

2018 June Tentative Agreements – 26 pages

Changes to the Collective Bargaining Agreement include the following:

- 2018-2019 Classified Employees Work Calendar
- Article II – Recognition
- Article IV – Organizational Rights
- Article XXII – Contracting Out
- Article XXI – Professional Growth
- Appendix “N” – Employee Education Plan
- Appendix “O” – Classified Professional Growth Units (CPGU) Verification form

2018-2019 CLASSIFIED EMPLOYEES WORK CALENDAR

MONTHS	HOLIDAYS	COLLEGE CLOSED	DAYS IN PAID SERVICE
JULY	07/04/18		21
AUGUST			23
SEPTEMBER	09/03/18		19
OCTOBER			23
NOVEMBER	11/12/18 11/22/18 11/23/18	11/24/18*	19
DECEMBER	12/24/18 12/25/18 12/26/18 12/27/18 12/28/18 12/31/18	12/29/18*	15
JANUARY	01/01/19 01/21/19		21
FEBRUARY	02/15/19 02/18/19		18
MARCH			21
APRIL	04/01/19		21
MAY	05/27/19		22
JUNE			20
TOTAL PAID DAYS PER CALENDAR = 243			

[Handwritten signatures and dates: 11/8/17, 11-8-17, 11/8/17]

9 MONTH EMPLOYEES work from 07/01/18 - 06/30/19

- Vacation days shall be used for Spring break (4/15/2019 - 4/20/2019) and December non-work days.
- 9 month employees take the equivalent of three months (consecutive weeks) off between the months of June and August.

10 MONTH EMPLOYEES work from 07/01/18 - 06/30/19

- Vacation days shall be used for Spring break (4/15/2019 - 4/20/2019).
- 10 month employees take the equivalent of two months (consecutive weeks) off between the months of June and August.

11 MONTH EMPLOYEES work from 07/01/18 - 06/30/19

- 11 month employees take the equivalent of one months (consecutive weeks) off between the months of June and August.

12 MONTH EMPLOYEES work from 07/01/18 - 06/30/19

*Employees scheduled to work on a Saturday, when the college is closed, shall revert to a Monday through Friday work schedule the week prior or after the college closure. The rescheduled work hours should be within 15 days with mutual agreement between the employee and supervisor.

Note: 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.

Counter Proposal
From
The California School Employees Association, Chapter 76
To
Glendale Community College District

February 28, 2018

ARTICLE II – RECOGNITION

SECTION 1. Exclusive Representation - The District hereby recognizes the Association as the exclusive representative of classified employees specified herein:

INCLUDED: All positions which belong to the classified service as defined in California Education Code sections §88001 through §88005, and listed in Appendix "C" of this Agreement.

EXCLUDED: Administration, management, confidential, substitute, and short-term employees.

SECTION 2. Permanent Positions - All newly created permanent positions except those specified in Section 1 shall be assigned to the bargaining unit.

- A. Permanent employees are employees who have completed the initial probationary period, and includes all the incidents of such classification.
- B. Regular employees refer to classified employees who have probationary or permanent status.

SECTION 3. Employees Excluded From Classified Service

- A. **Confidential Employees** - Confidential employees are defined by Government Code section 3540.1 (c). No new confidential positions will be approved without prior consultation with the representatives of CSEA.

SECTION 4.

B. Substitute Employees - Substitute employees are employed to replace classified employees who are temporarily absent from duty, or to fill vacant positions while the District is engaged in a procedure to hire permanent employees to fill such vacant positions.

1. Any substitute employee shall become permanent after one hundred ninety five (195) working days including holidays, sick leave, vacation, and other leaves of absences irrespective of number of hours worked per day. **Substitute employees may not exceed 900 hours per fiscal year.**
2. If the District elects to use a substitute in a vacant position:
 - a. The District shall be engaged in filling that position(s) on a permanent basis.
 - b. Substitute employees shall not work more than sixty (60) calendar days in a vacant position. Authorization to exceed (60) calendar days shall be discussed with the CSEA on a case-by-case basis.

SECTION 5.

C. Short Term Employees – A short-term employees is any person who is employed to perform a service for the District, upon the completion of which service required or similar services will not be extended or needed on a continuing basis, and shall not exceed 195 working days including holidays, sick leave, vacation, and other leaves of absences irrespective of number of hours worked per day. **Short term employees may not exceed nine hundred (900) hours in a fiscal year.**

SECTION 46.

