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6/30/97

AGREEMENT

Between

**KELLOGG COMMUNITY COLLEGE
BOARD OF TRUSTEES**

And

**KELLOGG COMMUNITY COLLEGE
SUPPORT STAFF
ASSOCIATION, MEA/NEA**

1995-1997

Kellogg Community College

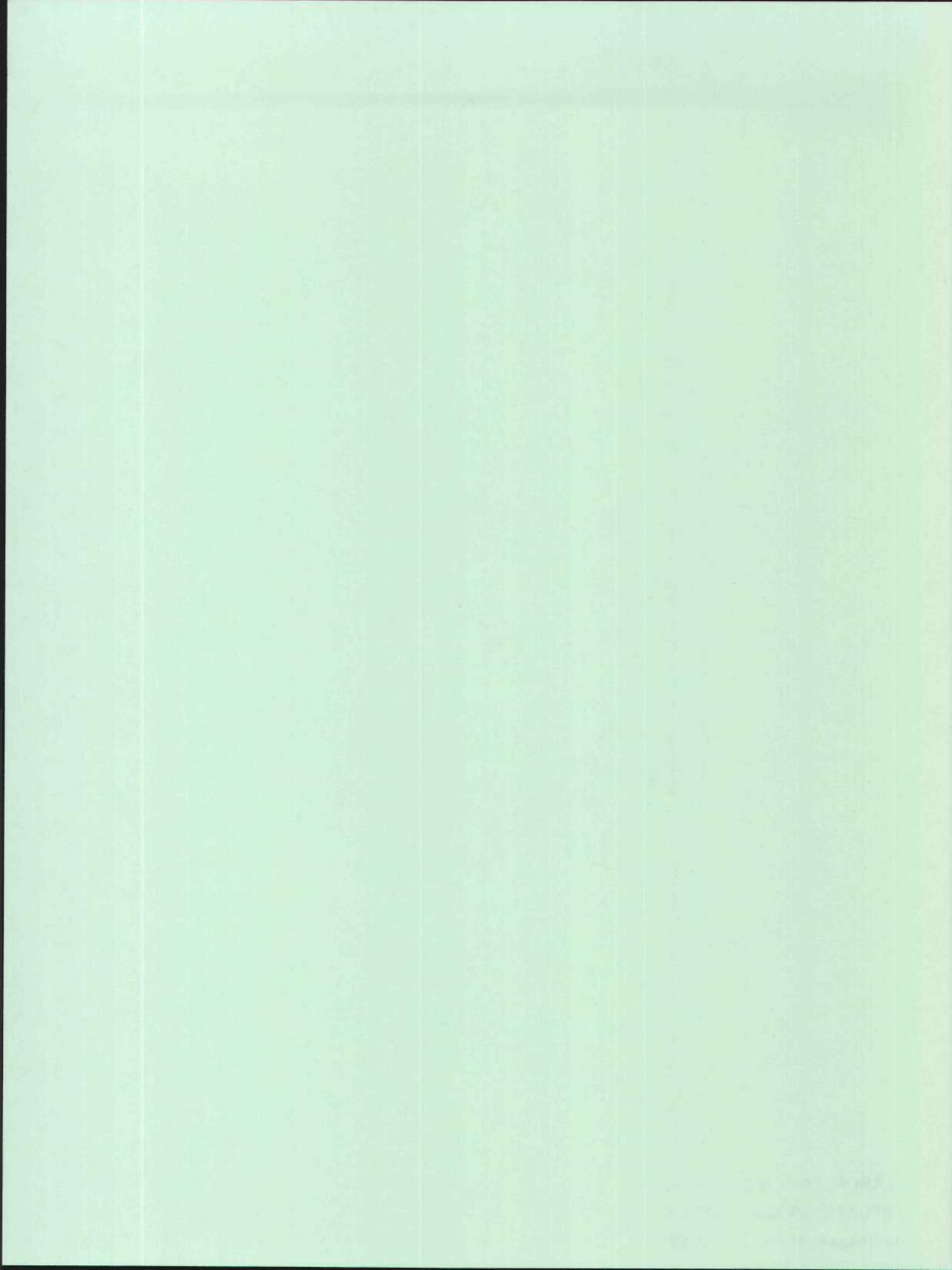


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PREAMBLE

AGREEMENT BETWEEN THE

KELLOGG COMMUNITY COLLEGE BOARD OF TRUSTEES

AND

KELLOGG COMMUNITY COLLEGE SUPPORT STAFF ASSOCIATION, MEA/NEA

This Agreement is entered into this 1st day of July, 1995 by and between the Board of Trustees of Kellogg Community College, Battle Creek, Michigan, hereinafter called "The Board," and the Kellogg Community College Support Staff Association, MEA/NEA, hereinafter called "The Association."

WITNESSETH

Whereas, the parties have a mutual statutory obligation pursuant to Act 379 of the Michigan Public Acts of 1965, to bargain with respect to hours, wages, terms, and conditions of employment and whereas, in consideration of the following mutual covenants, it is hereby agreed as follows:

Article 1 Recognition

Section 1: The Board recognizes the Association as the sole and exclusive bargaining agent for:

All full-time and regular part-time secretaries, bookkeepers, clerks, stenographers, library assistants, and other office clerical personnel, paraprofessionals, technicians, staff assistants and other employees, but excluding administrative personnel, supervisors, secretary to the president, secretary to the personnel officer, secretary to the vice president for student services, secretary to the vice president for instruction, and one secretary to the vice president for community services and the vice president for administration and finance.

Section 2: The terms "personnel" and/or "employee(s)" as hereinafter used in this Agreement shall include and be limited to all those individuals as described in Section 1 above.

Article 2 Board Rights

The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authorities, duties, and responsibilities conferred upon and vested in it by the law and the Constitution of the State of Michigan and/or the United States including, but without limiting the foregoing, the selection, direction, transfer, promotion or demotion, discipline or dismissal of all personnel.

The exercise of these powers, rights, authorities, duties and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.

Article 3 Association Rights

Section 1: The Association, as the exclusive bargaining representative of the support staff employees, shall have and enjoy all the rights and privileges granted to them by Act 379 of the Michigan Public Acts of 1965, as amended from time to time, and by other applicable Michigan Statutes now or hereafter enacted or the Constitutions of Michigan and the United States.

- Section 2:**
- A. An employee who voluntarily submits an authorization of dues deduction shall continue membership in the Association until such authorization is revoked in writing by the employee in accordance with the regulations of the Michigan Education Association. Said revocation must be delivered to the Association with a copy to the Compensation Office between August 1 and August 31 of the year it is to take effect.
 - B. An employee shall tender dues or service representation fees by signing the Authorization for Check-off of Dues or Fees form. This form is available from any Association officer. The original signed card will be sent to the Compensation Office with a copy sent to the Association President.
 - C. During the life of this Agreement, and in accordance with the terms of A. above, the Board will deduct Association membership dues or fees levied in accordance with the Constitution of the Association from the pay of each employee who executes or has executed the Authorization for Check-off of Dues or Fees form submitted by the Association and on file with the Board.

