

PROPOSAL

From the
Glendale Community College
To the
CSEA Glendale College Chapter 76
2009-2012 Successor Negotiation

June 23, 2010

ARTICLE XIX – LAYOFF PROCEDURES

SECTION 1 Definitions

- A. “Layoff” is defined as an involuntary separation from District service due to ~~a verifiable~~ lack of work or lack of funds. A layoff includes any reduction in hours of employment or assignment to a class or grade lower than that in which the employee has permanence.
- B. “Seniority” is defined as length of service based on date of hire in a regular position. Overtime work shall not be included in computing seniority credit. If two (2) or more employees have equal seniority as defined by hire date, the employee with the most hours in a paid status shall be considered most senior. If a tie still exists, seniority shall be determined by lot.
- C. “Employee” is defined as a classified bargaining unit employee who has probationary or permanent status.
- D. “Job Classification” is defined as one or more positions in the classified service that have the same designated title and minimum qualifications, and share a common salary range.
- E. “Job Series” is defined as a group of hierarchical job classifications which are closely related and in which the higher classifications within the series require the skills, knowledge and abilities necessary to perform any of the duties of any lower classification within the series. Job Series are those set forth in Appendix “C”.
- F. “Job Families” is defined as job classifications, and job series, which are related to one another by the nature of the general duties performed, and which require somewhat similar knowledge, skills and abilities. Job Families are those set forth in Appendix “C”.
- G. “Qualified shall mean the employee who meets the minimum qualifications as determined by the job description.

- H. "FTE" is defined as Full Time Equivalent and refers to the percentage of a full time, forty (40) hour per week assignment. In addition, FTE affects the level of health benefits for which the employee qualifies. (see Article IX, Section 1 & 2) A 1.00 FTE is an employee whose regular assignment is the equivalent of forty (40) hours per week. A .50 FTE is an employee whose regular assignment is the equivalent of twenty (20) hours per week. An employee's FTE shall not increase from their FTE prior to layoff in the course of the bumping.
- I. "Months" is defined as the number of calendar months the employee has been assigned. An employee may have a 9, 10, 11, or 12 month assignment at any FTE.

SECTION 2 Procedures – In the event of a reduction in force in any classification hereunder, layoffs will be in reverse order of seniority with the least senior employee in the job classification that is being eliminated being laid off first.

Employees subject to layoff shall be given notice of the layoff not less than forty-five (45) calendar days prior to the effective date of the layoff, and informed of their displacement rights (if any), and re-employment rights. CSEA will receive copies of all layoff notices at the time the employee is notified.

The District will notify those employees eligible to exercise displacement rights of the position available to them within seven (7) days based on criteria set forth in Section 3 below. After notification of displacement rights (if any), the employee must notify the Office of Human Resources of his/ her intention to exercise displacement rights within seven (7) working days.

SECTION 3 Displacement Right (Bumping) – In order to provide the highest level of protection to employees with the greatest length of service with the District the procedure below will take into account the bumping employee's FTE in this process.

The District will offer an employee with displacement rights a position with the most similar level of salary, hours, and health benefits to what he or she earned prior to being displaced into another position based on the displacement rights outlined below in A through M. Therefore, the District will offer such an employee a FTE position, if one exists, which maintains their current level of salary and health benefits, even if this means not initially displacing the least senior employee.

An employee who has received a notice of layoff may exercise his/her bumping rights as outlined below. An employee who has received a notice

of layoff has the right not to participate in the bumping process and accept the layoff.