Communications - All notices and communications required by this Agreement shall be in writing and shall be deemed given if delivered personally or mailed by certified mail, return receipt requested, to the parties at the following addresses, or at such other address for a party as shall be specified by notice given pursuant hereto:

To the Association: California School Employees Association
Glendale Community College Chapter #76
1500 North Verdugo Road
Glendale, CA 91208

To the District: Superintendent/President
Glendale Community College District
1500 North Verdugo Road
Glendale, CA 91208

SECTION 57. Professional Expert – A professional expert is a position used for the temporary employment of a person in conjunction with a specific, limited-term project requiring professional knowledge, skills or technical expertise.

The District agrees that it will not contract work to employ a professional expert to perform work that has been customarily and routinely performed by employees in the bargaining unit.

CSEA will be provided details of the specific project, an estimate of length of assignment and individual qualifications of the proposed expert in their specific field, at least five (5) working days prior to presentation and approval by to the Board of Trustees.

Date: February 28, 2018

CSEA

[Signature]
[Signature]
[Signature]
Diana R. Silva
[Signature]

District

[Signature]

[Signature]
Labor Relations Representative

District Counter Proposal
From
Glendale Community College District
To the
California Employees Association, Chapter 76

March 21, 2018

ARTICLE IV – ORGANIZATIONAL RIGHTS

- SECTION 1. Right to Visit Facilities** - The designated Labor Representative and the Chapter President shall have the right to visit the facilities of the District where bargaining unit employees are assigned in connection with the administration of this Agreement. The Association representative must secure permission from the site administrator or his/her designated representative to visit employees in the facility, provided such visits do not interfere with the orderly business of the District, and are made before or after the employee's normal working hours, and during scheduled breaks and lunch period.
- SECTION 2. Communication with Unit Employees** - The Association may use the District mail service and designated bulletin boards for the purpose of communicating with bargaining unit employees. Designated representatives may deposit materials in unit members' mailboxes. All such communications shall bear the date of distribution and the name of a responsible officer of the Association, with a copy provided the site administrator and a copy forwarded to the Office of the Superintendent/President at the time of posting or distribution. All bargaining unit members shall have access to an individual e-mail account.
- SECTION 3. Conducting Meetings** - Upon prior approval of the designated site administrator, the Association shall have the right to utilize individual site facilities for the conduct of meetings with employees of that specific facility. Requests to utilize District facilities for the conduct of meetings with District employees from more than one (1) location shall be approved subject to prior requests for the utilization of such facilities by groups entitled to their use. Such meetings shall in no way conflict with the work of District employees nor with school programs or activities.
- SECTION 4. List of Members** - The District shall provide the Association with a list of bargaining unit employees, their date of hire with the District,

classification and primary job site within thirty (30) days following the signing of this Agreement and each November 1 thereafter.

SECTION 5. Board of Trustees Agendas - The District shall make available to the Association President, by District mail, a copy of the Board of Trustees Agenda and such detailed supporting materials as are available on the day prior to regularly scheduled Board of Trustees meetings, unless unforeseen circumstances occur.

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. Sixty-six (66) hours (1.65 FTE) per week shall be available for use for release time for union activities. The Chapter President and Chief Negotiator may have up to 20 hours each of the 66 hours of release time per week to conduct CSEA business with the remaining hours distributed as needed. 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. The district may provide a substitute employee for the Chapter President and/or Chief Negotiator with mutual agreement between CSEA and the Superintendent/President. shall on a case by case basis. Each substitute employee may work up to 900 hours or 195 days per fiscal year, which ever comes first.

50 percent release time per week in order to conduct CSEA business. A substitute shall be provided on an as needed basis. The remaining twenty-six (26) hours shall be available to CSEA officers, Site Representatives, job stewards and members to conduct CSEA business.

- DE.** 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 Associate Vice President 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. Attendance at the monthly CSEA meetings will not serve in lieu of the employee's lunch period up to the 500-hour annual limit.
- EF.** Serving on shared governance committees, subcommittees, task forces, ad-hoc committees, or attendance at classified meetings referenced in Section 13 will not serve in lieu of the employee's lunch period.

SECTION 7. Right to Information - The designated Labor Representative and the Chapter President shall have the following rights in addition to the rights specifically provided in any other portion of this Agreement:

- A.** To review an employee's personnel file when accompanied by the employee or on presentation of a written authorization signed by the employee.
- B.** To receive two (2) copies of the Preliminary and Adopted Budgets of the District as soon as available.
- C.** To request and receive a seniority list of all employees in the Bargaining Unit at least twice a year.
- D.** Monthly list of student workers employed by the college. The list shall contain the following information:
1. Names of student workers;
 2. Number of total student worker hours worked per month per Division;
 3. Division assigned as follows:
 - a. Superintendent / President
 - b. Student Services
 - c. Administrative Services
 - d. Instructional Services

- E. Monthly list of hourly workers employed by the college who are non-represented classified employees. This list shall include the following information:
1. Name of hourly employee;
 2. Number of hours worked per month;
 3. Office(s) assigned for hours worked;
 4. Number of cumulative hours worked in the current fiscal year.
- F. Annual written report of the name and title of each bargaining unit member's immediate supervisor as well as the appropriate organizational line of authority from that immediate supervisor to the College President. Report shall be provided to the Association by September 30 of each year. Any changes in immediate supervisors shall be reported to the Association no more than 15 calendar days after such a change occurs.
- G. The District and Association agree that the informational lists defined in 7.D, 7.E, and 7.F above are exempt from the grievance procedure.