- D. Check-off deductions shall become effective at the time the application is signed by the employee and shall be deducted twice each month during the months of September through June for no more than twenty (20) pay periods. Deductions shall be made in as nearly equal amounts as is possible.
- E. All deductions of dues or fees for any calendar month shall be remitted to the designated financial officer of the Association with a list from whom dues or fees have been deducted prior to the tenth (10th) day of the following month.
- F. In cases where a deduction is made that duplicates a payment that an employee has made to the Association, or where a deduction is not in conformity with the provisions of the Constitution of the Association or terms of this Agreement, refunds to the employee will be made by the Association.
- G. The Board shall not be liable to the Association by reason of the requirements of this Agreement for remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees.
- H. The Association will protect and save harmless the Board from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Board for the purpose of complying with this Section of the Agreement.

Section 3: The Board shall notify the Association President, in writing, of any change in employment status of any member of the bargaining unit.

Section 4: The Board shall give the Association President, in writing, the name of a new hire into the bargaining unit and the salary. A copy of the job description of a new hire shall be provided, within ten (10) days of employment, if the job description is changed.

Section 5: The Association shall have the right to use College buildings, if available, after working hours and for evening meetings, without cost, subject to the rules and regulations governing such use.

Article 4 Concerted Action Prohibition

Section 1: The Association and/or individual bargaining unit members shall not engage in or encourage concerted action of any type against the Board during the life of this Agreement.

Section 2: Should another organization within the College district sponsor picketing or striking, the Association and/or its individual members agree to report to work providing their persons and/or property are not in danger of physical violence.

Article 5 Hours of Work

Section 1: The normal workday shall be eight (8) consecutive hours per day.

Section 2: The normal work week shall be forty (40) hours per week.

Section 3: A part-time employee may have his/her time arranged by the immediate supervisor.

Section 4: The Board reserves the right to determine hours of work for newly created and vacated positions. All existing positions shall continue the existing workday.

Section 5: The workday during the following time periods shall be shortened by thirty (30) minutes to be applied to the end of the normal workday. A part-time employee shall have a pro-rata amount.

1995-96

July 1, 1995 through August 21, 1995
December 23, 1995 through January 7, 1996
March 31, 1996 through April 6, 1996
May 17, 1996 through June 30, 1996

1996-97

July 1, 1996 through August 18, 1996
December 21 1996 through January 5, 1997
April 6, 1997 through April 11, 1997
May 16, 1997 through June 30, 1997

Section 6: Each full-time employee shall have a fifteen (15) minute relief period in the morning and a fifteen (15) minute relief period in the afternoon. A part-time employee shall have a pro-rata amount.

Section 7: In the event of inclement weather that causes the College to close, employees will not be required to report to work and will not lose pay. If an employee is requested to report for work when the College is closed due to the foregoing conditions, he/she shall elect to be compensated either by compensatory time off or by one and one half (1 1/2) times the employee's regular rate of pay for the time worked.

Article 6 Vacancies and Promotions

- Section 1:**
- A. Whenever a vacancy or other special opportunity within the bargaining unit occurs, the Board shall post the vacancy or special position. Such posting shall include the requirements of the position. Five (5) workdays will be allowed for an employee to apply, in writing, for such position.
 - B. A copy of all postings of vacancies within the College will be sent to the Association President.
 - C. The Administration agrees to review each current employee's application on the basis of his/her qualifications including ability, aptitude, general fitness, service, and past performance. An interview with a bargaining unit employee for a posted position shall be arranged during work time, if at all possible, and shall not cause a loss of salary for the affected employee. It is understood that all interviews will take place, when possible, during the last ten (10) days before the current employee in the position vacates the position.
 - D. In the event an applicant is denied the promotion or transfer, the reason for the Administration's decision will, upon the employee's written request, be given in writing within ten (10) work days of the receipt of the request.

Section 2: A. The College is permitted to temporarily fill a vacancy until it has time to send out notices, have interviews and hire an applicant for the vacancy.

- B. An employee who is assigned, in writing, to work temporarily in a higher classification for ten (10) consecutive days or longer, will be paid the rate of the higher classification.

Section 3: All qualified bargaining unit applicants for posted positions within the unit will be given first consideration for such positions. All employees are encouraged to train and prepare for promotional opportunities.

Section 4: If an employee is transferred to a position excluded from the bargaining unit, he/she will continue to accumulate seniority while working in the position to which he/she was transferred for a period not to exceed one (1) year. An employee who is transferred back into the unit, within one (1) year from the date of the transfer, retains all seniority rights for the purpose of any benefits provided for in this Agreement. An employee so transferred back into the unit after the one (1) year period will lose all accumulated seniority within the bargaining unit except as it pertains to benefits provided by the Administration.

Section 5: Testing will not be required of an employee moving within the same classification unless the position being sought requires SIGNIFICANTLY different job skills. An employee moving from one classification to another may be required to be tested.

Section 6: An employee is not eligible to bid on any vacant position outside their department (Cost Center) for a period of nine (9) months from the date of their appointment to their then current position. If no significant training is required the nine (9) month period is waived.

Article 7 Lay Off and Recall

Section 1: A. The term "lay-off" means a reduction in the work force necessitated by economic conditions or a decrease in work.

B. In the event that economic conditions or a reduction of available work results in the need to reduce staff and employees, the College shall give preference to employees having the greatest amount of seniority on a bargaining unit-wide basis with the displacement of the employee with the least amount of seniority, providing that ability and qualifications are equal. Normally, temporary and probationary employees shall be released before seniority employees.

C. The Administration will meet with the proper Association representatives at least two (2) weeks prior to the anticipated date of the layoff. At such meeting, the Administration will submit a list of the employees scheduled for lay off. Said list shall show the names, seniority dates, job titles, and work locations. If the Association challenges the result of the Administration's decision regarding the employees to be laid off, the matter shall become a proper subject for the grievance procedure. A grievance filed under this section shall be submitted at the final step.

D. It is the responsibility of each person laid off to notify, in writing, the office of the person responsible for support staff personnel of his/her desire to be notified of all vacancies, in writing, for a period of not more than one (1) year. A copy of the notification shall also be sent to the Association President.

E. An employee placed on lay off shall receive all pay due him/her for work performed prior to and including the day of lay off, plus earned vacation time.

F. An employee will be notified of lay off at least twelve (12) calendar days in advance.

- Section 2:
- A. If any of the positions reopen or are reactivated within the individual's area of responsibility, employees on lay off shall be recalled in the reverse order in which they were laid off; i.e., highest seniority employees will be recalled first.
 - B. An employee being recalled from lay off will be sent a notice of recall by certified mail Return Receipt Requested. If the employee fails to accept the recall in writing within ten (10) calendar days from the date of the receipt of notice of recall, he/she shall be considered a quit.

Article 8 Discipline, Suspension and Discharge

Section 1: With the exception of misconduct, multiple problems or deficiencies, emergency situations or situations of a sensitive nature which may be cause for more serious or immediate disciplinary action or dismissal, a non-probationary employee whose employment is terminated will normally have been through the following steps:

Step One

A discussion will be held in a private setting with the employee and his/her immediate supervisor. This discussion will be noted, in writing, in the employee's personnel file. The employee, at his/her option, may be accompanied by a representative of the Association at such meeting.

