

changes begins 2015?

Side Letter Agreement
Between
Glendale Community College District and
California School Employees Association (CSEA)

The District and CSEA agree to the following:

- District to keep the 2013 Blue Shield Rebate.
- Blue Shield HMO office visit co-pay increases from \$5 to \$10. Prescription benefits will change to a \$10 generic/\$20 brand prescription drug co-pay (currently \$5/\$10). Mail service prescription drug co pay to change to \$20 for generic and \$40 for brand for a 90 day supply (currently \$5).
- Blue Shield 90/10 PPO will change the deductible from \$250/\$500 to \$500/\$1,000 and the co-pay from \$10/visit to \$20/visit.
- Extend Healthcare opt-out program at current levels.

Wages

Increase all salary schedules by 1.00% COLA

Ongoing with no financial impact until 2015-16 *fiscal year*

- For those retiring June 1, 2015 or after, retiree healthcare and long-term care allowances increase from the current \$8,500/yr. to \$10,200/yr. until the employee reaches Medicare eligibility age (currently 65).
- For those retiring June 1, 2015 or after, retiree Medicare gap insurance increases from the current \$150/month to \$200/month for 10 years from initial Medicare eligibility age (currently this would run from age 65 to age 75).
- In the event, the Blue Shield HMO and Blue Shield PPO changes described above are not changed for 2015, the implementation of the above retiree benefits shall be delayed until such changes within the Blue Shield plans occur.
- In the event any other bargaining unit receives an increased salary or benefit in 2014-15, the Association Bargaining unit member shall retroactively receive an equivalent increase in funds.

Agreed on 9/24/14
 CSEA: *[Signature]*
[Signature]
[Signature]
[Signature]

District: *[Signature]*

**Side Letter Agreement
Between
Glendale Community College District and
California School Employees Association (CSEA)**

The District and CSEA agree to the following:

- The District is to keep the Blue Shield Experience Rebate until the District proposes any additional medical benefit reductions.
- Effective January 1, 2015, the Blue Shield HMO office visit co-pay increases from \$5 to \$10. Prescription benefits will change to a \$10 generic/\$20 brand prescription drug co-pay (currently \$5/\$10). Mail service prescription drug co pay to change to \$20 for generic and \$40 for brand for a 90 day supply (currently \$5).
- Effective January 1, 2015, the Blue Shield 90/10 PPO will change the deductible from \$250/\$500 to \$500/\$1,000 and the co-pay from \$10/visit to \$20/visit.
- Extend Healthcare opt-out program at current levels.
- For those retiring June 1, 2015 or after, retiree healthcare and long-term care allowances increase from the current \$8,500/yr. to \$10,200/yr. until the employee reaches Medicare eligibility age (currently 65).
- For those retiring June 1, 2015 or after, retiree Medicare gap insurance increases from the current \$150/month to \$200/month for 10 years from initial Medicare eligibility age (currently this would run from age 65 to age 75).

Wages

- Increase all stipends and salary schedules by **1.325%**
- In the event any other bargaining unit receives an increased salary or benefit in 2014-15, the Association Bargaining unit members shall retroactively receive an equivalent increase in funds.

Agreed on

October 29, 2014 *Supersedes
9.24.14 document*

CSEA:

Harold Zimm
[Signature]
[Signature]
[Signature]

District:

[Signature]

**Counter Proposal From
Glendale Community College District
To
CSEA Glendale College Chapter 76**

November 5, 2014

ARTICLE XI – HOLIDAYS

SECTION 1. Official Holidays - The following holidays will be observed and paid for at an employee's basic hourly rate of pay for hours the employee would have normally been scheduled, except as provided for in this Article.

- New Year's Day (January 1st)
- Martin Luther King Day
- Lincoln Day
- Washington Day
- Cesar Chavez Day (March 31)
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Admissions Day (September 9th)
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Day before Christmas Day (December 24th)
- Christmas Day (December 25th)
- Days between Christmas and New Year's Day (December 26-December 31) *116+*

If December 24th falls on a Sunday, it will be observed on the Friday before.
If December 25th falls on a Saturday, it will be observed on the Thursday before.
If December 25th falls on a Sunday, it will be observed on the Thursday before.
If January 1st falls on a Saturday, it will be observed on the Monday after.