SECTION 8. Work Site Representative - The District agrees to recognize a Work Site Representative designated by the Association at each work site. Such representatives shall be chosen from among the regular employees at such work site.

- A. The Association shall notify the District in writing of the name of each Work Site Representative within fifteen (15) days after the effective date of this Agreement. If a change is made in the designee, the District shall be advised in writing, within five (5) days, of such change.
- B. The Work Site Representative may consult with employees in their respective work site on matters concerning this Agreement, provided such consultation does not interfere with the orderly business of the Work Site, and is held before or after the employees' normal working hours, and during scheduled breaks and lunch period.

SECTION 9. Consultation Procedures - The following procedures will be followed in the Consultation Process with CSEA:

- A. Committees: CSEA shall have the right to appoint an employee to serve as a CSEA representative on all College Governance Committees. When a second classified representative is to be appointed to governance structure committees, such appointment

will be made by CSEA after consultation with the Superintendent/President and his representatives.

- B. Budget Development: Attendance by CSEA representative(s) shall be permitted when department heads, deans, division chairs or others with budget responsibility make their initial budget presentation to the Superintendent/President, when budget review hearings are conducted by the Superintendent/President and at comparable presentations or hearings. The foregoing notwithstanding, meetings between the Vice President, Administrative Services, and the Superintendent/President are excluded, as are administrative retreats and Superintendent/President's Cabinet meetings.
- C. Administrative Consultation: In any situation where there is a proposed Board policy change which has not been the subject of prior consultation with CSEA, or which has not been the subject of consideration by one of the committees which has a CSEA appointed member, CSEA shall have the right, upon request, to meet and consult with Administration prior to final adoption. At least two (2) weeks shall be allowed for such consultation, except in emergency situations. It is understood that appearance of such matter on a Board of Trustees Agenda shall constitute notice to CSEA.
- D. District material, which is relevant to negotiations, including financial information from the Chancellor's Office, or any other relevant material shall be provided to the CSEA representative who is chairman of the negotiating team.

SECTION 10. Representation at Board of Trustees Meetings - CSEA shall have the right to appear and make a presentation at Board of Trustees meetings under the "Special Presentations" agenda item, provided that notice of such intention is given to the District early enough to appear on the printed agenda. In addition, the CSEA shall be entitled to representation at all regular Board of Trustees meetings and a representative shall be seated at the resource table.

SECTION 11. Shared Governance - CSEA's participation in committees established pursuant to AB1725 (shared governance) shall not be construed as a waiver of CSEA's collective bargaining rights when agenda items relate to issues within the scope of bargaining as determined by Section 3543.2 (a) of the Government Code of the State of California.

SECTION 12. Right to Withdraw - Every employee in the bargaining unit, who is a member, shall have the right to withdraw their membership and

become a service fee payer within a window period of thirty (30) days prior to the expiration of this Agreement, by the process of sending a letter to the Office of Human Resources stating their objection to further supporting CSEA. It shall be the sole obligation of the employee to comply with this section without either the District or CSEA encouraging or discouraging such action.

SECTION 13. Classified Meetings - The District would serve as primary host for two (2) classified meetings per semester. Both parties will agree to the date, time, and agenda for these meetings. The content of the meetings may include professional development, updates and information from administration, faculty, and staff on current college news relevant to staff.

The District will allow as many employees to attend the meeting as possible while maintaining district services.

SECTION 14. Committees – Upon appointment of classified employees, the CSEA Executive Board will inform the employee’s supervisor of their participation on committees. For the purposes of this section, “committee” includes, but is not limited to, governance committees, subcommittees, task forces, and ad-hoc committees.

When the operational needs of a department are impacted because of the number of committees an employee is serving on, the manager will attempt to resolve the issue with the employee. If the issue is not resolved, the District and CSEA will meet to seek resolution.

SECTION 15. New Employee Orientation- The passage of Assembly Bill 119 has added sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3, creating new legal requirements around notice of new hires, exclusive representative access to orientation sessions, and provision of contact information for new and current employees.

A. “Newly hired employee” or “new hire” means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. The right to access new employee orientation is limited to bargaining unit employees represented by the Association.