Step Two

If there is little or no improvement after the discussion in Step One, a written reprimand shall be given. The reprimand will be completed by the person responsible for support staff personnel, or his/her designee, in the employee's presence. The employee may read and discuss the reprimand and may comment in writing.

Step Three

If there is no marked improvement after the written reprimand in Step Two, the employee may be suspended, without pay, for up to five (5) consecutive work days. A written record of the suspension shall be completed by the person responsible for support staff personnel, or his/her designee, and placed in the employee's personnel file.

Step Four

If problems persist, the employee will be eligible for termination. The reasons for termination will be given, in writing, as soon as practicable, and the employee will have a right to a hearing with the Vice President for Administration and Finance or his/her designee.

Steps One, Two, Three, and Four will be followed consecutively if the incident(s) requiring these steps fall within a span of one (1) year. If, however, there is a lapse of one (1) year or more between any of the steps, the last step taken will be repeated. If two (2) years have passed after any step, the procedure will begin again with Step One.

Section 2: Should the disciplined, suspended or discharged employee consider the discipline, suspension or discharge to be improper, a grievance shall be submitted at the second or third step of grievance procedure as is appropriate.

Article 9 Seniority

Section 1: Seniority for a bargaining unit member shall begin on the first day of employment in a permanent regular bargaining unit position.

Section 2: Seniority shall terminate when:

1. the employee resigns
2. the employee dies
3. the employee is discharged for cause
4. the employee fails to complete the probationary period

Section 3: An employee shall be considered probationary for the first ninety (90) calendar days of employment.

Section 4: A seniority list shall be provided by the College upon written request from the Association President. The seniority list shall include the employee's name, seniority date, and classification.

Article 10 Temporary Employees

Section 1: A short-term vacancy caused by an employee being on vacation, sick leave, personal leave, jury duty, etc. may be filled by a temporary employee who may fill the temporary vacancy for the duration of the employee's absence.

Section 2: The College may hire a temporary employee for a special, short-term project and/or during the peak work periods. A temporary employee is not covered by the terms of this Agreement.

Section 3: In no case will a temporary employee be used to circumvent the hiring of a regular employee.

Section 4: A temporary employee may be hired for up to one hundred eighty (180) calendar days, with an explanation for such employment to be provided to the Association President.

Article 11 Termination of Employment

Section 1: An employee terminating employment must give ten (10) working days advance written notice, excluding vacation, to the person responsible for support staff personnel.

Section 2: If an employee fails to provide notice, as stated in Section 1 above, he/she shall forfeit any and all vacation credit and other fringe benefits.

Article 12 Special Conference Committee

- Section 1:** The main function of this Committee is to confer on matters pertaining to the employees as they relate to wages, hours and working conditions as outlined in this Agreement. Special conferences will be arranged between the Association President, or his/her designee, and the person responsible for support staff personnel, or his/her designee, upon the request of either party. The Association President and the person responsible for support staff personnel may each include one other person if desired. If the matter concerns a specific employee, that employee will be permitted to participate in the conference.
- Section 2:** Arrangements for such conferences are to be made in advance and an agenda of the matter(s) to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in a special conference shall be confined to those included in the agenda. Each meeting shall be scheduled within five (5) working days of such request unless waived by mutual consent.
- Section 3:** Conferences shall be held between the hours of 9:00 a.m. and 4:00 p.m. An employee shall not lose time or pay for time spent in such conferences.

Article 13 Grievance Procedure

- Section 1:** A. A grievance is defined as an alleged violation of the terms of this Agreement with respect to wages, hours and working conditions.
- B. The term "day" when used in this Article shall mean "work day" unless specified otherwise.
- Section 2:** The purpose of this procedure is to secure equitable solutions to grievances which may arise from time to time.
- Section 3:** A. **Step 1: Informal**
- An employee or group of employees or the Association, hereinafter referred to as the "grievant," who believes there is a basis for a grievance shall first discuss it with his/her immediate supervisor or the person responsible for support staff personnel within ten (10) days of the alleged violation with the objective of resolving the grievance informally. A decision by the involved administrator shall be rendered within five (5) days after the discussion.
- B. **Step 2: Written**
1. If the grievant is not satisfied with the decision at Step 1, the grievant may file a written grievance with the person responsible for support staff personnel within eight (8) days of the receipt of the decision from Step 1. The grievance shall state the Article(s) and Section(s) of this Agreement believed violated and the specific relief requested.
 2. Within five (5) days of the receipt of the written grievance, the person responsible for support staff personnel, or his/her designee, shall meet with the grievant in an effort to resolve the grievance. A written decision shall be rendered within five (5) days after the meeting.

C. Step 3

1. If the grievant is not satisfied with the disposition of the grievance or if no written decision has been rendered within five (5) days of the meeting in Step 2, the grievant may forward the grievance to the President of the College. The grievance must be forwarded within ten (10) days of the Step 2 meeting and must include the written grievance with all materials submitted in the previous step of the grievance procedure.
2. The President, or his/her designee, shall meet with the grievant within five (5) days after receipt of the written grievance. A decision shall be issued to the grievant within ten (10) days after the meeting.

D. Step 4

If the President's decision is not acceptable, the grievant and the Association may request mediation, as provided by law, within thirty (30) calendar days after receipt of the decision.

E. Step 5

If the grievant and the Association do not agree with the results of mediation they may appeal, through the President of the College, to the Board of Trustees within five (5) days of the final mediation session. The President shall send to the Board of Trustees and the Association President copies of material submitted in the previous steps of the grievance procedure. The decision of the Board of Trustees shall be issued to the grievant within thirty (30) days of the receipt of the written request for decision.

F. Step 6

1. If the Association is not satisfied with the Step 5 decision, it may request that the matter be submitted to arbitration. Said request shall be made within ten (10) days of receipt of the Step 5 decision and the Board must consent in order to submit the matter to arbitration.
2. The Board and the Association shall select an arbitrator within seven (7) days after consent has been given. If the parties fail to agree on an arbitrator, then an arbitrator will be selected by the American Arbitration Association in accordance with their rules and regulations.
3. The arbitrator shall conduct the arbitration in accordance with the rules and regulations of the American Arbitration Association.
4. The arbitrator shall be requested to issue his/her decision within thirty (30) calendar days after the conclusion of testimony and argument. The decision of the arbitrator shall be final and binding on both parties.
5. Expenses for the arbitrator's services and the proceedings shall be borne equally by the Board and the Association. However, each party shall be responsible for compensating its own representatives and witnesses.
6. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

- Section 4:**
- A. No reprisals of any kind shall be taken by either party, the Association or the Administration, any member of the committee or any other participant in the grievance process against any participant in the grievance process.
 - B. A grievance may be withdrawn at any level without prejudice of record.
 - C. A grievance meeting shall be allowed on College time without loss of pay.
 - D. The time limit of a grievance may be extended by written mutual agreement between the parties.
 - E. A representative of the Association may be present at a grievance hearing if requested by the Association.