Other than specifically stated above, in cases where one of the recognized holidays falls on Sunday, the holiday will normally be observed on Monday, immediately following; likewise, should any of the regular holidays fall on Saturday, the holiday will normally be observed on the Friday immediately preceding.

The Admissions Day holiday will be observed during the days between Christmas and New Year's Day.

SECTION 2. Eligibility for Holiday Pay - To be eligible for holiday pay, an employee must have been in a paid status during any portion of the day immediately preceding or succeeding the holiday. This provision applies to employees whose work week would be affected by a "Flex Calendar."

1. Employees who are not normally assigned to duty during the school holidays of Christmas Day and New Year's Day shall be paid for those two (2) holidays provided they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

SECTION 3.

Work Performed on a Holiday - When an employee is required to work on any holiday specified in this Article, he/she shall be paid for the holiday at his/her basic hourly rate of pay, plus one and one-half (1½) times his/her basic hourly rate of pay, or be given compensatory time off at a rate equal to one and one-half (1½) times the actual hours worked on the holiday. The method of payment/compensation shall be by mutual agreement between the employee and supervisor.

SECTION 4.

Holiday Falls on Non-workday - If a holiday falls on a non-work day and as a consequence loses a holiday to which he/she otherwise be entitled, he/she shall be provided with a substitute holiday, based on the prorated FTE of the assignment. The substitute holiday time off shall be by mutual agreement of the employee and supervisor, but shall be taken within 10 working days of the holiday. If the requested time off exceeds the prorated FTE of assignment, the employee shall make up the additional hours with vacation, comp time, or work within 10 days and with mutual agreement of the employee and supervisor. In the event that the substitute holiday cannot be taken within 10 days of the holiday, the employee shall be compensated for the lost holiday prorated based on the FTE of the assignment. If the employee is participating in the non-traditional workweek, their work schedule will convert to the standard forty (40) hour week on weeks which contain a "School Holiday".

If the prorated holiday hours exceed the number of hours the employee is scheduled to work, the District is required to give the additional time off within 10 days of the holiday by mutual agreement of the employee and the supervisor.

If the prorated holiday hours are less than the number of hours the employee is scheduled to work, the employee is required to make up the additional hours within 10 days of the holiday by mutual agreement of the employee and the supervisor.

SECTION 5.

Holidays at Child Development Center - Employees of the Child Development Center shall be assigned as 12-month employees. For any days worked during winter or spring break that qualifies as holidays under the contract, either floating holidays can be provided or the provisions of Section 4 of this Article may be utilized.

This Tentative Agreement is subject to ratification/adoption by both parties.

Tentatively agreed to on

November 5, 2014

FOR THE DISTRICT:

[Handwritten Signature]

FOR THE ASSOCIATION:

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

[Handwritten Signature]

Counter Proposal
From Glendale Community College District
To
CSEA Glendale College Chapter 76

December 3, 2014

ARTICLE XXII – CONTRACTING OUT

~~For the purposes of this section, "Contractor" is defined as an independent contract and/or a Professional Expert hired on a temporary basis, not to exceed 60 business days.~~