B. The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via electronic mail on the last working day of the month in which they were hired. This contact information

shall include the following items, with each field in its own column:

- a) First Name;
- b) Middle initial;
- c) Last name;
- d) Suffix (e.g. Jr., III)
- e) Job Title;
- f) Department;
- g) Primary worksite name;
- h) Work telephone number;
- i) Work Extension;
- j) Home Street address , incl. apartment #, (when available)
- k) City
- l) State
- m) ZIP Code (5 or 9 digits)
- n) Home telephone number (10 digits); (when available)
- o) Personal cellular telephone number (10 digits); (when available)
- p) Personal email address of the employee; (when available)
- q) Last four numbers of the social security number;

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District. In the event no one is hired in any particular month, the District shall provide information via the district maintained shared drive electronic mail to CSEA confirming they did not hire any new employees that month.

C) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of, January, May, and September. The information will be provided to CSEA via electronic mail. This contact information shall also include the following information, with each field listed in its own column:

- a. First Name;
- b. Middle initial;
- c. Last name;
- d. Suffix (e.g. Jr., III)
- e. Job Title;

- f. Department;
- g. Primary worksite name;
- h. Work telephone number;
- i. Work Extension;
- j. Home Street address , incl. apartment #, (when available)
- k. City
- l. State
- m. ZIP Code (5 or 9 digits)
- n. Home telephone number (10 digits); (when available)
- o. Personal cellular telephone number (10 digits); (when available)
- p. Personal email address of the employee; (when available)
- q. Last four numbers of the social security number;

D) “New employee orientation” means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. This shall include one-on-one meetings with human resources representatives or any group orientations initiated by the District.

E) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days’ notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was not reasonably foreseeable.

a. CSEA shall have up to one (1) hour of paid release time for each of the two (2) CSEA representatives, including the Chapter President or designee, to conduct an orientation session. This release time will not count towards the release time that is allotted in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.

F) District property will be made available for the CSEA orientation session, during the workday of the employee(s), who shall be on paid time.

G) Savings Clause: The savings clause shall be subject to the force and effect provisions of Article I, Section 2 in the Collective Bargaining Agreement.

H) Any alleged violation, misinterpretation, or misapplication of the terms of this section shall be subject to the grievance provisions of Article 6 in the Collective Bargaining Agreement, except as follows:

a. Grievant" shall only include CSEA and its Glendale Community College Chapter 76.

b. "Grievance" shall include violations of this section, but no other issues outside this section or the Collective Bargaining Agreement.

c. The Grievance shall precede directly to Step 3 for a resolution.

Date: March 21, 2018

CSEA
[Signature]
[Signature]
[Signature]
[Signature]
Virna Lis Silva
[Signature]
[Signature]

District
[Signature]

[Signature]

Noelia Cintron
Labor Relations Representative

**Counter Proposal
From
California School Employees Association, Chapter 76
To the**

Glendale Community College District

May 2, 2018

ARTICLE XXII – CONTRACTING OUT

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 classified employees in the bargaining unit. ~~In instances when classified employees cannot meet the emergency needs~~ unless permanent personnel or substitutes are not available to meet emergencies or normal and recurring employment needs and ~~the~~ all other provisions set forth in Education Code 88003.1 are satisfied. ~~Notification will be made to the CSEA on a case by case basis. The District shall notify the CSEA Chapter President, or designee, in writing of the District's intention to contract out.~~

SECTION 2. Bargaining Unit Work - No 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 the District and CSEA meet and confer.

Contractors will have a defined Scope of Work for each job assigned. Contractors shall not be hired to address ongoing workload increase for any classified bargaining unit employee.

SECTION 3. Emergencies – The District may contract out work without prior notification ~~or bargaining~~ due to emergency conditions that may prevent the stoppage of District public business which may include but is not limited to:

A. Sudden and unexpected turn of events calling for immediate action such as fire, flood, impassable roads, an epidemic, an earthquake resulting in damage, and the imminence of a major safety hazard.

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.

SECTION 4. Terms of Contract Service – If the term of the contract service exceeds 60 working days, the staffing needs of the department must be reassessed for additional permanent staffing.

SECTION 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.

Date:

May 2, 2018
~~5/2/2018~~

CSEA

C. Lopez

District

[Signature]

Virna de Silva

[Signature]

[Signature]

Noelia Cintron
Labor Relations Representative

Counter Proposal
From
California Employees Association, Chapter 76
To the
Glendale Community College District

May 2, 2018

ARTICLE XXI - PROFESSIONAL GROWTH

SECTION 1. Professional Growth – Professional growth is the ongoing process of improving knowledge, skills, and awareness through a variety of learning opportunities, such as college degrees, coursework, conferences, workshops and training sessions. Attendance at all professional growth activities, during work hours, requires approval from the department manager/supervisor.

