

- Salary 1.25%  
reduction  
- Furlough

**SIDE LETTER AGREEMENT**

**Between  
CSEA Glendale College Chapter 76 and  
Glendale Community College District**

**November 14, 2012**

This Side Letter Agreement between the Glendale Community College (hereafter "District") and the California School Employees Association, Chapter 76 (hereafter "Association") reflects the agreement regarding salary concessions and work year reductions for 2012/2013.

This agreement supersedes all previous salary agreements for 2012/13. This agreement assumes the district will achieve \$350,000 in additional savings to close the budget gap for 2012/13. If the \$350,000 is not achieved, CSEA and the District agree to resume salary negotiations for 2012/13.

1. The Board of Trustees has approved work year reductions effective July 1, 2013. The District has decided it will not propose any work year reductions for the remainder of this fiscal year. The employees who were originally proposed for work year reductions in 2012/2013 may be reassigned to perform work which is not part of their regular job description during January 2013.
2. All CSEA unit members will take a 1.25% annualized salary reduction for 2012/13.
3. CSEA employees will receive 3 furlough days to be taken on January 2, 3, and 4, 2013. If the District determines that, in order to maintain critical services, a department should be staffed on any of these dates, alternate furlough day(s) shall be arranged with the mutual agreement of the employee and the supervisor.
4. The existing salary schedule will remain the same and the salary reduction will be structured through the reporting of reduced time. The amount of reduced time will be prorated for bargaining unit members who work less than forty hours per week and/or less than twelve months per year.
5. This salary adjustment will be commensurate with the salary adjustments taken by other employee groups. If other groups take a lesser or greater salary reduction for 2012/13, CSEA and the District agree to resume negotiations.

This agreement is contingent upon ratification by the CSEA membership and approval by the Board of Trustees.

Tentatively agreed to on November 14, 2012

FOR THE DISTRICT

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FOR THE ASSOCIATION

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**Old Agreement  
October 3, 2012  
Prop 30 Fails**

**Pay Reduction**

3.33% Monthly reduction for July 1 2012 to June 30, 2013.

Plus we would have to do an additional 1.68% for a total of 5.25% per month for all 12 month of July 2012 to June 2013. This would have been retroactive!

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**Furlough/Vested Vacation**

3.33% reduction would have equaled to 69 hours of vested vacation and no furlough days.

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**“Me Too”**

If any group pays less or more in reductions, this applies to CSEA also. All groups must have same amount of salary reduction.

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**12 to 11 month Reductions**

Originally, the reductions were set to start in January. These reductions will not start until July 2013 and are for the 2013-2014 academic year.

**New Agreement  
November 14, 2012  
Prop 30 Passes**

**Pay Reduction**

1.25% reduction annualized.

This means that since we've done 3.33% July to November, There will only be 1.68% reduction for December. There will be NO DEDUCTIONS from January to June 2013.

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**Furlough/Vested Vacation**

1.25% reduction equals to 3 days of furlough and no vested vacation.

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**“Me Too”**

If any group pays less or more in reductions, this applies to CSEA also. All groups must have same amount of salary reduction.

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**12 to 11 month Reductions**

Originally, the reductions were set to start in January. These reductions will not start until July 2013 and are for the 2013-2014 academic year.

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**Additional Cuts**

District has a total deficit of \$350,000 after everything is considered for the year. If the funds cannot be found elsewhere, we will go back to the table. District was insisting this amount come from health benefit reductions. CSEA Negotiations Team did not agree. “Me Too” still applies.

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Glendale Community College and CSEA Glendale College Chapter 76**

**October 24, 2012**

This Memorandum of Understanding between Glendale Community College (hereafter "District") and the California School Employees Association, Chapter 76 (hereafter "Association") reflects the agreement regarding hours of employment during the 2013 winter intersession.