- SECTION 1.** Restriction on Contracting Out - During the life of this Agreement, the District agrees that it will not contract out work which has been customarily and routinely performed by employees in the bargaining unit unless permanent personnel are not available to meet emergencies or normal and recurring employment needs and the other provisions set forth in Education Code 88003 and 88003.1. Notification will be made to the CSEA on a case by case basis. ~~In the event the District is considering contracting out bargaining unit work, as specified in Ed. Code section 88003.1, the Request to Approve Outside Contracting Form must be completed and forwarded to the CSEA Chapter President, or designee, at least 15 days in advance to allow the parties to exchange information and engage in negotiations.~~
- SECTION 2.** Bargaining Unit Work – No ~~contractor~~, supervisory or management employee may perform any work within the job description of a bargaining unit employee which will result in the displacement, reduction of hours transfer or reassignment of any bargaining unit employee. ~~When contractors are utilized, Duties that are assigned to a current classified employee shall not be assigned to the contractors, unless mutually agreed upon between both parties.~~ the District and CSEA meet and confer.
- Contractors will have a defined ~~Sscope of Wwork~~ for each job assigned. ~~The Scope of Work shall not include duties covered under any classified job description.~~ Contractors shall not be hired to address an ongoing workload increase for any classified bargaining unit employee. ~~or department.~~
- SECTION 3.** Emergencies Contracting - The District may contract out work without prior notification or bargaining due to emergency conditions that may prevent the stoppage of public business which may include but is not limited to:

~~Emergencies shall be defined as a~~

~~A. s Sudden and unexpected turn of events calling for immediate action such as a fire, flood, impassable roads, an epidemic, an earthquake resulting in damage, and the imminence of a major safety hazard. as determined by the local law enforcement agency or first responders such as firefighters or paramedics.~~

~~B. The need to make immediate repairs because of the unexpected breakage or malfunction of essential equipment when the repairs cannot be made by unit members on either a regular, overtime basis, or callback basis.~~

~~Within five working days of contracting out work due to an emergency, the District will notify the CSEA Chapter President, or designee, in writing that it has done so and state the facts upon which the District determined that emergency existed.~~

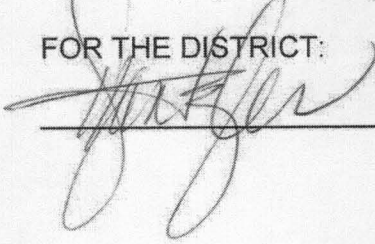
SECTION 3.4 Terms of Contract Service - If the term of the contract service exceeds ~~60~~ **260** working days, the staffing needs of the department must be reassessed for additional permanent staffing.

SECTION 3.4 5 Community Service Workers - The District agrees to refrain from the utilization of Community Service Workers referred by the Courts or any other program for any purpose which would displace permanent classified employees. Such workers shall be closely supervised to maintain the safety of District employees and security of District property.

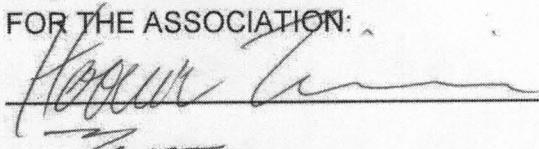
This Tentative Agreement is subject to ratification/adoption by both parties.

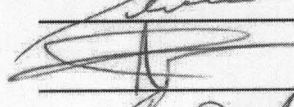
Tentatively agreed to on December 3, 2014


FOR THE DISTRICT:

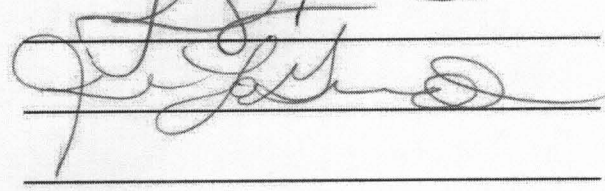


FOR THE ASSOCIATION:









2015-2016 CLASSIFIED EMPLOYEES WORK CALENDAR

MONTHS	HOLIDAYS	DAYS IN PAID SERVICE			
		12 MO	11 MO (July off)	11 MO (August off)	10 MO
JULY	07/03/15	22	0	22	0
AUGUST		21	21	0	0
SEPTEMBER	09/07/15	21	21	21	21
OCTOBER		22	22	22	22
NOVEMBER	11/09/15 11/26/15 11/27/15	18	18	18	18
DECEMBER	12/24/15 12/25/15 12/28/15 12/29/15 12/30/15 12/31/15	17	17	17	17
JANUARY	01/01/16 01/18/16	19	19	19	19
FEBRUARY	02/12/16 02/15/16	19	19	19	19
MARCH	03/31/16	22	22	22	22
APRIL		21	21	21	21
MAY	05/30/16	21	21	21	21
JUNE		22	22	22	22
TOTAL DAYS IN PAID SERVICE =		245	223	224	202

