a written decision regarding the second appeal within twenty (20) days.

**SECTION 7. Tuition Reimbursement Eligibility** - Only completed college courses shall be considered for tuition reimbursement.

- A. Bargaining unit employees taking approved classes on District time or on the bargaining unit employee's own time (Personal Necessity Time, Vacation Time, Personal Time Without Pay, and Non-work hours) are eligible to receive tuition reimbursement ~~subject to budget limitations~~ **subject to availability of budgeted funds. Once funds have been exhausted in a given fiscal year, no additional reimbursements will be provided.**
- B. A bargaining unit employee shall not receive staff development funds for tuition reimbursement if the bargaining unit employee is receiving reimbursement from any other source for the same activity.

**SECTION 8. Tuition Reimbursement Procedures**

- A. Upon completion of approved courses, classes, seminars, or job-related training, it is the responsibility of the bargaining unit employee to provide verification of completion with a transcript or acceptable certificate of completion and the Tuition Reimbursement Form (Appendix N1) to the Classified Development Coordinator. Within ten

(10) days, Human Resources and the Classified Development Coordinator shall verify the documentation, approve reimbursements within established budgetary guidelines, and send verification of earned CPGUs to the bargaining unit employee. The bargaining unit employee shall receive a reimbursement check within fifteen (15) days from Accounts Payable upon receiving the expenditure approval. Tuition is reimbursed up to ~~\$300~~ \$1,000 per bargaining unit employee, per academic year.

**SECTION 9. Approved Course Sites** - Approved course work may be taken at:

- A. Any accredited college/university
- B. Any accredited community college
- C. Any state approved private industry school
- D. Any approved seminar site or school

**SECTION 10. Courses Allowed** – Any number of courses may be taken during a bargaining unit employee’s non-work time. A permanent bargaining unit employee may take up to two (2) courses per semester, during their scheduled work hours, providing the following conditions are met:

- A. Operational needs of the bargaining unit employee’s department are met.
- B. The courses are taken according to the provisions set forth in this article.
- C. A bargaining unit employee may be excused from scheduled work hours to take one (1) approved course or class a semester on District time.
- D. A bargaining unit employee may also take a second course or class using one (1) or a combination of the following time plans:
  - 1. Personal Necessity Leave
  - 2. Vacation Time
  - 3. Personal Time Without Pay

Request for time-off for any Professional Growth Courses must be approved by the supervisor. If a time schedule cannot be agreed upon, CSEA and the District shall meet to discuss a resolution.

**SECTION 11. Professional Growth Committee** - The Professional Growth Committee convenes as needed to ensure that the greater majority of all problems and unaddressed contingencies are dealt with by a knowledgeable group during the program's operation. The Professional Growth Committee shall be composed of five (5) people. All appointments shall be for a two (2) year term.

- A. CSEA shall appoint two (2) classified employees.
- B. The Superintendent/President shall appoint two (2) managers: one (1) classified and one (1) educational.
- C. The appointed members shall mutually select one (1) confidential employee.
- D. The Vice President of Human Resources or designee and Classified Development Coordinator shall serve as non-voting resource members.



\_\_\_\_\_  
Irina Shumakova, Chief Negotiator  
CSEA and its Chapter #76



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Brittany Grice, Chief Negotiator  
Glendale Community College

  
\_\_\_\_\_  
Matt Korn, CSEA Labor Relations Representative

**Proposal  
To  
GLENDALE COMMUNITY COLLEGE DISTRICT  
from  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
November 20, 2024**

**Appendix N1  
Tuition Reimbursement Form**

Name: \_\_\_\_\_  
Dept: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Ext: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Tuition Reimbursement may not exceed ~~\$1,000~~ \$300 per fiscal year. Requests for Tuition Reimbursement must be submitted in the fiscal year the coursework was completed.

Provide a list of pre-approved coursework for which you are seeking tuition reimbursement:

In order to receive Tuition Reimbursement payment, you must submit the following documentation:

- A copy of your approved Employee Educational Plan
- Transcript copy noting the completed coursework with a grade of 'C' or higher or credit
- Receipt for tuition and/or books


Total Amount of Tuition Reimbursement requested (not to exceed ~~\$1,000~~ \$300):

Funding is subject to staff development budget limitations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Review: \_\_\_\_\_ Date: \_\_\_\_\_

~~Classified Tuition Reimbursement Account Code: 01-1000-0-675000-5890~~

  
\_\_\_\_\_  
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Glendale Community College

  
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Proposal  
To  
GLENDALE COMMUNITY COLLEGE DISTRICT  
from  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS GLENDALE COMMUNITY COLLEGE CHAPTER #76  
September 11, 2024

**ARTICLE XXVI – DURATION**

**SECTION 1. Effective Date** - This Agreement shall be for a three-year duration becoming effective as of July 1, ~~2024~~ 2024, and continuing through June 30, ~~2024~~ 2027.

