

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 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 his or her on-campus work obligations.
3. ~~The procedures for approval of flex hours are delineated in 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 assigned work areas. Additionally, any training 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. The Staff Development Committee shall form a separate committee of faculty known as the Flex Committee tasked with the review of Flex Completion Forms.]

4. Every academic year, a faculty member submit a Flex Completion Form to the Office of Staff Development by May 15th of that same academic year of the year. The Flex Completion Form shall then be reviewed by the Flex Committee. The Flex Completion Form shall indicate which types of qualifying activities the faculty member already completed, the number of hours for each "flex" activity, and verification of these claims. The Flex Completion Form shall also indicate any planned flex activities to be completed and verified between May 15th and June 30th. A minimum of 50% of the hours submitted by contract faculty must be directly related to the faculty member's assigned work areas.

By June 30 of each fiscal year, all bargaining unit members shall submit a signed individual form of attestation confirming that they have completed their required number of hours of qualifying "flex" activities during the immediate preceding academic year. For three years from the date of submitting an attestation to the District, the bargaining unit member shall be required to retain evidence of completion of their required qualifying "flex" activities that support the signed individual attestation.

Individual "flex" attestations that are timely received by the District from bargaining unit members shall serve as the District's standard verification that the faculty member has met their "flex" obligation in a given academic year. By submitting the individual attestation to the District, bargaining unit members shall not ordinarily be required to simultaneously submit records of participation in qualifying activities which support the attestation. However, the District shall retain the right to request a review of records maintained by the faculty member that support an individual attestation that they satisfied an annual "flex" obligation in accordance with the District's Flex Manual under circumstances where it determines a business or operational need to do so.

In the event the District requests a review of a bargaining unit member's supporting records of participation in qualified "flex" activities following receipt of a signed attestation, the bargaining unit member shall provide the corresponding supporting records to the District within two (2) weeks of its request.

5. By May 25th, each faculty member for whom the Office of Staff Development did not receive a Flex Completion Form on or before the May 15 deadline shall be notified and given until June 30th to submit their completed form to the Office of Staff Development. However, Flex Completion Forms submitted between May 15 and June 30 may not be modified or amended to address any shortcomings identified during the Flex Committee review. Those faculty members

who do not submit their completed flex forms by June 30th will be considered to have not fulfilled their flex obligation hours.

~~6. By June 15th each faculty member that submitted a Flex Completion Form by the May 15th deadline shall receive notification from the Flex Committee only if additional work or verification (includes planned flex activities) is required. Each of these faculty members shall be provided an opportunity to address and submit verification for any identified shortcomings until June 30th of that year. However, faculty members submitting these late verification materials forego the opportunity for the Flex Committee to immediately verify the completion of activities. Therefore, verification of Flex activities occurring between May 15th and June 30th may not occur until the Flex Committee next meets in September. Additional activities and verifications will not be accepted after June 30th. For those faculty members who submitted their Flex Completion Form by the May 15th deadline and received a notification from the Flex Committee by June 15th, the flex obligation shall be deemed complete for that academic year.~~

5. ~~7. The Flex Committee shall review all late verifications forms and inform the faculty member of their Flex status by September 30 of the new academic year.~~ **Following the deadline for submitting individual attestations for meeting “flex” obligations, the District shall establish a final accounting of whether each bargaining unit member timely submitted their attestation.**


~~Following this review and accounting, if, in the opinion of the Flex Committee,~~ **the District determines** a faculty member has not submitted **sufficient** verification of having completed qualifying “flex” activities for their required number of hours, the Vice President of Human Resources shall meet and confer with the Guild prior to commencing any process leading to the deduction of a prorated amount of one week of that faculty member’s salary.

6. ~~8. In the event the District makes a determination that a faculty member’s pay shall be deducted as a result of a faculty member failing to verify completion of FLEX activities for their required numbers of hours, amounts needing to be repaid by faculty not successfully fulfilling their flex obligation shall be deducted on the faculty member’s next available pay check. In the event the faculty member is not returning to work, the deduction may be made on any outstanding obligation to the faculty member, including but not limited to load bank pay, compensatory time pay or district retiree benefits.~~

DATE: 5/16/2025

Roger Bowerman

Roger Bowerman, Chief Negotiator
Glendale College Guild



Brittany Grice, Chief Negotiator
Glendale Community College District