

6/30/91

MASTER CONTRACT

BETWEEN

GLEN OAKS SUPPORT STAFF EMPLOYEES

AND

**GLEN OAKS COMMUNITY COLLEGE
BOARD OF TRUSTEES**

July 1, 1988 to June 30, 1991

Glen Oaks Community College

**LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University**

TABLE OF CONTENTS

ARTICLE I	Agreement and Recognition	1
ARTICLE II	Membership Rights	2
ARTICLE III	Board Rights	4
ARTICLE IV	Financial Responsibility	5
ARTICLE V	Grievance Procedure	6
ARTICLE VI	Hours of Work	8
ARTICLE VII	Compensation and Classification	10
ARTICLE VIII	Seniority, Lay-Off and Recall	11
ARTICLE IX	Vacancies, Promotions and Transfers	13
ARTICLE X	Admission to Courses	14
ARTICLE XI	Holidays and Vacations	15
ARTICLE XII	Insurance Protection	17
ARTICLE XIII	Leaves of Absence	18
ARTICLE XIV	Miscellaneous Provisions	21
ARTICLE XV	Waiver of Bargaining	22
ARTICLE XVI	Duration of Agreement	23
	Appendix A	24
	Appendix B	25
	Appendix C	26

ARTICLE I

Agreement and Recognition

This Agreement is entered into, effective July 1, 1988, by and between the Glen Oaks Community College Board of Trustees, hereinafter called the Board and the Glen Oaks Support Staff Employees, hereinafter referred to as GOSSE, a member of the Michigan Education Association. The signatories shall be the sole parties to this agreement.

WHEREAS, the Board has a statutory obligation, pursuant to the Public Employment Relations Act, Act 336 of the Public Acts of 1947, as amended, to bargain with the GOSSE as the representative of its bargaining unit members with respect to hours, wages, terms of employment and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement;

THEREFORE, in consideration of the following mutual covenants, the parties hereby agree as follows:

The Board hereby recognizes the GOSSE as the sole and exclusive bargaining representative of all regular employees including: secretaries, clerical workers, custodians, and maintenance personnel, whether on leave or employed by the Board, except the Secretary to the College President and Secretary to the Dean of Administrative Services. The Board agrees not to negotiate with or recognize any organization other than the GOSSE for the duration of this Agreement. Regular employee shall mean persons regularly employed by Glen Oaks Community College as secretaries, clerks, maintenance personnel, or custodians. Students whose services are engaged for the purpose of instructional training and all persons employed as seasonal and temporary (one year or less) help are expressly excluded from the definition of regular employees.

The GOSSE agrees to maintain its eligibility to represent all support staff employees by continuing to admit persons to membership without discrimination. This does not deny to the GOSSE the right to determine the conditions of membership.

All personnel represented by the GOSSE in the above defined bargaining unit shall, unless otherwise indicated, hereinafter be referred to as bargaining unit members.

ARTICLE II

Membership Rights

- A. The GOSSE and its representative shall have the right to use college buildings at all reasonable hours for meetings which do not interfere with the assigned functions of the regular program. No charge shall be made for use of the buildings prior to the beginning of the work day nor until 10:00 p.m.
- B. The GOSSE shall be permitted to transact official business on college property before and after working hours and during regular breaks and lunch period, provided that it shall not interfere with, or interrupt, normal operations.
- C. Bulletin boards and other established media of communication shall be made available to the GOSSE and its members.
- D. GOSSE members shall have the right to distribute union material to other bargaining unit members so long as such distribution is not effected while said members are working.
- E. The GOSSE members shall be permitted to use, but not remove from the college premises, office/audio-visual equipment with the appropriate administrator's approval when said equipment is not otherwise in use. The GOSSE shall pay in advance for the reasonable use of all materials and supplies incident to such use.
- F. Whenever the president of the GOSSE or the president's designee is mutually scheduled, during working hours, to participate in conferences, meetings, or negotiations, the president or the designee shall suffer no loss of pay, and, when necessary, substitute service shall be provided.
- G. The rights granted herein to the GOSSE shall not be granted or extended to any other competing labor organizations.
- H. Every bargaining unit member shall have the right freely to organize, join and support the GOSSE for the purpose of engaging in collective bargaining and negotiations and other lawful activities for mutual aid and protection. The Board will not directly or indirectly: Discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Act 379 of the Public Acts of 1965 or any other laws of the State of Michigan, or the Constitution of the State of Michigan or of the United States of America; and it will not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of the employee's membership in the GOSSE, the employee's participation in any lawful activities of the GOSSE for collective negotiations with the Board, or the employee's institution of any grievance under this Agreement.

- I. Before a bargaining unit member is rated unsatisfactory in their job performance, the supervisor shall meet with the individual at least one month (1) prior to such rating being submitted in order to put the bargaining unit member on notice that their job performance is not satisfactory and to discuss means of improvement.
- J. A bargaining unit member shall be notified, in advance, in writing, of the purpose of a meeting where an unsatisfactory rating and/or disciplinary action is contemplated and shall be entitled to have a MEA representative present at such meeting if desired.
- K. No material of a detrimental nature shall be placed in any employee's personnel file without the employee's knowledge. Disciplinary records shall be governed by the following procedure: All written warnings shall be withdrawn after one year unless there is an intervening warning regarding the same reason; and disciplinary write-ups and other penalty actions will be voided and removed from an employee's personnel file if no further action has been taken after three years following the date of the incident.

ARTICLE III

Board Rights

The GOSSE recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the college to the full extent authorized by laws and the Constitution of Michigan and the United States of America.

The employer shall also have the right to promote, assign, transfer, suspend, discipline, discharge, lay-off, and recall personnel; to create and to fix and determine penalties for violation of such rules; to make judgments as to ability and skill; to create new jobs and set rates for new jobs; to establish work rules; to establish and change work schedules and procedures; to provide and assign relief personnel; to continue and maintain its operations as in the past, provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement.

The exercise of these rights, powers, authorities, duties and responsibilities by the district include the hiring, retraining, promoting, disciplining and dismissing of the employees represented by GOSSE, and the adoption of such rules, regulations and policies as it may deem necessary, shall be consistent with such statutory and constitutional provisions. The Board or administrative agent shall be free to exercise all such rights and authority to the extent permitted by law, provided however, that no actions shall violate any of the express terms of this Agreement. The reasonableness and accuracy of such rules, regulations, and policies that apply to the conduct of employees is understood to be subject to the grievance procedure.

