

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

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Section 3. Office Hours

A. Office Hours Full-time Instructional Faculty

During the academic semester, full-time instructional faculty shall hold office hours according to the provisions delineated below:

- Full-time instructional faculty shall schedule and hold a minimum of five (5) office hours a week;
- **Full-time non-instructional faculty, when assigned to teach, shall schedule and hold office hours proportional to full-time instructional faculty office hours using the calculation in C.2.a below.**
- Each office hour should be divided into a minimum of 30 minute sessions;
- The total office hour session on any given day may not be greater than two hours and 30 minutes;
- Office hours may be held in a remote environment, on campus, or in person where assignment is performed.
- Posting Office Hours
 - Prior to the beginning of an academic semester, instructional faculty shall provide their chair with a schedule of office hours for students. The instructor shall also list office hours for students in all of the following where applicable:
 - course syllabus,
 - on office doors or similar location,
 - District website portal forms, and
 - learning management system

*An academic semester's office hours requirement is the equivalent of five (5) hours per week when a course is shorter than 16-weeks.

*For release time implications see Article VI, Section 6.

B. College Hour

Contract faculty shall not be required to conduct office hours between 12:20 p.m. and 1:30 p.m. on Tuesdays and Thursday. Faculty may schedule office hours between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesday if they do not have a committee obligation at that time. Contract instructional faculty may only be scheduled to teach between 12:20 p.m. and 1:30 p.m. on Mondays and Wednesday with prior authorization from the Vice President of Instructional Services. A similar authorization may be obtained from Student Services faculty from the appropriate Student Services administrator.

C. Adjunct Faculty Office Hours

1. During the academic semester, adjunct faculty shall hold office hours according to the provisions delineated below:
 - Office hours shall be proportional to full-time faculty office hours and based on discipline load;
 - Adjunct faculty must hold office hours each week of the academic semester, as scheduled in the syllabus;
 - Each office hour should be divided into a minimum of 20 minute sessions, when possible;
 - Office hours may be held in a remote environment, on campus, or in person where assignment is performed;
 - ~~Office hours shall be paid in accordance to Appendix B-1;~~
 - Posting Office Hours
 - Within seven calendar days after the beginning of the assignment, instructional faculty shall provide their chair with a schedule of office hours for students. The instructor shall also list office hours for students in all of the following where applicable:
 - course syllabus,
 - District website portal forms, and
 - learning management system
2. **An adjunct shall hold office hours proportional to their load based on one of the following formulas:** ~~All office hours are to be paid at the instructional rate of Appendix B1 Adjunct Hourly for semester classes. Credit and Noncredit Office Hour pay shall be determined by the following formulas:~~

a. Credit Course formula

16-week course

(Number of units assigned/Full-time load for assignment) x 5 = weekly office hours

Example:

*(3 unit course/15 units) x 5 = 1 hour per week
(see Discipline Load Table)*

**Formula is proportional to a full-time load for a 16-week course.*

8-week course example: [(3 unit course/15 units) x 5] x 2 = 2 hours per week

Example for unique patterns:

Teaching Units	Course Pattern	Weekly Office Hours
1	8 weeks	40 min
1	13 weeks	25 min
1	16 weeks	20 min
3	13 weeks	1 hour, 10 min
3	16 weeks	1 hour

b. Noncredit Course formula

16-week courses or less than 16-weeks courses

(Number of hours assigned/Full-time hours for assignment) x 5 = weekly office hours

Example:

(14 hours/21 units) x 5 = 3 hours and 20 minutes per week

5. Request for Waiver of Adjunct Office Hours

~~Adjunct faculty may request a one-semester waiver of office hours through their division chair ongoing waiver of office hours through the Vice President of Instructional Services.~~

~~Adjunct faculty who receive an office hour waiver shall be given a 'not applicable' in the applicable section of their performance evaluation.~~