~~Statement of I. Purpose – A professional growth program~~ The purpose of Professional growth for the classified staff employees is to: of Glendale Community College District, who have successfully completed their initial probationary period: shall provide the following objectives:

- A. Encourage employees to complete college/university, community college, adult school, and/or various other educational programs.
- B. Encourage employees to update job related skills and/or knowledge relating to current positions.
- C. Encourage employees to upgrade skill and/or knowledge for future career enhancements.
- D. Encourage employees to strengthen their role as productive members of the District and the community.
- E. D. Encourage employee awareness and wellness.

SECTION 2.8. II. Types of Professional Growth Objectives

- A. Job and/or future career related eCompletion of Degree from an accredited college or university (AA/AS, BA/BS, MA/MS, Ph.D, Ed.D, etc.)
- B. Job and/or future career related Certificate (Educational or Industry Standard)
- C. Job and/or future career related Professional Enhancement courses or seminars
- D. Job and/or future career related Continuing or Adult Education courses

E. Campus or employee awareness and wellness activities.

SECTION 2.

Eligibility – All classified employees must pass probation before they are eligible to earn classified professional growth units (CPGU). **Professional Growth Activities During Work Hours – Attendance at Professional Growth Activities -- In order to meet the operational needs of the department, attendance at all professional growth activities, during work hours, requires written approval from the department manager/supervisor.**

SECTION ~~23.~~ 23. 7. Professional Growth Units – Professional growth credit units **are approved hours for related activities converted into units that are used to calculate the professional growth stipend.**

I. **Professional Growth Unit Requirements – To receive credit for professional growth units an employee is required to:**

A. **Successfully complete their probationary period**

B. **Provide proof of attendance at professional growth activities. Employees must sign-in as the proof of attendance form, as applicable, when attending campus professional growth activities.**

C. **Employees shall and Complete and submit the CPGU Verification form for approved professional growth activities, (available online at on the Classified Staff Development website and in the Collective Bargaining agreement in (Appendix O), to the Office of Human Resources.**

II. **Professional Growth Unit Calculations – Professional growth units are tabulated and approved by the Office of Human Resources and credited as follows:**

A. Approved college courses completed with a passing grade of **Credit/ C** or better **or credit**: will receive ~~ten (10) six (6)~~ **four (4)** professional growth units for each ~~three (3) one (1)~~ semester units or equivalent quarter units of class attendance. and shall be tabulated for credit accrual by the Office of Human Resources.

B. **Approved** Campus-sponsored Staff Development classes **or presentations professional growth activities;** shall not require a “Personal Plan of Action”, but must be job related and receive the prior approval of the supervisor. Evidence of attendance shall be furnished to the employee by the Staff Development Office. Each activity will receive one (1) Professional growth credit unit for each ~~three (3) hours of lecture, workshop, or class attendance.~~ **Will receive One (1) professional growth unit accrue for each three (3) hours of classes/presentations professional growth activities.** **Employees will receive professional growth units up to a maximum of six hours per year for awareness and wellness classes and presentations.**

Classified employees shall sign-in as proof of attendance. Employees shall submit the completed CPGU Verification form (available online at the Classified Staff Development website and in Appendix O), to the Office of Human Resources. One (1) professional growth unit will accrue for each three (3) hours of classes/presentations.

- C. Approved - External and/or Offsite** - Seminars, job-related vocational training sessions, conferences, workshops and other training opportunities: shall not require a "Personal Plan of Action", but must be job related and receive the prior approval of the supervisor. **will receive one (1) a professional growth unit will accrue for each three (3) hours of seminars, workshops, or conferences, etc.** attendance up to a maximum of 8 hours per day. Forms which the employee may use to verify the professional growth credit units will be available in the Office of Human Resources. These forms may be submitted to Office of Human Resources for tabulation. Employees shall submit the completed CPGU Verification form (available online at the Classified Staff Development website and in Appendix O) to the Office of Human Resources.
- D. Classified employees approved** to conduct presentations and workshops shall receive two (2) hours for each one (1) hour of presentation.
- E. Mandatory training is not eligible for professional growth units.**

SECTION 3. 4. 11. Professional Growth Stipend for Salary Enhancement - Employees will be given considerations toward career objective **receive a stipend** as follows:

- A.** Employees will be given twenty ~~one dollars and ninety-six cents (\$20) (\$21.96)~~ per month stipend **plus applicable COLA, rounded to the nearest dollar amount** for each twenty (20) professional growth credit units completed to a maximum of two hundred forty (\$240) ~~sixty-three dollars and forty-seven cents (\$263.47)~~ **plus applicable COLA, rounded to the nearest dollar amount.** Stipends shall end when an employee is reclassified or promoted to a job which salary exceeds the value of the previous base salary plus stipend by at least five percent (5%). When determining step placement, the employee shall be placed on a step not less than the value of five percent (5%) greater than the previous base salary plus stipend. **Stipends may increase or decrease based on changes to the salary schedule.**
- B.** ~~Qualified employees seeking to move from the classified service to a faculty position may be eligible for positions in a mentor program.~~
- C.** ~~Upon completion of approved courses which lead to training in specific job-related activities and implementation of the new skill(s) for a period of six (6) months, reclassification of the job position will be considered upon employees' request~~