ARTICLE IV

Financial Responsibility

- A. The Board shall deduct from the pay of each bargaining unit member from whom it receives authorization to do so, the required amount for the payment of dues or service fees. Such dues, or fees, accompanied by a list of bargaining unit members from whom they have been deducted and the amount deducted from each, shall be forwarded to the Michigan Education Association no later than thirty (30) days after the deductions were made.
- B. The GOSSE shall notify the Board thirty (30) days prior to any change in its dues or fees. The Dean of Administrative Services shall notify the GOSSE President of all new hires.
- C. The Board shall deduct from the pay of any bargaining unit member from whom it receives authorization to do so, and make appropriate remittance for annuities, credit union, banks or any other plan or programs jointly approved by the Board and the GOSSE.
- D. Membership in the GOSSE is not compulsory and no bargaining unit member(s) shall be required to join the GOSSE. However, because the GOSSE provides a negotiating service and maintenance of contract service to all bargaining unit members covered by the Agreement, the bargaining unit member(s) electing not to join the GOSSE will be expected to pay an annual service fee, not to exceed regular GOSSE dues, to the GOSSE. The service fee is determined annually by a majority vote of the GOSSE membership and effective July 1. The assessment of this fee will be made on a monthly basis for the duration of the Agreement.

ARTICLE V

Grievance Procedure

- A. A claim by a bargaining member, or the GOSSE, that there has been a violation, misinterpretation or misapplication of any provision of this agreement, may be processed as a grievance as hereinafter provided.
- B. In the event that a bargaining unit member believes there is a grievance, the member shall first discuss the alleged grievance with the immediate supervisor, either personally or accompanied by a GOSSE representative. If, as a result of the discussion with the immediate supervisor, a grievance still exists, the bargaining unit member may invoke the formal grievance procedure.
- C. The grievance shall be filed within twenty-five (25) working days of the alleged violation and shall be signed by the grievant. A copy of the grievance shall be delivered to the immediate supervisor and the Board's Chief Negotiator. If the grievance involves more than one work location, it may be filed with the College President or the President's designee.
- D. Within five (5) working days of receipt of the grievance, the immediate supervisor shall meet with the GOSSE and/or the grievant in an effort to resolve the grievance. The immediate supervisor shall indicate, in writing, the disposition of the grievance within five (5) working days of such meeting, and shall furnish a copy thereof to the GOSSE and the grievant.
- E. If the GOSSE and/or grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days of such meeting, or ten (10) working days from the date of filing, the grievance shall be transmitted to the College President or the President's designee. Within ten (10) working days, the College President or the designee shall meet with the GOSSE on the grievance. The grievant may use their own discretion regarding the attendance of this meeting. The President of the college or the designee shall indicate, in writing, the disposition within ten (10) working days of such meeting, and shall furnish a copy thereof to the GOSSE and the grievant.
- F. If the GOSSE or the grievant is not satisfied with the disposition of the grievance by the College President, or if no disposition has been made within the period provided above, the GOSSE will notify the college in writing of its intention to seek arbitration within ten (10) working days. At this time, the Board of Trustees of Glen Oaks Community College may within five (5) working days announce its desire to review the grievance. If the Board of Trustees so desires, it will meet within ten (10) working days with the GOSSE and the grievant, if the grievant desires to attend. The Board shall have five (5) working days to announce its decision after the above meeting. If the Board of Trustees does not announce its decision to review the grievance within the time

period, or if the GOSSE is not satisfied with the decision of the Board of Trustees, it may be submitted for arbitration. If the parties cannot agree as to the arbitrator within five (5) working days from the notification that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator and agree that judgement thereon may be entered in any court of competent jurisdiction. All claims for back wages shall be limited to the amount of the wages that the employee would otherwise have earned, less any unemployment compensation or compensation for personal services that they may have received.

- G. The fees and expenses of the arbitrator shall be shared equally by the parties. Each party shall make arrangements for and pay any expenses of the witnesses who are called by them.
- H. The time limits provided in this article shall be strictly observed but may be extended by written agreement of the parties.
- I. Notwithstanding the expiration of this Agreement, any claim, or grievance arising hereunder, may be processed through the grievance procedure until resolution.
- J. For the purpose of assisting a bargaining unit member or the GOSSE in the prosecution or defense of any contractual, administrative, or legal proceeding, including but not limited to grievances, the Board shall permit a bargaining unit member access to and the right to inspect and acquire personal copies of the member's personnel file and any other files or records of the Board which pertain to the bargaining unit member or any issue in the proceeding in question, within the limits of the Freedom of Information Act. Confidential letters of reference secured from sources outside the college shall be excluded from inspection.
- K. A bargaining unit member who must be involved in the grievance procedure during the work day shall be excused with pay for that purpose.
- L. If a grievance arises from the action of an authority higher than the immediate supervisor of the bargaining unit member, the GOSSE may present such grievance at the appropriate step of the grievance procedure.

ARTICLE VI

Hours of Work

- A. The normal working hours for full-time employees shall be eight (8) hours per day and forty (40) hours per week, Monday through Friday, which shall include one-half (1/2) hour for lunch each day. The Board agrees to make assignments and work schedules that can reasonably be completed within the above work day and work week.
- B. A full-time employee, for the purpose of the Agreement, shall be one who regularly works thirty (30) or more hours per week. An employee who works less than thirty (30) hours per week shall be considered part-time.
- C. A bargaining unit member working a regularly assigned shift with half or more of the member's working hours falling between 6:00 p.m. and midnight shall be paid a shift premium of five (5) percent of the hourly rate. If less than half of the employees hours fall after 6:00 p.m., the shift premium shall apply only to those hours worked after 6:00 p.m. Those employees assigned the 10:00 p.m. to 6:00 a.m. shift shall be paid a shift premium for those hours worked between 10:00 p.m. and 12:00 midnight retroactive to July 1, 1988.
- D. Each employee shall be entitled to a duty-free, uninterrupted lunch period, not to exceed one-half (1/2) hour. If an employee agrees to less time for lunch as a solution to an administrative problem, then the employee may leave work correspondingly early at the end of the day.
- E. Each employee shall be provided a fifteen (15) minute rest period during the first half of the working day and a similar rest period during the second half of the working day.
- F. Hours worked over eight (8) hours per day and forty (40) hours per week shall be paid at one-and-a-half (1-1/2) times the employee's regular rate. Hours worked on Saturday, which are not considered a part of the employee's regular shift, and over forty (40) hours per week shall be at one-and-a-half (1-1/2) times the employee's regular rate. No bargaining unit member shall be required to work on Sundays or holidays unless the member agrees thereto. Sunday work shall be paid at one-and-a-half (1-1/2) times the member's regular rate and holiday work, per Article XI, Paragraph A, shall be paid at two (2) times the member's regular rate. When an employee agrees to work longer than eight hours a day but less than five days per week, the time worked over eight hours per day shall not be considered overtime. These employees shall be treated the same as those employees on regular five day work weeks for purposes of holidays and other time off. Overtime shall be offered in rotation by seniority within the maintenance department.
- G. Compensatory time shall be considered as overtime. Compensatory time shall be taken as time and one-half off, and at a time mutually agreeable to both the employee and the supervisor or paid at a time of the employee's regular rate of pay when the work performed is in excess of:

1) eight (8) hours in any one (1) day; or 2) for all work performed in excess of forty (40) hours in any one (1) week. Overtime work shall be scheduled by the employer and, except in the case of an emergency, must be authorized by the employer in advance.

