

AFT College Guild

Local 1521, American Federation of Teachers, AFL-CIO / 617 West 7th Street / Suite 610 / Los Angeles, CA 90017 / (213) 629-1631

P30754
EES=3500

9/89

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

Barbara L. Kleinschmitt, President
AFT College Staff Guild

cc: G. Hill

enclosure

opeiu:30afl-cio/ad

X-9/29/90

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

CLASS	%INCREASE	CLASS	%INCREASE
ACCOUNTANT	10%	INSTR. ASSIST., LABOR RELATIONS	10%
ACCOUNTING CLERK	10%	INSTR. ASSIST., MATHEMATICS	10%
ADMINISTRATIVE AIDE	9%	INSTR. ASSIST., MUSIC	10%
ARCHITECTURAL DESIGNER	6%	INSTR. ASSIST., NURSING	10%
ARCHITECTURAL DRAFTER	6%	INSTR. ASSIST., OFFICE ADMINISTR.	10%
ASSISTANT PROGRAMMER	8%	INSTR. ASSIST., PHOTOGRAPHY	10%
ASSISTANT PROGRAMMER ANALYST	8%	INSURANCE CLERK	9%
ASSISTANT PURCHASING SPECIALIST	7%	INTERMEDIATE CLERK	9%
ASSISTANT SOFTWARE SYSTEMS ANALYST	8%	INTERMEDIATE CLERK-STENO	9%
ASSISTANT STOCK CLERK	7%	INTERMEDIATE CLERK-TYPIST	9%
ASSISTANT TELECOMM. NETWORK ANALYST	8%	INTERPRETER FOR THE DEAF	10%
ATHLETIC TRAINER	10%	LANGUAGE SKILLS INSTR. ASSISTANT	10%
AUDITOR	8%	LIBRARY MEDIA TECHNICAL ASSISTANT	9%
AUTOMATED SYSTEMS ASSISTANT	9%	LIFE SCIENCE LAB TECHNICIAN	10%
BOOKSTORE CASHIER-CLERK	8%	MUSIC LIBRARY ASSISTANT	10%
BOOKSTORE CLERK	8%	PAYROLL CLERK	10%
BOOKSTORE GUARD	8%	PAYROLL RECORDS CLERK	10%
BOOKSTORE STOCK CLERK	8%	PERSONNEL CLERK	9%
BUSINESS OFFICE CASHIER	10%	PHOTOTYPESETTER	9%
CHEMISTRY LAB TECHNICIAN	10%	PHYSICAL SCIENCE LAB TECHNICIAN	10%
CLERK	9%	PIANO ACCOMPANIST	10%
CLERK-BOOKKEEPER	10%	PLANT FACILITIES ASSISTANT (T.B.S.)	9%
CLERK-TYPIST	9%	PROGRAMMER ANALYST	8%
COMM. & STD. SERVICES AIDE	10%	PROOFREADING CLERK	9%
COMM. & STD. SERVICES ASSISTANT	10%	PURCHASING SPECIALIST	7%
COMPOSITOR	9%	SECRETARY (NON-STENOGRAPHIC)	8%
COMPUTER OPERATOR	7%	SENIOR ACCOUNTING CLERK	10%
COMPUTER OPERATOR TRAINEE	7%	SENIOR COMPUTER OPERATOR	7%
CONSTRUCTION INSPECTOR	6%	SENIOR CONSTRUCTION INSPECTOR	6%
COSMETOLOGY LAB TECHNICIAN	10%	SENIOR INTERPRETER FOR THE DEAF	10%
CREDIT CLERK	9%	SENIOR TYPIST	9%
DATA CONTROL CLERK	7%	STAFF AIDE	8%
DATA ENTRY OPERATOR	9%	STAFF ASSISTANT	8%
EDP INSTRUCTIONAL ASSISTANT	10%	STAFF DEVELOPMENT SPECIALIST	8%
ENGINEERING LAB TECHNICIAN	10%	STENOGRAPHIC SECRETARY	8%
ENROLLMENT MANAGEMENT AIDE	9%	STOCK CLERK	7%
EXAMINATION AIDE	9%	TAPE LIBRARIAN	7%
FINANCIAL AID ASSISTANT	9%	TELEPHONE OPERATOR	9%
FINANCIAL AID CLERK	9%	TEXTBOOK & SUPPLY ORDER ASSISTANT	8%
INFORMATION CLERK	9%	WORD PROCESSING OPERATOR	9%
INSTRUCTIONAL MEDIA ASSISTANT	10%		

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. 6. 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

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INSTRUCTIONAL MEDIA ASSIST.	10%		

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.