The District and Association agree to the following:

1. For winter 2013, CSEA bargaining unit members will observe the following work schedule beginning January 7, 2013:
  - a. From January 7, 2013 through February 8, 2013 bargaining unit members will follow a 4/40 work schedule. The campus will be closed on January 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>, and February 1<sup>st</sup> and 8<sup>th</sup>, 2013.
  - b. The workweek of January 21, 2013 through January 25, 2013 will follow a 4/40 work schedule with Monday, January 21<sup>st</sup> being a ten hour holiday due to Martin Luther King Junior Day. Employees will work 10 hour days on Tuesday, Wednesday, and Thursday that week with the college closing on Friday.
2. If the District determines that, in order to maintain critical services, a department should be staffed on a date listed in Section 1(b), an alternate 4/40 schedule shall be arranged with the mutual agreement of the employee and the supervisor.
3. The terms of this MOU shall not constitute a past practice or be deemed precedent setting and shall apply to the 2013 winter intersession only.

Tentatively agreed to on October 24, 2012

FOR THE DISTRICT:

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FOR THE ASSOCIATION:

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GLENDALE COMMUNITY COLLEGE DISTRICT

October 15, 2012

NEW BUSINESS REPORT NO. 2

REPORT OF RECOMMENDATION

TO: Board of Trustees

SUBMITTED BY: Jim Riggs, Interim Superintendent/President

PREPARED BY: Donna Voogt, Administrative Dean, Human Resources

SUBJECT: SIDE LETTER AGREEMENT BETWEEN THE DISTRICT  
AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
(CSEA) GLENDALE COLLEGE CHAPTER 76

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DESCRIPTION OF HISTORY / BACKGROUND

The attached document represents a tentative side letter agreement between CSEA Glendale College Chapter 76 and Glendale Community College District on wages for fiscal year 2012-2013. Tentative agreement was reached on October 3, 2012. This item has been ratified by the CSEA membership.

COMMITTEE HISTORY

Not applicable.

FISCAL IMPACT

The estimated savings in fiscal year 2012/13 is approximately \$201,000.

RECOMMENDATION

The Interim Superintendent/President recommends that the Board of Trustees approve the salary side letter agreement between the District and CSEA as presented in New Business Report No. 2.

## SIDE LETTER AGREEMENT

Between  
CSEA Glendale College Chapter 76 and  
Glendale Community College District

October 3, 2012

This Side Letter Agreement between the Glendale Community College (hereafter "District") and the California School Employees Association, Chapter 76 (hereafter "Association") reflects the agreement regarding salary concessions and work year reductions for 2012/2013.

1. The District has decided not to propose any work year reductions to the Board of Trustees for the 2012/2013 fiscal year. The list of work year reductions will be proposed with an effective date of July 1, 2013.
2. The employees who were proposed for work year reductions in 2012/2013 may be reassigned to perform work which is not part of their regular job description during January 2013.
3. The 3.33% salary concession and 69 hours of banked vacation time agreed to on June 13, 2012 shall remain in place.
4. All CSEA unit members will receive an additional 2.15% salary reduction effective December 1, 2012. This will result in a 3.33% salary reduction for July 2012 through November 2012 and a 5.48% salary reduction for December 2012 through June 2013.
5. In exchange for the additional salary reduction, CSEA employees will receive 3 furlough days to be taken on January 2, 3, and 4, 2013. If the District determines that, in order to maintain critical services, a department should be staffed on any of these dates, alternate furlough day(s) shall be arranged with the mutual agreement of the employee and the supervisor.
6. The existing salary schedule will remain the same and the salary reduction will be structured through the reporting of reduced time. The amount of reduced time will be prorated for bargaining unit members who work less than forty hours per week and/or less than twelve months per year.
7. Salary negotiations will re-open on November 7, 2012 following the November election. Once the status of the tax initiative (Proposition 30) is known, the District and CSEA agree to negotiate a salary adjustment which is commensurate with the salary adjustments taken by other employee groups. Any subsequent salary agreement for 2012/13 will supersede this agreement.

This agreement is contingent upon ratification by the CSEA membership and approval by the Board of Trustees.

Tentatively agreed to on October 3, 2012

FOR THE DISTRICT  
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FOR THE ASSOCIATION  
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Hank Chaney  
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