H. When classes are suspended due to inclement weather, employees are not expected to report for work. Employees shall suffer no loss of salary due to such exceptional conditions. In the event that road conditions are declared hazardous by the Michigan State Police, no employee will be censured for not reporting to work except by loss of pay for the day, or assessment of a vacation day, or assessment of a sick day, or assessment of a personal day as determined by the immediate supervisor.

I. Employees assigned the 10:00 p.m. to 6:00 a.m. shift shall be allowed to work the 4:00 p.m. to midnight shift before scheduled holidays and on Fridays. Employees may work other hours during the year with the approval of the Dean of Administrative Services.

ARTICLE VII

Compensation and Classification

- A. The salaries of all bargaining unit members shall be set forth in Appendix A and shall include the annual rate of pay. The annual rates of pay shown on the salary schedule are based on full-time employment in the specified positions. Any bargaining unit member employed on a continuing basis, but at less than a fifty-two (52) week basis, shall be compensated on a pro-rated rate of pay. A committee shall develop a different type of pay schedule that will make every effort to eliminate wide ranges of percentages between individual members.
- B. Original employment in any position shall be determined by the Board. Advance placement shall in no way modify seniority benefits agreed to elsewhere in this agreement.
- C. No bargaining unit member is obligated to accept a transfer or promotion.
- D. Payment will be made on a bi-weekly basis on alternate Fridays. Each payment shall cover the bi-weekly period ending on the Friday previous to the scheduled pay date.
- E. Job classification shall be the same as those in existence at the effective date of this agreement and shall be incorporated into this agreement as part of Appendix B. Each employee shall be given an appropriate job description (Appendix C) at the beginning of the contract period. No changes thereto shall be made except for work usually and normally done by that class position.
- F. Any new job proposed by the Board shall be assigned to an appropriate classification according to the skill required. No job shall be reclassified to a lower level unless mutually agreed to by GOSSE and the Board.
- G. Temporary reassignment of duties may be made by the College President at any time. It is understood that no reduction in pay will be made during the temporary reassignment, and further, that if the assignment is to a higher classification that the employee will receive the higher salary associated with the higher classification. Temporary reassignment is an assignment meant to cover for other employees who are ill, on approved vacation, approved leave of absence, or for seasonal needs.
- H. The day of the employee's resignation shall mark the last day for which the employer will be responsible for wages. The last day of the month of termination shall mark the last day the employer is responsible for contracted fringe benefits.
- I. The employer shall replace lost, broken, worn out or stolen tools for maintenance employees.

ARTICLE VIII

Seniority, Lay-Off and Recall

- A. All new employees shall be considered on probation for the first sixty (60) working days. During this probationary period, the employee shall have no seniority rights, nor be represented by GOSSE in the area of discharge or discipline, but at the completion of this period, the employee shall be placed on the active seniority list and shall be credited back to the employment date. Seniority, for the purpose of this article, shall be defined as continuous, week-to-week employment from the first day of hire to the present. Any authorized leaves shall not constitute a break in employment nor count toward seniority.
- B. In the event of a need to reduce the working force, all part-time employees shall be laid off first except where said part-time employee is in a unique or exceptional classification. Regular employees with least seniority within each job classification will be laid off first if there is an employee with more seniority who is qualified to perform the duties of that particular job description. Employees on lay-off shall have recall rights and bumping privileges up to one year from the time of lay-off. Employees returning from lay-off shall be paid at their new rate.
- C. In the event of a lay-off during the probationary period and recall within ninety (90) calendar days, said employee shall retain credit for the number of days already worked during the initial probationary period.
- D. If any of the positions reopen or are reactivated, employees on lay-off shall be recalled in the reverse order in which they were laid off; i.e., highest seniority employee shall be recalled first, and so on down the line. Seniority earned before the date of this contract shall be retained by all bargaining unit members.
- E. Recall of employees shall be effected by sending a certified letter, return receipt requested, to the last address on file with the college office. If an employee being recalled does not report for work within ten working days from receipt of this letter, the employee shall be deemed to have quit.
- F. Employees shall not be required to accept temporary or part-time work in order to retain their seniority.
- G. "Bumping" shall be defined as follows: A bargaining unit member with more seniority within a classification and whose job has been eliminated will "bump" the employee with the next lower amount of seniority within the classification and so on down the line until the employee with the least seniority within a classification is laid off. In the event an employee with superior seniority elects not to "bump", then that employee shall be laid off, but shall enjoy recall status according to seniority at the time of lay-off, provided that the employee shall have the necessary skills to perform the job into which they are bumping.

- H. It is hereby understood that if a public or private funding agency, reduces or discontinues the funding of employees, any action taken by the district which results in termination of employment of said employees is not subject to the grievance procedure. While this public or private funding continues, these employees will receive all benefits of the Master Contract guaranteed other employees. Should an employee, employed under said funding, subsequently be employed as a regular employee, seniority accrued during the period of said funding shall be credited to the employee.
- I. An employee shall lose all seniority for the following reasons:
1. The employee quits, or retires.
 2. The employee is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
 3. The employee is absent for five (5) consecutive working days without notifying the employer. The employer will send written notification to the employee at the last known address that the seniority has been lost and employment has been terminated. In the event the employee is physically unable to contact the employer, and a licensed physician attests to the fact that the employee was not physically able to make contact with the employer, the employer shall make an exception. It is the responsibility of the employee to have a current place of residence of file with the Dean of Administrative Services' Office.
- J. Seniority shall be determined by lot between any two (2) or more employees who have the same seniority date.

ARTICLE IX

Vacancies, Promotions and Transfers

- A. A vacancy shall be defined for purposes of this Agreement, as a position previously held by a bargaining unit member, or a newly created position within the bargaining unit. No vacancy shall be filled until it has been posted for at least three (3) working days.
- B. Whenever a vacancy occurs, the Dean of Administrative Services' Office shall immediately notify the president of the GOSSE. Notice of such vacancy shall be put in all bargaining unit members' mailboxes and shall be posted on the main bulletin board.
- C. The Board agrees to give first consideration in filling vacancies to present bargaining unit members who have the necessary qualifications, competency, and experience.
- D. Requests for transfer shall be made in writing, on forms provided by the Board, one copy of which may be filed with the president of GOSSE, unless the bargaining unit member requests the GOSSE not be informed.
- E. All promotions shall be made in accordance with the levels and criteria established in the job descriptions on file in the Dean of Administrative Services' Office.
- F. In the event an employee who is transferred or promoted is found to be unsatisfactory in the new position; that employee shall have the right to return to the original position within fifteen working days.
- G. In the event an employee is promoted to a higher classification, that employee shall be paid at the new salary level and at the same experience step.

ARTICLE X

Admission to Courses

- A. The Board shall grant, on request, full tuition and all-fee scholarships to Glen Oaks Community College, to all full-time employees, their spouses and their natural and/or dependent children for any course meeting degree of certificate requirements. The scholarship recipient does not have to be enrolled in a degree or certificate program.
- B. Upon approval of their immediate supervisor, a full-time employee may be relieved from duties for daytime class attendance. A limitation of not more than one (1) course per semester shall be imposed and class time will be made up if requested by their immediate supervisor. There will be no limitation on enrollment during off-duty hours. Employees taking advantage of this section shall be required to maintain satisfactory progress in the class with a 2.0 or better. Employees who do not maintain satisfactory progress shall waive any right to further coursework during the working day during the length of this agreement.
- C. Regular, part-time employees shall receive one class per semester, tuition-free, for themselves or their immediate family, providing that they enroll in said class according to specified enrollment procedures.
- D. If the employee is requested to take a class by the immediate supervisor, the class time will be allowed without penalty.