- A. An employee shall displace the employee with the least seniority within their job classification with same FTE prior to layoff;
- B. If there is no less senior employee to displace within their job classification with the same FTE, an employee shall displace the employee with the least seniority at a lateral salary range within their job series with the same FTE prior to layoff;
- C. If there is no less senior employee to at a lateral salary range within their job series with the same FTE and the employee is qualified, an employee shall displace the employee with the least seniority at a lateral salary range within their job family with same FTE prior to layoff. The Office of Human Resources will interview the employee to verify his/ her current qualifications;
- D. If there is no less senior employee to displace at a lateral salary range within their job family with the same FTE, an employee shall displace the employee with the least seniority within their job classification with the highest FTE which maintains their level of health benefits prior to layoff;
- E. If there is no less senior employee to displace within their job classification with a FTE that maintains their level of health benefits prior to layoff, an employee shall displace the employee with least seniority at a lateral salary range within their job series with highest FTE that maintains their level of health benefits prior to layoff;
- F. If there is no less senior employee to displace within their job series at a lateral salary range with a FTE that maintains their level of health benefits prior to layoff and the employee is qualified, an employee shall displace the employee with the least seniority at a lateral salary range within their job family with the highest FTE that maintains their level of health benefits prior to layoff. Human Resources will interview the employee to verify his/ her current qualifications;
- G. If there is no less senior employee to displace within their job family at a lateral salary range with a FTE that maintains their level of health benefits prior to layoff and the employee is qualified, an employee shall displace the employee with the least seniority at a lower salary range (nearest to their salary range prior to layoff) within the job family with a FTE that maintains their level of health benefits prior to layoff. Human Resources will interview the employee to verify his/her current qualifications;

- H. If there is no less senior employee to displace within their job family at a lower salary range with a FTE that maintains the employees level of health benefits prior to layoff, an employee shall displace the least senior employee within their job classification the closest FTE prior to layoff (which may result in a reduction of health benefits);
- I. If there is no less senior employee to displace within the job classification with a lower FTE and the employee is qualified, an employee shall displace the least senior employee at a lower salary range (nearest to their salary range prior to layoff) within their job family at the closest FTE prior to layoff (which may result in a reduction of health benefits). Human Resources will interview the employee to verify his/ her current qualifications;
- J. If there is no less senior employee to displace within the employee's current job family and employee has previously passed probation and still meets the current qualification in a job classification within a different job family with a salary range which is lateral or lower than the employee's salary range prior to layoff, and employee shall displace the least senior employee in the previously held job classification with the same FTE prior to layoff;
- K. If there is no less senior employee to displace within the employee's previous job classification with the same FTE, the employee shall displace the least senior employee within the previous job classification with the highest FTE which maintains their level of health benefits prior to layoff;
- L. If there is no less senior employee to displace within the employee's previous job classification with a FTE that maintains their level of health benefits prior to layoff, the employee shall displace the least senior employee within the previous job classification at the closest FTE prior to layoff (which may result in a reduction of health benefits).
- M. The cascade effect continues until all displacement rights have been exhausted.

A unit member displaced by the operation of this layoff procedure shall have the same layoff rights and may exercise seniority displacement as though he/she was being laid off.

If a vacant position exists in a classification into which an employee is bumping, the employee shall move into the vacant position.

Employees displaced by the operation of this layoff procedure shall not be required to serve a new probationary period.

SECTION 4 Re-employment Rights – Employees who have been laid off shall be placed on a re-employment list for thirty-nine (39) calendar months.

Employees, who, through operations of this Article receive fewer hours or assignment to a lower classification, shall be placed on the re-employment list for an additional twenty-four (24) months for a total of sixty-three (63) months.

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in their former class or to positions with increased assigned time without limitation of time, but if there is a valid re-employment list they shall be ranked on that list in accordance with their proper seniority.

Offers of reemployment at the employees current salary range, FTE and contract months or higher (not to exceed the salary range of the classification from which laid off) shall be mailed to the last known address as recorded in the Office of Human Resources and shall be in the reverse order of the layoff as vacancies occur in the job families for which the laid off employee is qualified. When more than one employee was laid off on the same date, re-employment shall be based on seniority based on hire date, with the most senior employee being offered a vacant position first.

Individuals on a re-employment list shall have up to ten (10) working days from the postmarked date of notice to accept or decline the position being offered. It is the responsibility of the employee to keep the Office of Human Resources informed of how and where the employee may be contacted.

Failure to reply within ten (10) working days will be considered a refusal. When an employee has declined two (2) offers of re-employment in the same classification from which laid off, with the same proportion of full or part-time and same proportion of contract months, the employee shall have relinquished all re-employment rights. The employee shall have the right to decline two (2) offers of re-employment to positions other than in the same classification from which laid off with the same proportion of full-time or part-time and the same proportion of contract months.