10 MO EMPLOYEES work from 09/01/15 - 06/30/16

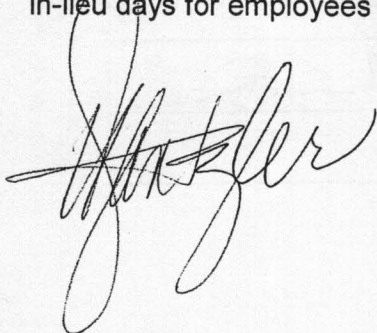
- Vacation days shall be used for Spring break (4/11/2015 - 4/16/2015)

11 MO EMPLOYEES work from 07/01/15 - 06/30/16

- 11 month employees have either the month of July or the month of August off

12 MO EMPLOYEES work from 07/01/15 - 06/30/16

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.



1/7/15



District Proposal
From
Glendale Community College District
To
CSEA Glendale College Chapter 76

January 28, 2015

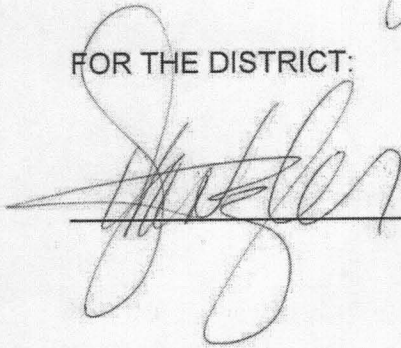
ARTICLE XX - TRANSFER PROCEDURES

- SECTION 1.** Voluntary Transfer - A voluntary transfer is the reassignment of a qualified employee, without examination, from one position to another position in the same class, or to a position in a similar or related class with the same salary range.
- SECTION 2.** Internal Transfer Opportunity - When a new position is created or an existing position becomes vacant, a transfer announcement will be posted, internally, for a minimum of five working days. Permanent classified employees, in the same classification as a vacant position who are interested in transferring to another department, need to apply for a transfer by completing an online internal transfer application. An employee must have satisfactorily completed a probation period to apply. Eligible employees that apply for a transfer will be given first opportunity to interview for the position.
- SECTION 3.** Voluntary Demotion - A permanent employee may request voluntary demotion to a related class with a lower maximum salary rate by filing a written notice with the Office of Human Resources.
- SECTION 4.** Involuntary Transfers
- A.** In cases of involuntary transfers to a vacant position, the least senior employee who possesses the necessary qualifications to perform the assignment as determined by management will be transferred.
- B.** Any employee, who possesses the necessary qualifications to perform the assignment, may be subject to an involuntary transfer when it is mutually agreed upon by CSEA and the District that a transfer is in the best interest of the work environment.

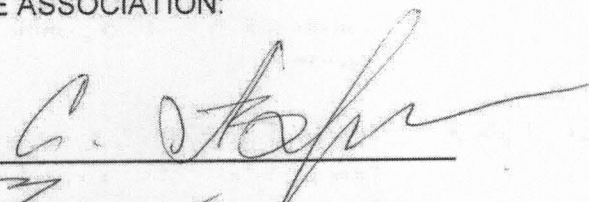
This Tentative Agreement is subject to ratification/adoption by both parties.


Tentatively agreed to on January 8, 2015

FOR THE DISTRICT:



FOR THE ASSOCIATION:





Tron Burdick, CSEA Labor Relations Representative

Tentative Agreement
From
Glendale Community College District
To
California School Employees Association and its Glendale Chapter 76

April 29, 2015

ARTICLE XIII – APPLICATIONS, RECRUITMENT AND SELECTION OF EMPLOYEES

SECTION 1. Job Vacancies – The Office of Human Resources will actively recruit for qualified persons to fill job vacancies.