ARTICLE XI

Holidays and Vacations

- A. The following holidays, with appropriate pay, will be provided all bargaining unit members:

New Years Day and the day before
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after
Christmas Day and the day before

- B. Any holiday which might fall during an employee's vacation period, will be allowed an additional day off.
- C. Should any holiday fall on a Saturday or Sunday, the Friday before will be the holiday for Saturday and the Monday after will be the holiday for Sunday.
- D. Bargaining unit members, upon four (4) weeks advance notice to their immediate supervisor, will be allowed the following vacation time with full pay. During the first year's employment, five (5) working days vacation. During the second (2), third (3), and fourth (4) years of employment, ten (10) working days of vacation. During the fifth (5) through the ninth (9) years of employment, fifteen (15) working days vacation. During the tenth (10) year of employment and thereafter twenty (20) working days of vacation. Vacation days allowed must be used during the year of eligibility or forfeited. Special consideration of exemption from this policy may be granted upon advance application and approval by the immediate supervisor.

Vacation days for part-time employees shall be prorated according to their part-time - to - full-time employment ratio, e.g., a $\frac{1}{2}$ time employee on their fifth anniversary date shall receive ten of their normal working days.

- E. Less than a full week's vacation may be taken with approval of the employee's immediate supervisor in increments of no less than four (4) hours.
- F. Employees have the right to choose the time of their vacation with approval of their immediate supervisor. Approval shall not be withheld except for good and sufficient reason. In the event of a conflict between employees concerning specific vacation periods, the employee with the most seniority shall have first choice.
- G. Vacation pay, for which the employee qualifies according to Article XI, D, shall be paid to the employee in advance of an approved vacation

period if requested at least twenty (20) calendar days prior to the first day of the scheduled vacation.

- H. Upon termination of service, the employee shall receive unused vacation allowance pro-rated according to the time accumulated since the last vacation period.

Number of days of service completed during employee's <u>work year</u>	X	Employee's vacation allowance for their <u>work year</u>	-	Vacation days earned
260				

- I. Employees are permitted to choose either a split or an entire vacation.
- J. To be eligible to receive holiday pay, an employee must have worked, or been on approved paid leave or absence under the provision of Article XIII, P., the workday preceding and the workday following the holiday unless the holiday falls during the employee's vacation period, or unless the employee is working flex-time according to Article VI, F.

ARTICLE XII

Insurance Protection

- A. The Board of Trustees shall provide MESSA Super Care I full-family health insurance with the Board of Trustees paying the premium and deductible for GOSSE and any dependents covered by the policy during the first two years of this contract. The Board of Trustees shall provide said insurance coverage in the third year of this contract to be limited to an additional cost to the College of not more than 12% plus a 50/50 split above the 12% to be shared by the Board and GOSSE for any cost increases in excess of the 1989-90 dollar amount. Either party to this agreement may request that this article of the contract be opened for renegotiation no later than March 1, 1989. After March 1, 1989, this article of the contract may be reopened if agreed to by both parties.
- B. MESSA LTD Program, Plan II, 120 workday modified fill with 66-2/3% of the member's salary per month with a maximum limit of \$2250. This program has additional benefits of a social security freeze, alcohol and drug waiver, mental and nervous waiver, plus a cost of living adjustment in benefits.
- C. The Board of Trustees shall provide term life insurance for each GOSSE member in the amount of \$20,000 for 1988-89, \$30,000 for 1989-90, and \$40,000 for 1990-91.

ARTICLE XIII

Leaves of Absence

- A. At the beginning of each employee's anniversary date, employees shall be credited with twelve (12) sick days to be earned at the rate of one (1) day per month. This sick day allowance shall be prorated, one (1) day per month, for employees scheduled for less than twelve months. Unused sick leave will accumulate from year to year to a maximum of 120 days. If an employee should exceed the total number of credited sick days, vacation days may be applied if requested, or else the employer will deduct from the employee's next pay those sick days that have exceeded the credited allowance. The employer also reserves the right to deduct from the employee's final pay, that money paid the employee for sick days not earned. Each employee will forfeit all sick days to the district upon termination of employment.
- B. Accumulated sick leave with regular pay can be used by the bargaining unit member for any personal illness or injury to be taken in increments of no less than two (2) hours. Pregnancy, and the recovery therefrom, shall be considered as an ordinary illness and subject to coverage within this article.
- C. Up to ten (10) days of accumulated sick leave with regular pay, in any twelve (12) month period, may also be used for emergencies created by illness or injury to a member of the bargaining unit member's immediate family to be taken in increments of no less than two (2) hours. Immediate family shall be defined as parents, spouse, children and other members of the employee's household.
- D. Up to five (5) working days, with pay per occurrence, shall be granted to GOSSE members for death in the immediate family. Immediate family shall be defined as spouse, children - step/adopted, parents, grandparents, brothers/sisters, parents of spouse and other members of the employee's household.
- E. Up to three (3) days in any one twelve (12) month period shall be granted, with pay, to a bargaining unit member for personal business. Personal business shall be defined as time needed by an employee to perform some task that cannot normally be done outside regular working hours and shall be taken in increments of no less than four (4) hours. These days shall not be used to extend sick leave when normal sick leave accumulated has been exhausted or to extend bereavement leave. Employees shall give their immediate supervisor at least two (2) days prior notice for personal business days except that in an emergency the two (2) day notice requirement shall be waived. Employees may be required to explain to their immediate supervisor the nature of the personal business if so requested.
- F. A bargaining unit member who is called for jury duty shall be reimbursed for the difference between the jury day stipend and the member's regular salary. The employee shall present written verification from the court

of time served in jury duty to the Dean of Administrative Services' Office before the employee's next paycheck is issued.

- G. When a bargaining unit member is requested to be a witness in a criminal action in the public interest, the Board agrees to reimburse the member the difference between the witness fee and the regular daily salary of the member.
- H. An employee, who, because of personal illness or accident, is physically or mentally unable to report for work shall be given a leave of absence without pay and without loss of seniority for the duration of such disability for up to one (1) year, provided he/she promptly notifies the college with a certificate from a physician of the necessity for such absence and for the continuation of such absence when the same is requested by the college.
- I. One leave of absence without pay shall be granted to any employee upon request for the purpose of child care. Additional leaves may be granted at the discretion of the College President upon request of the employee. The employee shall notify the administration in writing, at least thirty (30) calendar days prior to the starting date of the leave.
 - 1. The reinstatement shall be to the employee's former position. If the position has been eliminated during the period of the leave, the employee shall be offered a similar or comparable position for which the employee is qualified.
 - 2. The initial leave period may be for no more than one year.
 - 3. A pregnant employee may commence said child care leave anytime after the birth of the child and when physically able to adequately perform job requirements. The college may require a doctor's verification of the employee's confirmed disability.
 - 4. A child care leave may be terminated at the request of the employee. The employee shall notify the College President in writing thirty (30) calendar days prior to the date of intended return.
 - 5. Continuation of insurance benefits will be provided during the leave at the employee's expense, if the insurance policy allows for such arrangements.
 - 6. Child care leave shall not be used to become a full-time employee elsewhere. Such a full-time status may result in termination of the child care leave.
- J. Seniority shall continue for any leave of absence of one year's duration or less, for purposes of job security only. Thereafter, no seniority shall accrue.
- K. Bargaining unit members returning from leaves of absence shall be reinstated to a position commensurate with their seniority at the time of return within their classification.