SECTION 4. 5. 3. Procedures for Application Personal Plan of Action - Employee Education Plan (EEP) - An EEP is a The plan that will states clear **educational** goals, objectives, and a list of courses to achieve the stated goals and/or objectives and

the timeline to complete the plan. An EEP is only required when an employee is requesting District assistance **tuition reimbursement** for degree-related courses.

I. EEP Approval Process

- a. Employees requesting tuition reimbursement shall prepare an "Personal Plan of Action **EEP**, available online on at the Classified Staff Development website and in the **Collective Bargaining agreement**, (see Appendix N), on a form approved by the bargaining unit and provided by the Office of Human Resources. This plan shall also include the specific assistance the employee is requesting of the District (e.g., release time, flex schedules, and/or tuition reimbursement). Employees shall submit the "Employee Education Plan" Personal Plan of Action" to the Office of Human Resources for review approval.
- b. The Office of Human Resources will review and notify the employee of the decision, in writing, within fifteen (15) days and keep the original plan on file.
- c. The Classified Development Coordinator shall notify the Staff Development Governance Committee at its next scheduled meeting of all plans approved since its last meeting so that the approval can be reflected in the minutes.

SECTION 5.6.4. — Approval of Plans Appeal Process for Personal Individual Plan of Action an Employee Education Plan- Between August 15 and May 5, the employee shall submit the "Personal Plan of Action" to the Office of Human Resources for approval/denial. An employee may appeal an Employee Education plan that was denied to the Professional Growth Committee (see Section 11). The procedure for the appeal is as follows:

If the plan is denied the employee shall have 10 working days to amend the plan and submit a memo to the Office of Human Resources requesting an appeal.

The Office of Human Resources will submit the appeal to the PGC for review.

- A. Within ten (10) working days, an employee shall submit a memo to the Office of Human Resources requesting an appeal of the District's recommendation, if denied. The Office of Human Resources shall immediately notify the Chair of the Professional Growth Committee (PGC).
- B. The Professional Growth Committee (PGC) will review the appeal denied plans and render a decision. determine whether the plan should be approved or denied.
- C. A written explanation of the decision shall be forwarded to the employee within ten (10) days. of the decision.
- D. If the appeal is not granted, revised plan of action is still denied, it should be the employee may forwarded it to the Superintendent/President of Glendale Community College for a final action decision.

E. The Superintendent/President shall communicate the decision, in writing to the Employee, the Office of Human Resources, and the PGC within twenty (20) days.

~~Approved plans shall be forwarded, within ten (10) days, to the Office of Human Resources.~~

- ~~1. The Office of Human Resources shall keep the original plan on file.~~
- ~~2. The Classified Development Coordinator shall notify the Staff Development Governance Committee at its next scheduled meeting of all plans approved since its last meeting so that the approval can be reflected in the minutes.~~

~~If the revised plan of action is still denied, it should be forwarded to the Superintendent/President of Glendale Community College for final action.~~

SECTION ~~6.~~ 7. 9. Tuition Reimbursement Eligibility- Only completed college courses, ~~classes, seminars, or job related training~~ will be considered for tuition reimbursement.

A. Employees taking A approved classes on District time taken or on the employee's own time (Personal Necessity Time, Vacation Time, Personal Time Without Pay, and Non-duty Time) may are eligible to receive tuition reimbursement subject to budget limitations.

~~B. Employees taking approved classes on District time are eligible for tuition reimbursement subject to budget limitations.~~

~~**B.C. If the District requires that the Tuition will be paid in advance when the employee takes a course, class, seminar, or job related training, the tuition will be paid in advance. required by the District.**~~

~~**B. C.D. An employee cannot receive staff development funds under this Article for tuition reimbursement if the employee is receiving reimbursement from any other source for the same activity.**~~

SECTION ~~7.~~ 8. 10. Tuition Reimbursement Procedures

A. Upon completion of approved courses, classes, seminars, or job-related training, it is the responsibility of the employee to provide verification of completion with a transcript or acceptable certificate of completion and the Tuition Reimbursement Form to the Classified Development Coordinator. Within ten (10) days, the Office of Human Resources and the Classified Development Coordinator shall verify the documentation, approve reimbursements within established budgetary guidelines, and send verification of earned CPGUs to the employee. The employee shall receive a reimbursement check within fifteen (15) days from the Purchasing department Accounts Payable upon receiving the expenditure approval. Tuition is reimbursed up to \$300 per employee, per academic year.