Article 14 Leaves of Absence

Section 1: Sick Leave

- A. Each employee is allowed one (1) day sick leave allowance for each full month, or major portion thereof, he/she is actively performing his/her job responsibilities. Unused sick leave allowance shall accumulate to a maximum of one hundred ninety (190) days and be designated as "accumulated sick leave allowance."
- B. An employee who regularly works less than full-time shall accumulate sick leave at the established rate, prorated according to the average number of hours or months worked.
- C. Sick leave shall be available for the following purposes:
 - 1. Personal illness or quarantine
 - 2. Serious illness or injury to spouse, child, or parent living in the same household
 - 3. Five (5) sick leave days may be used annually for serious illness or injury to a child or parent not living in the same household
 - 4. Childbearing, with a physician's statement normally determining the period of the leave
- D. An employee on sick leave shall be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement.
- E. In the event that an employee has used all his/her accumulated sick leave and is unable to report for work, he/she may be placed on a leave of absence without pay under Section 2 if he/she submits a request in writing not later than five (5) work days after the accumulated sick leave has been exhausted.
- F. An employee who is laid off has available any unused accumulated sick leave previously earned, effective at the time of recall.
- G. An employee who is absent because of an injury or disease, compensable under the Michigan Worker's Compensation Law, shall receive from the Board the difference between the allowance under the Worker's Compensation Law and

his/her contractual salary for a period not to exceed one (1) year with no subtraction from accumulated sick leave.

- H. If an absence of three (3) or more days occurs that is chargeable to sick leave, the Board may ask for a physician's statement attesting to the illness. If the illness is of a serious or contagious nature, a certificate from the physician certifying recovery may be required prior to the employee's return to work.

Section 2: Leaves of Absence Without Pay

- A. The College Family and Medical Leave Policy, as adopted March 15, 1994, shall govern the granting of leaves covered under the Family and Medical Leave Act.
- B. For persons not qualifying under A. above, or in addition to the above referenced leaves, after two (2) years of service with the College, leaves of absences for reasonable periods not to exceed one (1) year shall be granted, without pay, for:
 - 1. Illness (mental or physical) which must be certified by an attending physician and the leave of absence must be recommended by him/her.
 - 2. Prolonged illness of the spouse, child, parent, grandparent, sibling, parent-in-law, or a relative living and making his/her home in the employee's household.
 - 3. Child rearing, provided that the College is provided with at least thirty (30) days prior written notice. Extenuating circumstances may allow a waiver of the two (2) years of service.
- C. After two (2) years of service with the Board, leaves of absence for reasonable periods not to exceed one (1) year may be granted, without pay, for prolonged illness of a person who is injured or ill who is living in the employee's household but is not a member of the employee's immediate family. The employee is expected to provide the Board with a complete explanation of need.
- D. After two (2) years of service with the Board, a general leave of absence, without pay, may be granted for a reasonable period not to exceed one (1) year. The employee is expected to provide the Board with a complete explanation of need.
- E. A request for an unpaid leave of absence shall be answered by the person responsible for support staff personnel in writing within seven (7) work days from the receipt of the request by the supervisor of the employee involved.
- F. A leave of absence without pay may be extended for a period not to exceed one (1) year by the Board for good cause.
- G. Upon returning from an approved leave of absence the following shall apply:
 - 1. The position of any employee who is on unpaid leave of absence shall, if requested in writing, be held open for a period not to exceed three (3) months if, in the judgment of his/her supervisor, the efficient operation of the department is not affected.
 - 2. When returning from an unpaid leave of absence, the employee shall be placed in his/her former position, if available, or transferred to a comparable position.

- H. An employee who is an officer of the State or National Association or its affiliates shall, upon proper application, be given leave of absence without pay for the purpose of performing duties of the Association.

Section 3: Leaves of Absence with Pay—Not Chargeable to Sick Leave

A. Funeral Leave

1. In the event of the death of a spouse, child, step-child, child-in-law, parent, parent-in-law, grandchild, sibling, or sibling-in-law, the employee shall be granted three (3) days of leave, with pay, which shall not be charged to his/her sick leave. Additional leave may be granted in special cases, with pay, such as for travel time, subject to the approval of the Board.
 2. In the event of the death of a grandparent, aunt, uncle, niece, or nephew, the employee shall be granted one (1) day of leave, with pay, which shall not be charged to his/her sick leave. Additional leave may be granted in special cases, with pay, such as for travel time, subject to the approval of the Board.
 3. An employee who wishes to attend the funeral of a fellow worker or former employee, in the city, will be paid during the necessary time he/she is absent. The number of employees permitted to attend will be determined by the person responsible for support staff personnel.
- B.** Up to two (2) days per year with pay may be used for absence necessitated by circumstances that are of a personal or emergency nature that cannot be attended to outside of the normal workday. Appropriate advanced written notification shall be provided to the employee's supervisor(s) and the person responsible for support staff personnel, unless the urgency of said leave makes the advanced written notification not feasible. In this event, the employee shall notify his/her immediate supervisor or the person responsible for support staff personnel by telephone. Upon returning to work the employee shall complete and forward to his/her immediate supervisor the written notification on the appropriate form.
- C.** An employee shall be excused from work for jury service or if the member is subpoenaed as a witness by anyone empowered by law to compel attendance by subpoena. The employee shall notify the person responsible for support staff personnel with a copy of the jury summons or subpoena as soon after receipt as practicable, and a request for leave shall be made on the proper form. The employee will report for available work when released from jury service or witness service. Such employee shall be paid the difference between the employee's regular pay and the fee the member receives for acting as a juror or witness. Such leave shall not be deducted from any other leave covered in this agreement.
- D.** Upon notification, two (2) days per year shall be made available for use by the Association to attend to its business functions or those of its affiliates. It is understood that the Association President or his/her designee are the only persons authorized to approve and notify the College of the use of this paid leave by other members.

Article 15 Vacation

Section 1: An employee shall earn annual vacation with pay according to the following schedule:

1. An employee having less than five (5) years seniority shall be allowed vacation time accrued on the basis of five-sixths (5/6) of one (1) workday for each calendar month of employment.
2. An employee having at least five (5) years but less than ten (10) years seniority shall be allowed vacation time accrued on the basis on one and one-fourth (1 1/4) days for each calendar month of employment.
3. An employee having ten (10) years or more of seniority shall be allowed vacation time accrued on the basis of one and two-thirds (1 2/3) days for each calendar month of employment.
4. No employee shall be eligible to use accrued vacation time prior to the completion of six (6) months employment with the College.

Section 2: *Vacation days must be used prior to one and one-half (1 1/2) years after accrual.*

Section 3: An employee who is normally employed less than twelve (12) months, or less than an eight (8) hour day, or less than a forty (40) hour week, shall be entitled to vacation time on a prorated basis annually in proportion to time worked and years of service.

- Section 4:**
- A. An employee requesting and entitled to two (2) or more weeks vacation may receive an advance approximately equal to his/her next regular check. A written request must be received in the Compensation Office by the Friday before the pay day preceding the vacation.
 - B. In case an employee resigns and gives ten (10) working days notice, he/she shall be given his/her unused vacation credit.
 - C. An employee shall be paid his/her current salary while on vacation and will receive credit for any benefits provided for in this Agreement during such time.

