1-1-1989

Los Angeles Community College District Board of Trustees and American Federation of Teachers College Guild, American Federation of Teachers, AFL-CIO, Local 1521 (1989)

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Los Angeles Community College District Board of Trustees and American Federation of Teachers College Guild, American Federation of Teachers, AFL-CIO, Local 1521 (1989)

Location
Los Angeles, CA

Effective Date
1-1-1989

Expiration Date
9-29-1992

Number of Workers
Unknown

Employer
District Offices; West Los Angeles College; L.A. City College; East Los Angeles College; Los Angeles Harbor College; Los Angeles Mission College; Los Angeles Pierce College; Los Angeles Southwest College; Los Angeles Trade Technical College

Union
American Federation of Teachers College Guild

Union Local
1521

NAICS
61

Sector
Local government

Item ID
6178-008b181f006_03

Keywords
collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

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December 27, 1988

Ms. Phyllis Brown  
Department of Labor  
GAO Building, Room 2032  
441 "G" St. N.W.  
Washington, D.C.  20212

Dear Ms. Brown:

Gwen Hill, President of the AFT College Guild, Local 1521 has asked me to send you the enclosed information regarding the recent settlement of the AFT College Staff Guild.

We are a Unit of 850 Clerical/Technical employees which includes a large number of classifications. They are enumerated on the reverse side of the flyer along with the percentage of increase. Like the faculty unit, our base salary increase was 6% to which 1% through 4% was added to reach the 6% to 10% figure.

I believe the information on the front page is clear and as you will note applies to "differential" rates or sums applied to individual pay warrants for various reasons.

If you need further information, please do not hesitate to call me.

Sincerely,

Barbara L. Kleinschmitt, President  
AFT College Staff Guild

cc: G. Hill

enclosure

opeiu:30afl-cio/ad

[Signature]
AFT College Staff Guild

TENTATIVE AGREEMENT

December 16, 1988

. 6% - 10% SALARY INCREASE
Effective first pay period in January 1989 (08-89 pay period)

. 6% DIFFERENTIAL INCREASE
Longevity... 10-14 Years of Service, $10 increased to $11
15-24 Years of Service, $26 increased to $28
25 Years and over, $30 increased to $32

Shift Differential... B Shift, 5.5% increased to 5.83%
C Shift, 11% increased to 11.66%

Bilingual Differential... Verbal, $10 increased to $11
Written, $15 increased to $16

. IMPROVED CONTRACT LANGUAGE FOR OVERTIME PROCEDURE

. NEW CONTRACT LANGUAGE FOR WORKSITES TO PLAN/BUDGET OVERTIME

. IMPROVED CONTRACT LANGUAGE FOR REQUESTING VACATION
moved from 30 days to 20 days for advance request;
moved from 5 days to 3 days for supervisor's approval

. BROADEN SCOPE OF HEALTH AND WELFARE COMMITTEE; INCLUDE ADDITIONAL AFT REPRESENTATIVES

12/19/88 (See other side for salary increases)

Have a Great Holiday Season!!!!
## APPENDIX B

<table>
<thead>
<tr>
<th>CLASS</th>
<th>% INCREASE</th>
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<tbody>
<tr>
<td>ACCOUNTANT</td>
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<td>ACCOUNTING CLERK</td>
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<tr>
<td>ARCHITECTURAL DESIGNER</td>
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<tr>
<td>ARCHITECTURAL DRAFTER</td>
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<tr>
<td>ASSISTANT PURCHASING SPECIALIST</td>
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<tr>
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<td>ASSISTANT TELECOMM. NETWORK ANALYST</td>
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<tr>
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<td>LANGUAGE SKILLS INSTR. ASSISTANT</td>
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<td>LIFE SCIENCE LAB TECHNICIAN</td>
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<tr>
<td>MUSIC LIBRARY ASSISTANT</td>
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<td>PAYROLL RECORDS CLERK</td>
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<td>PHYSICAL SCIENCE LAB TECHNICIAN</td>
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<td>PIANO ACCOMPANIST</td>
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<tr>
<td>PLANT FACILITIES ASSISTANT (T.B.S.)</td>
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<td>PROGRAMMER ANALYST</td>
<td>8%</td>
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<td>PURCHASING SPECIALIST</td>
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<td>SECRETARY (NON-STENOGRAPHIC)</td>
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<td>SENIOR COMPUTER OPERATOR</td>
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<td>SENIOR CONSTRUCTION INSPECTOR</td>
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<td>SENIOR INTERPRETER FOR THE DEAF</td>
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<td>SENIOR TYPIST</td>
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<td>TEXTBOOK &amp; SUPPLY ORDER ASSISTANT</td>
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<tr>
<td>WORD PROCESSING OPERATOR</td>
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</tr>
</tbody>
</table>
AFT COLLEGE STAFF GUILD