- L. Full-time members of the bargaining unit are encouraged to attend conferences, meetings, and workshops relating to their work. Upon application to, and approval by the immediate supervisor, they may be allowed time and/or expense to attend without loss of salary. There will be no limit as to how many may attend.
- M. Members of the bargaining unit shall be allowed a maximum of four hours per medical and dental appointment. The supervisor may require that the employee submit written verification from the doctor that the appointment was kept.
- N. The College President shall grant an extended leave of up to six (6) months duration without pay for the purpose of joining the Reserve Military Forces of the United States. Bargaining unit members returning from such leave shall be returned to their original positions. Any bargaining unit member who belongs to an active military reserve unit of the United States of America shall be granted up to two (2) weeks leave with pay to attend the annual training required of such membership.
- O. The College President may grant leaves of up to one year, for educational or personal reasons, when requested to do so by the bargaining unit members.
- P. Payless days may be taken under the following conditions:
 - 1. Prior approval of supervisor.
 - 2. Employee illness requiring absence. A doctor's note of explanation shall be offered as evidence of need for non-work.
- Q. An employee who is repeatedly absent due to illness at the end or beginning of the work week may be required to present a doctor's excuse by the supervisor. Repeated absence shall be defined as three (3) or more such absences within a twelve (12) month period.
- R. The Association shall be granted three (3) days leave per year, without loss of pay, to be used for Association business. Additional days may be granted with the consent of the Dean of Administrative Services.

ARTICLE XIV

Miscellaneous Provisions

- A. In the event that any provision of this agreement, at any time, be held to be contrary to law by a court of competent jurisdiction, from whose final judgement or decree an appeal has been taken within the time provided for doing so, such provision shall be void and inoperative; however, all other provisions of this Agreement shall continue in effect.
- B. The provisions of the Agreement, and the wages, hours, terms and conditions of employment shall be applied without regard to race, creed, religion, color, national origin, age, sex, or marital status or membership in, or association with activities of any labor organization.
- C. The GOSSE agrees that, during the life of this Agreement, neither the GOSSE, its agents, nor its members will authorize, instigate, aid or engage in a work stoppage, slowdown, or strike. Willful violation of this article by any employee will constitute just cause for discipline, up to, and including discharge. The Board agrees that during the same period there will be no lockouts.
- D. The Board agrees that no bargaining unit member shall be disciplined, reprimanded, reduced in rank or compensation, or discharged without just cause. Any such disciplinary action shall be subject to the grievance procedure contained herein. All information forming the basis for disciplinary action will be made available to the bargaining unit member and to the GOSSE.
- E. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after it is signed, and shall be presented to all bargaining members now employed, or hereinafter employed by the Board. The GOSSE shall be provided with ten additional copies at no extra charge, for its use.

ARTICLE XV

Waiver of Bargaining

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement. Therefore, the Board and the GOSSE, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, except where modified by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XVI

Duration of Agreement

This agreement shall be effective as of July 1, 1988, and shall continue in effect through June 30, 1991. Negotiations between the parties shall begin sixty (60) days prior to the contract expiration date. If, pursuant to such negotiations, an agreement on the renewal or modification is not reached prior to the expiration date, this Agreement shall expire at such expiration date unless it is extended by mutual agreement of the parties.

For the GOSSE

For the Board of Trustees,
Glen Oaks Community College

President/Chief Negotiator

Chairman

Negotiator

Secretary

Negotiator

Chief Negotiator

Date

Date

APPENDIX A

G.O.S.S.E. SALARY SCHEDULE

JULY 1, 1988 TO JUNE 30, 1991

JULY 1 - JUNE 30	BASE RATES					
	P4 LEVEL 1	04 LEVEL 2	01 LEVEL 3	02 LEVEL 4	03 LEVEL 5	LEVEL 6
1988 TO 1989	✓ 5.22 \$10,848	5.46 \$11,348	5.70 \$11,848	5.94 \$12,348	6.18 \$12,848	\$13,348
1989 TO 1990	✓ 5.37 \$11,174	✓ 5.62 \$11,689	✓ 5.87 \$12,204	✓ 6.11 \$12,719	✓ 6.36 \$13,234	\$13,749
1990 TO 1991	✓ 5.59 \$11,621	✓ 5.84 \$12,156	✓ 6.10 \$12,692	✓ 6.36 \$13,227	✓ 6.62 \$13,763	\$14,299

1988 TO 1989 All GOSSE employees employed as of June 30, to receive an increase of 4% and \$500 longevity increase to their base.

1989 TO 1990 All GOSSE employees employed as of June 30, to receive an increase of 3% and \$500 longevity increase to their base.

1990 TO 1991 All GOSSE employees employed as of June 30, to receive an increase of 4% and \$375 longevity increase to their base.

APPENDIX B

JOB CLASSIFICATION

Level 6 Senior Maintenance Assistant
 Library Technician

Level 5 Maintenance Assistant
 Accounts Payable Clerk

Level 4 Secretary to Dean of Instruction
 Secretary to Director of Admissions and Financial Aid
 Secretary to Dean of Student Services
 Secretary to Counselors and Student Services
 Secretary to Registrar
 Secretary to Dean of Community Services and Director of Nursing
 Faculty Secretary
 Accounts Receivable Clerk
 Bookstore Clerk
 Custodian Leader

Level 3 Secretary to Athletic Director
 Custodian
 Maintenance Helper
 Day Switchboard Operator/Receptionist

Level 2 Evening Switchboard Operator/Receptionist

Level 1 Library Clerk

APPENDIX C

JOB DESCRIPTIONS

LEVEL 6

POSITION TITLE: Senior Maintenance Assistant DEPARTMENT: Building and Grounds

REPORTS TO: Director of Building and Grounds DATE: June, 1988

DUTIES AND RESPONSIBILITIES

Direct others and assume some of the duties of the Director of Building and Grounds in the absence of the Director.

Employees in this position install, maintain and repair (and sometimes operate) mechanical, electrical and other maintenance trade equipment such as locks, control-valves, filters, motors, tanks, fans, radiators, hoists, thermostats, refrigerators, pumps, sewers, boilers, air conditioners, heavy equipment and other types of equipment using various types of tools and knowledges and principles of the maintenance trades.