~~9. District administrative, classified management, and confidential employees will be paid on Appendix B1 and qualify for office hours if they teach as adjunct faculty.~~

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Article VIII Salaries

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Section 2. Adjunct Faculty

A. Adjunct Faculty who teach a credit class that runs the length of the Fall or Spring semester shall be paid five equal checks each semester with each check equal to: (# teaching units) X 17.5 X (rate on **the appropriate** B1 Schedule **for the load**) divide by 5

B. Adjunct faculty who teach a noncredit class that runs the length of the Fall or Spring semester shall be paid five equal checks each semester, with each check equal to: (# noncredit hours per week) X 15.5 X (rate on **the appropriate** B1 Schedule **for the load**) divided by 5

C. Adjunct faculty who teach either a credit or noncredit class that is less than a semester in length or a class that starts after the beginning of the semester, shall earn the same total amount as in Section B or C above. The exact amount of each check shall depend on how the class meeting dates match up with the County Payroll schedule. Adjunct faculty who teach back-to-back eight week classes shall be paid using Sections B or C above. The exact amount of each check shall depend on how the class meeting dates match up with the County Payroll schedule. Adjunct faculty who teach back-to-back eight week classes shall be paid using Sections B or C above.

D. Adjunct Faculty shall be paid for the first week of an assigned class, whenever that class is cancelled fewer than 2 weeks before the beginning of the term in which the class was to be offered.

E. The Parties understand and agree that the load rates specified in Appendix B1 (LOADS 14-24) include the compensation for office hours required by the formula above and that it is

included in their salary. The Parties further agree that the District may return to its previous practice of compensating instructional hours and office hours separately using Appendix B1, hereinafter titled the B1 Non-Instructional Faculty Rate When Not Teaching. The different methodologies result in the same amount of compensation. The Guild expressly agrees to waive the right to meet and confer over both the District's decision to return to the previous method, as well as the impacts of the decision. The District can implement the change by doing nothing more than providing notice to the Guild of the change.

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APPENDIX B-1 (LOADS 14-24)

ADJUNCT HOURLY SCHEDULE (WITH PARITY)

Effective July 1, 2019

B-1

STEP	-	CLASS I	-	CLASS II	-	CLASS III	-	CLASS IV
1	-	58.69	-	61.22	-	63.93	-	66.64
2	-	61.22	-	63.93	-	66.64	-	69.46
3	-	63.93	-	66.64	-	69.46	-	72.45
4	-	66.64	-	69.46	-	72.45	-	75.53
6	-	69.46	-	72.45	-	75.53	-	78.73

Last updated December 18, 2019

Appendix B1 (LOAD 14)

To be used to determine pay in subjects loaded at 14 units. Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	83.63	87.24	91.11	94.96
2	87.24	91.11	94.96	98.98
3	91.11	94.96	98.98	103.24
4	94.96	98.98	103.24	107.64
6	98.98	103.24	107.64	112.20

Appendix B1 (LOAD 15)

To be used to determine pay in subjects loaded at 15 units. Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	82.16	85.71	89.51	93.29
2	85.71	89.51	93.29	97.24
3	89.51	93.29	97.24	101.43
4	93.29	97.24	101.43	105.75
6	97.24	101.43	105.75	110.23

Appendix B1 (LOAD 16)

To be used to determine pay in subjects loaded at 16 units. Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	80.88	84.37	88.11	91.84
2	84.37	88.11	91.84	95.72
3	88.11	91.84	95.72	99.84
4	91.84	95.72	99.84	104.09
6	95.72	99.84	104.09	108.50

Appendix B1 (LOAD 18)

To be used to determine pay in subjects loaded at 18 units. Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	78.74	82.14	85.78	89.41
2	82.14	85.78	89.41	93.19
3	85.78	89.41	93.19	97.20
4	89.41	93.19	97.20	101.34
6	93.19	97.20	101.34	105.63

Appendix B1 (LOAD 19)