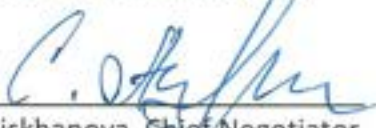
**SECTION 2. Limited Re-openers** - No later than August 15 of each year of this Agreement, CSEA and the District may submit initial proposals to re-open two (2) articles in addition to Article VIII-Wages, Article IX-Health and Welfare Benefits and Article XVIII-Disciplinary Procedures. Additional re-openers may be considered if mutually agreed to by CSEA and the District. Initial proposals must be sunshined at the next available Board of Trustees meeting in order to commence negotiations no later than October 1 of each year.


During the duration of this Agreement CSEA and the District agree in principle to review the Agreement layout and to consolidate sections without changing the content of the Agreement.

Such limited re-openers shall not affect the validity or duration of this Agreement. Such limited re-opener negotiations shall be subject to the negotiations obligations of the Education Employment Relations Act (Government Code §§ 3540-3549.3) and are not subject to the Grievance Procedures (Article VI).

**SECTION 3. Agreement Remains in Status Quo During Negotiations.** If the parties have not reached an agreement on or before the Agreement expiration date, all provisions of the Agreement shall remain in effect.

**SECTION 4** **Except as specified in Section 2, the Agreement constitutes the entire agreement between the parties and concludes meeting and negotiating on all subjects dealing with working conditions and any other terms of employment of CSEA bargaining unit employees for the term of this Agreement outlined in Section 1. This section shall not be construed as a waiver of either party's right to negotiate mandatory subjects of bargaining as required by law.**

  
Saodat Aziskhanova, Chief Negotiator  
CSEA and its Chapter #76

  
Brittany Grice, Chief Negotiator  
Glendale Community College

  
Matt Korn, CSEA Labor Relations Representative

**APPENDIX "D1"**

**2025-2026 CLASSIFIED EMPLOYEES WORK CALENDAR**

MONTH	HOLIDAY	College Closed	DAYS IN PAID SERVICE
JULY	07/04/25		22
AUGUST			21
SEPTEMBER	09/01/25		21
OCTOBER			23
NOVEMBER	11/10/25 11/27/25 11/28/25	11/29/25*	17
DECEMBER	12/24/25 12/25/25 12/26/25 12/29/25 12/30/25 12/31/25		17
JANUARY	01/01/26 01/19/26		20
FEBRUARY	02/13/26 02/16/26		18
MARCH	03/31/26		21
APRIL	04/24/26		21
MAY	05/25/26		20
JUNE	06/19/26		21
<b>TOTAL DAYS IN PAID SERVICE =</b>			<b>242</b>

**9 MONTH EMPLOYEES work from 07/01/25 - 06/30/26**

- Vacation days shall be used for Spring break (4/13/26 — 4/17/26) and December non-workdays.
- 9-month employees take the equivalent of three months (consecutive weeks) off between the months of June and August.

**10 MONTH EMPLOYEES work from 07/01/25 - 06/30/26**

- Vacation days shall be used for Spring break (4/13/26 — 4/17/26)
- 10-month employees take the equivalent of two months (consecutive weeks) off between the months of June and August.

**11 MONTH EMPLOYEES work from 07/01/25 - 06/30/26**

- 11-month employees take the equivalent of one month (consecutive weeks) off between the months of June and August.

**12 MONTH EMPLOYEES work from 07/01/25 - 06/30/26**

\* Employees scheduled to work on a Saturday, when the College is closed, shall revert to Monday-Friday work schedule the week prior or after the College closure. The rescheduled work hours should be within 15 days with mutual agreement between the employee and supervisor.

Note: Employees and supervisors can use the flex language of Article VII, Section 3(B) to provide for using in-lieu days for employees not directly attached to the Academic Calendar requirements.

  
11/26/24



  
MK

**APPENDIX D1**

**2026-2027 CLASSIFIED EMPLOYEES WORK CALENDAR**

MONTH	LOCAL HOLIDAYS	College Closed	DAYS IN PAID SERVICE
JULY	07/03/26	07/03/26*	22
AUGUST			21
SEPTEMBER	09/07/26		21
OCTOBER			22
NOVEMBER	11/11/26 11/25/26 11/26/26 11/27/26		17
DECEMBER	12/24/26 12/25/26 12/28/26 12/29/26 12/30/26 12/31/26	12/26/26*	17
JANUARY	01/01/27 01/18/27	01/02/27*	19
FEBRUARY	02/12/27 02/15/27		18
MARCH	03/31/27		22
APRIL		04/24/27*	22
MAY	05/31/27		20
JUNE	06/18/27	06/19/27*	21
<b>TOTAL DAYS IN PAID SERVICE =</b>			<b>242</b>

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- 11-month employees take the equivalent of one month (consecutive weeks) off between the months of June and August.