CONTRACT RATIFICATION

1988 - 1989 REOPENERS

DATE: Saturday, January 7, 1989

TIME: 10:00 a.m. - 1:30 p.m.*

PLACE: Student Center
        Music Building
        Los Angeles City College
        855 North Vermont Avenue

PARKING: Lot #5 on Heliotrope
          (Between Melrose and Monroe)

* CONTINUOUS REGISTRATION AND VOTING
  10:00 - 1:30 p.m.

FORMAL PRESENTATION
  10:00 - 11:00 A.M.

DISCUSSION PERIOD
  11:00 - 11:30 A.M.

Pursuant to the Agreement between the Los Angeles Community College District and the AFT College Staff Guild, the matter of Articles 10, 11, 12, 21, and 23 were reopened and negotiations led to the Tentative Agreement printed on the reverse side.

This Tentative Agreement is presented to the Technical/Clerical Unit One for ratification upon the recommendations of both the AFT Staff Guild Negotiating Team and the AFT Staff Guild Executive Board. All members of Unit One are eligible to vote.
ARTICLE 10, VACATION

H. Vacation shall be taken at a time convenient to the employee, provided that it is requested not less than twenty (20) working days in advance. The supervisor shall approve or deny the request for vacation within three (3) working days of the receipt of the request. If in such three (3) working day period a vacation denial has not been received, the vacation shall be deemed to have been approved. Vacations may be changed at any time, however, vacations once approved, shall not be changed without the employee's consent. Nothing in this paragraph shall preclude an employee from requesting and being granted vacation at any time. However, nothing in this Article shall be construed to prohibit the District from requiring in writing employees to take vacation in lieu of cash payment as provided in Section 1. below. Such notification shall be provided to allow employees sufficient time to schedule vacation in accordance with this paragraph.

J. The amount of vacation actually earned, and only that amount, shall be available, regardless of changes in status. The rate at which vacation allowances are paid shall be the employee's current rate. No employee shall be allowed to take vacation while temporarily serving as a substitute, relief, or provisional unless he/she has served for the equivalent of more than twenty (20) consecutive working days, or receives specific approval from the appropriate supervisor.

ARTICLE 11, HOLIDAYS

A. The District and the AFT shall reopen negotiations on this article no later than twenty (20) working days after the written request of either party at any time after April 1, 1989, but no later than May 1, 1989.

ARTICLE 12, HOURS AND OVERTIME

B. 1. Par. 1 & 2 - no change; Par. 3 - 7 below - new language

Scheduled overtime is anticipated overtime planned for peak workload periods due to extended hours of operation or temporarily increased workload. Unscheduled overtime occurs when the need for additional hours of operation or increased workload has not been anticipated. Prior to the close of the fiscal year, operating divisions shall submit their anticipated scheduled overtime requirements to the appropriate administrator at the college or division. Anticipated scheduled overtime requirements shall be listed on the District's official bulletin board. The AFT Chapter Chair at each worksite shall be provided with a copy of the list at the time it is posted.

Employees will have the opportunity to indicate their availability for overtime assignment to particular offices/divisions by adding their name, employee number, classification, work and home telephone numbers, and worksite office to lists maintained in the office of Administrative Services or the Division of Human Resources for each office/division which has indicated the need for scheduled overtime. Employees have the option of adding their names to lists
on an ongoing basis. These lists shall be distributed to the respective offices/division requiring overtime and updated on at least a monthly basis, when necessary.

The assignment of Unit I overtime shall first be offered to Unit I employees working in the office where the overtime is available. Such overtime shall be distributed equitably to all Unit I employees on a rotational basis. If the overtime requires a specific knowledge, skill, and/or ability, it shall be offered to the Unit I employee who qualifies. If more than one employee qualifies, the assignment of overtime in the office where overtime is required shall be on a rotational basis.