SECTION 2. Announcements of Job Vacancies - All job vacancy announcements within the classified service shall be emailed to the campus and posted on the college's employment website by the Office of Human Resources. The announcements for job vacancies are:

A. Transfer Announcement

A transfer announcement for a job vacancy will be posted, internally, for a minimum of five working days. Permanent classified employees, in the same classification as a vacant position who are interested in transferring to another department, need to apply for a transfer by completing an online Internal Transfer Application. Eligible employees that apply for a transfer will be given first opportunity to interview for the position.

B. Job Announcements

All job announcements will be open and posted for a minimum of ten (10) working days.

C. All job announcements for bargaining unit positions shall include the Collective Bargaining Agreement language in Article VIII (Wages), Section 2 - Initial Salary Placement in order to properly inform applicants of their ability to be initially placed beyond the first step at the time of hiring. The job announcement shall specify:

Position title;

Work hours;

Salary range;

Opening and closing dates;

Work location;

Application process;

Qualification requirements;

Examination and selection process; and

Other pertinent information.

SECTION 3. Absence During the Posting or Interview Period - An employee may notify the Office of Human Resources if s/he will be absent on approved leave during the posting period or when the interviews are scheduled. The Office of Human Resources shall suspend the selection process until the affected employee has had an opportunity to be interviewed, provided that the Office of Human Resources does not delay the selection more than one (1) calendar week.

SECTION 4. Employment Application - All applicants are required to complete and submit an online employment application and other required information and/or documents by the closing date to be considered for a job vacancy. The application package may require the applicant to provide information regarding the applicant's training, experience and other pertinent information. Incomplete application packages, for any reason, will not be considered. All applicants will be notified regarding the status of their application once the position closes.

SECTION 5. Rejection of Applications - The Office of Human Resources may reject an application which indicates that the applicant is deficient in any or all of the minimum requirements as specified in the announcement of the vacancy. An applicant may also be rejected for the practice or attempted practice of fraud or deception in the completion of his/her application. The Office of Human Resources will notify applicants if their application is rejected.

SECTION 6. Selection

- A. Testing - A job-related examination will be used to assess an applicant's ability, knowledge, and skills, and may consist of one (1) or any combination of generally accepted testing techniques, including but not limited to: performance tests, written tests and writing samples.
- B. Test Date Announcement - The Office of Human Resources shall notify applicants of the test dates at least three (3) working days prior to the day the test is to be given.
- C. Review of Test Results - Applicants, who test for any position, may request a meeting with the Office of Human Resources for the purpose of reviewing the applicant's performance on that test and discussing, in general terms, the areas and questions not answered correctly. Test scores will be kept confidential.
- D. Interviews - The Office of Human Resources will administer interviews that use a rated and structured interview format based on job related criteria. All internal applicants who apply and are qualified (met the minimum qualifications and passed the job related examination) will be given the opportunity to interview for the position. In instances where an interview panel is formed, CSEA shall provide a list of CSEA members to Human Resources. Should the members be unable to serve on the panel or should Human Resources have a concern regarding a conflict of interest, CSEA and the District shall meet to mutually agree upon an alternate panel member.

SECTION 7. Verification of Employment - Verification of a prospective applicant's educational or professional certification, experience, and any other statutorily mandated prerequisites to employment should be done by the Office of Human Resources before any prospective applicant is offered employment. Such reference checking may also include a job related background check.

SECTION 8. Orientation Information - Upon initial employment, each bargaining unit employee shall receive an acknowledgement form with a link to the current Collective Bargaining Agreement between the District and the Association and necessary information and forms regarding the Health and Welfare benefit package.

SECTION 9. Information to Provide to New Employees - Upon reporting to their new assignment after initial hiring and/or transfer to a new position, the immediate supervisor of the employee shall meet with the employee to provide a copy of the employee's current official job description, information about the performance evaluation procedure and form, and a copy of the employee's chain of command from the immediate supervisor to the College President.

Date: April 29, 2015

CSEA
Harold Z...

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[Signature]

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District
[Signature]

Tron Burdick
Labor Relation Representative