Article 16 General

- Section 1:**
- A. Each employee shall be evaluated by no later than June 30 of each year.
 - B. The parties agree in principle to the concept of employee evaluation. In each even numbered year, a committee consisting of two (2) members appointed by the Association and two (2) members appointed by the Administration will meet to review and discuss the evaluation instrument and recommend changes, if any, to the Board.

Section 2: Neither the employer nor the Association shall discriminate against any person on the basis of sex, creed, religion, color, national origin, veteran status, or physical or mental disability in violation of any applicable federal, state or local law or regulation. Discrimination on the basis of physical and mental disability shall be deemed to include the failure to make or agree to reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability. Furthermore, neither the employer nor the Association shall discriminate

against any employee or applicant for employment because of his/her membership or non-membership in the Association.

Section 3: Employees shall be eligible for payroll deduction basis participation in the School Employees Credit Union, subject to the rules and regulations of said Credit Union.

Section 4: An employee who is injured in the line of duty shall report the accident to the Facilities Office. The Compensation Office will notify the insurance company that carries the Worker's Compensation Policy covering medical, hospital and surgical benefits as prescribed by law.

Section 5: The Board will make available, through payroll deduction, tax deferred annuity programs.

Section 6: The compulsory retirement age for all employees covered by this Agreement shall be determined by existing federal and/or state law.

Section 7: Copies of this Agreement shall be presented to all employees now employed or hereafter employed by the Board. Every employee shall receive one (1) copy of this Agreement. Copies of this Agreement shall be printed at the expense of the Board.

Section 8: If any provision of this Agreement or the application thereof to any employee or group of employees shall be found to be contrary to law, then such provision or application thereof shall be deemed not valid and existing except to the extent permitted by law. All other provisions or applications thereof shall continue in full force and effect. At the request of either party, the Association and the Board will meet and negotiate regarding replacement contract language.

Article 17 Insurance

Section 1:

- A. The Board will provide MESSA SuperCare I or another mutually agreed to equivalent for each employee.
- B. It shall be the responsibility of the employee to inform the Board (Compensation Office) of any and all changes in his/her status that would affect his/her insurance coverage.
- C. In lieu of health insurance coverage, an employee may elect to receive a dollar amount equal to the annual single subscriber cost of the health insurance stated in A. above.

Section 2: The Board will continue to provide MESSA/Delta Dental coverage to each employee.

Section 3:

- A. The Board will provide group term life insurance coverage with a face value equal to one hundred percent (100%) of the employee's annual salary.
- B. The coverage will provide double benefits in case of accidental death or dismemberment and triple benefits in case of death while a passenger on a commercial carrier.

Section 4: The Board will provide, without cost to the employee, a Long Term Disability Plan that will include:

1. Sixty percent (60%) of monthly earnings to a maximum of three thousand dollars (\$3,000) per month;
2. Ninety (90) days waiting period for benefits, and;
3. Coverage not to extend beyond age 65.

Section 5: The Board will provide each employee with MESSA VSP-3 (Vision Services Plan-3).

- Section 6:
- A.
 1. An employee hired on or after July 1, 1987, for a position requiring less than the normal full-time work year of two thousand eighty (2080) hours shall be given the option of receiving insurance coverage for hospital/medical insurance, dental insurance, term life insurance, long term disability insurance and vision insurance on a "shared-cost" basis.
 2. The employee may select one or more of the coverages and pay the proportional share as calculated by the employee's regular employment as measured against the normal full-time work year of two thousand eighty (2080) hours.
 3. All coverages selected by the employee shall be effective for the entire contract year and shall continue from year to year unless withdrawn, in writing, by the employee.
 - B. An employee hired on or after January 1, 1989, for a position requiring less than five hundred twenty (520) hours of the full-time work year shall not be eligible for insurance paid for by the College.

- Section 7:
- A. The Board shall pay one hundred percent (100%) of the MESSA-PAK premium during the 1995-96 contract year.
 - B. During the 1996-97 contract year, the Board shall pay MESSA-PAK premium increases up to one hundred eighteen percent (118%) of the premium for the previous contractual year with the excess paid by the employee.

Article 18 Tuition

Section 1: An employee, his/her spouse, and any unmarried dependent child living at the employee's home shall be eligible for tuition free enrollment in any Kellogg Community College sponsored class.

Eligibility for KCC tuition-free benefits shall be based upon the following employment percentage:

Full-time employee	100%	Full benefits
Part-time employee	25% to 99%	Full benefits
Part-time employee	Less than 25%	No benefits

Section 2: An employee may enroll in two (2) off-campus courses for up to a maximum of six (6) credit hours in order to enhance or improve his/her job skills, or as a requirement of a degree program, subject to the prior written approval of his/her supervisor(s) and the person responsible for support staff personnel. Upon submission of written documentation from the academic institution of having satisfactorily completed the course, the employee shall be reimbursed the actual costs of tuition and required fees. This section shall not be subject to the grievance procedure.

Article 19 Compensation

- Section 1:
- A. The normal working hours per week for a full-time employee consists of five (5) days, eight (8) hours per day or forty (40) hours per week. A part-time employee shall work according to the schedule assigned.
 - B. No employee shall be required to take time off in lieu of overtime.
 - C. Upon recommendation of the supervisor, overtime pay will be allowed if approved by the person responsible for support staff personnel. Such recommendation is to be given in writing in advance of the overtime to be worked, if possible.
 - D. When an employee is called in to work overtime, he/she is guaranteed two (2) hours pay at one and one-half (1 1/2) times the employee's normal rate of pay.
 - E. When an employee is requested to work on a day other than a normal workday, he/she is guaranteed a minimum of three (3) hours pay at the established overtime rate.
 - F. All work performed on a Sunday shall be paid at twice (2 times) the employee's regular rate of pay. All work performed on a day other than a day included in an employee's regular work week, except Sundays, shall be paid for at one and one-half (1 1/2) times the employee's regular rate of pay.

- Section 2:
- A. When a holiday is observed by the Board during an employee's scheduled vacation, the holiday will not be considered as a vacation day.
 - B. When a holiday is observed by the Board while an employee is on allowable paid leave, the holiday will not be charged against the employee's sick leave.
 - C. An employee whose work schedule includes any or all of the following days shall receive a holiday with regular pay for the contract years 1995-96 and 1996-97.
 - D. All time worked on holidays as listed in the College calendar shall be paid at the rate of time and one-half (1 1/2) in addition to the holiday pay.
 - E. All such holidays are to be considered as a day worked. In the event school is in session on any of the listed holidays, another day will be substituted in its place by a vote of the membership of the Association.