To be used to determine pay in subjects loaded at 19 units.
Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	77.84	81.20	84.80	88.38
2	81.20	84.80	88.38	92.12
3	84.80	88.38	92.12	96.09
4	88.38	92.12	96.09	100.18
6	92.12	96.09	100.18	104.43

Appendix B1 (LOAD 21)

To be used to determine pay in subjects loaded at 21 units. Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	76.29	79.58	83.11	86.63
2	79.58	83.11	86.63	90.29
3	83.11	86.63	90.29	94.18
4	86.63	90.29	94.18	98.19
6	90.29	94.18	98.19	102.35

Appendix B1 (LOAD 24)

To be used to determine pay in subjects loaded at 24 units. Compensation for office hours is already included in the pay for a given assignment.

<u>Step</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>
1	74.46	77.67	81.12	84.55
2	77.67	81.12	84.55	88.12
3	81.12	84.55	88.12	91.92
4	84.55	88.12	91.92	95.83
6	88.12	91.92	95.83	99.89

B-1 Non-Instructional Faculty Rate When Not Teaching

STEP	CLASS I	CLASS II	CLASS III	CLASS IV
1	58.69	61.22	63.93	66.64
2	61.22	63.93	66.64	69.46
3	63.93	66.64	69.46	72.45
4	66.64	69.46	72.45	75.53
6	69.46	72.45	75.53	78.73

Office hours are not included in this rate.

Schedule B1 (**LOADS 14-24**) is based on a discipline's teaching obligation and is inclusive of office hours. Schedule B1 (**LOADS 14-24**) applies to part-time credit and non-credit instructional faculty during Fall and Spring semesters, hourly faculty teaching classes, short-term and long-term substitutes, faculty working in the Verdugo Fire Academy and faculty working in the Fitness Center.

Credit Adjunct Faculty Teaching Courses

Gross monthly teaching salary is determined by multiplying the hourly rate (based on step-column placement in Appendix B1 **on the appropriate B1 Schedule for the load**) by the number of weekly credit hours as specified in the course catalogue (not contact hours since we are doing a compressed schedule of these hours) of the teaching assignment and further multiplying by 17.5 and dividing the total by 5.

Formula: (Hourly rate x weekly assignment hours x 17.5) divided by 5 = monthly pay

Non-credit Adjunct Faculty Teaching Courses

Gross monthly teaching salary is determined by multiplying the hourly rate (based on step-column placement in Appendix B1 **on the appropriate B1 Schedule for the load**) by the number of weekly non-credit hours of the teaching assignment and further multiplying by 15.5 and dividing the total by 5.

Formula: (Hourly rate x weekly assignment hours x 15.5) divided by 5 = monthly pay

Credit Adjunct Conference Hour (Office Hour) Pay:

Conference pay shall be determined by taking the step-column placement from Appendix B1 x weekly conference hour(s) x 17.5 divided by 5 = monthly pay for office/conference hours.

Formula: (Hourly rate x weekly conference hours x 17.5) divided by 5 = monthly pay.

Non-credit Adjunct Conference Hour (Office Hour) Pay:

~~Conference pay shall be determined by taking the step-column placement from Appendix B1 x weekly conference hour(s) x 15.5 divided by 5 = monthly pay for office/conference hours.~~

~~Formula: (Hourly rate x weekly conference hours x 15.5) divided by 5 = monthly pay.~~

Adjunct Counselor and Librarian Intersession Hourly Schedule

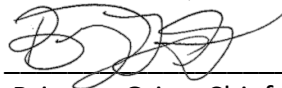
Schedule B1 applies to part-time counselor, librarian, and hourly faculty teaching classes which are shorter than 6 weeks, and office hour pay.

Effective July 1, 2013 all adjunct faculty will be paid from the B-14 through B-2012 schedules during any intersession.

DATE: 5/18/2023



Caroline DePiro, Chief Negotiator
Glendale College Guild



Brittany Grice, Chief Negotiator
Glendale Community College District