~~**B. Tuition is reimbursed up to \$300 per employee, per academic year.**~~

SECTION 8. 9. 5. Approved Course Sites - Approved course work may be taken at:

- A. Any accredited college/university
- B. Any accredited community college
- C. Any state approved private industry school
- D. Any approved seminar site or school

SECTION 9. 10.6. Courses Allowed – Any number of courses may be taken during an employee's non-duty time. A permanent employee may take up to two (2) courses per semester, during their working hours, providing the following conditions are met:

- A. Operational needs of the employee's department are met.
- B. The courses are taken according to the provisions set forth by the PGC.
- C. An employee may be excused from duty to take one (1) approved course or class a semester on district time.
- D. An employee may also take a second course or class using one (1) or a combination of the following time plans:
 - 1. Personal Necessity Leave
 - 2. Vacation Time
 - 3. Personal Time Without Pay

Request for time-off for any Professional Development Courses must be approved by the Supervisor. If a time schedule cannot be agreed upon, CSEA and the District shall meet to discuss a resolution.

SECTION 1011. 12. Procedures for Maintenance of the Professional Growth Committee- The Professional Growth Committee convenes as needed to ensure that the greater majority of all problems and unaddressed contingencies are dealt with by a knowledgeable group during the program's operation. ~~—, it is proposed that a~~ The Professional Growth Committee shall be ~~appointed~~ composed of five (5) people. All appointments will be for a two (2) year term.

- A. CSEA will appoint two (2) classified employees.
- B. The Superintendent/President will appoint two (2) managers: one (1) classified and one (1) certificated.
- C. The appointed members will ~~jointly elect a member of the~~ mutually select one (1) confidential employee. ~~staff to represent the confidential employees.~~

- ~~D. The Associate Vice President of Human Resources and Classified Development Coordinator will serve as non-voting resource ~~non-voting~~ members.~~
- ~~E. All appointments will be for a two (2) year term with the exception of an appointment which replaces a seated member.~~
- ~~F. The initial term of the confidential employee will be for two (2) years, and all future terms will be in two (2) year increments with the exception of an appointment which replaces the seated member.~~
- ~~G. Any replacement appointments will run until the completion of the existing term of the member being replaced.~~

SECTION 7. Professional Growth Units ~~Professional growth credit units shall be determined by the following:~~

- ~~F. Approved college courses completed with a passing grade of C or better will receive ten (10) professional growth units for each three (3) semester units or equivalent quarter units of class attendance and shall be tabulated for credit accrual by the Office of Human Resources.~~
- ~~G. Campus-sponsored Staff Development classes, shall not require a "Personal Plan of Action", but must be job related and receive the prior approval of the supervisor. Evidence of attendance shall be furnished to the employee by the Staff Development Office. Each activity will receive one (1) Professional growth credit unit for each three (3) hours of lecture, workshop, or class attendance.~~
- ~~H. Seminars, job related vocational training, conferences, workshops and other training opportunities shall not require a "Personal Plan of Action", but must be job related and receive the prior approval of the supervisor. One (1) a professional growth unit will accrue for each three (3) hours of workshops or conference attendance up to a maximum of 8 hours per day. Forms which the employee may use to verify the professional growth credit units will be available in the Office of Human Resources. These forms may be submitted to Office of Human Resources for tabulation.~~

SECTION 8. Types of Professional Growth Objectives

- ~~J. Job and/or career related completion of Degree (AA/AS, BA/BS, MA/MS, Ph.D, Ed.D, etc.)~~
- ~~K. Job and/or career related Certificate (Educational or Industry Standard)~~
- ~~L. Job and/or career related Professional Enhancement courses or seminars~~
- ~~M. Job and/or career related Continuing or Adult Education courses~~

SECTION 9. Tuition Reimbursement Eligibility ~~Only completed courses, classes, seminars, or job related training will be considered for tuition reimbursement.~~

- ~~C. Approved classes taken on the employee's own time (Personal Necessity Time,~~

~~Vacation Time, Personal Time Without Pay, and Non-duty Time) may receive tuition reimbursement subject to budget limitation.~~

- ~~D. Employees taking approved classes on District time are eligible for tuition reimbursement subject to budget limitations.~~
- ~~E. If the District requires that the employee take a course, class, seminar, or job-related training, the tuition will be paid in advance.~~
- ~~F. An employee cannot receive staff development funds under this Article for tuition reimbursement if the employee is receiving reimbursement from any other source for the same activity.~~