1995-96 Holidays

Independence Day	July 4, 1995
Labor Day	September 4, 1995
Thanksgiving Day	November 23, 1995
Day after Thanksgiving	November 24, 1995
Christmas	December 25, 1995
Day after Christmas	December 26, 1995
New Year's Day	January 1, 1996
Day after New Year's Day	January 2, 1996
Friday before Easter	April 5, 1996
Memorial Day	May 27, 1996

1996-97 Holidays

Independence Day	July 4, 1996
Labor Day	September 2, 1996
Thanksgiving Day	November 28, 1996
Day after Thanksgiving	November 29, 1996
Day before Christmas	December 24, 1996
Christmas	December 25, 1996
Day before New Year's Day	December 31, 1996
New Year's Day	January 1, 1997
Friday before Easter	March 28, 1997
Memorial Day	May 26, 1997

- F. In addition, each employee shall be allowed one (1) holiday each year, to fall between July 1 and June 30, to be scheduled at his/her discretion with at least a twenty-four (24) hours notice to the immediate supervisor and the person responsible for support staff personnel.

Section 3: Classifications

A. Office and Clerical

An individual employed in this classification performs the normal office and clerical functions in support of the broad range of College operations. The employee is assigned to one of the three (3) sub-classifications of this employee classification.

1. Classification I

Bookstore Assistant
Bookstore Clerk
Evening Clerk, R.M.T.C.
Mathematics Clinic Clerk
Reading/Study Skills Center Clerk
Secretary, Criminal Justice Department
Secretary, Learning Assistance Center
Secretary/Receptionist Dental Hygiene Clinic
Support Services Clerk
Switchboard Operator/Receptionist
Writing Skills Center Clerk

2. Classification II

Accounting Clerk II
Admissions Clerk
Cashier/Accounts Receivable Clerk
Records Clerk (2)
Secretary, Allied Health Department
Secretary, Barry County Center
Secretary, Branch County Center (3)
Secretary, Business Department
Secretary, Career Planning and Employment Services
Secretary, Cooperative Education
Secretary, Customized Training
Secretary, Dean for Student Development/Counseling and Career Development

Secretary, Director of Admissions
Secretary, Director of Learning Resource Center
Secretary, Director of Buildings and Grounds, Facility Manager
Secretary, Dean, Career and Occupational Education and Dean,
Research & Development
Secretary, English Department
Secretary, Financial Aid
Secretary, Learning Resource Center Public Services
Secretary, Learning Resource Center Technical Services
Secretary, Physical Education & Athletics
Secretary, R.M.T.C.
Secretary, Science and Mathematics Department
Secretary, Social Science Department
Secretary, Support Services
Secretary, Technology Department
Secretary, Testing and Assessment Center
Secretary, Upward Bound
Secretary, Visual & Performing Arts Department
Secretary/Receptionist, Continuing Education Division
Student Services Clerk

3. Classification III

Accounting Clerk
Accounts Payable Clerk
Compensation Data Entry Clerk

B. Paraprofessional

An individual employed in this capacity is assigned responsibilities in direct support of instruction and the instructional process. General areas of assignment are: lab assistant in science, industrial, computer or technical lab; instructional support personnel and/or lab assistant in the general educational support lab for mathematics, English, reading, writing or other instructional lab.

Area Resource Center Manager
Coordinator of Student Retention
Computer Lab, Grahl Center
Computer Lab, R.M.T.C.
Paraprofessional, Computer Lab
Paraprofessional, Learning Assistance Center
Paraprofessional, Mathematics
Paraprofessional, Math Clinic
Paraprofessional, Reading/Study Skills Center (2)
Paraprofessional, Science
Paraprofessional, Writing Skills Center (3)
Tutoring Center Supervisor

C. Technical

An individual employed in this classification is assigned to an area where highly developed but focused skills are required. The employee works with technical and specialized equipment and develops skill in its operation. The skill level is focused well beyond the normal and customary knowledge of others in different classifications.

Accounts Receivable/Head Cashier
 Computer Operator, Management Information Systems
 Graphic Artist, Learning Resource Center
 Reproduction Equipment Operator

D. Staff Assistant

An individual employed in this classification is assigned to an area where the employee directly supports a management or operational function of the College. The employee functions with an independence of operations and may perform tasks which require the conception of a process or procedure with subsequent advancement toward development, implementation, follow-up and evaluation.

Assistant to the Manager—Miller Building
 Secretary, Continuing Education Division
 Secretary, Dean of Arts and Sciences/Coordinator of University
 Articulation
 Secretary, Registrar
 Staff Assistant, Financial Aid
 Staff Assistant, Management Information Systems

Section 4: A. The salary schedules for each classification are listed below.

	<u>1995-96</u>					
	O & C Class I	O & C Class II	O & C Class III	ParaPro	Tech	Stf Asst
Step 1	\$20,014	\$20,864	\$23,059	\$23,059	\$24,009	\$24,959
Step 2	\$20,501	\$21,351	\$23,546	\$23,546	\$24,495	\$25,446
Step 3	\$20,987	\$21,837	\$24,033	\$24,033	\$24,983	\$25,933
Step 4	\$21,474	\$22,324	\$24,519	\$24,519	\$25,470	\$26,421
Step 5	\$21,962	\$22,811	\$25,006	\$25,006	\$25,957	\$26,907
Step 6	\$22,449	\$23,299	\$25,494	\$25,494	\$26,443	\$27,394
Step 7	\$22,935	\$23,785	\$25,981	\$25,981	\$26,930	\$27,881
Step 8	\$23,422	\$24,272	\$26,467	\$26,467	\$27,418	\$28,368
Step 9	\$23,909	\$24,759	\$26,954	\$26,954	\$27,905	\$28,854
Step 10	\$24,397	\$25,246	\$27,441	\$27,441	\$28,392	\$29,342
Step 11	\$24,883	\$25,732	\$27,928	\$27,928	\$28,878	\$29,829
Step 12	\$25,370	\$26,220	\$28,415	\$28,415	\$29,365	\$30,316
Step 13	\$25,857	\$26,707	\$28,902	\$28,902	\$29,852	\$30,802

1996-97

	O & C Class I	O & C Class II	O & C Class III	ParaPro	Tech	Stf Asst
Step 1	\$20,614	\$21,490	\$23,750	\$23,750	\$24,730	\$25,708
Step 2	\$21,116	\$21,991	\$24,252	\$24,252	\$25,230	\$26,210
Step 3	\$21,617	\$22,492	\$24,754	\$24,754	\$25,732	\$26,711
Step 4	\$22,119	\$22,994	\$25,255	\$25,255	\$26,234	\$27,213
Step 5	\$22,621	\$23,496	\$25,757	\$25,757	\$26,736	\$27,714
Step 6	\$23,122	\$23,998	\$26,258	\$26,258	\$27,236	\$28,216
Step 7	\$23,623	\$24,498	\$26,760	\$26,760	\$27,738	\$28,718
Step 8	\$24,125	\$25,000	\$27,261	\$27,261	\$28,240	\$29,219
Step 9	\$24,627	\$25,502	\$27,763	\$27,763	\$28,742	\$29,720
Step 10	\$25,128	\$26,004	\$28,264	\$28,264	\$29,244	\$30,222
Step 11	\$25,629	\$26,504	\$28,766	\$28,766	\$29,744	\$30,724
Step 12	\$26,131	\$27,006	\$29,267	\$29,267	\$30,246	\$31,225
Step 13	\$26,633	\$27,508	\$29,769	\$29,769	\$30,748	\$31,726

- B. An additional fifty dollar (\$50) annual stipend will be paid to the Reproduction Equipment Operator.
- C. When an employee voluntarily bids on and accepts a position in a different classification, the employee shall be placed on the same salary schedule step within the new classification.
- D. A new hire shall be placed no higher than step 6 of the respective salary schedule for the position.