The knowledge of electrical wiring, systems and equipment is essential as well as understanding of the principles involved in systems such as cooling, sewer, water, heating and pressure systems. (Some knowledge of the principles of other maintenance trades is also important, such as welding, plumbing, carpentry, construction, painting and masonry/plastery.) The various types of equipment and systems may be located in buildings or garages, or on outdoor sites. Examples performed by this position include:

1. Make correct adjustments and perform preventive or corrective maintenance on heating and cooling systems.
2. Perform safe preventive or corrective maintenance of electrical circuits, motor controls, etc.
3. Make structural changes as required.
4. Snow removal and mow campus grounds as required.
5. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- Associate Degree in Technology field (equivalent combination of education and experience may be substituted).

- Must have a Class III chauffeur's license.
- Must be available for planned or emergency overtime.
- Must demonstrate a general knowledge of heating and cooling systems.
- Must demonstrate a safe working knowledge of 110, 208, 480 voltage, 3 phase power electric circuits such as motor controls, lighting, switching and power outlet circuits.
- Must demonstrate a practical knowledge of rough carpentry and finish carpentry.
- Must demonstrate a general knowledge of brazing, cutting, and welding metal.

Desired

- 1 year relevant work experience.

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POSITION TITLE: Library Technician DEPARTMENT: Learning Resources Center
 REPORTS TO: Director of Learning DATE: June, 1988
 Resources Center

DUTIES AND RESPONSIBILITIES:

Employees in this position perform many support activities needed to operate a library. They help librarians acquire, organize and make materials accessible to others. They answer questions about use of the card catalog, direct library users to standard references, perform routine cataloging of library materials, file cards in catalog drawers, verify information on order requests and help supervise other support staff. They operate and maintain audiovisual equipment and assist library users with microfilm or microfiche readers, as well as retrieving information from a computer data base. Examples performed by this position include:

1. Handle all correspondence, telephone, shelflist files, personnel records and various forms of communication.
2. Assist staff and students in the preparation and use of audio-visual materials and equipment as well as photographic equipment in the library.
3. Staff the Learning Resources Center two evenings a week, and direct others in the absence of the Director.
4. Assist at the circulation desk and maintain circulation records. Prepare periodic statistical reports.
5. Assist in all phases of acquisitions for print material including typing catalog cards.

6. Serve as photocopier key operator, order supplies, report monthly readings and call in service.
7. Order, receive, return and maintain records of audiovisual materials.
8. Assist in scheduling and moving audiovisual equipment.
9. Assist in the selection of media software to preview and purchase.
10. Maintain an audio-visual equipment inventory.
11. Assist in supervising work study students.
12. Perform data input functions as required.
13. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS

Required

- Associate Degree in Library Science (equivalent combination of education and experience may be substituted).
- Ability to deal effectively with the public.
- Demonstrate skill level of 60 wpm with 95% degree of accuracy in typewriting.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence.
- Knowledge and skill in operation of library/audiovisual equipment, computer and other standard office machines and equipment.

Desired

- 1 year relevant work experience.

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LEVEL 5

POSITION TITLE: Maintenance Assist. DEPARTMENT: Building and Grounds
 REPORTS TO: Director of Building and Grounds DATE: June, 1988

DUTIES AND RESPONSIBILITIES

Employees in this position install, maintain and repair (and sometimes operate) mechanical, electrical and other maintenance trade equipment such as locks, control-valves, filters, motors, tanks, fans, radiators, hoists, thermostats, refrigerators, pumps, sewers, boilers, air conditioners, heavy equipment and other types of equipment using various types of tools and knowledges and principles of the maintenance trades.

The knowledge of electrical wiring, systems and equipment is essential as well as understanding of the principles involved in systems such as cooling, sewer, water, heating and pressure systems. (Some knowledge of the principles of other maintenance trades is also important, such as welding, plumbing, carpentry, construction, painting and masonry/plastery.) The various types of equipment and systems may be located in building or garages, or on outdoor sites. Examples performed by this position include:

1. Make correct adjustments and perform preventive or corrective maintenance on heating and cooling systems.
2. Perform safe preventive or corrective maintenance of electrical circuits, motor controls, etc.
3. Make structural changes as required.
4. Mow campus grounds as required.
5. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- Knowledge of general maintenance/technology as evidenced by 1 year of college level training or equivalent experience.
- Must have a Class III chauffeur's license.
- Must be available for planned or emergency overtime.
- Must demonstrate a general knowledge of heating and cooling systems.
- Must demonstrate a safe working knowledge of 110, 208, 480 voltage-3 phase power electric circuits such as motor controls, lighting, switching and power outlet circuits.
- Must demonstrate a practical knowledge of rough carpentry and finish carpentry.
- Must demonstrate a general knowledge of brazing, cutting, and welding metal.

Desired

- Associate Degree in Technology Field.

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POSITION TITLE: Accounts Payable Clerk DEPARTMENT: Business Office

REPORTS TO: Controller DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position require an in-depth knowledge of accounting procedures as well as an understanding of data processing procedures. The Accounts Payable Clerk assists in the implementation of the College's general financial policies, procedures, systems and reporting. Examples performed by this position include:

1. Maintain purchase order file, follow up on partial shipments, missing PO's, and invoices, validate invoices for payment, prepare and distribute accounts payable checks.
2. Encumber, liquidate and maintain vendor files.
3. Perform data input functions as required.
4. Prepare payroll checks.
5. Post all budget and accounting records as required.
6. Prepare reports as required.
7. Maintain files required to document disbursements.
8. Assist in registration; monthly closing and annual audit.
9. Act as primary back-up for the Bookstore Clerk, and secondary back-up for the Accounts Receivable Clerk.
10. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Knowledge of accounting as evidenced by 1 year of college level accounting or equivalent experience.

- Ability to deal effectively with the public.
- Knowledge and skill in operation of typewriter, computer, desk calculator and other standard office machines and equipment.
- Available to work evenings as required.

Desired

- Associate Degree in Accounting.
- 1 year relevant work experience.

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LEVEL 4

POSITION TITLE: Senior Secretary DEPARTMENT: Instruction

REPORTS TO: Dean of Instruction DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for nonclerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), supervisor's viewpoint, and office equipment of the secretarial service. Examples performed by this position include:

1. Gathers and analyzes data; constructs charts; procedure revisions; edits publications; updates and maintains taxonomy records and budget; schedules cancellations and additions.
2. Handles travel arrangements; schedules appointments.
3. Coordinates special events; public relations.
4. Schedules academic affairs building use.
5. Performs data input functions as required.
6. Provide secretarial support services for Area Chairs, Advisory Committees, and Apprenticeship Coordinator.
7. Relieves switchboard as required.
8. Other duties as required to perform the functions of this position as assigned by the supervisor.

4. Supervises work study students and word processing technician.
5. Performs data input functions as required.
6. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Demonstrate skill level of 60 wpm with 95% accuracy in typewriting.
- Demonstrate skill level of 80 wpm with 95% accuracy in shorthand and/or ability to use dictaphone.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence and mathematical aptitude.
- Knowledge and skill in operation of computer and other standard office machines and equipment.