If the employee in a layoff status accepts the position being offered, the employee shall have up to ten (10) working days from the postmarked date of the notice to report for work. This does not preclude an employee from

returning to work in fewer than ten (10) working days. Employees re-employed by the operation of this re-employment procedure shall not be required to serve a new probationary period. Should the employee fail to report to work within ten (10) working days, all re-employment rights are relinquished.

Failure to respond within the time specified, or failure to return to work on the designated date shall cause the employee's name to be permanently removed from the re-employment list.

An employee who elects separation in lieu of displacement or who voluntarily accepts reassignment to a vacant position in another classification without exercising displacement rights shall maintain his/her re-employment rights under this Article.

Employees in layoff status shall have the right to participate in promotional examinations within the District.

SECTION 5 Salary Placement – An employee accepting a position in a lower classification or reduced hours or work year in lieu of layoff, shall retain their former salary and step placement and maintain same level of health and welfare benefits for a period of one (1) calendar year from the effective date of the layoff At the end of that one year, the employee shall and be placed on a step in the salary range of the lower classification which is nearest to, but not higher than the annual salary he/she would have earned in the former classification.

- A. In any case, the salary shall not exceed the maximum step of the current classification.
- B. The employee will retain his/her anniversary date for subsequent salary advancement.
- C. Salary increments based upon longevity shall continue to be paid in the new classification.

SECTION 6 Assignment to a Vacant Position – An employee who is qualified may be assigned by the District to a vacant position. The following conditions shall prevail:

- A. The District shall determine which positions are vacant.
- B. The District shall determine if the employee is qualified for the vacant position.

- C. An employee assigned to a vacant position shall have the same rights as an employee exercising his/her displacement rights.

SECTION 7 Reduction in Hours – ~~A reduction in hours shall be treated in the same manner as a layoff under this Agreement.~~

If there is a reduction in hours, including a reduction in the work year, of any positions in a classification, employees shall in order of seniority, be entitled to the maximum number of hours in available positions in his/her current classification.

~~Notwithstanding any other section the Agreement, the District shall notify CSEA, Chapter 76, in writing of any impending reduction in hours of employees at least four (4) weeks prior to Board of Trustees consideration of the proposed action. Upon the written request of CSEA, the parties shall meet to discuss the reasons for and alternatives to the reduction in hours and/or negotiate the decision and the effects of the decision to reduce hours of the employees.~~

The District shall notify the Association in writing of any impending reduction in hours or work year at least four (4) weeks prior to Board of Trustees consideration of the proposed action. To the extent required by law the District shall negotiate the decision to reduce hours and/or work year of bargaining unit members and the effects of such reductions.

SECTION 8 General – The District shall notify CSEA, Chapter 76 the Association in writing of any impending layoff of employees prior to publication of the agenda of the Board of Trustees meeting at which the layoff is to be considered. and/or reduction in hours or work year of employees at least four (4) weeks prior to Board of Trustees consideration of the proposed action. Upon the written request of the Association, the parties shall meet to discuss the reasons for and alternatives to the layoff. nd/or reduction in hours. The Association reserves the right to and/or negotiate the decision and effects to reduce the hours or work year of the employees and the effects of the decision to reduce the hours of the employees a layoff. and/or reduction in hours or work year.

SECTION 9 Seniority List – The District shall ~~obtain from the Los Angeles County of Office of Education (LACOE)~~ maintain an updated list indicating the employee's current classification and hire date as of June 30 of the previous school year ~~and verify its accuracy with payroll records prior to providing copies to the Association.~~ The seniority list shall be posted in each department office and five (5) copies shall be provided to CSEA, Chapter 76 President the Association.

An employee who wishes to protect his/her date of hire on the seniority list or who disagrees with the hours in paid service credited, must file the protest with the Office of Human Resources within thirty (30) calendar days of the posting of any subsequent list which shows a change in his/her seniority from that on the last prior list. Each protest shall be answered in writing with a copy to CSEA, Chapter 76 the Association.

If an error has been made, the list will be corrected and the correction will appear on the next published list.

In addition to the annual seniority list provided for above, the District shall update the seniority list at the time any layoff notice is given.