Section 5: A. The Board recognizes long and faithful full-time service and the value of skill, knowledge and judgment gained through the years of service. Each full-time employee will be awarded compensation in addition to their basic salary for completion of the years of service during the contract year as specified in the following schedule.

	<u>1995-96</u>	<u>1996-97</u>
10th year through 15th year	\$210	\$216
16th year through 20th year	268	276
21st year and thereafter	325	335

- B. An employee receiving longevity payments can elect, by written request to the person responsible for support staff personnel, to have the longevity payment paid in a lump sum on the first pay date in December of each year. Such request shall remain in force until rescinded in writing.

Section 6: An employee within one of the classifications may be considered for movement to a higher classification based upon the following conditions:

- (a) A substantive expansion of the responsibilities of the position held

OR

- (b) Evidence of individual professional development as established through continuing their education to complete a bachelor's degree related to their area of responsibility.

An employee so inclined should follow the procedures listed below.

1. If an employee believes the demands and responsibilities of his/her position should be considered for reclassification, the employee shall have the opportunity to request in writing a re-evaluation of the job.
2. The written request shall include:
 - a. The current classification and rate of pay; and
 - b. The desired classification and rate of pay; and
 - c. The change in duties and responsibilities that are the basis for the requested change.
3. The request should be submitted to the employee's immediate supervisor for comments and approval or disapproval, which will be given within ten (10) working days and then returned to the employee. If the request is denied and the employee desires to proceed further, the request may be submitted to the person responsible for support staff personnel for his/her recommendation, which will be given within thirty (30) working days. If the reclassification is approved, it will become effective as the date of the original request.
4. The Association will use its best efforts to discourage an employee from initiating a request that is capricious or based on circumstances that do not merit serious investigation.

Section 7: Subject to the provision of Section 1 of this Article, support staff employees shall be given the option of selecting overtime hours as paid time or as compensatory time (comp time) as follows:

1. All comp time must be taken within six (6) months or by the end of the fiscal year, whichever comes first. Comp time not taken will be paid in cash.
2. All comp time must be approved, in advance, by the employee's supervisor.
3. All overtime hours worked and requested as comp time must be submitted on an overtime form and submitted to the Compensation Office.
4. The maximum number of hours that may be accumulated as comp time shall be two hundred forty (240).

Section 8: "Flex-time" may be defined as a program in which an employee, in cooperation with and with the approval of the immediate supervisor(s), has a measure of choice in determining the schedule of the daily working hours during the following periods of time:

1995-96	July 1, 1995 through August 21, 1995 May 17, 1996 through June 30, 1996
1996-97	July 1, 1996 through August 18, 1996

May 16, 1997 through June 30, 1997

Participants in the flex-time program shall abide by the following program requirements:

1. An employee wishing to participate in the flex-time program must notify the immediate supervisor(s) in writing of his/her intent.
2. A mutually acceptable work schedule must be agreed to by the employee and the immediate supervisor(s).
3. All regular, full-time employees working a standard workday and participating in the flex-time program will work a core period beginning at 9:00 a.m. and ending at 3:00 p.m., Monday through Friday. All regular, full-time employees working a non-standard workday will be responsible for a core period consisting of six (6) consecutive hours of employment depending on their workday.

Those regular employees working less than a normal workday shall maintain a core period prorated according to their workday.

4. All employees participating in the flex-time program must take a lunch period if one is currently part of their normal workday. The lunch period shall not be less than thirty (30) minutes nor greater than sixty (60) minutes in length.
5. The minimum workday for any employee participating in the flex-time program will be the designated core hours. The maximum workday for any employee participating in the flex-time program will be no more than twelve (12) hours.
6. An individual participating in the flex-time program must submit a summary of their weekly work schedule to the Compensation Office at the completion of each week.
7. Participation in the flex-time program requires the mutual agreement of the individual employee and the immediate supervisor(s). No one shall be required to participate in the flex-time program. It is understood that the flex-time program shall not diminish the employee's obligation to meet all job responsibilities.

The responsibilities of each employee's job are paramount and all participants will continue to be held responsible for ensuring that participation in the flex-time program in no way diminishes the obligation to meet these responsibilities. If job performance, timeliness, or safety are degraded as a result of participation in the flex-time program, such participation may be immediately terminated by the supervisor(s).

Article 20 Rates for New Positions

Section 1: When a new position is created in the bargaining unit and cannot be properly placed in an existing classification, the Board shall notify the Association prior to establishing a classification and rate structure. In the event the Association does not agree that the rate and classification are proper, the issue shall be subject to negotiations by the Board and the Association.

Section 2: A committee consisting of the person responsible for support staff personnel and two (2) members of the Association shall meet and discuss salary considerations for all vacated and newly created positions within the unit.

Such discussions shall be limited to the following:

1. Decision to replace the vacated position
2. Review of job description
3. Review of posting notice
4. Classification placement
5. Salary placement within the classification

The purpose of this meeting is informational and nothing in this Article reduces the management rights of the Board.

This section shall not be subject to the grievance procedure.

Article 21 Payments At Retirement

Section 1: If an employee begins drawing retirement benefits under the provisions of the State Retirement Act within thirty (30) calendar days of retirement, he/she shall be paid for his/her unused sick leave up to a maximum of between ninety (90) and one hundred (100) days based upon the provisions below.

1. The average number of sick days used by members of the bargaining unit in a fiscal year shall be calculated.
2. The average computed in 1. above shall be compared to the average number of sick days used by members of the bargaining unit during the base year, July 1, 1994, through June 30, 1995.
3. For each decrease of one-half (1/2) day's usage during the fiscal year being calculated compared to the base year, the total number of days eligible for payment shall increase by two (2) over the base number of ninety (90). Said increases shall be limited to five (5), which produce a maximum of one hundred (100) available days, and shall take effect during the following fiscal year.
4. In the event there is no decrease or there is an increase in sick day usage compared to the base year, the number of days shall be ninety (90) for the following fiscal year.

Section 2: A. Based upon the calculation from Section 1 above, if the average days' usage has decreased by at least one-half (1/2), the payment schedule in B. below shall take effect during the following fiscal year. In the event the average days' usage does not decrease by at least one-half (1/2) day, the payment schedule will not apply.

B. If an employee begins drawing retirement benefits under the provisions of the State Retirement Act within thirty (30) calendar days of retirement, he/she shall

be eligible to receive from the College the following based upon the number of years of consecutive credited service:

At least fifteen (15) but less than eighteen (18)	\$ 1,650
At least eighteen (18) but less than twenty-one (21)	3,300
At least twenty-one (21) but less than twenty-three (23)	4,950
At least twenty-three (23) but less than twenty-five (25)	6,600
At least twenty-five (25)	8,250

Section 3: In the event an employee experiences a "catastrophic" illness or injury that causes him/her to use sick leave excessively, such usage, up to a thirty (30) day maximum, shall be excluded from the calculation in Section 1, B., and the subsequent impact for the provisions of Sections 1 and 2.