Desired

- Associate Degree in Office Occupations (equivalent combination of education and experience may be substituted).
- 1 year experience in secretarial position.

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POSITION TITLE: Senior Secretary DEPARTMENT: Student Services
REPORTS TO: Dean of Student Services DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for nonclerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), supervisor's viewpoint, and office equipment of the secretarial service. Examples performed by this position include:

1. Supervises work study students.
2. Maintains budget books/reports for all departments in Student Services.
3. Assists with organization of arts festival, graduation, awards banquet, orientation, PTK initiations, and other special events.
4. Assists students by handling game equipment/repair; housing requests; and lost and found.
5. Assists student groups (Student Government, Phi Theta Kappa, Voice of Viking, Alumni) with various organizational duties.
6. Handles preparation and follow-up on Dean's recruiting.
7. Assists with coordination of the tutorial program.
8. Performs data input functions as required for both departments.
9. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Demonstrate skill level of 60 wpm with 95% accuracy in typewriting.
- Demonstrate skill level of 80 wpm with 95% accuracy in shorthand and/or ability to use dictaphone.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence.
- Knowledge and skill in operation of computer and other standard office machines and equipment.

Desired

- Associate Degree in Office Occupations (equivalent combination of education and experience may be substituted).
- 1 year experience in secretarial position.

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POSITION TITLE: Senior Secretary

DEPARTMENT: Student Services

REPORTS TO: Dean of Student Services
Counselors

DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for nonclerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), supervisor's viewpoint, and office equipment of the secretarial service. Examples performed by this position include:

1. Act as receptionist for counseling area.
2. Take dictation, type correspondence and update counseling files.
3. Schedule appointments for students to see counselors.
4. Assist in preparing for and supervising placement testing, individual and standardized testing.
5. Mail foreign student packets, typing I-20's, and giving special attention to foreign students, as directed.
6. Gather and research statistical information.
7. Supervise work study students.
8. Perform data input functions as required.
9. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Demonstrate skill level of 60 wpm with 95% accuracy in typewriting.
- Demonstrate skill level of 80 wpm with 95% accuracy in shorthand and/or ability to use dictaphone.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence.

- Knowledge and skill in operation of computer and other standard office machines and equipment.

Desired

- Associate Degree in Office Occupations (equivalent combination of education and experience may be substituted).
- 1 year experience in secretarial position.

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POSITION TITLE: Senior Secretary

DEPARTMENT: Student Services

REPORTS TO: Registrar

DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for nonclerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), supervisor's viewpoint, and office equipment of the secretarial service. Examples performed by this position include:

1. Assist with all advanced and regular registration.
2. Process all drop/add, transcript request, and grade change forms.
3. Input grades, student data, registration, and drop/add.
4. Print class lists, registration reports, and grade sheets.
5. Back up library and files.
6. Receive and prepare graduation applications, order diplomas, certificates, and covers. Post degree or certificate on transcript.
7. Supervise work study students.
8. Keep inventory for all registration forms.
9. Answer phone, assist with pre-audit, prepare HEGIS report.
10. Perform data input functions as required.
11. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Demonstrate skill level of 60 wpm with 95% accuracy in typewriting.
- Demonstrate skill level of 80 wpm with 95% accuracy in shorthand and/or ability to use dictaphone.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence.
- Knowledge and skill in operation of computer and other standard office machines and equipment.

Desired

- Associate Degree in Office Occupations (equivalent combination of education and experience may be substituted).
- 1 year experience in secretarial position.

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POSITION TITLE: Senior Secretary

DEPARTMENT: Community Services
and Nursing

REPORTS TO: Dean of Community Services
Director of Nursing

DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for nonclerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), superior's viewpoint, and office equipment of the secretarial service. Examples performed by this position include:

1. Prepares for mailing all college news releases and maintains an up-to-date mailing list.
2. Assists with registration for all classes or events sponsored by the Office of Community Services (maintain all registration records for special seminars, events and custom training.)

3. Distribution of course surveys for each extension class and summarizing the results of each.
4. Assists with preparation of reports for both departments as directed.
5. Assists with the scheduling and hosting of all special events including Business and College use of Business Service Center.
6. Maintains nursing information packets and mails them to prospective students.
7. Supervises work study students.
8. Relieves switchboard as required.
9. Performs data input functions as required for both departments.
10. Assists with Health Advisory Committee meetings.
11. Assists with maintaining current nursing applicant and student files.
12. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Demonstrate skill level of 60 wpm with 95% accuracy in typewriting.
- Demonstrate skill level of 80 wpm with 95% accuracy in shorthand and/or ability to use dictaphone.
- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence.
- Knowledge and skill in operation of computer, calculator, and other standard office machines and equipment.

Desired

- Associate Degree in Office Occupations (equivalent combination of education and experience may be substituted).
- 1 year experience in secretarial position.

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POSITION TITLE: Senior Secretary

DEPARTMENT: Instruction

REPORTS TO: Dean of Instruction
Faculty

DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position, performing the full range of secretarial duties, function as secretaries coordinating office activities for nonclerical supervisors. They participate in and supervise the performance of a variety of clerical tasks, perform secretarial tasks, and participate in management support activities through application of a body of knowledge related to instructions (procedures, practices, manuals or other specified instructions), guidelines (policies, rules, regulations or laws), supervisor's viewpoint, and office equipment of the secretarial service. Examples performed by this position include:

1. Prepares all course outlines, tests, and other materials used in the classroom and-or in performance of faculty duties (typing, data input, word processing, xeroxing).
2. Order desk copies/teacher's manuals for instructors.
3. Assist Internship Coordinator in preparing necessary correspondence for program.
4. Distribute faculty mail daily and maintain all employee mailboxes.
5. Monitor classrooms and give tests to students when faculty are unable to attend and request such services.
6. Maintain course outline file.
7. Provide supplies for faculty and maintain supply drawer.
8. Perform data input functions as required.
9. Relieve switchboard as required.
10. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Demonstrate skill level of 60 wpm with 95% accuracy in typewriting.
- Demonstrate skill level of 80 wpm with 95% accuracy in shorthand and/or ability to use dictaphone.

- A comprehensive command of grammatical structure, sentence structure, spelling, punctuation and the ability to compose, in good form, various correspondence.
- Knowledge and skill in operation of computer and other standard office machines and equipment.

Desired

- Associate Degree in Office Occupations (equivalent combination of education and experience may be substituted).
- 1 year experience in secretarial position.