SECTION 10 Reclassification/ Reorganization – In the event, two (20 or more employees are reclassified or reorganized at the same time, from a lower classification, into the same higher classification, without their previous seniority being transferred with the new classification, the employees for the purpose of layoffs and bumping only, are ranked in seniority according to their seniority ranking held in the previous or lower classification. This procedure shall not preclude employees from exercising their displacement rights into any previously permanently held classifications or invalidate their seniority herein.

~~**SECTION 11 Substitute and/ or Short Term Employees** – The District agrees that it shall release all substitute and/or short term employees prior to any layoff and/or reduction of hours or work year of bargaining unit members who may be eligible to perform those duties. College Students who were legitimately enrolled in a college work study program or work experience education program prior to the announced layoff and/or reduction are exempt from this section.~~


~~**SECTION 12 Transfer of Bargaining Unit Work** – No work formerly performed by affected employees who were laid off or reduced in hours or work year based on their job description shall be transferred to individuals outside of the non bargaining unit, contracted out, or done by volunteers or students.~~

All other provisions of this Article remain unchanged.

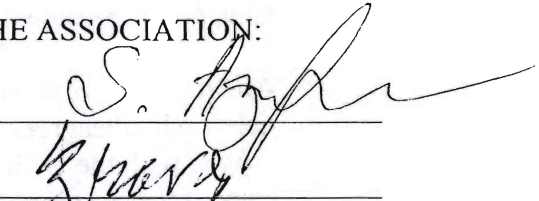
This Tentative Agreement is subject to ratification/adoption by both parties.

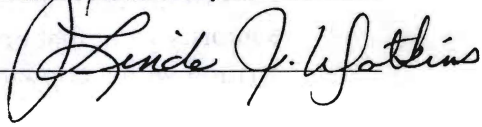
Tentatively agreed to on June 23, 2010

FOR THE DISTRICT:



FOR THE ASSOCIATION:





COUNTER PROPOSAL
from the
Glendale Community College
to the
CSEA Glendale College Chapter 76
2009-2012 Successor Negotiations

April 21, 2010

ARTICLE IV - ORGANIZATIONAL RIGHTS

SECTION 6.

Released Time for Association Business

- A. The District will allow release time with pay for attendance at the CSEA Annual Conference on the basis of two (2) delegates for the first one hundred fifty (150) members and one (1) additional delegate for each additional one hundred (100) members or fraction thereof within Glendale Community College, Chapter 76.
- B. Members designated by the Association to attend said Conference shall, not less than thirty (30) days prior to date of Conference, submit their names to the District. The District will, in turn, not later than fifteen (15) days after receipt of said request, approve the names that have been submitted or notify the Association to select an alternate, such alternate's name to be submitted to the District no later than five (5) days prior to the Annual Conference.
- C. Officers of CSEA Chapter 76, Site Representatives and Job Stewards shall have release time available for the performance of their duties. Fifty-six (56) hours (1.4 FTE) per week shall be available for use for release time for union activities. Such release time shall be documented by the individual using the time and certified by the President of CSEA Chapter 76 as authorized. The time will be reviewed each year by the Administration and CSEA to evaluate if more or less time needs to be allocated in the following year (subject to negotiations). Such time shall not be required for actual negotiations (cost of such time can be reimbursed by the State of California) or for any time used as an appointed member of any College Governance Committee which is official College business.
- D. CSEA shall have release time equivalent to 500 employee hours per year, for the purpose of attending the monthly CSEA meeting. CSEA will provide a monthly report to the Director of Human Resources listing the employees attending the monthly meeting and the remaining number of employee hours

that may be used for attendance at the monthly meeting for that year.

- E. The President of CSEA Chapter 76 shall be released from their regular assignment for seventy percent (70%) of their regular assignment with necessary replacement substitutes need to be secured by the District to complete assignments and work done while on release.
- F. Members of the CSEA Chapter 76 bargaining team shall receive a stipend equal to their overtime rate for each hour spent in negotiations (preparation time and actual sessions). This stipend shall be paid monthly.

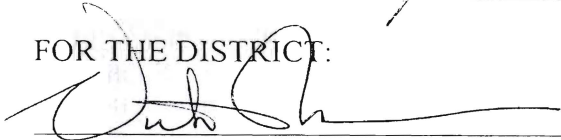
SECTION 13. Classified Meetings. The District agrees to allow the classified staff to have two (2) meetings per semester.