**12 MONTH EMPLOYEES work from 07/01/26 - 06/30/27**

\* Employees scheduled to work on a Saturday, when the College is closed, shall revert to Monday-Friday work schedule the week prior or after the College closure. The rescheduled work hours should be within 15 days with mutual agreement between the employee and supervisor.

Note: Employees and supervisors can use the flex language of Article VII, Section 3(B) to provide for using in-lieu days for employees not directly attached to the Academic Calendar requirements.

*Bridge to 7/14/25*

*07/14/25*



**Initial Proposal**  
**From the**  
**California School Employees Association and its Chapter 76**  
**To the**  
**Glendale Community College District**

**August 14, 2024**

**GROUND RULES FOR NEGOTIATIONS**


1. Pursuant to applicable state laws and regulations regarding collective bargaining, both negotiating teams shall have full authority to reach complete tentative agreement at the table subject to ratification/adoption by both parties. Consultations with other parties regarding negotiations and/or proposed settlements/agreements shall not hinder or delay the negotiations process.
  
2. The official Negotiations Teams at this time are:  
Glendale Community College District:  
Brittany Grice, Chief Negotiator  
Valicia Dantzler  
Rocio Maldonado  
Amir Nour  
Tzoler Oukayan  
Gary Shamoyan  
~~Hoover Zariani~~  
  
California School Employees Association, Chapter 76:  
Saodat Aziskhanova, Chief Negotiator  
Seboo Aghajani  
Nicholas Allen  
Terry Flexser  
Christopher Franz  
Melissa Malandrakis  
Irina Shumakova  
Vima Silva
  
3. Negotiation dates and times will be mutually agreed upon and scheduled prior to finishing each session. Dates will be scheduled in sufficient quantity and in order to conclude these negotiations in a timely manner. Negotiations will occur on Wednesday at 1:30 pm unless otherwise mutually agreed upon.
  
4. Previously scheduled meeting dates ~~and/or times~~ shall not be cancelled ~~or changed~~ without prior consent of both parties, except in the event that the Chief Negotiators ~~or the designee~~ from either team is unable to attend a scheduled negotiations session. In the latter case, that session shall automatically be canceled.

5. Negotiations Team members are expected to be present for each scheduled meeting unless excused by their respective Chief Negotiator due to a bona fide scheduling conflict or other important reason.
6. All proposals and counterproposals will be exchanged in written form via email to the Chief Negotiators at least 24 hours in advance unless mutually agreed and shall include the date of the proposal.
7. Multiple proposals may be negotiated at any given time, provided they have been previously agendaized and presented to the parties.
8. Each party will provide an electronic version of the proposals and counterproposals.
9. Proposed changes/additions to language shall be with strikeouts/underline and bold (District) and shading (CSEA).
10. The agenda for the next session shall be agreed upon and drafted at least 24 hours before the next meeting. The draft will be made available to both teams.
11. Both teams will issue their own communications when necessary to their constituents. Recordings or transcripts of negotiations sessions shall not be distributed beyond the negotiation team members without the mutual consent of both teams.
12. Caucuses can be called at any time by either party. In the event the caucus lasts more than 15 minutes, the other party shall be informed.
13. Both parties will make their own notes of the sessions. Any recordings (audio or visual) of negotiations will be available on a shared drive.
14. A private space shall be made available for each team to caucus and shall be located within a short distance from the negotiations room.
15. Any Tentative Agreement will be signed and dated by both parties' representatives. Until a proposal is signed by both parties, changes to any proposal shall not be deemed as regressive bargaining by either team.
16. All requests for information to the other party will be requested by the Chief Negotiators and the CSEA Labor Relations Representative.
17. In addition to the designated negotiation team members for both parties, either team may invite resource attendees to specific sessions with mutual consent to do so.
18. Issues will be discussed in a professional and respectful manner with no personal attacks. All discussions and comments that are designated as "off-record" by either team are to be kept confidential. A discussion or comment shall be deemed off-record by requesting that recording of that portion of the discussion during negotiations be paused so that those discussions or comments do not become a part of the negotiation session's official record.

19. These Ground Rules can be amended by mutual agreement of both parties.


These Ground Rules for Negotiations reflect the full and complete understanding by the District and CSEA Negotiations Teams and are agreed to as of this date: August 14, 2024.

FOR THE ASSOCIATION:

  
Saodat Azsikhanova, Chief Negotiator  
CSEA and its Chapter #76

  
Matt, Korn, CSEA Labor Relations Representative

FOR THE DISTRICT:

  
Brittany Grice, Chief Negotiator  
Glendale Community College