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POSITION TITLE: Accounts Receivable Clerk DEPARTMENT: Business Office

REPORTS TO: Revenue Accountant DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position require knowledge of accounting procedures as well as an understanding of data processing procedures. The Accounts Receivable Clerk participates in a variety of management support activities of the College's general financial policies, procedures, systems and reporting. Examples performed by this position include:

1. Receive all revenue and account for same. Balance cash drawer and prepare deposits as necessary.
2. Prepare billing and maintain files on receivables.
3. Prepare petty cash account checks and maintain necessary balances and journals of same; and reconcile account monthly.
4. Disburse checks and/or cash as required and disburse payroll checks.
5. Validate and receive payment for all student registrations and Add/Drop.
6. Answer inquiries (including telephone) regarding registration costs for prospective students.
7. Perform data input functions as required. Assist in monthly closing and the annual audit.
8. Relieves switchboard as required.
9. Act as secondary back-up for the Accounts Payable Clerk.
10. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Ability to deal effectively with the public.
- Available to work evenings as required.
- Knowledge and skill in operation of cash register, computer, desk calculator, typewriter and other standard office machines and equipment.
- Knowledge and skill in accounting as evidenced by one year of college level accounting or equivalent experience.

Desired

- Associate Degree in Accounting and Business.
- 1 year relevant work experience.

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POSITION TITLE: Bookstore Clerk

DEPARTMENT: Business Office

REPORTS TO: Controller

DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this position require an in-depth knowledge of retailing with a special emphasis on textbook management, and an understanding of accounting and data processing. The Bookstore Clerk assists in the general operation and management of the bookstore. Examples performed by this position include:

1. Coordinate textbook requirement with the faculty.
2. Prepare orders for textbooks and supplies as required.
3. Perform data input functions as required.
4. Receive, price, stock, maintain an inventory of textbook/supplies and return excess books as required.
5. Determine book buy-back needs and assist in the buy-back as needed.
6. Maintain the bookstore in a neat and orderly manner.
7. Act as primary back-up for the Accounts Payable Clerk.

8. Assist in registration, monthly closing, and the annual audit.
9. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED.
- Ability to deal effectively with the public.
- Available to work evenings as required.
- Knowledge and skill in operation of cash register, computer, desk calculator and other standard office machines and equipment.
- Knowledge of retailing as evidenced by 1 year of college level retailing/marketing or equivalent experience.

Desired

- Associate Degree in Retailing/Marketing.
- 1 year relevant work experience.

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POSITION TITLE: Custodial Leader DEPARTMENT: Building and Grounds
REPORTS TO: Director of Building and Grounds DATE: June, 1988

DUTIES AND RESPONSIBILITIES

Oversee other custodians as to work assignments and completions.

Employees in this position participate in and supervise a variety of custodial activities through application of knowledge related to materials, tools, equipment and practices of the custodial service. Examples performed by this position include:

1. Read and follow directions on chemical containers, understand general cleaning, disinfecting, floor finishing and basic chemicals.
2. Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders as required.

3. Scrubs, strips, sanitizes, waxes and buffs floors using powered machines equipped with rotating brushes.
4. Sweeps, vacuums and dust mops floors and stairways.
5. Dusts such items as blinds, furniture, file cabinets, and window sills using cloths or various hand-cleaning items.
6. Polishes furniture, metal work and chrome using appropriate cleaning and polishing compounds.
7. Cleans and services restrooms.
8. Gathers and disposes of rubbish and waste materials by hand or with the use of powered equipment.
9. Locks and unlocks premises.
10. Maintains an inventory and may issue such items as towels, linen supplies, and/or tools, supplies and equipment.
11. Maintains records and prepares reports as required.
12. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED or equivalent experience.
- Physical characteristics to perform duties.
- Be able to handle 24" to 60" dust mops and 24 oz. wet mops effectively.
- Must have general knowledge of operating cleaning machines.

Desired

- Should be an observant self-motivator in order to look for and take care of special problems.
- Previous related work experience.

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LEVEL 3

POSITION TITLE: Secretary DEPARTMENT: Athletic Department
REPORTS TO: Athletic Director DATE: June, 1988

DUTIES AND RESPONSIBILITIES:

Employees in this entry-level position perform a variety of secretarial duties and tasks where the secretarial discipline is a substantial and/or essential part of the work, while learning the knowledges and/or guidelines of the service and developing skills needed to perform the work. Work is performed, independently, under general guidance from non-clerical supervision and requires knowledge of the supervisor's viewpoint and/or the instructions and guidelines of the designated work area and the ability to coordinate office activities. The employee, in a learning capacity, interprets and applies instructions and/or guidelines and takes appropriate actions in completing work assignments. Examples performed by this position include:

1. Handles all correspondence (mail, filing, telephone, contracts, officials, schedules, certificates, sports programs, photocopying, construct posters, brochures, food preparation, etc.) for department.
2. Supervises work study students.
3. Maintains budget books/reports for department.
4. Assists with organization of clinic, try outs, awards banquet, orientation and other special events.
5. Assists in securing and screening adequate housing for out-of-district athletes and give guidance to property owners regarding tenant contracts, keep in contact with owners of rentals.
6. Assists in arranging and conducting tours for new students.
7. Performs data input functions as required.
8. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED or equivalent experience.
- Demonstrate skill level of 50 wpm With 95% accuracy in typewriting.

9. Locks and unlocks premises.
10. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED or equivalent experience.
- Be able to handle 24" to 60" dust mops and 24 oz. wet mops.
- Must have general knowledge of operating cleaning machines.
- Physical characteristics to perform duties.

Desired

- Should be an observant self-motivator in order to look for and take care of special problems.
- Previous related work experience.

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POSITION TITLE: Maintenance Helper DEPARTMENT: Building and Grounds

REPORTS TO: Director of Building and Grounds DATE: June, 1988

DUTIES AND RESPONSIBILITIES

Employees in this position assist in the installation, maintenance, repair and inspection of mechanical and electrical equipment. Some knowledge of the principles of other maintenance trades is also important, such as welding, plumbing, carpentry, construction, painting and masonry/plastery. The various types of equipment and systems may be located in building or garages, or on outdoor sites. Examples performed by this position include:

1. Make structural changes as required.
2. Replace light bulbs and repair fixtures.
3. Install cabinets and shelves.
4. Other duties as required to perform the functions of this position as assigned by the supervisor.

DUTIES AND RESPONSIBILITIES:

Employees in this entry-level position compile records, sort and shelve books and issue and receive library materials. They record identifying data and due date on cards; sort books, publications, and other items according to classification code and return them to shelves, files, or other designated storage areas; locate books and publications for patrons; issue borrower's identification cards according to established procedures and files cards in catalog drawers according to system. Examples performed by this position include:

1. Open the library by:
 - a. Turning on the lights
 - b. Opening the workroom
 - c. Preparing the photocopier
 - d. Preparing the charging machines
 - e. Setting up the tape duplicator.
2. Maintain daily circulation records.
3. Assist students in use of library materials and audiovisual equipment.
4. Check out library materials and process returned materials.
5. Perform filing in the card catalog and assisting with cataloging.
6. Perform data input functions as required.
7. Other duties as required to perform the functions of this position as assigned by the supervisor.

COMMITTEE MEMBERSHIP: As assigned.

QUALIFICATIONS:

Required

- High school diploma/GED or equivalent experience.
- Ability to deal effectively with the public.
- Available to work evenings as required.

Desired

- Library experience.
- Ability to type 45 wpm with a 95% degree of accuracy.

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