

Tentative Agreement
by and between the
Glendale College Guild, Local 2276
and the
Glendale Community College District

The Glendale College Guild, Local 2276 (Guild) and the Glendale Community College District (District), hereby agree to the following Tentative Agreement:

ARTICLE VI HOURS

Section 1. Basic Hours

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

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

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

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

Non scheduled hours may be fulfilled remotely.

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D. During their work year, each full-time faculty member in Student Services shall be on-duty for thirty-five (35) hours per week. Twenty-five (25) of these hours shall be designated as direct student contact hours and scheduled by District management. The remaining ten (10) hours shall not be scheduled on a scheduling software system and are reserved for completing other professional duties. Non scheduled hours may be fulfilled remotely. Counselors are expected to engage with their managers in effective and ongoing communication to coordinate the completion of assigned professional duties beyond direct student contact hours.

All counselors will maintain an established (daily start time and end time) weekly schedule consistent with 35 hours of work (25 for student contact time and 10 for professional time) during the work year.

The limit of 25 student contact hours shall not apply to periods of exceptional or extraordinary circumstances, including periods deemed to be “peak” periods as determined by the appropriate manager in consultation with the Student Services Division Chair, up to a maximum of 6 weeks per year. During these peak periods, counselors may be assigned up to 3 additional student contact hours per week. This may include deviation from what is otherwise a counselor’s standard work schedule. Appropriate managers must confirm specific “peak periods” for their department’s counselors before full-time counselor availability solicitation for the term.

Direct student contact hours shall primarily include student appointments/drop-ins. Counselors should make every reasonable effort to fulfill the required student contact hours in the event of a drop or cancellation. Counselors should be prepared to increase their availability for student contact as needed.

Counselors must be allowed a reasonable opportunity to fulfill their responsibilities associated with student appointments outside of their scheduled student contact hours. Student appointments will typically require followup by the counselor unless the appointment is a no-show and no meeting with the student is held.

Student contact hours shall also include teaching and other direct student-contact work assigned to counselors by management, such as workshops and other pre-approved activities, classroom visits, and group counseling.

~~Some of these on-duty hours may be performed off campus, with the approval of the Vice President of Student Services or designee.~~ Contract faculty in Student Services who are working less than full-time during their work year, shall have the amount of these on-duty hours reduced proportionally.

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Section 16. Assignment Limitations

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

Counselors may be assigned remote student contact hours for 100% of their 25 weekly student contact hours. Counseling faculty members shall not be assigned remote student contact hours without their consent.

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

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

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Section 20. Work Years

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C. Each contract counselor shall be on duty for 190 working days, five (5) days a week, for seven (7) hours per day scheduled without a teaching assignment(s) which totals 1330 hours. Any reference to 1330 working hours in a given academic year is simply a shorthand for the purpose of scheduling and not a maximum limit to the time for which counselors will fulfill their obligations as exempt employees. For example, two counselors may start their work year on the same date yet have worked a different total number of hours in a given year to satisfy their professional responsibilities. Ultimately counselors must work through the last scheduled day of work as defined by the calendar in Appendix C2, following – in general – the 35-hour weekly pattern assigned prior to the beginning of the academic year. ~~190 days at 7 hours each day according to the Counselor's work year (Appendix C4). In addition, depending on need and available resources, each counselor may work, upon mutual agreement with the District, a block of 21 additional 7 hour days during the months of July and August.~~

a) Teaching in Fall/Winter*/Spring

In the event a counselor has been scheduled to teach in Student Services, the following table will be used to calculate adjustments for determining the counselor's weekly schedule.

Units	Course Pattern	Teaching Time (minutes)	Office Hours (minutes)	Student Contact* (hours for this period)	Basis for Computing Prep Grading Time
1	5 weeks	180	0**	20.5***	35
1	6 weeks	150	0**	21.5***	35
1	8 weeks	120	40	21.5	35
1	13 weeks	75	25	23	35
1	16 weeks	60	20	23.5	35
3	13 weeks	210	70	19	35
3	16 weeks	180	60	20	35

A full-time counselor's work schedule will be recorded in the scheduling software system as a matter of ordinary business practice, even though the District acknowledges a full-time counselor's schedule may be more flexible than is reflected in the system. Accordingly, in the event a full-time counselor

with a teaching assignment reports being out ill on an assigned work day, the District's timekeeper shall report that counselor's teaching, office hours, student contact and professional (unscheduled) time worked that week proportionately. The report will appropriately reflect reductions in hours worked for leave accounting purposes.

* Student contact hours have been proportionally reduced to accommodate prep and grading. Prep and grading is not to take place during scheduled student sessions or during a time specifically assigned for meetings or other tasks.