Article 22 Duration and Modification

Section 1: This Agreement shall continue in full force and effect until 11:59 p.m. on June 30, 1997.

Section 2: If neither party to this Agreement shall give notice of amendment as provided in this Agreement, it shall remain in effect from year to year, thereafter subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.

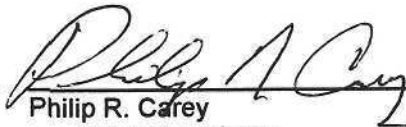
Section 3: This Agreement may not be modified in whole or in part by the parties except by an instrument in writing, duly executed by both parties. Any modification shall become and be a part of this Agreement.

Section 4: If either party desires to modify this Agreement, it shall sixty (60) days prior to the termination date or any subsequent termination date, give written notice of amendment setting forth the nature of the amendments desired. If notice of amendment to this Agreement has been given in accordance with this paragraph, this Agreement may be terminated by either party on thirty (30) days written notice of termination.

BOARD OF TRUSTEES, KELLOGG COMMUNITY COLLEGE

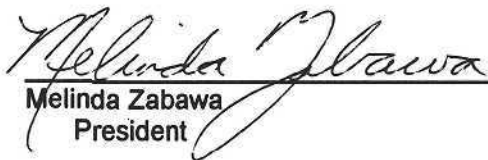


Donald Thomason
Chairman




Philip R. Carey
Chief Negotiator

KELLOGG COMMUNITY COLLEGE SUPPORT STAFF ASSOCIATION, MEA/NEA



Melinda Zabawa
President



Karilyn Frederick
Chief Negotiator

Appendix A

Academic Calendar 1995-96/1996-97

Date(s)

August 17, 18, 21
August 22
August 23, 24
August 25
August 28
September 4
September 5
September 8
September 11
September 11
October 23
November 23, 24, 25
December 14
December 14
December 16
December 20
December 22

January 8
January 9, 10, 11
January 12
January 15
January 16
January 26
January 29
January 29
March 11
April 1-6
April 8
April 12
May 4
May 9
May 9
May 13
May 15
May 16

May 20
May 27
May 28
June 10
July 4
July 5
July 22
August 12

Fall Semester 1995

New Faculty Orientation
Faculty Returns/General Session
Faculty Preparation for Semester
Departmental Meetings/Faculty Prep for Semester
On-Campus Day/Evening Classes Begin
Labor Day Holiday
On-Campus Day/Evening Classes Resume
Weekend Classes Begin (Friday Evening)
Off-Campus Classes Begin
14-Week On-Campus Evening Classes Begin
Mid-Semester
Thanksgiving Holiday
14-Week Evening On-Campus Classes Conclude
Off-Campus Classes Conclude
Weekend Classes Conclude
On-Campus Classes Conclude
Final Grades Due on or before 3:00 p.m.

Spring Semester 1996

Faculty Returns/ Preparation for Semester
Interim/General Session/Departmental Meetings
Faculty Preparation
Martin Luther King Day
On-Campus Day/Evening Classes Begin
Weekend Classes Begin (Friday Evening)
14-Week On-Campus evening Classes Begin
Off-Campus Classes Begin
Mid-Semester
Spring Recess
Classes Resume
Weekend Classes Resume
Weekend Classes Conclude
14-Week Evening On-Campus Classes Conclude
Off-Campus Classes Conclude
On-Campus Classes Conclude
Final Grades Due on or before 3:00 p.m.
Commencement

Summer Sessions 1996

Start of Summer Term
Memorial Day Holiday
Scheduled Classes Resume
Regular Session Begins
Independence Day Holiday
Scheduled Classes Resume
Regular Session Concludes
Summer Session Concludes

Date(s)

August 14, 15, 16
August 19
August 20
August 21, 22
August 23
August 26
September 2
September 3
September 6
September 9
September 9
October 21
November 28, 29, 30
December 12
December 12
December 14
December 18
December 20

Fall Semester 1996

New Faculty Orientation
Faculty Returns/Preparation for Semester
General Session
Faculty Preparation for Semester
Departmental Meetings/Faculty Prep for Semester
On-Campus Day/Evening Classes Begin
Labor Day Holiday
On-Campus Day/Evening Classes Resume
Weekend Classes Begin (Friday Evening)
Off-Campus Classes Begin
14-Week On-Campus Evening Classes Begin
Mid-Semester
Thanksgiving Holiday
14-Week Evening On-Campus Classes Conclude
Off-Campus Classes Conclude
Weekend Classes Conclude
On-Campus Classes Conclude
Final Grades Due on or before 3:00 p.m.

Spring Semester 1997

January 6
January 7, 8, 9
January 10
January 13
January 20
January 24
January 27
January 27
March 10
March 28
April 7-11
April 14
April 18
May 3
May 8
May 8
May 13
May 14
May 15

Faculty Returns/ Preparation for Semester
Interim/General Session/Departmental Meetings
Faculty Preparation
On-Campus Day/Evening Classes Begin
Martin Luther King Day
Weekend Classes Begin (Friday Evening)
14-Week On-Campus evening Classes Begin
Off-Campus Classes Begin
Mid-Semester
Good Friday/Easter Holiday
Spring Recess
Classes Resume
Weekend Classes Resume
Weekend Classes Conclude
14-Week Evening On-Campus Classes Conclude
Off-Campus Classes Conclude
On-Campus Classes Conclude
Final Grades Due on or before 3:00 p.m.
Commencement

Summer Sessions 1997

May 19
May 26
May 27
June 9
July 4
July 7
July 18
August 11

Start of Summer Term
Memorial Day Holiday
Scheduled Classes Resume
Regular Session Begins
Independence Day Holiday
Scheduled Classes Resume
Regular Session Concludes
Summer Session Concludes

Appendix B

Payroll Dates

The following is the schedule of Payroll Dates for 1995-96, 1996-97.

1995

July 7
July 21
August 4
August 18
September 1
September 15
September 29
October 13
October 27
November 10
November 24
December 8
December 22

1996

January 5
January 19
February 2
February 16
March 1
March 15
March 29
April 12
April 26
May 10
May 24
June 7
June 21

1996

July 5
July 19
August 2
August 16
August 30
September 13
September 27
October 11
October 25
November 8
November 22
December 6
December 20

1997

January 3
January 17
January 31
February 14
February 28
March 14
March 28
April 11
April 25
May 9
May 23
June 6
June 20

Letter of Understanding

Between

Kellogg Community College Board of Trustees

And

Kellogg Community College Support Staff Association, MEA/NEA

Both parties agree to the following:

1. Chriss Leatherman shall continue to receive the existing fringe benefit "package" for as long as she is employed in her current position.
2. Upon the resignation, retirement, transfer or other means of vacating each of the following positions by the person occupying it as of July 1, 1994, it shall be considered as a bargaining unit position with the indicated classification.

Position Title

Materials Handling Manager
Tool Crib Supervisor
Computer Programmer/Analyst
Bursar

Future Classification

Paraprofessional
Paraprofessional
Technician
Staff Assistant

For the College

For the Association


Philip Carey


Karilyn Frederick

7-18-95
Date

7-18-95
Date

