SECTION 12

GLOSSARY

Administrative Regulation: Partners with the Board Policies in order to specify procedures for GCC.

Associated Students of GCC (ASGCC): GCC's official student government organization.

Board Policy: A policy adopted by the Board of Trustees to address new or changing laws.

Card key: A magnetic card that allows an employee to access his/her assigned parking lot.

CBA (Collective Bargaining Agreement): The contract between CSEA and Glendale Community College concerning work policies and procedures for Classified Staff.

Classification: The grouping of duties and responsibilities according to skill, pay and responsibility, etc., so that similar positions have similar titles and salaries.

Classified Contract: see CBA above

Classified Council: The group that functions to bring GCC Classified Staff together as a community.

COLA (cost of living adjustment): A provision in the collective bargaining agreement that relates wage increases to the cost of living during the period of the agreement.

CSEA (California School Employees Association): The union that represents the Classified Staff employed by GCC. Our CSEA chapter is #76.

District: The use of the word 'District' refers to Glendale Community College District.

Domestic Partner: A person who is in an exclusive relationship between two people, who are not married or related, who live together, and are financially interdependent.

GLOSSARY

Employee Handbook: A handbook produced by GCC stating the rights and duties of the employee and the procedures that must be followed in the workplace.

Fiscal year: The fiscal year of GCC is July 1st to June 30th.

Five-day vacancy notice: An internal employment opportunity notice issued for five days.

Flextime: A work scheduling method that allows employees to vary their scheduled work time around a required number of work hours.

Grievance: A complaint by an employee about any aspect of the employment relationship that is included in the CBA.

Job Family: A grouping of jobs that require similar knowledge, skills and abilities.

Joint Employee Management Committee (JEMC): The JEMC exists to help resolve disagreements between the employee and the District concerning reclassification issues. See CBA XV-4 for details.

Moral turpitude: Conduct that is dishonest or immoral.

Nolo contendere: Latin for 'no contest'. "I do not wish to contend."

Pay warrant: A paycheck.

Performance evaluations: A tool for the employer to discuss his or her expectations of the employee and to inform them how their work is progressing and what changes might need to be made.

Permanent employees: Employees who have successfully finished their probation period.

Probationary period: A trial period in which a new employee is attempting to establish a right to permanent status employment.

Professional growth unit: The Classified Professional Growth Unit (CPGU) is a way to earn credit for workshops, seminars, college classes, etc.

Promotion: The advancement of an employee to a position of greater responsibility or pay.

GLOSSARY

Reallocation: The movement of an incumbent position from one salary range to another.

Reclassification: A reviewing of information to determine if the current job classification is correct. See CBA XV-2 for further explanation.

Skelly Hearing: A hearing whereby the employee being disciplined can present their side.

Staff Diversity Plan: A plan adopted by the District to address diversity issues.

Transfer: A reassignment of an employee, without examination, from one position to another in the same classification.

Voluntary transfer: A request by the employee to be transferred.

Working out of class: Higher level assignments given to an employee that are not in his/her classification (for a specific period of time over 5 days within a 15 day period) may be entitled to compensation. See CBA VIII-5 for details.

Workweek: This defines the normal schedule the employee works within a week whether traditional or not.