If no Unit I employees of the office/division requiring overtime are available for overtime, Unit I employees from other worksite offices/divisions whose names are on the "overtime" lists and who qualify shall be offered the overtime in accordance with B. 1. above on a rotational basis.

Employees who indicate their availability for overtime, and subsequently refuse an offer of overtime, will be rotated to the bottom of the list, as if they had accepted the assignment of overtime. If no Unit I employee who has indicated availability for overtime is available, then overtime will be assigned in accordance with B. 1. above.

ARTICLE 21, HEALTH AND WELFARE

K. Par. 1 - no change; Par. 2 below - new language

The District advisory committee on employee benefits shall review the District's complete benefits program and make recommendations to the Parties to this Agreement for changes which may include cost containment provisions (including the possible restriction on future enrollments in the Blue Cross Prudent Buyer Plan), and provisions for enrichments such as tax entitlements, long term health care, and coverage of additional persons who are related by blood or marriage or share the same domicile as the covered employee. Special consideration shall be given to mental health and substance abuse coverage. The overall result of the recommendations shall not increase the District's total fringe benefit cost. The committee shall complete review by March 1, 1989.

M. Life insurance: The District's life insurance plan carrier shall be changed from American Bankers to Amex Life Insurance Company effective January 1, 1989 or as soon as practical thereafter unless American Bankers offers a lower premium. There will be no change in the life insurance plan.

ARTICLE 23, WAGES AND SALARIES

E. Effective with the first pay period in January, 1989 (08-89 pay period), classifications covered by this agreement shall be granted a six (6) through ten (10) percent increase in accordance with percentages listed in Appendix B.

Appendix B shall be changed to reflect the attached increases.

All differentials shall be increased by six percent (6%), effective the first pay period in January, 1989 (08-89 pay period).
APPENDIX B

ACCOUNTANT 10%
ACCOUNTING CLERK 10%
ADMINISTRATIVE AIDE 9%
ARCHITECTURAL DESIGNER 6%
ARCHITECTURAL DRAFTER 6%
ASSISTANT PROGRAMMER 8%
ASSIST. PROG. ANALYST 8%
ASSIST. PURCH. SPECIALIST 7%
ASSIST. SOFTWARE SYST. ANALYST 8%
ASSISTANT STOCK CLERK 7%
ASSIST. TELE. NETWK. ANALYST 8%
ATHLETIC TRAINER 10%
AUDITOR 8%
AUTOMATED SYSTEMS ASSISTANT 9%
BOOKSTORE CASHIER-CLERK 8%
BOOKSTORE CLERK 8%
BOOKSTORE GUARD 8%
BOOKSTORE STOCK CLERK 8%
BUSINESS CASHIER 10%
CHEMISTRY LAB TECHNICIAN 10%
CLERK 9%
CLERK-BOOKKEEPER 10%
CLERK-TYPIST 9%
COMM. & STD. SERVICES AIDE 10%
COMM. & STD. SERVICES ASSIST. 10%
COMPOSITOR 9%
COMPUTER OPERATOR 7%
COMPUTER OPERATOR TRAINEE 7%
CONSTRUCTION INSPECTOR 6%
COSMETOLOGY LAB INSPECTOR 10%
CREDIT CLERK 9%
DATA CONTROL CLERK 7%
DATA ENTRY OPERATOR 9%
EDP INSTRUCTIONAL ASSISTANT 10%
ENGINEERING LAB TECHNICIAN 10%
ENROLLMENT MANAGE. AIDE 9%
EXAMINATION AIDE 9%
FINANCIAL AID ASSISTANT 9%
FINANCIAL AID CLERK 9%
INFORMATION CLERK 9%
INSTRUCTIONAL MEDIA ASSIST. 10%
INSTR. ASSIST., LABOR RELATIONS 10%
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MUSIC LIBRARY ASSISTANT 10%
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PAYROLL RECORDS CLERK 10%
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STAFF ASSISTANT 8%
STAFF DEVELOPMENT SPECIALIST 8%
STENOGRAPHIC SECRETARY 8%
STOCK CLERK 7%
TAPE LIBRARIAN 7%
TELEPHONE OPERATOR 9%
TEXTBK.& SUPPLY ORDER ASSIST. 8%
WORD PROCESSING OPERATOR 9%

MEMORANDUM OF UNDERSTANDING

The District agrees to reopen the Professional Growth article at such time that the staff development funds described in AB 1725 become available and the State Guidelines and Regulations are released by the State Chancellor's Office.