SECTION 10. Tuition Reimbursement Procedures

- ~~C. Upon completion of approved courses, classes, seminars, or job-related training, it is the responsibility of the employee to provide verification of completion with a transcript or acceptable certificate of completion and the Tuition Reimbursement Form to the Classified Development Coordinator. Within ten (10) days, Human Resources and the Classified Development Coordinator shall verify the documentation and approve reimbursements within established budget guidelines and send verification of earned CPGUs to the employee. The employee shall receive a reimbursement check within fifteen (15) days from the Purchasing department upon receiving the expenditure approval.~~
- ~~D. Tuition is reimbursed up to \$300 per employee, per academic year.~~

SECTION 11. Professional Growth for Salary Enhancement - Employees will be given considerations toward career objective as follows:

- ~~C. Employees will be given twenty dollar (\$20) per month stipend for each twenty (20) professional growth credit units completed to a maximum of two hundred forty dollars (\$240). Stipends shall end when an employee is reclassified or promoted to a job which salary exceeds the value of the previous base salary plus stipend by at least five percent (5%). When determining step placement, the employee shall be placed on a step not less than the value of five percent (5%) greater than the previous base salary plus stipend.~~
- ~~D. Qualified employees seeking to move from the classified service to a faculty position may be eligible for positions in a mentor program.~~
- ~~E. Upon completion of approved courses which lead to training in specific job-related activities and implementation of the new skill(s) for a period of six (6) months, reclassification of the job position will be considered upon employees' request.~~

SECTION 12. Procedures for Maintenance of the Professional Growth Committee to ensure that the greater majority of all problems and unaddressed contingencies are dealt with by a knowledgeable group during the program's operation, it is proposed that a Professional Growth Committee shall be appointed composed of five (5) people.

- ~~E. CSEA will appoint two (2) classified employees.~~
- ~~F. The Superintendent/President will appoint two (2) managers: one (1) classified and one (1) certificated.~~
- ~~G. The appointed members will jointly elect a member of the confidential staff to represent the confidential employees.~~
- ~~H. The Associate Vice President of Human Resources and Classified Development Coordinator will serve as resource non-voting members.~~
- ~~E. All appointments will be for a two (2) year term with the exception of an appointment which replaces a seated member.~~
- ~~F. The initial term of the confidential employee will be for two (2) years, and all future terms will be in two (2) year increments with the exception of an appointment which replaces the seated member.~~
- ~~G. Any replacement appointments will run until the completion of the existing term of the member being replaced.~~

SECTION 13. ~~Duties of the Professional Growth Committee~~

- ~~A. Approve or deny Personal Plans of Action made by classified staff.~~
- ~~B. Evaluate all courses, classes and/or seminars submitted for Professional Growth recognition.~~
- ~~C. Serve as a Review Board when supervisors and employees disagree upon time schedules.~~
- ~~D. The PGC shall immediately upon formation undertake the task of determining the application procedures and the appropriate forms to be used for the Professional Growth program.~~

Date:

May 2, 2018

CSEA

[Handwritten signature]

Virna R. Silva

[Handwritten signature]

District

[Handwritten signature]

[Handwritten signature]

Noelia Cintron, Labor Relations Representative

APPENDIX "N"

Glendale Community College Staff Development ~~PERSONAL~~ EMPLOYEE EDUCATION PLAN ~~OF ACTION~~ (PPAEEP)

For Office of Human Resources Use Only
Approved:

Name: _____

Dept: _____ E-mail: _____

Ext: _____ Academic Year: _____ Hire Date: _____

- Submitting PPA for:
- Retroactive CPGU Credit (You must attach proof of completion)
 - Future CPGU Credit
 - Tuition Reimbursement**

Only fully completed applications, with transcripts attached, will be accepted, and processed. **Courses must have been completed at an accredited college, university, industry school, or approved seminar site to be approved.**

~~Only classes taken 12 months or more AFTER your permanent hire date will be considered for CPGU credit.~~

Completion of probationary period is required to be considered for CPGU credit.

School Information

Name of Educational Institution	Address of <u>Educational</u> Institution	Expected Degree/ certification Completion Date	Professional Growth Objective <small>(See Article XXI, Section 8)</small>

Class Information

Semester	Class Units (Semester or Quarter)	Course Number	Course Start Date	Course End Date	Total Units

Article XXI, Section 8 A. of the CSEA contract states "Approved college courses, completed with a passing grade of C or better will receive ten (10) professional growth credit units for each three (3) semester units or equivalent quarter units of class attendance and shall be tabulated for credit accrual by the Office of Human Resources"

Article XXI, Section 3. II. A "Approved college courses completed with a passing grade of C or better or credit: will receive **four (4)** professional growth units for each one (1) semester unit or equivalent quarter units of class attendance."

Employee Signature: _____ Date: _____