**There are no office hours during winter session.

*** The 3 additional student contact hours during peak times still apply for those teaching during the winter session.

b) During summer, full-time counselors, depending on need and available resources, may opt for a 98 hour summer option, which features a minimum of 98 hours and a maximum of 147 hours, whereby managers may offer flexible work assignments to full-time counselors for totals within this block of time. This work assignment option is in contrast to a manager's offer for a full-time counselor to work an adjunct assignment(s) during the summer period.

When a full-time counselor is offered and accepts a 98 hour option, both parties affirm their commitment to affording the counselor utmost scheduling flexibility so long as the District determines the schedule meets operational needs. This flexibility encompasses the possibility of non-consecutive days, or partial work days, provided the aggregate hours worked amount to at least 98 and not more than 147 hours. The work assignment under a 98 hour summer option shall primarily consist of direct student contact hours; however, the Parties understand that it is necessary for a counselor to have a reasonable opportunity to fulfill all of their responsibilities associated with student appointments outside of those contact hours.

Upon approval of the area administrator, full-time counselors who select a 98 hour summer option shall be scheduled to work and be paid based on the following:

1. A work day may be scheduled longer or shorter than 7 hours;
2. A work schedule may include a partial workweek;
3. Hours of work may include a variable start and end time on a given day;
4. Student Development instructional assignments shall not be considered part of a full-time 98 hour summer work option. Student Development instructional assignments shall be paid at the intersession rate delineated in Appendix B-15.

These days hours worked in a 98 hour summer option shall be reimbursed at a per diem rate of pay based on Appendix "A" annual 10-month salary capped at step 8, divided by 177 (see Article VII, 3, D).

In the event that a full-time counselor declines, or there are not enough hours to offer a 98 hour summer option, the full-time counselor may be assigned to work in an adjunct counselor role during the summer session where operational need exists. While this option may sometimes provide a higher hourly pay

rate, it is recognized that choosing a work assignment as an adjunct counselor equivalent will likely result in less scheduling flexibility when compared to the 98 hour summer option.

Adjunct hours may be structured in predetermined time blocks for operational needs, and will be offered to eligible counselors to support those needs. When adjunct summer hours are available, full-time counselors who desire adjunct hours shall be offered at least one pre-established block assignment constituting a first right of refusal. Following such an offer, the remaining available hours for assignments of adjunct counseling during summer will be assigned at the District's discretion. The District will attempt to distribute adjunct summer hours as equitably as possible among all eligible counselors seeking summer adjunct hours.

Operational needs, and work assignment offers, are determined at the sole discretion of the District. The availability for any counselor to be assigned to work in an area outside their primary departmental assignment during summer is subject to District need and discretion.

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Section 23. Flex Hours

1. Every academic year faculty shall engage in activities aimed at professional development for a specified number of "flex" hours as part of their regular assignment.

- a) Each contract faculty member assigned a full workload, with no release time or leave, shall be responsible for 15 "flex" hours-per-semester worked.
- b) Each contract faculty member assigned less than a full workload, or granted release time or leave, shall be responsible for a pro-rated amount of 15 "flex" hours-per-semester worked.
- c) Each adjunct faculty member shall be responsible for "flex" hours that amount to half the number of worked hours (not including office hours) in their regular weekly assignment for that semester. Adjunct faculty are responsible for completing "flex" hours for every semester worked.

2. Flex activity shall not overlap with any accountable hours during the regular school term or special assignment for which the faculty member is regularly compensated. An employee may obtain flex credit for on-campus presentation and/or staff development workshops provided these activities are in addition to their on-campus work obligations.

For counselors, both parties understand that some professional development activities (e.g., a conference, the team internship program, etc.) will require the counselor to alter their weekly hours and shall be scheduled and approved by the District at least 2 weeks before the activity.

3. The Flex Manual shall outline the types of activities that are approved for FLEX credit for all bargaining unit members. This shall include the limits on specific types of activities that are available for a faculty member to participate in to earn FLEX credit to meet their annual obligation. A minimum of 50% of the hours submitted by contract faculty must be directly related to the faculty member's primary work assignment. Additionally, any training 53 mandated by operation of law or otherwise required under this collective bargaining agreement of a faculty member shall qualify and be included

in the bargaining unit member's annual "Flex" obligation, whether they are a part-time or full-time faculty member.

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APPENDIX J Proportion of Released Time in relation to load

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Counseling

In the event that released time is approved, the weekly scheduled direct student contact hours are reduced as follows:

- 10% – 2.5 student contact hours subtracted
- 20% – 5 student contact hours subtracted
- 30% – 7.5 student contact hours subtracted
- 40% – 10 student contact hours subtracted
- 50% – 12.5 student contact hours subtracted
- 60% – 15 student contact hours subtracted
- 70% – 17.5 student contact hours subtracted
- 80% – 20 student contact hours subtracted

DATE: __ 5/18/2026 ____ = ____

Roger Bowerman

Roger Bowerman, Chief Negotiator
Glendale College Guild

Brittany Grice

Brittany Grice, Chief Negotiator
Glendale Community College District