Meetings would take place on an agreed upon date and time, each month. All classified staff would be allowed to attend the meeting during this hour. Offices could send a representative to attend and report back information from the meeting. Both parties would set the agenda for these meetings and the District would serve as the primary host. The content of the meeting could include professional development, updates and information from administration, faculty, and staff on current college news relevant to staff.

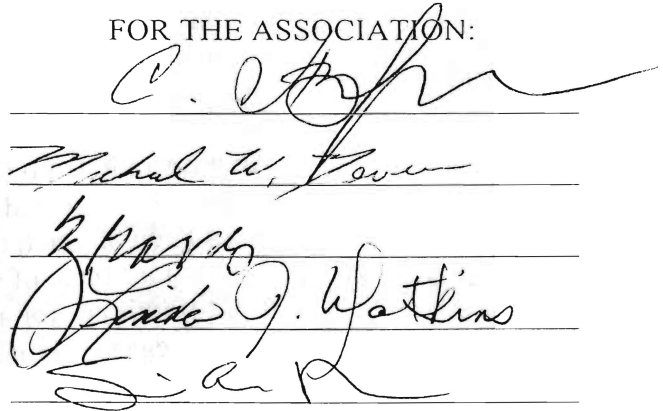
This Tentative Agreement is subject to ratification/adoption by both parties.

Tentatively agreed to on April 28th, 2010.

FOR THE DISTRICT:



FOR THE ASSOCIATION:



COUNTER PROPOSAL
From the
Glendale Community College District
To the
CSEA Glendale College Chapter 76

April 28, 2010

Article VII – Hours of Employment

SECTION 11. Restroom/Lunch Facilities – The District shall make available in each work location restroom and lavatory facilities for the employees' use, and where feasible within the existing building structure, an employee rest area shall be provided for use during lunch period and breaks **and shall be of sufficient size to accommodate the classified staff.**

SECTION 15. Out of Country Travel Work – **All bargaining unit members who are required as part of their duties to work travel outside the borders of the United States shall be considered in fully paid status and on duty from the point of leaving and country to the point of return to the country (seven days per week and twenty-four hours per day). for purposes of workers compensation.**

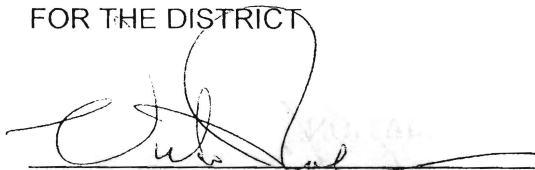
All other sections of this article remain unchanged.

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

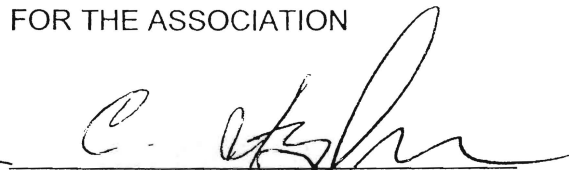
Tentatively agreed to on

April 28th, 2010

FOR THE DISTRICT



FOR THE ASSOCIATION



Michael W. [unclear]
Deirdre J. [unclear]
[unclear]

SIDE LETTER AGREEMENT
from the
Glendale Community College
to the
CSEA Glendale College Chapter 76
2009- 12 Successor Negotiations
May 12, 2010

VACATION BALANCE

This Side Letter Agreement between the Glendale Community College (hereafter "College") and the California School Employees Association, Chapter 76 (hereinafter "Association") reflects the agreement on the following regarding vacation accrual and carryover balance by bargaining unit members.

The Side Letter Agreement Dated March 25, 2009 for Vacation Accrual Carryover Balance entered into by both parties extended the deadline date from June 30, 2009 to June 30, 2010.

Both parties agree that based on the events that have taken place this year some employees could not take vacation prior to June 30, 2010. An extension of the deadline date of two months until August 31, 2010 would allow those employees an opportunity to use their excess vacation. It is further agreed, that these extensions are not precedent setting and that no other extension will be granted.

Any excess vacation beyond the maximum allowable that is not used by August 31, 2010, will be deposited into the Catastrophic Leave Bank.

Tentative Agreement Reached on : May 12, 2010

FOR THE DISTRICT:



FOR THE ASSOCIATION:

