

4133

6/30/2001

1998-2001

MASTER AGREEMENT

Between

THE WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

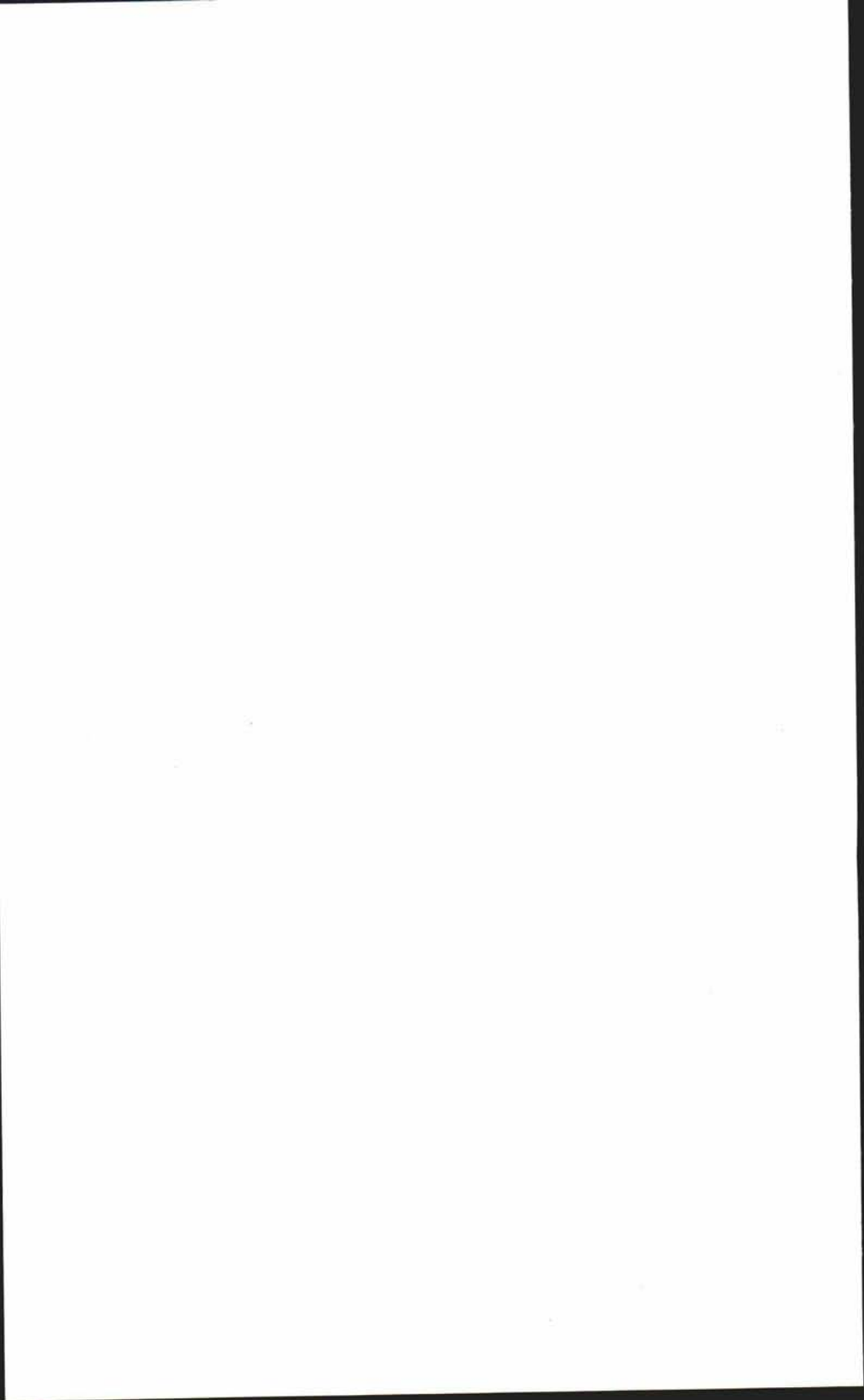
And

THE UAW

AMALGAMATED LOCAL 1796

*Wayne County Community College*

LABOR AND INDUSTRIAL  
RELATIONS COLLECTION  
Michigan State University



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**THE WAYNE COUNTY COMMUNITY COLLEGE DISTRICT**

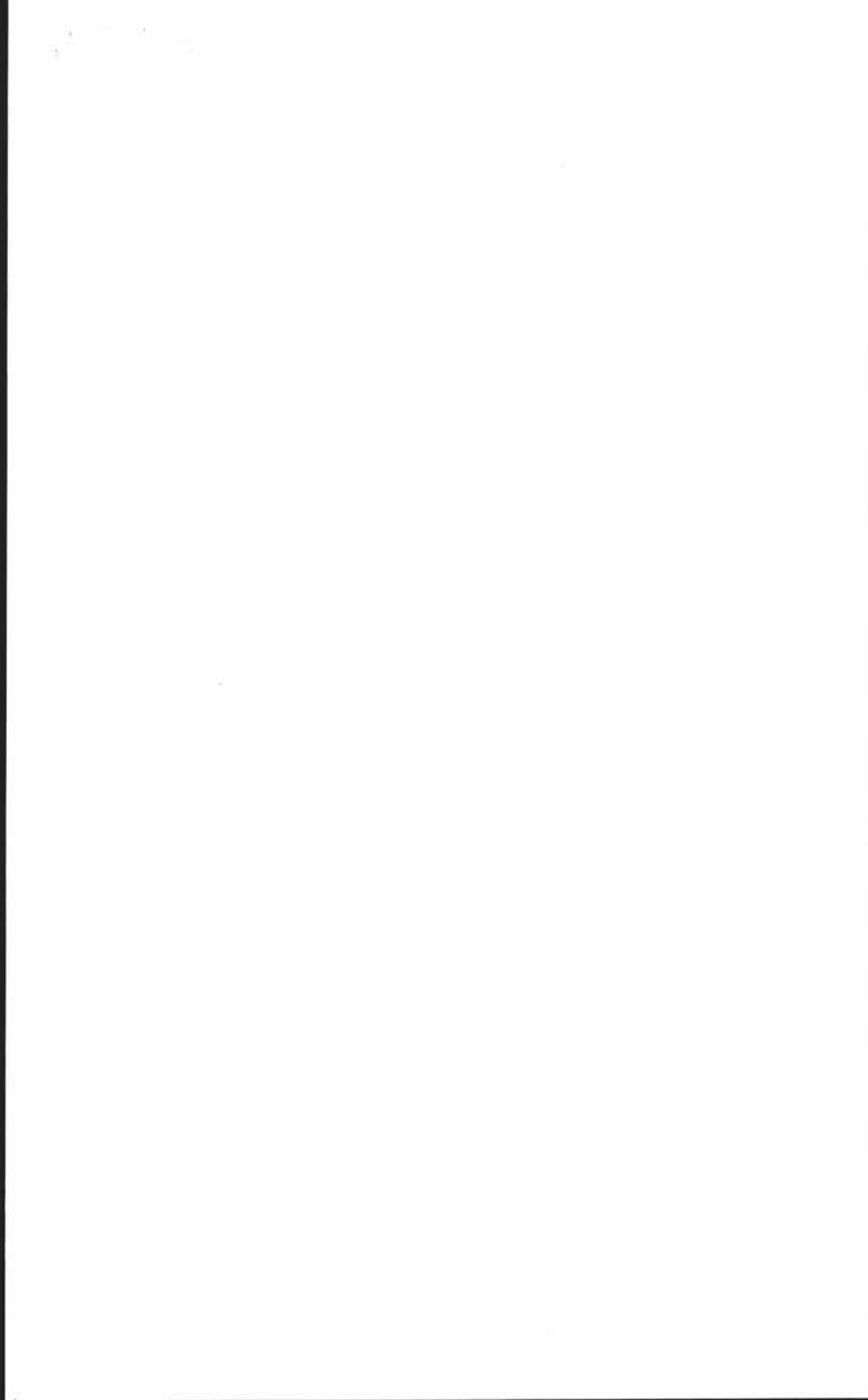
**BOARD OF TRUSTEES**

**And**

**THE UAW**

**AMALGAMATED LOCAL 1796**

LABOR AND INDUSTRIAL  
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Michigan State University





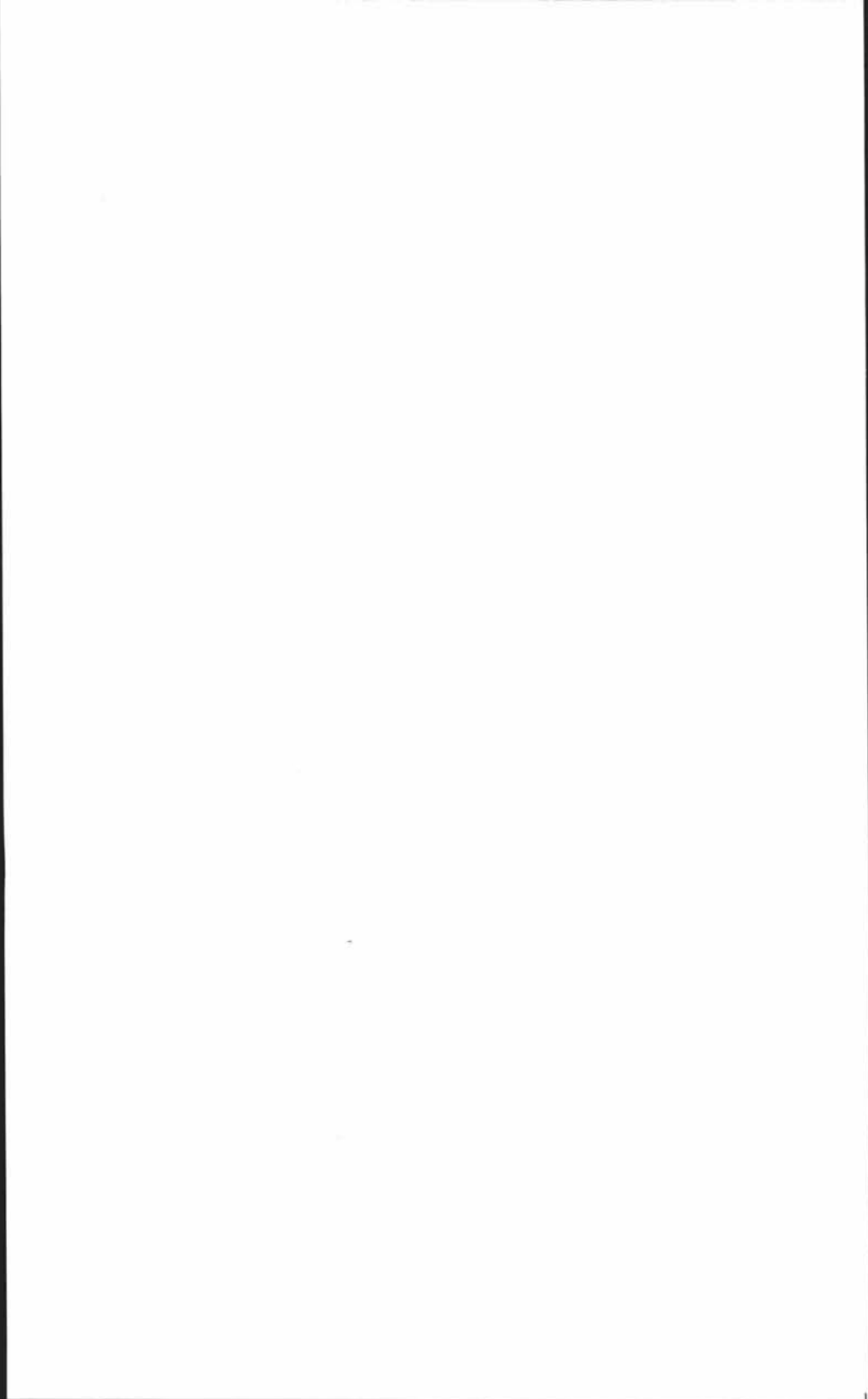


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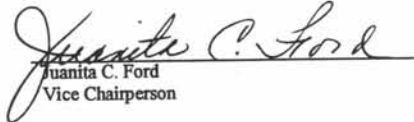
ARTICLE I

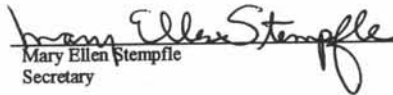
AGREEMENT

- A. This Agreement is made by and between Wayne County Community College District Board of Trustees, and its successors, (hereinafter referred to as the Employer or College), and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America and its Local 1796, hereinafter referred to as the Union.
  
- B. This Agreement shall be effective as of July 1, 1998, and shall remain in force until midnight, June 30, 2001, and thereafter until sixty (60) days after either party shall serve written notice on the other party of a desire to terminate, modify, alter, re-negotiate, change, or amend this Agreement. Such written notice given sixty (60) days or more before June 30, 2001, shall become effective on June 30, 2001. A notice of desire to modify, alter, amend, re-negotiate, or change, or any combination thereof, shall have the effect of terminating the entire Agreement on June 30, 2001, in the same manner as a notice of desire to terminate, unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment.
  
- C. The purpose of this Agreement is to set forth terms and conditions of employment, such as wages, hours, and working conditions; to establish the machinery for collective bargaining, and to promote orderly and peaceful labor relations between the Employer and the employees. To the above end, it is the intent of the parties to abide by the terms of this Agreement at all times.

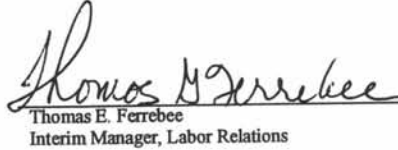
Board of Trustees

  
Ted Scott  
Chairperson

  
Juanita C. Ford  
Vice Chairperson


  
Mary Ellen Stempfle  
Secretary

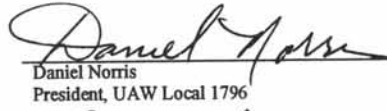
  
Edward D. Clemente  
Treasurer

  
Thomas E. Ferrebee  
Interim Manager, Labor Relations

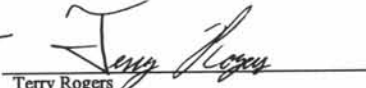
  
Willie Acosta  
Chief College Negotiator

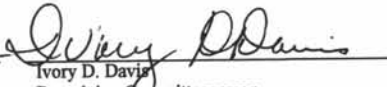
International Union

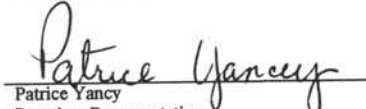
  
Dennis Turner  
International Representative  
UAW Region 1


  
Daniel Norris  
President, UAW Local 1796

  
Richard Webb, Chairperson  
Bargaining Committee  
UAW Local 1796

  
Terry Rogers  
Bargaining Committee person  
UAW Local 1796

  
Ivory D. Davis  
Bargaining Committee person  
UAW Local 1796

  
Patrice Yancy  
Part-time Representative  
UAW Local 1796

  
Nate Gooden  
Director, UAW Region 1

ARTICLE II

RECOGNITION

- A. Pursuant to and in accordance with all applicable provisions of Act 379 of the Michigan Public Acts of 1965, as amended, the Employer recognizes the Union as the exclusive collective bargaining agent with respect to wages, hours, terms, and working conditions of employment for the term of this Agreement.
- B. This Agreement applies to all regular full-time office, clerical, and technical support staff employees and all regular part-time office, clerical, and technical support staff employees as certified by the Michigan Employment Relations Commission in Case Number R71H377 that has been modified by the parties through mutual written agreement. Recognition shall apply to employees employed by the College at the following facilities or campuses: Administration Building, Downriver, Downtown, Eastern, Northwest, and Western.
- C. Excluded from the Bargaining Unit are temporary employees, employees doing confidential work, work-study student employees, all other employees not covered by Section B.
- D. For the purpose of this Agreement, a regular full-time employee is an employee who regularly works forty (40) hours a week on a permanent basis.  
  
A regular part-time employee is an employee who works a minimum of twenty-five (25) hours a week but less than forty (40) hours a week on a permanent basis.
- E. The Union recognizes that it is the policy of the College to provide employment for students to assist them in obtaining an education. No employee in the Bargaining Unit shall be displaced or replaced by a student employee.
- F. The Employer and the Union agree to extend Bargaining Unit status to employees at any new facility or campus owned by the College at such time the facility or campus is opened by the College.

ARTICLE III

SCOPE OF THE AGREEMENT

- A. This Agreement shall supersede any rules, regulations, practices, contracts or restricted fund grants or contracts inconsistent with its terms unless mutually adjusted in writing by the Employer and the Union.
- B. Such an adjustment between the Employer and the Union shall be made only after the Employer and the Union have agreed in writing that a particular program cannot be designed to comply with specific provisions of this Agreement, and that all efforts to design the program in question so as to comply with this Agreement have been exhausted. Such agreement by either party shall not be withheld arbitrarily or capriciously.
1. The written adjustment between the Employer and the Union shall specify which provisions of this Agreement shall be adjusted and how they shall be adjusted.
  2. Any such adjustment shall apply only to the programs specifically mentioned therein.
  3. Any such adjustment shall be made after successful funding of any restricted fund program.

ARTICLE IV

CONFORMITY TO LAW

- A. This Agreement is subject in all respects to the laws of the State of Michigan and the United States with regard to the powers, rights, duties, and obligations of the Employer, the Union, and employees of the Bargaining Unit.
- B. In those instances where any state law is contested, the provisions of the law shall be binding until such time as a court of competent jurisdiction declares it to be unconstitutional, null, or void.
- C. In the event that any provisions of this Agreement shall at any time be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, such provision shall be void and inoperative. The parties shall meet for the purpose of rewriting directly affected provisions of this contract and those provisions only. However, all other provisions of this Agreement shall continue in effect and such court determination shall not affect any other portion of this Agreement.

ARTICLE V

FAIR EMPLOYMENT PRACTICES

- A. The Employer and the Union recognize their respective responsibilities under federal, state, and local laws relating to fair employment practices.
- B. The Employer and the Union recognize the moral and legal principles involved in the area of civil rights and reaffirm in this collective bargaining agreement their commitment not to discriminate because of race, creed, color, age, sex, appropriate dress and apparel, marital status, sexual orientation or political beliefs and activities, membership in any labor organization, handicapped or disabled persons, by adhering to valid equal employment opportunity, affirmative action, and Title IX rules and regulations and/or guidelines.
- C. Whenever the word he or employee is used in this document, it shall be deemed to include both male and female.



ARTICLE VI

EMPLOYER'S RIGHTS

- A. The Union recognizes the Employer's right to manage its affairs and direct its work force and, within the existing framework of the Statutes of the State of Michigan and the By Laws of the Wayne County Community College District Board of Trustees, to maintain the College as efficiently and at the lowest possible cost consistent with fair labor standards. Further, the College has all the customary and usual rights, power, functions and authority of management. It is recognized that the management of the College, the control of its properties, and the maintenance of order and efficiency is solely a responsibility of the Employer. Among the rights and responsibilities belonging to the Employer are the rights to decide the number and location of its facilities, work to be performed within the unit, amount of supervision necessary, and schedule of work. It is understood and agreed that none of the foregoing rights and responsibilities will be exercised in a manner which is inconsistent with the provisions of this Agreement.
  
- B. It is further recognized that the responsibility of the Administration of the College for the selection and direction of the work force, including the right to hire, suspend, or discharge for just cause, assign, promote, or transfer, to relieve employees from duty because of lack of work or for other legitimate reasons as set forth in this Agreement, is vested exclusively in the Employer.
  
- C. The Employer reserves the right to promulgate reasonable rules and regulations in order to maintain order and discipline, provided the same are not inconsistent with the provisions of this Agreement.

ARTICLE VII

UNION SECURITY

A. UNION MEMBERSHIP

As a condition of employment, each employee in the Bargaining Unit on or before the thirtieth (30th) day after the effective date of this Agreement or on or before the thirtieth (30th) day after employment in the Bargaining Unit, whichever is later, and monthly thereafter, shall tender to the Union either periodic and uniformly required Union dues, or, in the alternative, service fees in an amount equal to these dues as set forth in the Constitution of the International Union.

B. CHECK OFF

1. The Personnel Office, at the time of hire, rehire, reinstatement, or transfer of an employee into the Bargaining Unit, shall apprise the prospective member of this Article's provisions and shall present to him an Application for Membership and an Authorization for Check-off of Dues supplied by the Union.
  - a. If the employee desires to join the Union, he shall complete both the Application for Membership and the Authorization for Check-off of Dues, and return them along with the initiation fee to the Union's financial officer.
  - b. If the employee does not desire to join the Union, he shall complete only the Authorization for Check-off of Dues, so that the Union may collect from him its service fees equal to the monthly dues, and return it to the Union's financial officer.
2. During the life of this Agreement and in accordance with the terms of the Authorization for Check-off of Dues, the Employer agrees to deduct membership dues or service fees levied in accordance with the Constitution of the International Union from the pay of each employee who executes or has executed the Authorization for Check-off of Dues.
3. The initial deduction for any employee shall not begin unless the Authorization for Check-off of Dues and the certification of the Union's financial officer as to the amount of the periodic Union dues or service fees has been delivered to the Employer's Payroll Department at least fifteen (15) calendar days prior to the affected pay day.
4. All sums deducted by the Employer shall be remitted to the Union's financial officer once each month by the twentieth (20th) calendar day of the month in which deductions were made together with a list of current employees showing the amount of Union dues or service fees deducted from each employee.

5. In cases where a deduction is made which duplicates a payment already made to the Union by an employee, or where a deduction is not in conformity with the Constitution of the International Union, refunds to the employee shall be made by the Union.
6. The Employer shall not be liable to the Union by reason of Section B of this Article for the remittance or payment of any sum other than that constituting actual deductions made from the pay earned by the employee.
7. The Employer shall not, during the life of this Agreement, deduct union dues or service fees from employees other than the Union without the Union's written permission.
8. The Union shall protect and save harmless the Employer from any and all claims, demands, suits, and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with Section B of this Article.

C. TERMINATION FOR FAILURE TO COMPLY

1. An employee in the Bargaining Unit who fails to tender to the Union either periodic and uniformly required Union dues, or in the alternative, service fees in an amount equal to those dues as set forth in the Constitution of the International Union, shall be terminated by the Employer, provided the following stipulations are adhered to:
  - a. The Union shall notify the employee by certified or registered mail explaining that he is delinquent in not tendering required Union dues or service fees, specifying the current amount of the delinquency, and warning him that unless delinquent dues or service fees are paid and a properly executed Authorization for Check-off of Dues is tendered within ten (10) working days of such notice, he shall be reported to the Board of Trustees for termination as provided for in this Article.
  - b. The Union shall give a copy of the letter sent to the employee and the following written notice to the Manager of Labor Relations at the end of the ten- (10) day period:

"The Union certifies that \_\_\_\_\_ has failed to tender either the periodic and uniformly required Union dues or service fees required as a condition of continued employment under the collective bargaining Agreement, and demands that under the terms of this agreement, the Board of Trustees terminate this employee."
2. The Manager of Labor Relations shall communicate the Union's request for termination of the employee to the Board of Trustees within five (5) working days after receipt of the above letter and notice. At the next scheduled public meeting, the Board of Trustees shall terminate the employee effective within ten (10) working days of the meeting.

3. An employee terminated under this Article shall not be rehired without the written consent of the Union.
  - a. Consent to rehire the employee shall not be withheld arbitrarily or capriciously and the Union shall notify the Employer in writing when consent is withheld, giving the reasons therefore.
  - b. An employee who receives consent to be rehired shall reimburse the Union for all past dues or service fees and shall pay any reinstatement fee before he is rehired.
4. The Union shall protect and save harmless the Employer from any and all claims, demands, suits, and other forms of liability by reasons of action taken or not taken by the Employer for the purpose of complying with Section C of this Article.

ARTICLE VIII

REPRESENTATION AND RELEASE TIME

- A. The Employer shall recognize three (3) regular, full-time employees of the Bargaining Unit as the Bargaining Committee. The Employer agrees to negotiate with this Committee as the representative of its employees covered by this Agreement.
- B. The Employer shall recognize ten (10) regular, full-time employees of the Bargaining Unit as Stewards. Additional Stewards may be recognized by mutual written agreement of both parties. The Union shall designate the jurisdictional district of each Steward; however, there shall be not more than one (1) Steward representing Bargaining Unit members in any one given district.
- C. The Employer shall recognize any authorized representative of the International Union, which is a party to this Agreement, for the purpose of participating in negotiations and the handling of other matters of this Agreement.
- D. The following officials of the Union shall be granted release time for the handling of matters pertaining to this Agreement without suffering a loss of earnings, provided in all cases the official's supervisor or his designee is given proper written notice of the Union official's pending absence from his job.
  - 1. Union Stewards and/or designee's shall be granted release time for investigating and/or adjusting grievances affecting the Steward's (and/or designee's) district and, at the request of the Employer, for the handling of other matters pertaining to this Agreement.
  - 2. The Bargaining Committee shall be granted release time for investigating and/or adjusting grievances, relative to the second step of the grievance procedure.
  - 3. The Bargaining Committee, which shall include one (1) part-time Bargaining Unit member, shall be granted release time not to exceed eight (8) hours per week for the purpose of negotiations once negotiations have begun officially. Additional release time for negotiations shall be granted only by mutual agreement of the Employer and the Union. However, it is mutually agreed that the provisions of this paragraph shall not be used to delay the timely settlement of a new Agreement.

4. The President and the Bargaining Committee Chairperson of the Union shall be granted release time for the purpose of meeting with the Manager of Labor Relations or his designee for the special conferences for the discussions of important matters pertaining to labor relations. Arrangements for these conferences shall be made at least five (5) working days prior to the requested meeting unless otherwise mutually agreed to by the Employer and the Union. An agenda shall be submitted at the time the arrangements for the conferences are made, and the items to be discussed in the conferences shall be confined to those items on the agenda unless otherwise mutually agreed to in writing by the Employer and the union.
- E. Officials of the Union shall be allowed release time, without pay, for official business of the International Union, provided the employee has given his supervisor written notice at least five (5) working days in advance of his pending absence from the job.

ARTICLE IX

NEGOTIATIONS

- A. During the period of this Agreement, any time after one hundred eighty (180) calendar days preceding the termination date, either party may notify the other of its intentions to negotiate, and negotiations shall begin exactly sixty (60) calendar days prior to the expiration date of this Agreement.
- B. During the period of negotiating an Agreement, the parties shall meet at reasonable intervals and for reasonable periods of time. Every effort shall be made to schedule bargaining sessions at times which shall not conflict with scheduled assignments or otherwise disrupt or create problems with Normal College operations.
- C. Whenever a question arises concerning the application and interpretation of this Agreement which affects all or substantially all of the members of the Bargaining Unit, by mutual written agreement, the parties may convene their professional negotiation teams to discuss the matter.

ARTICLE X

COMMUNICATIONS

- A. The President of the Union or his designee shall be furnished a copy of the agenda of the monthly public meeting of the Board of Trustees with all normal attachments not confidential as determined by the Board at the same time regular distribution is made to the Board.
- B. Upon written request by the Union, its officially designated representative shall appear as an item of new business on the agenda of each monthly public meeting of the Board of Trustees for which the request was made, provided that such request shall be made in writing and in accordance with established Board policy and procedure. Said request shall state the reason for appearing before the Board and shall include any relevant materials related to subject matter of the request.
- C. The Employer shall make available to the Union upon its written request and within reasonable time thereafter such available statistical, financial, and personnel information and reports related to the operation of the College as are necessary for processing of grievances or the negotiation for implementation of collective bargaining agreements, provided that nothing included herein is intended to require the Employer to present information in forms not normally followed nor in forms not already compiled as provided by law.
- D. The Employer shall furnish the Union, on a monthly basis, with a list of all employees in the Bargaining Unit and a list of all temporary employees who are doing bargaining unit work who have been hired, rehired, laid off, or terminated.
- E. Upon written request, the Union shall be provided with a copy of the organizational chart of the College complete with names, titles, salaries, office locations, and office telephone numbers and extensions of each administrator and supervisor. The Union shall be notified of changes in the organizational chart.
- F. The Employer shall be provided with a list of local Union officers, committee members, and stewards and the jurisdictional districts to which they are assigned. The Employer shall be promptly notified in writing of any subsequent changes.
- G. Employees shall be responsible for providing written notification to the Personnel Department and the Union with changes in their addresses, telephone numbers, or any change affecting their benefit administration status, within five (5) working days of such changes.



H. The parties shall supply each employee of the Bargaining Unit with a copy of this Agreement within forty-five (45) calendar days after its ratification by both parties. After that date, each new hire, rehire, or reinstated employee who does not have a copy of this Agreement shall be supplied a copy by the Employer. The Employer shall supply the Union with fifty (50) copies of this Agreement for the Union's own use. Costs of any outside printing of this Agreement shall be shared equally by both parties.

ARTICLE XI

GRIEVANCE PROCEDURES

- A. A grievance shall mean a complaint by an employee in the Bargaining Unit, or by a group of employees, or by the Union on its own behalf, concerning any alleged violation of this Agreement. All grievances shall be settled in conformity with the following grievance procedures:
- B. Step One
1. Prior to the filing of a written grievance, but no later than three (3) working days after the cause of the grievance, or the grievant knew of the cause or should have known the cause, the grievant, with or without a representative of the Union, shall meet with the appropriate supervisor in whose area the grievance arose to discuss the matter with the object of conflict resolution. The supervisor shall make a written disposition within three (3) working days. Within three (3) working days after the written decision of the supervisor, the appropriate administrator shall review and sign the grievance before moving to Step Two.
  2. If the grievance remains unresolved after discussion, the Union may submit a typewritten or printed grievance not later than ten (10) working days after the grievant's knowledge that a grievance exists. A copy of the written grievance shall be dated and signed by the grievant and/or Union representative and submitted by the Union to the supervisor with whom the grievance has been discussed along with any attachment which the Union deems relevant to the case. In no event shall the Grievance Procedure be invoked for a grievance based on this Agreement later than the formal expiration of this Agreement.
  3. Within five (5) working days after the grievance was presented to him, the supervisor shall communicate his decision in writing to the Union.
- C. Step Two
1. If the grievance remains unresolved after Step One, the Union may submit the grievance to the Manager of Labor Relations within five (5) working days after receipt of the grievance answer from the supervisor.
  2. Within fifteen (15) working days after receipt of the written grievance from the Union, the Manager of Labor Relations shall arrange and hold a fact finding meeting concerning the grievance with the Bargaining Committee of the Union. At this meeting, the parties shall exchange all relevant documents, names of witnesses and other information to set forth all known facts regarding the grievance under discussion.

3. Within five (5) working days after this fact-finding meeting, the Manager of Labor Relations, or his designee, shall communicate his decision in writing, including a written explanation thereof, to the Union. The Manager of Labor Relations shall date and sign the grievance disposition.

D. Step Three

1. If the grievance remains unresolved after Step Two of the Grievance Procedure, the Union shall request a hearing with the Manager of Labor Relations within five (5) working days after receipt of the grievance answer from the Manager in order to discuss the grievance further.
2. At this hearing, both parties again shall set forth all known facts regarding the grievance(s) under discussion. Within fifteen (15) working days after the receipt of the request for an additional hearing, the Manager of Labor Relations shall arrange and hold a prearbitration hearing with the Union President, Financial Secretary, Bargaining Chairperson, and the International Representative.
3. Within ten (10) working days after this hearing, the Manager of Labor Relations shall communicate his decision in writing to the Union.

E. Step Four

1. If the grievance remains unresolved after Step Three of the Grievance Procedure, the Union may submit the grievance to arbitration. Official written notice of the desire for arbitration shall be submitted to the Manager of Labor Relations no later than ten (10) working days after receipt of the grievance answer from the Manager in Step Three.
2. The arbitration proceedings shall be conducted under the rules of the American Arbitration Association by an arbitrator to be selected by the Employer and the Union within ten (10) working days after notice of the desire for arbitration has been received by the Manager of Labor Relations. If the parties cannot agree upon an arbitrator, they shall request the Michigan Employment Relations Commission to provide a list of five (5) arbitrators. Both the Employer and the Union shall strike two (2) names from the list, taking turns to strike one name at a time. The Employer and the Union shall strike the first name for the first grievance submitted to arbitrate under this Agreement.
3. The arbitrator shall hear the matter promptly and shall issue his decision not later than thirty- (30) days from the close of the hearings.
4. The fees and expenses of the arbitrator shall be shared equally by the Employer and the Union. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expense of witnesses called by the other.

5. The decision and award of the arbitrator shall be in writing and shall set forth his opinions and conclusions on the issues submitted to him.
6. The decision and award of the arbitrator, if made in accordance with his jurisdiction and authority under this Agreement, shall be accepted as final by the Employer, the Union, and the employee or employees involved.
7. Nothing in the foregoing shall be construed to empower the arbitrator to make any decision amending, changing, subtracting from, or adding to the provisions of this Agreement.

F. General Provisions

1. All grievances shall be typewritten or printed and shall be submitted on the Grievance Report Form illustrated in Appendix D of this Agreement. All subsequent decisions or answers by the Employer, the Union, and/or the arbitrator shall be typed.
2. The grievant shall have the right to be present personally, to be accompanied by an official of the Union, or to be represented by an official of the Union at any stage of the proceedings. Either the Union or the Employer shall have the right to bring in witnesses necessary for the processing of the grievance.
3. Hearings and conferences held under this procedure shall be conducted at a time and place which shall afford a fair and reasonable opportunity for all persons, including witnesses required to be present, to attend. When such hearings and conferences are held during work hours, all employees whose presence is required shall be excused for that purpose without loss of pay.
4. Grievances shall be processed as rapidly as possible. The number of working days indicated at each level shall be considered as maximum and every effort shall be made to expedite the grievance process. For purposes of this Agreement, a "working day" shall be defined as any weekday, Monday through Friday, excluding holidays and any other days on which the College is closed officially.
5. Failure to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further action or appeal. Failure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of this procedure within the time allotted had the decision been given. Time limits may be extended by mutual written agreement of both parties.
6. A grievance may be initiated at any higher applicable level by mutual written agreement of both parties. The Union may withdraw a grievance without prejudice and without establishing a precedent at any step of the procedure. No grievance withdrawn in this manner shall be reinstated.

7. No restraining, coercive, discriminatory, or retaliatory action of any kind shall be taken by the Employer against any party of interest, any Union representative, or any official participant in the grievance procedure by reason of such participation.
8. All discussions with respect to the grievance shall be kept confidential by the parties involved during the procedural steps of the grievance, provided that either party may release pertinent information to any or all personnel relative to the grievance.
9. No decision on a grievance or an adjustment thereof shall be contrary to any provision of this Agreement. No terms shall be added to or subtracted from this Agreement, nor any provision changed by the grievance procedure.

ARTICLE XII

DISCIPLINARY ACTION, SUSPENSION, AND TERMINATION

A. DISCIPLINARY ACTION AND SUSPENSION

1. The Employer and the Union recognize that it shall be necessary to discipline employees who have violated personnel policies or work rules or who have been insubordinate, -or otherwise for just cause. When discipline is necessary, the following procedures shall be adhered to:
  - a. The immediate supervisor shall orally reprimand an employee for an initial infraction. The supervisor may place a notation in employee's personnel file that the reprimand was given.
  - b. The supervisor shall have the option in the case of a subsequent infraction to reprimand the employee orally following the procedure set forth above, or to reprimand the employee in writing. If the employee is reprimanded in writing, a copy of the reprimand shall be given to the employee, a copy placed in the employee's personnel file, and separate copies given to the employee's Steward, Bargaining Chairperson, and the President of the Union. Such a written reprimand may include the warning that any further infraction or acts of insubordination shall result in the suspension or discharge of the employee.
  - c. The supervisor shall have the option in the case of continued infractions to reprimand the employee in writing following the procedure set forth above, or to suspend the employee without pay, provided the employee has been reprimanded in writing previously. The Employer and the Union agree to follow the disciplinary steps listed below:
    - (1) An initial suspension shall be for three (3) working days. Any subsequent suspension shall be for five (5) working days. However, in the case of a serious violation of personnel policies or work rules, or an act of insubordination, the Employer shall have the option to institute a five (5) day suspension or termination and promptly notify the Union of same without prior reprimand or suspension as provided in this Article.

- (2) Any suspension shall be in writing and shall set forth the reasons for the suspension. The letter of suspension shall include a warning that any further violation or acts of insubordination may result in termination of the employee.
  - (3) A copy of the letter of suspension shall be given to the employee by the supervisor, a copy placed in the employee's personnel file, and separate copies given to the employee's Steward, Bargaining Chairperson, and the President of the Union.
  - (4) The Steward and the employee shall have the right to discuss the suspension in a place of privacy before the employee is required to leave the Employer's property.
- d. In imposing any disciplinary action, the Employer shall not take into account written reprimands which occurred more than twelve (12) months previously.
  - e. An employee in the Bargaining Unit may request in writing the removal of any reprimands from their personnel file, provided said reprimand has been in the employee's personnel file for two (2) years or more from the issue date.
2. If the Union desires a hearing on a suspension in place of the initiation of a grievance, it shall notify the Manager of Labor Relations in writing within four (4) working days of the suspension, and the Manager or his designee shall meet with the President of the Union and the Bargaining Chairperson or their designee within two (2) working days in an attempt to resolve the issue.
  3. Within five (5) working days of the suspension hearing, the Manager of Labor Relations shall communicate his decision in writing to the Union. A grievance on a suspension, filed on a timely basis, shall begin at Step Two of the formal grievance procedure.

#### B. TERMINATION

An employee in the Bargaining Unit shall be subject to termination only for just cause such as, but not limited to, the following:

Gross insubordination, pilferage, intoxication (drugs or alcohol), incompetence, or failure to observe safety rules and regulations. However, an attempt shall be made by the Employer and the Union to rehabilitate those Bargaining Unit members who experience drug and/or alcohol related problems.

1. The Steward and the employee shall have the right to discuss the termination in a place of privacy before the employee is required to leave the Employer's property.

2. If the Union desires a hearing on a termination in addition to or in place of the initiation of a grievance, it shall notify the Labor Relations Manager in writing within five (5) working days of the termination, and the Labor Relations Manager or his designee shall meet with the President of the Union and Bargaining Chairperson or their designee within four (4) working days in an attempt to resolve the issue. Within five (5) days of the termination hearing, the Labor Relations Manager shall communicate his decision in writing to the Union.
3. A grievance on a termination, filed on a timely basis, shall be submitted in writing and begin at Step Two of the formal grievance procedure.
4. Probationary Employees

Refer to Article XIII.A.3.B



## ARTICLE XIII

### SENIORITY

#### A. GENERAL PROVISIONS

1. Bargaining Unit Employees who have completed their probationary period shall be entitled to seniority rights as set forth in this Agreement. Such seniority shall be classification seniority as listed in the Appendix to this Agreement.
2. A regular bargaining unit employee in the Bargaining Unit shall have seniority from the date of last hire into a regular position in the Bargaining Unit. An employee hired into a temporary full-time position in the Bargaining Unit, who subsequently transfers to a regular full-time position, shall have seniority as of the date of hire. If two or more employees have the same seniority date, they shall be ranked by the last four digits of their respective social security numbers, the one with the highest number being given the highest rank.
3. Each new bargaining unit employee shall be considered a probationary employee for the first eighty-nine (89) calendar days of his employment. Upon satisfactory completion of his probationary period, the employee shall be placed on the seniority list of the Bargaining Unit from the first day of his full-time employment with the College.
  - a. There shall be no seniority among probationary or temporary full-time employees.
  - b. The Union shall represent probationary employees for the purpose of collective bargaining with respect to wages, hours, and conditions of employment as set forth in this Agreement, but the Union shall not represent probationary employees who have been laid off or terminated and who have worked for the Employer forty-five (45) calendar days or less. The Union may represent probationary employees who have been laid off or terminated and who have worked for the Employer forty-six- (46) calendar days or longer. The Union's representation of probationary employees who have worked for the Employer forty-six (46) days or longer shall not extend beyond the third step of the grievance procedure set forth in Article XI.
4. An employee, who transfers to a position excluded from any bargaining unit in the College after July 1, 1971, shall retain the classification seniority held at the time of the transfer. In the event the employee's services are no longer required in the new classification, he shall be returned to the Bargaining Unit with such seniority as held at the time of transfer.

5. After the effective date of this Agreement, a new employee hired into a position excluded from the Bargaining Unit shall have no seniority if transferred into the Bargaining Unit. Such an employee shall be considered a "new hire" for seniority purposes.
6. An employee who terminates his employment and is later rehired shall date his seniority to the last date of hire into a full-time position in the Bargaining Unit.
7. An employee on leave of absence granted in accordance with Article XIV, Leaves of Absence, during the period of his absence shall retain and continue to accumulate seniority, except as limited by said Article.
8. An employee on lay-off, except as limited by Subsection A.9.f. below, shall retain and continue to accumulate seniority.
9. Seniority rights of an employee shall cease for any one of the following reasons:
  - a. If the employee voluntarily terminates his employment in the Bargaining Unit, provided such termination is not for transfer purposes as covered in Subsection A.4. above.
  - b. If the employee retires or resigns.
  - c. If the employee is discharged and the discharge is not reversed through the grievance procedure.
  - d. If the employee transfers to a position in another bargaining unit within the College, he shall retain the classification seniority held at the time of the transfer. In the event the employee's services are no longer required in the new classification, he shall be returned to the Bargaining Unit with such seniority as held at the time of the transfer.
  - e. If the employee fails to return to work from layoff when recalled as set forth in the recall procedure provided in this Article.
  - f. If the employee is laid off or has for any reason not worked for a continuous period exceeding the length of his employment or one (1) year, whichever is longer.
  - g. If the employee is absent for three (3) consecutive work days without notifying his immediate supervisor and fails to give a reasonable explanation for the absence and lack of notice or if the employee overstays a leave of absence without providing a reasonable explanation to his immediate supervisor within five (5) working days of the termination of the leave. An employee shall not be deprived of seniority when justifiable reasons beyond his control make it impossible to notify his immediate supervisor or return to work and the employee provides documentation of same to the Employer within a reasonable time.

- h. If the employee gives a false reason in requesting a leave of absence or engages in other employment during such leave of absence.
  - i. If the employee falsifies pertinent information on the application form for employment provided same is discovered within two (2) years from date of hire.
10. The Employer shall, within thirty (30) calendar days after the effective date of this Agreement, furnish the Union with a master list of all employees in the Bargaining Unit showing the seniority of each employee. Such list shall contain the name, date of employment, and classification of each employee in the Bargaining Unit. The Employer shall post this master list on the Union bulletin boards. Revised master lists shall be furnished to the Union by the Employer and posted by the Employer every six (6) months. Any appeals from the master list shall be made within twenty (20) calendar days following the date the master list is posted by the Employer.
11. The Union shall be furnished information concerning the date of employment, rate of pay, and classification of any employee in the Bargaining Unit upon the Union's written request and within a reasonable period of time.

#### B. LAYOFF AND RECALL

1. When a reduction in force becomes necessary, the Employer shall determine the classification to be reduced, the number of employees in those classifications to be laid off, and the locations of the jobs to be reduced. In the application of seniority, as provided for in this Agreement, it is understood that an employee shall exercise his seniority at this location, and that any employee affected whose seniority no longer protects him at his location shall then exercise his seniority as it applies across all locations within the recognized Bargaining Unit.
- a. Probationary and temporary employees in the classification affected shall be the first ones to be laid off.
  - b. The least senior employee in the classifications affected shall be the next ones to be laid off.

- (1) An employee when laid off may exercise his seniority in another classification in the same or lower salary grade, provided he has the current ability to perform satisfactorily the work that is available. However, an employee may exercise his seniority in another classification in a higher salary grade provided the employee has either previously performed satisfactorily in that higher classification for a period of thirty (30) working days or has received training that would qualify him to perform in that higher classification, whichever is deemed appropriate by the Employer.
  - (2) When an employee exercises his seniority in another classification, he shall replace the least senior employee in that classification whose work he has the current ability to perform satisfactorily. Any employee thus replaced may utilize his seniority to replace another employee in the same fashion.
  - (3) An employee who exercises his seniority by replacing an employee in another classification shall not have classification seniority in that classification, but shall be entitled to hold the new position by virtue of his total seniority. He shall be required to return to his original classification when work becomes available in that classification.
  - (4) An employee who declines to exercise his seniority in another classification shall have recall rights only in his original classification.
  - (5) An employee when laid off must first exercise his seniority by replacing temporary or part-time employees, provided he has the current ability to perform satisfactorily the work that is available.
2. At least fifteen (15) working days prior to a layoff, the matter shall be discussed between the Manager of Labor Relations and the Union's Bargaining Committee. Any employee scheduled to be laid off shall be notified in writing by the Director of Human Resources at least ten (10) working days in advance of the layoff. An employee's accrued vacation time shall not be used in lieu of this notice. An employee must exercise his seniority rights within five (5) working days from the date of layoff notice by notifying the Director of Human Resources in writing of same.
  3. The President and Vice President of the Union and the Union's Bargaining Committee shall have top seniority College-wide for layoff and recall purposes only, provided the individuals concerned have the current ability to perform satisfactorily the work that is available. Union Stewards shall have top seniority in the jurisdictional districts they represent, provided they have the current ability to perform satisfactorily the work that is available. Upon the expiration of their terms of office, the above Union officials shall revert to their respective original positions on the seniority list.

4. When employees are recalled, they shall be recalled in reverse order of their placement on layoff. They shall also have the right to accept a recall to a classification in an equal or lower pay grade, consistent with their seniority and their current ability to perform satisfactorily the work that is available. However, an employee may exercise his seniority in another classification in a higher salary grade provided the employee has previously performed satisfactorily in that higher classification for a period of thirty (30) working days.
  - a. Notice of recall shall be sent to the laid off employee at his last address of record by registered or certified mail, return receipt requested.
  - b. No new appointment shall be made while there is an available employee laid off who is qualified to fill the vacancy unless the employee fails to advise the Employer of his acceptance of employment within five (5) working days after the receipt of the notification from the Employer of the available position and fails to report to work within twelve (12) working days after said receipt. The employee may waive in writing recall to a classification without loss of seniority if he is working elsewhere and such recall is estimated by the Employer to be for less than thirty (30) working days.

#### C. VACANCIES

1. A notice of any vacancy in the Bargaining Unit shall be posted for a minimum of five (5) working days. The notice shall include the date of the posting, a job description, remuneration, required qualifications where applicable, and the final date for acceptance of applications.
  - a. The notice shall be posted on the Union bulletin boards in the Administration Building, a copy shall be sent to the President of the Union, and copies shall be sent to each campus official.
  - b. Any employee of the College may apply for the position by written application to the Director of Human Resources. An application for a position shall be recognized as a professional right and shall not affect adversely an employee's status in his present position.
  - c. The Employer shall upon written request notify all applicants presently working at the College of the disposition of their applications for a position prior to the publication of the name of the successful applicant. Employees shall have the opportunity upon written request to learn why they were not accepted for the position.

- d. Job openings caused by employees in the Bargaining Unit on leave of absence shall not be considered as vacancies as outlined in this Section but, whenever possible, they shall be filled temporarily by employees in the Bargaining Unit on the basis of seniority and qualifications. An offer of a temporary assignment as outlined in this Section must be in writing. Within three (3) working days, the Bargaining Unit member must indicate by their signature if they accept or reject the offer.
2.
  - a. The Employer shall give primary consideration to qualified applicants from within the Bargaining Unit. Any Bargaining Unit employee that qualifies for any vacancy within the Bargaining Unit shall be placed in the vacancy provided equal consideration and weight shall be given to skills, experience, attendance, and past performance in determining if the employee is qualified. The Employer retains the right to hire from outside the Bargaining Unit to fill any vacancy which cannot reasonably be filled with a qualified employee from within the Bargaining Unit. The Board of Trustees shall have final authority in all appointments.
  - b. The Union and the College agree to the concept of phasing part-time employees into full-time positions and, to that end, when a vacancy occurs in a full-time position the College, to the extent possible, are committed to filling the full-time position with a current part-time employee consistent with the current practice of the parties.
3. Promotions within the Bargaining Unit shall be based on length of service and current ability for performing the work. In cases where more than one employee has the current ability to perform the work, length of service shall govern.
4. If during the first ninety (90) calendar days of an employee's service in the new classification he is laid off or fails to qualify for his new assignment, he shall return to his old classification in which he held seniority, resuming his proper place on the seniority list in that old classification. Upon completion of ninety-(90) calendar days work in the new classification, the employee shall be given his full seniority in the new classification.

#### D. PART-TIME EMPLOYEES

1. The seniority date for a part-time employee hired into a full-time Bargaining Unit Classification shall be the date of hire as a part-time Bargaining Unit member.
2. Part-time employees who are laid off shall be recalled in inverse order of their placement on layoff and be recalled to any facility College-wide.

E. TRANSFER OF OPERATIONS

1. When operations are to be transferred from one College facility to another such facility within the Bargaining Unit, the College will notify the Union of such transfer. The College will notify the Union of the transfer, classification (s) affected, the number of employees affected, and the number of people required at the new location prior to such transfer. Such notice will be given as promptly as the circumstances in each case permits.
2. That upon the closing and transferring of a facility, those employees working at that facility shall be transferred to the new facility. The College shall determine the number of additional employees, if any, the receiving facility will need to perform the transferred work at the receiving facility and will offer the work to employees in the Union in the following order:
  - a. Employees currently working on the affected job.
  - b. Employees currently working in the affected classification.
  - c. Employees who have previously held a position as a full-time employee and satisfactorily performed in the affected classification.
3. When operations are transferred pursuant to Paragraphs 1 and 2 above, employees shall be governed by Section (s) B and C of Article XIII.

ARTICLE XIV

LEAVES

A. LEAVES OF ABSENCE WITH PAY

1. General Provisions

- a. Leaves of absence with pay may be granted to all employees in the Bargaining Unit.
- b. All leaves of absence with pay shall be granted without loss of seniority. Contractual benefits or rights accumulated by an employee prior to the effective date of the leave shall be carried forward and credited to him upon his return. Upon his return from a leave of absence with pay, the employee shall be returned to his classification and pay rate, provided such position exists and his seniority entitles him to his former classification and pay rate.
- c. An employee shall suffer no loss of any pay during a leave of absence with pay except as limited in the following provisions.
- d. An employee shall accrue sick leave days, vacation days, or any other benefits during a leave of absence with pay.
- e. All requests for leaves of absence shall be made initially with the employee's immediate supervisor and shall be subject to the approval of the employee's divisional head and the Manager of Labor Relations.
- f. The Union shall be kept apprised of all extended leaves of absence for members of the Bargaining Unit.

2. Sick Leave

- a. Any balance of sick leave days held by an employee shall be carried forward effective the first day of this Agreement. Each full-time employee shall accrue one and a half (1 1/2) days of sick leave for each month employed, provided the employee worked a minimum of eighteen (18) days per month used in the computation. Any day for which the employee is compensated by the Employer shall be considered a day worked.



b. Sick leave days shall be used for the following purposes:

(1) Employee's Illness, accident, or hospitalization.

(a) Pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be considered temporary disabilities and shall be specifically in this category.

(b) Each employee will make every attempt to secure all medical and dental appointments outside normal working hours. If such appointments are necessary during normal working hours, they shall be charged to sick leave.

(2) Emergency Situations

Emergency situations shall be limited to the following: quarantine of employee of employee's living quarters; court appearance where the employee's attendance is required by subpoena or summons; such days as may be required by the employee's religion for holy observance and abstention from work; death in the family or death of close associate; care for a member of the employee's family when no other arrangements are possible; weather conditions that make it impossible for the employee to report to work; conditions arising out of civil strife or riot which make it impossible for the employee to report to work.

(3) Personal Business Leave

Up to five (5) days per annum may be stipulated as personal business leave days. Personal business leave is provided for personal business of a non-profit nature that cannot be taken care of outside of working hours. The employee shall notify the immediate supervisor as far in advance as possible of any anticipated personal leave day. Personal business leave days shall not be allowed immediately prior to or immediately following a scheduled holiday or vacation day.

c. Sick leave days shall not be used during any period in which an employee would be eligible for disability benefits under the terms of this Agreement. The only exception to this provision shall be the use of sick leave days from the expected date of confinement to six (6) weeks after the birth of a child for those employees on maternity leave.

- d. An employee shall report each absence promptly to his immediate supervisor. Whenever possible, the employee shall report the absence before the beginning of his normal workday. The employee shall identify the reason for the absence except in the case of personal business leave. If an employee is absent for three (3) consecutive working days without notifying his immediate supervisor, seniority rights shall cease and the employee shall be terminated as provided for in Article XIII, Seniority.
- e. After seven (7) consecutive workdays of sick leave, an employee shall furnish to the Employer a statement from his physician testifying that the employee is unable to work. Further statements may be required by the Employer. An employee who remains on extended sick leave may be asked by the Employer to have a medical examination by a physician stipulated by the Employer in cases where sufficient evidence of continued illness is not obtainable by other means. An employee returning after seven (7) or more consecutive work days of sick leave shall supply the Employer with a physician's statement attesting to the employee's ability to resume full-time employment.
- f. The Employer is responsible for keeping the records of each employee's sick leave account up to date. Upon written request and within a reasonable period of time, an employee shall be given a written notice of the number of sick leave days remaining in his account.
- g. An employee shall not be able to use sick leave days before they are accrued.
- h. An employee shall be allowed to use accrued vacation days as sick leave days when the employee's sick leave account is exhausted, provided notification of same is given to the immediate supervisor on a timely basis.
- i. An employee who leaves a position in the Bargaining Unit for another position in the College shall be allowed to transfer his sick leave account to the new position.
- j. If an employee is sick for fifteen (15) consecutive work days, the employee shall notify the Human Resource Department by the end of the fifteenth (15th) day as to whether they wish to begin receiving short term disability benefits as of their sixteenth (16th) consecutive day of absence, or whether they wish to designate when sick leave benefits shall be terminated and when short term disability benefits shall begin. However, if an employee elects to exhaust their sick leave before receiving short-term disability benefits, the employee's disability shall be deemed to have occurred on the fifteenth (15th) day prior to the exhaustion of the employee's sick leave. Only employees who have more than fifteen (15) accrued sick leave days may avail themselves of this option.

Once the employee has notified the Human Resource Department, as to their choice or failed to notify the Human Resource Department as to their choice, no changes may be made.

3. Jury Duty Leave

Upon prior written request, a Bargaining Unit employee called for jury duty shall be granted a leave of absence for the duration of that duty. The Employer shall be obligated only to pay an amount equal to the difference between the employee's salary as computed on a daily basis and the documented daily jury duty fee paid.

4. Reservist Duty Leave

a. Annual Training Duty Leave

Upon written request, a Bargaining Unit employee who is a member of the National Guard or Organized Reserves of a United States Military Service and who is ordered to active duty for an annual training period shall be granted a leave of absence for the duration of that training period.

(1) The Employer shall be obligated only to pay an amount equal to the difference between the employee's salary as computed on a daily basis and the reservist's documented daily stipend paid, if that stipend is less than the employee's daily rate.

(2) The Employer shall be obligated only to pay the above difference for a maximum period of fourteen (14) calendar days.

b. Emergency Duty Leave

A Bargaining Unit employee who is a member of the National Guard or Organized Reserves of a United States Military Service and who is ordered to emergency duty or other government declared disaster because of a riot, flood, or other disaster, shall be granted a leave of absence for the duration of that emergency duty.

(1) The Employer shall be obligated only to pay an amount equal to the difference between the employee's salary as computed on a daily basis and the reservist's documented daily base stipend paid, if that stipend is less than the employee's daily rate.

(2) The Employer shall be obligated only to pay the above difference for a maximum period of thirty (30) calendar days.

B. LEAVES OF ABSENCE WITHOUT PAY

1. General Provisions

- a. Leaves of absence without pay, except as provided for in the following provisions, shall be granted only to eligible employees of the Bargaining Unit.
- b. All leaves of absence without pay shall be granted without loss of seniority. Contractual benefits or rights accumulated by an employee prior to the effective date of the leave shall be carried forward and credited to him upon his return. Upon his return from a leave of absence without pay, the employee shall be returned to his classification and pay rate, provided such position exists and his seniority entitles him to his former classification and pay rate.
- c. Except as specifically provided for in any of the following provisions, no payments of any kind shall be made to or for an employee on any leave of absence without pay.
- d. Except as specifically provided for in any of the following provisions, employees shall not accrue sick leave days or vacation days while on leaves of absence without pay, nor shall they have insurance benefits continue for them for the duration of such leaves. The Employer shall allow an employee on a leave of absence without pay to continue his insurance benefits through the Employer's insurance plans, provided the employee is responsible for all premium payments.
- e. All requests for leaves of absence without pay shall be made in writing and shall be made initially with the employee's immediate supervisor. They shall be subject to the approval of the employee's divisional head and the Director of Human Resources.
- f. The Union shall be kept apprised of all extended leaves of absence without pay for members of the Bargaining Unit.
- g. If an employee overstays a leave of absence without providing a reasonable explanation to his immediate supervisor within five (5) working days of the termination of the leave, seniority rights shall cease, and the employee shall be terminated as provided for in Article XIII, Seniority.
- h. Each request for a leave without pay shall be filed with the Director of Human Resources and with the employee's immediate supervisor, whenever possible, at least two (2) weeks prior to the requested starting date of the leave.

2. Union Business Leave

A Bargaining Unit Employee, when elected or appointed to an office of the International Union and in regular discharge of the duties thereof, shall be granted a leave of absence without pay for the period of his service with the College. Whenever possible, written notification shall be submitted to the Director of Human Resources at least thirty (30) calendar days prior to the affected date of the union business leave. Leaves of absence for a period of one (1) year or more shall be renewed yearly.

3. Extended Military Leave

An employee within the Bargaining Unit who enlists in or is conscripted into the United States Military Service shall be granted a leave of absence without pay in conformance with conditions established by federal and state law.

4. Parental Leave

A Bargaining Unit employee who is an expectant mother shall be granted a leave of absence without pay under the following provisions:

- a. The employee shall furnish a statement from her physician indicating to the Employer the length of time she may safely remain at her job before she should be granted a maternity leave. The Employer shall grant a maternity leave of absence to commence at the time indicated by the physician.
- b. A maternity leave shall extend for a period indicated by the employee's physician. Normally, a maternity leave of absence shall not exceed one (1) year; but, under exceptional circumstances, supported by the employee's physician, the Employer shall grant extensions.
- c. Upon returning from a maternity leave, the employee shall have the right to displace an employee with less seniority in the department vacated by the employee when the maternity leave commenced. An employee may not return to work from a maternity leave unless a release form from her physician has been submitted in writing to the Human Resource Department.
- d. An employee who fails to return to work at the termination of a maternity leave shall lose all seniority rights and shall be subject to immediate termination.
- e. Hospitalization premiums shall be paid by the Employer for one hundred eighty (180) calendar days beginning the first day of leave. The Employer shall notify the employee at least thirty (30) calendar days prior to the termination of premium payments by the Employer.

- f. A male Bargaining Unit member shall be granted up to one (1) year's leave of absence without pay upon written request of the appropriate administrator, provided such request is made within sixty (60) days of the birth of his child.

5. Medical Examination

Should the Board or its agents have reason to suspect that a Bargaining Unit member is being rendered incompetent by physical and/or emotional disability, and unable to perform daily responsibilities, they may demand that said Bargaining Unit member submit to a physical or psychiatric evaluation. The Board may designate an examiner who must be a licensed physician or psychiatrist, and the Board will assume the cost of the examination. A Bargaining Unit member, at his expense, may select an additional examiner. In the event the examiners differ upon final diagnosis, the parties shall employ a third physician selected by the first two physicians and whose diagnosis shall be binding on the parties. The parties shall split the cost of the final examination. All examination reports shall be confidential and none shall be placed in the personnel file of the employee until final determination of the employee's condition.

6. Other Leaves of Absence Without Pay

The Employer may grant other leaves of absence without pay if such leaves are recommended by the employee's immediate supervisor and approved by the appropriate administrator or are otherwise required by applicable federal and state laws. A leave granted under this provision to one employee shall in no way set a precedent for other requests.

C. LEAVES OF ABSENCE WITH PAY/ PART-TIME EMPLOYEE

Part-time Employee Leave

1. Part-time employees who have completed one (1) year of employment shall be provided the following leave days:
  - A maximum of seven (7) days of leave for one to five years of employment.
  - A maximum of nine (9) days of leave for eight (8) years of employment.
  - A maximum of ten (10) days of leave for ten (10) years of employment.
2. Leave may be used for vacation, sick, and personal business purposes. Leave used for vacation must be requested in writing thirty (30) days in advance. All leave days must be used by June 30 of each contract year or they shall be forfeited. Leave must be used in increments of at least one full day at a time.

3. A day of leave will equal the normal and usual hours in the employee's workday.
4. The College agrees that all leave is accrued and available on July 1, if said employee has completed at least one year of service by the above date.
5. The College agrees that all part-time employees, who have not completed one year of employment by July 1, will be provided pro-rata leave equivalent to their length of service on July 1. For example, if the employee has completed six months of service on July 1, they would have three and one-half ( $3 \frac{1}{2}$ ) days leave available. No fractional days will be given. Service will be calculated using completed months of employment at the College.
6. The College agrees that part-time employees shall be compensated for forty-eight (48) weeks per year to accrue maximum leave days. All part-time employees being compensated less than forty-eight (48) weeks per year, will have leave calculated on a pro-rata basis. If an employee is compensated for twenty-five (25) hours per week for twenty-four (24) weeks, they would earn three and one-half ( $3 \frac{1}{2}$ ) days of leave.
7. Upon completion of a probationary period all part-time employees, who have not completed one year of employment will be provided pro-rata leave equivalent to their length of service. For example, if the employee has completed three months of service on September 1, they would have  $1 \frac{3}{4}$  days leave available, if the employee has completed six months of service on January 1, they would have ( $3 \frac{1}{2}$ ) days leave available, if the employee has completed nine months of service on April 1, they would have ( $5 \frac{1}{4}$ ) days leave available.

ARTICLE XV

HOURS OF WORK

A. WORK DAY

The regular work day shall consist of one shift of eight (8) consecutive hours.

1. Each full-time employee shall be entitled to a duty-free, sixty (60) minutes paid lunch period. The time of the lunch period shall be determined by the supervisor and may be changed by the employee with the approval of the supervisor.
2. Each full-time employee shall be entitled to a duty-free, paid, fifteen (15) minute rest period during the first half of the work day, and a duty-free, paid, fifteen (15) minute rest period during the second half of the working day.

B. SHIFT PREMIUM

1. The normal day shift shall be any full-time shift starting at or after 5:00 a.m. or between the hours of 5:00 a.m. and 12:59 p.m.
  2. The normal afternoon shift shall be any full-time shift starting at or after 1:00 p.m. or between the hours of 1:00 p.m. and 8:59 p.m. A full-time employee working on the afternoon shift shall receive a premium of five percent (5%). Any Bargaining Unit member who is assigned an afternoon shift and who works four (4) or more hours after 1:00 p.m. shall be eligible for afternoon shift premium.
  3. The normal evening shift shall be any full-time shift starting at or after 9:00 p.m. or between the hours of 9:00 p.m. and 4:59 a.m. A full-time employee working on the evening shift shall receive a premium of seven and a half percent (7.5%). Any Bargaining Unit member who is assigned an evening shift and who works four (4) or more hours after 9:00 p.m. shall be eligible for evening shift premium.
- C. Effective January 1 of each contract year, each bargaining unit member may exercise a shift preference based on their overall seniority within their classification. This shift preference must be filed in writing with the Director of Human Resources and the employee's immediate supervisor not earlier than November 1 and not later than November 30 of each contract year.



#### D. WORK WEEK

1. The regular work week shall consist of five (5) consecutive working days, Monday through Friday, for a total of forty (40) work hours in any one week. Inclusive of the lunch hour and the rest periods, except for employees assigned to operations whose regular work week shall consist of five (5) other consecutive working days for a total of forty (40) hours in any one week followed by two (2) consecutive days off.
2. In order to maintain effective and efficient timekeeping, the Board will institute a college-wide, standardized sign-in and sign-out procedure for UAW Local 1796 Bargaining Unit members.
3. All UAW Bargaining Unit members assigned to a campus must sign in and sign out in the Campus Administrative Office.
4. All UAW Bargaining Unit members assigned to the Central Administration Building must sign in and out in their assigned departments.
5. All UAW Bargaining Unit members shall identify the purpose and destination on signing out for off-site activities which take place during the work day.

#### E. WEEKEND PREMIUM

Any full-time employee who works on a Saturday and/or Sunday as part of their regular work week shall receive an additional ten cents (\$0.10) per hour for hours worked on Saturday and an additional fifteen cents (\$0.15) per hour for those hours worked on Sunday. This provision does not apply to those employees who work Monday through Friday as their normal work week.

#### F. FOUR DAY WORK WEEK

1. In each contract year the Employer shall have the right to schedule a four (4) day work week to begin not earlier than May 1 and ending not later than the start of the Fall Semester, provided the Employer notifies the Union in writing of the beginning and ending dates of the four (4) day work week schedule not later than April 1.
2. The four (4) day work week schedule shall consist of four (4) ten (10) hour days. The regularly scheduled work week shall be from Monday through Thursday.
3. The regularly scheduled work day shall begin at 8:00 a.m. and end at 6:00 p.m.
4. There shall be a lunch period each work day consisting of one hour and fifteen minutes. There shall be a fifteen-minute rest period during both the first half of the work day and the second half of the work day.

5. Alternate schedules may be assigned employees by the immediate supervisor subject to the prior approval of the Division Head to assure adequate staffing during hours of College operation.
6. Alternate schedules may also be requested by Bargaining Unit members subject to the approval of the Division Head in accordance with departmental needs.
7. The work week shall revert to five (5) eight (8) hour days on the Monday following the ending date communicated to the Union in Section 1 above.
8. Any Bargaining Unit member may have the option of utilizing their vacation or personal leave time in lieu of working either the first two (2) or the last two (2) hours of their scheduled work day.

In the event a Bargaining Unit member has exhausted both their individual vacation account and their personal leave time, the Bargaining Unit member shall have the option of scheduling and taking Special Leave Time without pay.

9. For the purpose of sick and annual leave accruals, each Bargaining Unit member shall be entitled to their monthly accrual if they are compensated for 144 hours in the month. Bargaining Unit members shall be charged ten (10) hours of leave time for each sick or vacation day used during the scheduled four (4) day work week period.
10. Daily overtime shall be paid during the four (4) day work week only for hours worked in excess of the regular ten (10) hours per day.

ARTICLE XVI

OVERTIME

A. GENERAL PROVISIONS

1. The Employer and the Union recognize that on occasion it may be necessary for the Employer to request employees to work overtime. The Union agrees to cooperate with the Employer when these occasions arise.
2. An employee shall be given as much advance notice of overtime as possible. Whenever possible, notice of overtime to be worked on the sixth (6th) or seventh (7th) day of the employee's work week shall be given to the employee on the fourth (4th) day prior to the overtime period. Whenever possible, notice of daily overtime shall be given twenty-four (24) hours in advance. When notice is not given the fourth (4th) day prior to the sixth (6th) or seventh (7th) day as provided above, the employee may submit written notice to the immediate supervisor that personal commitments will prevent said employee's working the sixth (6th) and/or seventh (7th) day and said employee shall not be required to work the sixth (6th) day and/or seventh (7th) day.
3. All overtime shall be divided as evenly as possible within the same department and classification. For the purpose of equalization of overtime, if an employee is unavailable for overtime or does not choose to work overtime, he shall be charged the same number of overtime hours as the employees working overtime during that period.
4. An employee is requested work overtime during his regular work week, when such overtime is not part of a continuous period embracing regular working hours, shall be guaranteed a minimum of three (3) hours overtime. An employee requested to work overtime on the sixth (6th) or seventh (7th) day of his work week shall be guaranteed a minimum of four (4) hours overtime. An employee doing building checks shall be exempt from this provision, and he shall be paid for overtime actually worked.
5. An employee working overtime shall be entitled to a duty-free, paid, fifteen (15) minute rest period within each four (4) hours work period. There shall be no paid lunch or dinner periods in any overtime period worked.
6. Overtime shall be paid for hours actually worked and not a combination of any leave time.

## B. OVERTIME RATES

1. There shall be a specific starting and quitting time for each employee, and an employee required to work before or after such specified starting and quitting time shall be paid at the prescribed overtime rate.
2. Time and one half and double time for the purpose of this Agreement shall be based on the employee's weekly rate divided by forty (40) for the week in which the overtime occurs, provided the employee works within his classification during the hours of overtime employment. If the employee works outside of his classification during the hours of overtime employment, he shall be paid at an overtime rate based upon the classification in which he works.
  - a. Time and one half shall be paid to an employee for all hours worked over eight (8) hours in any one work day, inclusive of the paid lunch and rest periods.
  - b. Time and one half shall be paid to an employee for all hours worked on the sixth (6th) day of his work schedule.
  - c. Double time shall be paid to an employee for all hours worked on the seventh (7th) day of his work schedule.
  - d. Double time shall be paid to an employee for all hours worked on a holiday designated in this Agreement in addition to the holiday pay.

ARTICLE XVII

HOLIDAYS

A. Each regular, full-time employee shall be paid one day's pay at his regular straight time hourly rate, exclusive of shift premium and overtime pay and premium, for each holiday listed below, provided he was scheduled to work during the pay period in which the holiday occurs. Each regular, part-time employee shall be paid his regular straight time hourly rate, exclusive of shift premium and overtime pay and premium, for each hour he was scheduled to work on each holiday herein listed.

B. The following are the paid holidays for fiscal years:

1. Fiscal Year 1998-99

July 3, Friday	-	Day Before Independence Day
July 4, Saturday	-	Independence Day
September 7, Monday	-	Labor Day
November 26, Thursday	-	Thanksgiving Day
November 27, Friday	-	Day After Thanksgiving
December 18, Friday*	-	Last Day of Work
December 24, Thursday	-	Christmas Eve
December 25, Friday	-	Christmas Day
December 26, Saturday	-	Day After Christmas
December 31, Thursday	-	New Year's Eve
January 1, Friday	-	New Year's Day
January 2, Saturday	-	Day After New Year's Day
January 6, Wednesday*	-	First Day of Work
January 18, Monday	-	Martin Luther King's Birthday
April 2, Friday	-	Good Friday
April 5, Monday	-	Winter Break
April 6, Tuesday	-	Sojourner Truth Day
May 31, Monday	-	Memorial Day

2. Fiscal Year 1999-2000

July 4, Sunday	-	Independence Day
July 5, Monday	-	Day After Independence Day(If No Classes are held)
September 6, Monday	-	Labor Day
November 25, Thursday	-	Thanksgiving Day
November 26, Friday	-	Day After Thanksgiving
December 17, Friday*	-	Last Day of Work
December 24, Friday	-	Christmas Eve
December 25, Saturday	-	Christmas Day
December 31, Friday	-	New Year's Eve
January 1, Saturday	-	New Year's Day
January 2, Sunday	-	Day After New Year's Day
January 6, Thursday*	-	First Day of Work
January 17, Monday	-	Martin Luther King's Birthday
April 21, Friday	-	Good Friday
April 24, Monday	-	Winter Break
April 25, Tuesday	-	Sojourner Truth Day
May 29, Monday	-	Memorial Day

3. Fiscal Year 2000-2001

July 4, Tuesday	-	Independence Day
July 5, Wednesday	-	Day After Independence Day(If no Classes are held)
September 4, Monday	-	Labor Day
November 23, Thursday	-	Thanksgiving Day
November 24, Friday	-	Day After Thanksgiving
December 22, Friday*	-	Last Day of Work
December 24, Sunday	-	Christmas Eve
December 25, Monday	-	Christmas Day
December 26, Tuesday	-	Day After Christmas Day
December 31, Sunday	-	New Year's Eve
January 1, Monday	-	New Year's Day
January 2, Tuesday	-	Day After New Year's Day
January 10, Wednesday*	-	First Day of Work
January 15, Monday	-	Martin Luther King's Birthday
April 13, Friday	-	Good Friday
April 16, Monday	-	Winter Break
April 17, Tuesday	-	Sojourner Truth Day
May 28, Monday	-	Memorial Day

- C. Whenever a state or federal statute requires that any of the above holidays be observed on the day or days other than as set forth above, the holiday shall be observed on the day or days prescribed by the controlling statute, except that any holiday falling on a Saturday or Sunday shall be observed on the respective Friday or Monday.

D. Should any of the above holidays occur during an employee's scheduled vacation, he shall receive one (1) additional day of paid vacation for the holiday (s).

\*Dates designated above as "First Day of Work" or "Last Day of Work" shall not be considered paid holidays.

ARTICLE XVIII

VACATIONS

- A. Only regular, full-time employees in the Bargaining Unit shall be granted vacation days with pay. Vacation days shall be granted only in accordance with the following provisions.
- B. METHOD OF COMPUTING VACATION DAYS
1. For the purpose of these sub-sections, in order to accrue vacation days for any month, a full-time employee shall work a minimum of eighteen (18) days. Any day for which the employee is compensated by the Employer shall be considered a day worked. Vacation days shall accrue according to the following:
    - a. The employees of the College employed full-time up to and including three (3) years shall accrue vacation days at the rate of (1) day for each month employed to a maximum of twelve (12) days.
    - b. The employees of the College employed full-time for four (4) to eight (8) years, inclusive, shall accrue vacation days at the rate of one and one quarter (1 1/4) days for each month employed to a maximum of fifteen (15) days.
    - c. Employees of the Colleges employed full-time for nine (9) to twelve (12) years, inclusive, shall accrue vacation days at the rate of one and one half (1 1/2) days for each month employed to a maximum of eighteen (18) days.
    - d. Employees of the College employed full-time for thirteen (13) or more years shall accrue vacation days at the rate of one and three quarters (1 3/4) days for each month employed to a maximum of twenty-one (21) days.
    - e. Effective July 1 of each contract year, each Bargaining Unit member shall receive one (1) additional vacation day credited to the vacation account.
  2. Each employee, in addition to the above vacation days, shall be credited as vacation days those days occurring between the Christmas and New Year's holiday break each contract year, provided the employee is not scheduled to work during this period. If the employee is scheduled to work, the employee shall be allowed to reschedule these vacation days.



### C. METHOD OF SCHEDULING VACATION DAYS

1. The Employer is responsible for keeping the records of each employee's vacations account up to date. Upon request and within a reasonable period of time, an employee shall be given a written notice of the number of vacation days remaining in his account.
2.
  - a. Each Bargaining Unit member must take a minimum of ten (10) vacation days each year provided the employee will have accrued a sufficient number of vacation days. Any remaining time not used may be reserved for future use provided however that the maximum number of reserved hours for any Bargaining Unit member shall not exceed 336 hours.
  - b. Any Bargaining Unit member who has a vacation balance greater than 336 hours as of June 30, 1993 and June 30 of each contract year thereafter shall forfeit all hours in excess of the 336 hour reserve maximum.
  - c. All vacation requests must be submitted between February 1 and March 31 of each year for the following contract year. Requests not submitted within this period will not be subject to the "no denial" provisions below. All approvals or assignments of vacation time must be made by the employee's immediate supervisor not later than April 30 of each year.
  - d. A "no denial" period shall be a defined time span during which an employee may request vacation time and during which the employee's supervisor must grant the number of consecutive days requested.
  - e. There shall be three (3) "no denial" periods as follows:
    1. July 1 through August 31 of each contract year.
    2. January 1 through March 31 of each contract year.
    3. April 1 through June 30 of each contract year.
  - f. The supervisor shall approve a vacation during the same "no denial" period as the requested period provided the employee will have accrued a sufficient number of vacation days.
  - g. Requests for changes in vacation times after April 30 of any year shall be made in writing to the immediate supervisor. Approvals for vacation changes shall be effective only if signed by the appropriate administrator and Director of Human Resources.

3. Employees with the highest classification seniority shall be given preference in vacation schedules within a department. Whenever choices of vacations create operational problems, the vacation schedules shall be arranged on the basis of seniority.
4. In the event that an employee and his supervisor are unable to agree on the dates when vacation leave shall be granted during a no denial period, the employee and supervisor shall together decide upon an alternative option that shall be acceptable to both.

#### D. GENERAL PROVISIONS

1. An employee shall not be able to use vacation days before they are accrued.
2. A probationary employee shall accrue vacation days, but he shall not be able to use them during the period of his probation.
3. Vacation days shall not be waived by an employee nor additional pay received for working those days.
4. If any of the holidays stipulated in this Agreement should occur during an employee's scheduled vacation, he shall receive one (1) additional vacation day for that holiday.
5. If an employee becomes ill and presents a physician's statement that he was under the care of a physician during his vacation, he may submit an amended Report of Absence charging the vacation days to his sick leave account and reschedule the affected vacation days.
6. An employee shall be allowed to use accrued vacation days as sick leave or personal leave days when his sick leave or personal leave accounts are exhausted, provided notification of same is given to the immediate supervisor on a timely basis.
7.
  - a. If an employee is laid off, retired, or terminated for any reason, he shall be paid for any unused vacation days, including those accrued in the current year. The employee shall be able to stipulate in writing the individual to whom payment for accrued vacation days shall be made in the event of his death. If the employee does not stipulate otherwise, payment shall be made to his estate. All payment for vacation days not used shall be based on the current rate of pay.
  - b. Each employee shall designate a beneficiary/assignee to whom the Employer is authorized to disburse accrued vacation monies, wages, sick leave monies, or any other monies which have become payable by the Employer to the employee at the time of death.
  - c. This designation shall have no effect and shall not serve as a substitute for nominating a beneficiary for vested pension benefits nor life insurance beneficiaries.

- d. This designation shall be filed in the employee's Personnel file and may be changed at any time by the employee. Designations shall not become effective until received by the College's Human Resources Office in writing.
  - e. In the event any employee has not designated such a beneficiary/assignee, the Employer shall disburse all monies due at the time of death only to the estate of the deceased employee.
8. An employee who leaves a position in the Bargaining Unit for another full-time position in the College shall be allowed to transfer his vacation account to his new position, provided the new position is not as an employee in the Wayne County Community College Federation of Teachers Bargaining Unit. If the new position is as an employee in the above named Bargaining Unit, the employee shall be paid for any unused vacation days as outlined in Subsection 7 above.
9. An employee shall be paid vacation pay prior to his departure on vacation, provided he gives the Payroll Department at least fifteen (15) calendar days advance notice in writing.

ARTICLE XIX

PERSONNEL FILES

- A. An official personnel file shall be maintained by the Employer for each employee, and all such files shall be maintained in a centrally located office.
- B. Each personnel file shall have a cover sheet upon which shall be indicated the date of insertion of material, the subject and origin of the material, the name of the person who inserts the material, and the name of the person involved in any inspection of material therein.
- C. Each employee shall have the right upon request to examine the contents of his own personnel file, the only exclusion being confidential pre-employment credentials of an evaluative nature. The employee shall make an appointment with the Human Resources Office to examine his personnel file. The Human Resources Director or his designee shall be present when the employee examines his file, and the employee may be accompanied by a representative of the Union if the employee so desires. The employee may designate in writing that he desires a representative of the Union to examine his file in his absence, and the designated representative shall be allowed to examine the file.
- D. No official report nor any derogatory statement about an employee shall be filed unless the employee is sent a dated copy. The employee has the right to submit a response to the report or statement, and such a response shall be attached to and filed with the report or statements in the employee's file.
- E. Each employee shall have the right to place in his personnel file material which attests to his proficiency and experience.
- F. At the employee's request, the Employer shall reproduce any material in his personnel file except confidential pre-employment credentials of an evaluative nature, provided that a reasonable duplication fee is paid by the employee.

ARTICLE XX

MISCELLANEOUS

A. UNION MEETINGS

The Union shall be permitted the use of College facilities for regular and special business meetings of the Union without charge, provided the Union makes application and conforms to all regulations established by the Employer.

B. BULLETIN BOARDS

The Union shall be provided a locked bulletin board in the employee lounge area or cafeteria of the first floor of the Administration Building and separate bulletin boards in each teaching facility in which the College employs a full-time facility coordinator. Posting on bulletin boards shall not contain material or recommendations inconsistent with federal, state, and local laws. All materials posted on bulletin boards shall indicate the organization responsible for the material and be signed by an elected officer, and shall have a date for removal. Bulletin boards used for the above purposes shall be in areas not commonly frequented by students.

C. REST AREA

1. A central rest area shall be provided at each full-time College facility for use by Bargaining Unit members.

D. HEALTH AND SAFETY

1. The Employer shall make reasonable provisions for the health and safety of its employees during hours of employment.
2. The College and the Union will establish a Safety Committee which will meet periodically (at least quarterly) to discuss matters of health and safety which are of mutual concern to the parties. The College will develop emergency plans to deal with problems such as fires, civil disorders, bomb threats, and/or other potential disasters which will be conveyed to all members of the Bargaining Unit. The Committee will report directly to a designated College Administrator and shall be composed of at least one (1) member of the College administration appointed by the College and one (1) member of the Union designated by the Union. It is also understood that the College may wish to include representatives of other labor organizations within the College who may serve as members of the Safety Committee.

E. PAY PERIODS

Employees in the Bargaining Unit shall be paid a salary on a bi-weekly basis.

F. PARKING FACILITIES

1. The Employer shall continue to provide parking facilities without charge to any member of the Bargaining Unit.
2. The Employer shall reimburse an employee twenty-four cents at the current rate in effect allowed by Internal Revenue Regulations Tax Code 162, whichever is higher, for every mile traveled in the performance of his duties when the employee uses his own automobile. Travel to and from the employee's home is explicitly excluded from this provision.
3. The Employer shall reimburse an employee for parking fees paid while on regularly scheduled assignments for the Employer provided receipts for said fees do not exceed Six Dollars (\$6.00) per occurrence and receipts are submitted for same to the appropriate administrator.

G. ANTI-UNION ACTIVITIES

1. The Employer shall not permit any individual employee or group of employees, whether Union members or non-union members, to carry on any anti-union activity on the Employer's premises.
2. It shall not be a violation of this Agreement nor shall it be cause for disciplinary action or termination if an employee or group of employees refuse to enter upon the property of any other employer in a primary dispute with the UAW, one of its local unions, or any other recognized union at which a lawful primary picket line has been placed.

H. WORK BY NON-BARGAINING UNIT EMPLOYEES

1. Supervisory employees excluded from the Bargaining Unit shall not perform the work assigned to Bargaining Unit employees except in the following situations:
  - a. When regular bargaining unit employees are not available.
  - b. In the instruction or training of employees.
  - c. In temporary work situations as outlined in Section J below.
  - d. In work situations covered by the College Work-Study Program or any other similar program (s).

2. Supervisory and other employees excluded from the Bargaining Unit shall not be used to deprive a Bargaining Unit employee of overtime, nor shall their services be used for the purpose of replacing a Bargaining Unit employee.

## I. SUBCONTRACTING

### 1. General Provisions

It is the policy of the College to fully utilize its own employees in the classifications and on the work covered by this Agreement and its Appendix. When it is not feasible due to the nature of the work, the tools or skills to be required, or the economics of the particular situation, (or cannot be completed within a reasonable amount of time), the Employer may subcontract the work provided that it notifies the Union in writing prior to the requisitioning for a contract for the performance of work within the scope of the Bargaining Unit as set forth in Article II - Recognition. Such notice shall include the nature and the scope of the work to be performed and the reasons (equipment, manpower, economics, etc.) why the Employer is contemplating contracting out the work.

The Employer will afford the Union an opportunity to set forth its views on the Employer's plans and will give weight to those views in the light of all the attendant circumstances. Where the Union has persuasive evidence that this Section has not been complied with by the Employer, it may leave the matter to the Grievance Procedure up to and including arbitration.

### 2. Custodial Functions

- a. The College may subcontract custodial functions at the below listed locations:

1. Administration Building
2. Downriver
3. Downtown
4. Eastern
5. Northwest
6. Western

- b. The Employer will continue to subcontract services including but not limited to snow removal, window washing, and grounds keeping.
- c. The Employer will provide staff to perform maintenance functions as defined in the appropriate job descriptions at locations owned, controlled, or operated by the College in conformity with the provisions of the current UAW Master Agreement.
- d. The Employer will not lay off any Maintenance Worker I as a result of subcontracting of custodial services.

- e. The Union agrees not to initiate or process any grievances over the subcontracting of custodial functions at the locations listed in item number 1 above

#### J. TEMPORARY EMPLOYEES

The Employer and the Union agree that it may be necessary to hire temporary employees on a full-time or part-time basis as outlined below:

1. Temporary employees shall not be hired for a period in excess of eighty four (84) calendar days per annum. This provision does not apply to students covered by the College Work-Study Program or any other similar program (s).
2. a. The Employer shall not hire temporary or College Work Study Student employees as replacement for regular employees in the Bargaining Unit who have resigned, who have been laid off, or who have been terminated.  
  
b. The Employer agrees not to use College Work-Study students in lieu of or as replacements for bargaining unit positions at the campuses for Saturday or Sunday operations.
3. A full-time temporary employee transferred in a regular full-time position in the Bargaining Unit shall have his seniority date from the first day of the temporary assignment.
4. The Employer shall utilize the available overtime of regular employees before engaging temporary employees.
5. Prior to the hiring of any temporary employees, the Union shall be notified of the classification, location, and length of service needed by the College.

#### K. TOOLS

The Employer shall supply the appropriate Bargaining Unit members with the necessary tools that are appropriate to their classification. Such tools and equipment shall remain the property of the Employer. Employees will be responsible for replacing tools where there has been excessive loss.



#### L. RETIREMENT

Retirement from the College is subject to Article IV, Conformity To Law. A Bargaining Unit member who wishes to continue to work for the College beyond their seventieth (70th) birthday must successfully complete a physical examination by a physician designated by the Employer. Each Bargaining Unit member shall be required on a year-to-year basis to successfully complete a physical examination in order to continue to work at the College. The physical examination shall be paid for in full by the Employer. The employee at his own expense may select an additional examiner if the employee disagrees with the diagnosis of the Employer's physician. In the event the examiners differ upon the final diagnosis, the parties shall employ a third physician selected by the first two physicians whose diagnosis shall be binding on the parties. The parties shall split the cost of this final examination.

#### M. EVALUATIONS

The Employer and the Union agree that in the interest of developing and maintaining a skilled and expert staff, evaluations or employee performance appraisals and like instruments shall be used for diagnostic purposes only. It is further agreed that such evaluation instruments shall not be used for any disciplinary purpose nor for the processing or adjudication of any grievance.

#### N. TWO WEEK CLOSEDOWN

1. In each contract year the Employer shall have the right to schedule a two (2) week closedown during the month of May and the month of August, provided the Employer notifies the Union in writing of the beginning and ending dates of the two week closedown (s) not later than April 1 of each contract year.
2. For the closedown period, each bargaining unit member on active payroll shall be charged for seven (7) vacation days but shall be compensated for ten (10) days. During any subsequent closedown period covered by this Memorandum, each bargaining unit member on active payroll shall be charged for eight (8) vacation days but shall be compensated for ten (10) days.
3. If any individual in the bargaining unit does not have sufficient vacation time to cover the number of work days that would otherwise be worked during the closedown period, the time shall be charged against future vacation accruals.

O. GOALS AND OBJECTIVES

1. The College and the Union recognize that the Union represents the support staff of the College and is therefore a participating component in accomplishing the College's Mission.
2. The parties further agree that on an annual basis the Union and the Employer shall meet in a seminar format to work out details and strategies on how to best implement the goals and objectives of the College.
3. The Planning Committee for the seminar shall consist of at least three (3) members of the Union.

P. PERFORMANCE APPRAISAL SYSTEM PROGRAM

That during the course of negotiations for the Master Agreement, discussion was held regarding the Performance Appraisal System Program adopted by the College. This Program requires an analysis of such matters as work flow and work responsibility. Cooperation by employees filling out forms relative to the aforementioned Program shall in no way alter Appendix "C", Job Descriptions, listed in this Agreement.

## ARTICLE XXI

### JOB CLASSIFICATIONS

- A. The classification of jobs as enclosed in Appendix B of this Agreement is designed to identify and categorize jobs according to the degree of responsibility, sensitivity, and complexity of the duties associated with the jobs. The Employer and the Union agree upon and accept the job classifications and job descriptions in effect at the time of ratification of this Agreement as the basis for payment of wages as provided herein.
  
- B. Whenever new or different work is undertaken by the Employer which is not covered by the classifications contained in this Agreement, or when existing jobs are permanently and materially changed so that the revised job is no longer covered by the classifications contained in this Agreement, a bargaining unit member must submit in writing to his immediate supervisor a request for job reclassification along with supporting reasons. Within five (5) working days the bargaining unit member's supervisor shall forward the request to the Director of Human Resources. Within 30 days the Employer shall notify the Union and submit the new or revised job description and proposed rate of pay. If the rate of pay is not acceptable to the Union, the Union shall inform the Employer and the parties shall meet to negotiate the rate of pay. The negotiated rate of pay shall date back to the date the employee was first placed on the job. Within 45 days of the negotiated rate of pay, the Employer shall implement the new classification.
  
- C. Prior to the implementation and posting of any new job, the Manager of Labor Relations, representing the Employer, and the Union shall meet for the purpose of determining if the new job properly should be included in the Bargaining Unit.
  
- D. In the event the Employer abolishes a position within the Bargaining Unit, it shall promptly notify the President of the Union prior to the implementation of such change.

#### E. REORGANIZATION

- 1. The Employer may alter the number of classifications in implementing any reorganization adopted by the Board of Trustees consistent with Appendix "C", Job Descriptions, in the Master Agreement.
  
- 2. No Bargaining Unit member shall be reduced in actual salary, classification, or pay grade as a result of any re-organizational plan adopted by the Board of Trustees during the life of the Master Agreement.
  
- 3. In the event the Employer reduces the number of classifications, employees affected by same shall be transferred to a like classification consistent with Article XIII, Seniority. Thereafter, the Employer may reduce the number of classifications through the process of attrition.

ARTICLE XXII

WAGE SCHEDULES AND CLASSIFICATIONS

- A. The wage schedules and classifications listed in Appendix A and B shall remain in effect during the life of this Agreement.
- B. When transfers are brought about because of a reduction in force or because of promotions, as stipulated in Article XIII, Seniority, the following rules shall apply in establishing the salary rates of the employees transferred:
  - 1. When an employee exercises his seniority and is transferred to a classification in a lower salary grade, he shall be paid the maximum job rate of the new classification or his current rate, whichever is lower.
  - 2. When an employee is promoted to a classification in a higher salary grade, he shall be paid the appropriate rate in the progression schedule that reflects no less than five percent (5%) increase over and above his current rate, or the minimum of the new classification, whichever is greater.
- C. All salaries and other economic benefits shall be subject to applicable laws and regulations of the federal and state governments.
- D. Salary Adjustments
  - 1. All increments shall be paid on July 1st and January 1st of each year. An employee shall not receive an increment during his probationary period or at any six (6) month period wherein the employee is not on active payroll for more than three (3) months.
  - 2. The Employer agrees to pay group leaders a ten percent (10%) premium.

GROUP LEADER

Lead person over a group of employees who, under instruction by the supervisor, directs the work flow, instructs and directs other employees in the proper operation of the work procedure, and performs any and all duties encompassed in the classification, may fill in for other employees in their absence as necessary. Students in the work study program are not considered employees under this provision.

3. An employee in the bargaining unit may be temporarily assigned additional duties other than the position in which the employee is currently working without actually being promoted or reclassified.

ADDITIONAL DUTIES

- a. Whenever an employee performs additional duties in a bargaining unit job at a higher grade level, he/she shall be paid at the salary grade level of such position at the higher rate. The employee's immediate supervisor shall request additional compensation at the salary grade level of the duties performed by the employee.
- b. The employer agrees to pay a seven percent (7%) premium for the assignment of additional duties for work that is not currently covered in the Bargaining Agreement. The employee's immediate supervisor shall request additional compensation of seven percent (7%) above the employee's own rate of pay for the duration of such duties. Such compensation shall not exceed six (6) months.

ARTICLE XXIII

FRINGE BENEFITS

A. INSURANCE

With the exception of Worker's Compensation, only full-time employees in the Bargaining Unit shall be granted coverage by the following insurance programs. Commencement and duration of coverage and amount and nature of benefits shall be governed by the terms of the group insurance policy and the rules and regulations of the carrier.

1. Group Life Insurance

- a. The Employer agrees to pay the necessary premiums to provide a group term life insurance policy with an accidental death rider of equal amount for each full-time employee in an amount equal to twice the employee's annual salary to the nearest multiple of \$1,000.00 not to exceed a maximum of \$85,000.00.
- b. Each employee shall designate a beneficiary/assignee to whom the Employer is authorized to disburse accrued vacation monies, wages, sick leave monies, or any other monies which have become payable by the Employer to the employee at the time of death.
- c. This designation shall have no effect and shall not serve as a substitute for nominating a beneficiary for vested pension benefits nor life insurance beneficiaries.
- d. This designation shall be filed in the employee's Personnel file and may be changed at any time by the employee. Designations shall not become effective until received by the College's Human Resources Office in writing.
- e. In the event any employee has not designated such a beneficiary/assignee, the Employer shall disburse all monies due at the time of death only to the estate of the deceased employee, or otherwise as provided by law.

2. Short Term Disability Insurance

The Employer agrees to pay the necessary premiums to provide a short term sickness and accident disability policy for each full-time employee providing for twenty-six (26) weeks disability pay at two thirds (2/3) of weekly salary to a maximum of \$500.00 per week.

3. Long Term Disability Insurance

The Employer agrees to pay the necessary premiums to provide long term disability insurance in the amount of sixty-five percent (65%) of the Bargaining Unit member's salary not to exceed \$2,500.00 per month. Disability benefits shall commence the twenty ninth (29th) week of total disability and continue for the period of total disability or to age sixty-five (65) whichever occurs first. During the time of total disability, there shall be excluded from the non-duplication offset any social security benefits in excess of those in effect at the time of disability.

4. Medical Insurance

- a. The Employer agrees to pay the necessary premiums to provide at the employee's option either the Metro Health Plan (Plus Program) or the Blue Cross/Blue Shield Plan (MVF-2 with Master Medical Option IV and Non-Deductible Prescription Drug Rider) or any other comparable plan for each full-time employee, spouse, and dependent children.
- b. The employer agrees to grant part-time employees the option to participate in Section 125 of the IRS code to contribute pretax dollars to cover uninsured medical and child care cost.
- c. The employer agrees to grant part-time employees the right to participate in medical coverage at the employees own expense.
- d. The parties agree that the College will offer an incentive for employees to opt out of medical insurance where they are covered by a spouse's comparable plan by paying the employee fifty percent (50%) of a premium amount, consistent with the final language to which the other bargaining units within the College agree.

5. Dental Insurance

Bargaining Unit members may participate in the Delta Dental Plan or comparable plan as provided by the Employer. The dental plan provides in most cases payment of ninety percent (90%) of the cost of dental care (90/90/50) up to a maximum of \$1,000.00 in one year for each full-time employee, the employee's spouse, and dependent children.

6. Optical Insurance

The Employer agrees to pay the necessary premiums to provide each full-time employee, his spouse, and dependent children, with the Basic Plan of Cooperative Services, Inc., Heritage Optical, or a comparable plan, provided said plan does not exceed \$100.00 per annum per employee.

7. Workers' Compensation

Workers' Compensation Insurance shall be carried by the Employer as required by the Michigan Workers' Compensation Act.

B. OTHER FRINGES

1. Tax Sheltered Annuity Program

The Employer shall make available to all bargaining unit employees an approved tax sheltered annuity program. The Employer shall provide no more than five (5) vendors to provide the tax-sheltered annuity service. Each employee shall notify the appropriate administrator of their designation of vendor.

2. Retirement Fund

The Employer shall assume the cost of each Bargaining Unit member's contribution to the Michigan Public School Employees Retirement Fund as required by law. Effective June 1, 1998, employees eligible for retirement benefits may elect to participate in the Optional Retirement Plan.

3. Courses at the College

The Employer shall issue tuition waivers for each employee for courses taken at the College by the employee, the employee's spouse, and dependents under the age of twenty-five (25).

4. Tuition Reimbursement

- a. The parties to this Agreement support the principle of continuing education for members of the Bargaining Unit. Accordingly, the Employer agrees to reimburse each member of the Bargaining Unit for any course that leads to a degree, or seminar, which is related to a job within the classification system of the College, provided however that the course or seminar is not offered by the College. The maximum reimbursement for any Bargaining Unit member shall be one thousand dollars (\$1000.00) per contract year.



- b. In order to be reimbursed for tuition expenses, each member of the Bargaining Unit must submit to the Human Resources Department evidence of payment and satisfactory completion of the course on or before June 30 of each contract year. Failure to submit the necessary and appropriate paperwork as noted in this section shall result in forfeiture of the monies claimed. A Bargaining Unit member may submit evidence of payment and satisfactory completion of the course before June 30 of each year provided total payments have not reached the specified annual maximum as noted in B(4)a above.

5. Unemployment Insurance

Unemployment insurance shall be carried by the Employer as required by Michigan Law.

6. Medical Insurance - Laid-Off Employees

A laid-off Bargaining Unit member may continue medical insurance as provided by law.

7. Group Life Insurance After Retirement

The Employer agrees to extend group term life insurance to permanent UAW Bargaining Unit members of Wayne County Community College District retired under the Michigan Public School Employees Retirement System at the retiree's expense. The retiree shall agree in writing to pay the premiums in advance to the College for said life insurance.

8. On-the-Job-Training

On-the-job training, as designated by the Employer, shall be scheduled according to the following principles:

- a. Bargaining unit members assigned to positions in higher paid classifications shall be trained first.
- b. Bargaining unit members with higher seniority shall be trained before bargaining unit members with lower seniority in the same classification.

Only bargaining unit members who desire on the job training as designated by the Employer, shall be scheduled for training under the provisions of this Agreement.

#### 9. Career Development

It shall be the policy of the parties to assist employees to realize their full potential and to assist in creating circumstances whereby employees can develop career progression. The parties will endeavor to establish training programs, and/or academic courses of study, and/or such other projects and activities as may permit and encourage employees to upgrade their jobs and level of competence.

All bargaining unit members will be allowed to take elective training courses offered by the College during normal working hours with the approval of the appropriate administrator.

#### 10. Employee Assistance Program

Employee assistance programming is a technique or method for reaching employees with personal problems, e.g., substance abuse, smoking, emotional, family, social, marital, financial, etc., and providing them with a mechanism to obtain treatment.

The Union and the College are committed to working together to ensure that the needs of the affected employees are met.

The Union and the College will jointly develop a written Employee Assistance Program (EAP). EAPs are based on two concepts:

- a. The Program will offer a policy and procedure for dealing with employees whose job performance suffers or is deteriorating due to personal problems, including alcohol or other drug abuse; and
- b. The Program will offer a mechanism for employees to obtain assistance for personal problems which are not necessarily affecting their work.

ARTICLE XXIV

WAIVER

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 understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively 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 that they negotiated or signed this Agreement.

ARTICLE XXV

INTERIM APPOINTMENT, TEMPORARY JOB ASSIGNMENT,  
AND THE TEMPORARY ASSIGNMENT OF ADDITIONAL DUTIES

A. INTERIM APPOINTMENTS

In the event it becomes necessary to fill a position on an interim basis prior to its being filled by a permanent employee, the Employer and the Union agree to the following procedures:

1. The interim appointment and the official posting of the position will occur simultaneously.
2. The Union shall be informed in writing by the Director of Human Resources of any interim appointment. Any employee appointed to an interim position must consent to same in writing. Primary consideration shall be given to Bargaining Unit members for an interim appointment.
3. In filling a full-time Bargaining Unit position on an interim basis, such position will be first offered to qualified Bargaining Unit members before being filled by a person outside the Bargaining Unit.
4. In filling a part-time Bargaining Unit position on an interim basis, such position will first be offered to qualified part-time Bargaining Unit members before being filled by an individual outside the Bargaining Unit.
5. Said appointment shall consist of no more than six (6) months in duration. There shall be only one six (6) month interim appointment period for any vacant position. If at the end of the six month interim period a position is not filled, posting and hiring for this position shall be in accordance with Article XIII, Section C, Vacancies, unless the position is placed on hold or abolished.
6. If the position remains unfilled by a permanent employee at the end of the six (6) month interim appointment, the interim appointee shall fill the position on a permanent basis or return to his former position. However, no interim appointee after six months will be allowed to fill the interim position on a permanent basis if the appointee does not possess the minimum qualifications for the job.
7. An interim appointee shall be compensated in the manner indicated in Article XXII, Wage Schedules and Classifications, while employed in an interim position.
8. In the event an employee outside the Bargaining Unit is appointed to an interim position within the Bargaining Unit, the provisions of Article VII, Union Security and Article XIII, Seniority, shall obtain.

#### B. TEMPORARY JOB ASSIGNMENT

In the event it becomes necessary to temporarily fill a position because of a Bargaining Unit member's absence for any reason, the Union and the Employer agree to the following procedures:

1. The union shall be informed in writing by the Human Resources Director of any temporary job assignment. Any employee assigned to a temporary job must consent to same in writing.
2. In filling full-time temporary job assignments as described in this Article such jobs will first be offered to qualified Bargaining Unit members before being filled by an individual outside the Bargaining Unit. In filling part-time job assignments as described in this Article, such jobs will first be offered to qualified part-time Bargaining Unit members before being filled by an individual outside the Bargaining Unit.
3. A temporary job assignment shall not exceed six (6) months unless mutually agreed to by both the Union and the Employer.
4. A negative evaluation while filling a temporary job assignment shall not be made part of an employee's personnel file.
5. An employee shall be compensated in the manner indicated in Article XXII, Wage Schedules and Classifications, while employed in a temporary job assignment.
6. A temporary job assignment of over thirty (30) days shall not be offered to any currently employed Bargaining Unit member or outside individual while any Bargaining Unit member qualified to fill the temporary job assignment remains on lay off. The Employer shall recall any laid off Bargaining Unit member who is qualified to fill such a temporary job assignment.

#### C. TEMPORARY ASSIGNMENT OF ADDITIONAL DUTIES

In the event the Employer assigns extra duties to a Bargaining Unit member beyond those reasonably contemplated to be within the classification and requiring a work level that cannot be attributed to a general overlap of duties, the following criteria shall obtain:

1. The assignment shall be reduced to writing and shall not exceed six (6) months.
2. A negative evaluation while performing extra temporary duties shall not be made part of the employee's personnel file.
3. An employee shall be compensated in the manner indicated in Article XXII, Wage Schedule and Classifications, while performing additional duties.

4. Additional duties may not be assigned to Bargaining Unit members while any Bargaining Unit member qualified to perform those duties remains on lay-off status. The Employer shall recall any laid-off Bargaining Unit member who is qualified to perform needed job duties before the temporary assignment of additional duties, as described in this Article.

D. Special Provisions Regarding Registration

1. Parties agree that it is beneficial to the College, to the employee, and to the community-at-large, to have an employment atmosphere which promotes the growth of individual employees in their skills at their work place, their understanding of the community, and their sharing the vision of the future of the College.
2. Prior to hiring temporary employees for registration purposes, Bargaining Unit members in relevant classifications, i.e., such as but not limited to, registration clerk, records clerk, shall have the right to request overtime during the normal work week at the campus where they are regularly assigned or the other campuses provided the employee can travel and reach the assigned campus at the time registration is scheduled to commence.
3. All other employee who have successfully completed the necessary training and written examination shall have the opportunity to work registration on an overtime basis pursuant to Paragraph 2 above.
4. Employees shall be compensated in accordance with the appropriate classification rate for their registration assignment and may continue to work registration provided said employee continues to satisfactorily perform the duties of their full-time classification and so long as the employee does not abuse the attendance policy of the College.
5. During registration periods, additional hours required by management will be offered to part-time employees at that campus location in the current classification first. Then, any additional hours required could be offered to other UAW employees.
6. The provisions of Article XVI, Overtime, shall apply.
7. The College agrees that it will not subcontract registration work during the life of this agreement.

APPENDIX A  
#1  
HOURLY SALARY GRADE AND COLA FOLD IN PROGRESSION SCHEDULE  
JULY 1, 1998 - JUNE 30, 1999

GRADE	MINIMUM HOURLY RATE								MAXIMUM HOURLY RATE	
	6 MO.	12 MO.	18 MO.	24 MO.	30 MO.	36 MO.	42 MO.	48 MO.		
1	16.63	16.71	16.79	16.87	16.95	17.04	17.13		17.13	
2	16.79	16.87	16.95	17.04	17.13	17.22	17.31		17.31	
3	16.95	17.04	17.14	17.22	17.31	17.40	17.50		17.50	
4	17.11	17.20	17.29	17.38	17.48	17.58	17.68	17.78	17.78	
5	17.29	17.38	17.48	17.58	17.68	17.78	17.89	18.00	18.00	
6	17.48	17.58	17.68	17.78	17.89	18.00	18.19	18.30	18.30	
7	17.68	17.78	17.89	18.00	18.11	18.22	18.34	18.46	18.58	18.58
8	17.89	18.00	18.11	18.22	18.34	18.46	18.68	18.71	18.84	18.84
9	18.10	18.21	18.33	18.45	18.57	18.70	18.83	18.96	19.10	19.10
10	18.33	18.45	18.57	18.70	18.83	18.96	19.10	19.24	19.38	19.38
11	18.56	18.69	18.81	18.95	19.09	19.22	19.37	19.52	19.66	19.66

APPENDIX A  
#2  
HOURLY SALARY GRADE AND COLA FOLD IN PROGRESSION SCHEDULE  
JULY 1, 1999 - JUNE 30, 2000

GRADE	MINIMUM HOURLY RATE									MAXIMUM HOURLY RATE
	6 MO.	12 MO.	18 MO.	24 MO.	30 MO.	36 MO.	42 MO.	48 MO.		
1	17.18	17.26	17.34	17.42	17.50	17.59	17.68			17.68
2	17.34	17.42	17.50	17.59	17.68	17.77	17.86			17.86
3	17.50	17.59	17.69	17.77	17.86	17.95	18.05			18.05
4	17.66	17.75	17.84	17.93	18.03	18.13	18.23	18.33		18.33
5	17.84	17.93	18.03	18.13	18.23	18.33	18.44	18.55		18.55
6	18.03	18.13	18.23	18.33	18.44	18.55	18.74	18.85		18.85
7	18.23	18.33	18.44	18.55	18.66	18.77	18.89	19.01	19.13	19.13
8	18.44	18.55	18.66	18.77	18.89	19.01	19.23	19.26	19.39	19.39
9	18.65	18.76	18.88	19.00	19.12	19.25	19.38	19.51	19.65	19.65
10	18.88	19.00	19.12	19.25	19.38	19.51	19.65	19.79	19.93	19.93
11	19.11	19.24	19.36	19.50	19.64	19.77	19.92	20.07	20.21	20.21



APPENDIX A  
 #3  
 HOURLY SALARY GRADE AND COLA FOLD IN PROGRESSION SCHEDULE  
 JULY 1, 2000 - JUNE 30, 2001

GRADE	MINIMUM HOURLY RATE									MAXIMUM HOURLY RATE
	6 MO.	12 MO.	18 MO.	24 MO.	30 MO.	36 MO.	42 MO.	48 MO.		
1	17.73	17.81	17.89	17.97	18.05	18.14	18.23			18.23
2	17.89	17.97	18.05	18.14	18.23	18.32	18.41			18.41
3	18.05	18.14	18.24	18.32	18.41	18.50	18.60			18.60
4	18.21	18.30	18.39	18.48	18.58	18.68	18.78	18.88		18.88
5	18.39	18.48	18.58	18.68	18.78	18.88	18.99	19.10		19.10
6	18.58	18.68	18.78	18.88	18.99	19.10	19.29	19.40		19.40
7	18.78	18.88	18.99	19.10	19.21	19.32	19.44	19.56	19.68	19.68
8	18.99	19.10	19.21	19.32	19.44	19.56	19.78	19.81	19.94	19.94
9	19.20	19.31	19.43	19.55	19.67	19.80	19.93	20.06	20.20	20.20
10	19.43	19.55	19.67	19.80	19.93	20.06	20.20	20.34	20.48	20.48
11	19.66	19.79	19.91	20.05	20.19	20.32	20.47	20.62	20.76	20.76

APPENDIX B  
CLASSIFICATIONS

SALARY GRADE

1	Utility Clerk
2	Elevator Operator Receptionist Clerk
3	Clerk Typist Custodian Microfilm Clerk Telephone Operator
4	Bookstore Clerk Building Trades Lab Aide Cashier Cashier/Data Entry Clerk Central File Clerk Dental Laboratory Aide Facility Operator Fitness Aide Information Services Clerk Instructional Aide Mail Clerk Science Lab Aide Transportation Aide Vocational-Technical Laboratory Aide
5	Administrative Services Clerk DALNET LRC Assistant General Clerk Inventory Control Clerk Veteran Services Clerk
6	Communication Services Clerk Courier Data Control Clerk Maintenance Worker I Shipping and Receiving Clerk Shipping and Receiving Inventory Control Clerk Word Processor

SALARY GRADE

7	Bilingual Secretary Data Entry Specialist Records Clerk Registration Clerk Science Stores Attendant Secretary Tape Librarian
8	Auxiliary Service Technician Central Stores Attendant Maintenance Specialist Maintenance Worker II Shipping and Receiving Driver Tool Crib/Warehouse Attendant Warehouse Attendant
9	Accounting Technician Administrative Secretary Admissions/Financial Aid Technician Audio-Visual Technician Budget Technician Campus Technician Financial Aid Technician Personnel Technician Production Control Specialist Records and Registration Technician Science Technician Skilled Trades Painter Telecommunication Technician Textbook Specialist/Secretary
10	Computer Operator Internal Audit Technician Personnel Specialist Procurement Technician Word Processing Technician

SALARY GRADE

11      Accounting Specialist  
         Accounts Payable Specialist  
         Administration and Finance Specialist  
         Administrative Specialist  
         Information Specialist  
         Offset Press Operator  
         Records and Registration Specialist  
         Skilled Trades Electrician  
         Veterans Affairs Specialist

APPENDIX C  
JOB DESCRIPTIONS

SALARY GRADE 1

Utility Clerk

Assembles, sorts, files, and retrieves material. Answers telephone, records messages, and provides general information to callers. Operates simple office machines such as Xerox and mailing machines. Acts as messenger when needed. Performs other related duties as required.

SALARY GRADE 2

Elevator Operator

Operates elevator to transport passengers between floors. Supplies information to passengers such as location of offices and individuals. Is knowledgeable of and observes all safety regulations and laws in the operation of the elevator. Performs other related duties as required.

Receptionist Clerk

Receives visitors in the department, ascertains their needs, and directs them accordingly. Maintains schedules of appointments. Other duties may include collecting and distributing mail and messages, simple filing as directed, and handling routine telephone requests for information and materials such as applications, catalogs, and schedules of classes. Performs light typing duties such as addressing envelopes, typing simple data on forms, or typing form letters. Performs other related duties as required.

SALARY GRADE 3

Clerk Typist

Performs general routine and standardized clerical work requiring the use of a typewriter in the majority of cases. Types memos, orders, acknowledgments, schedules, reports, tabulations, and other similar material in accordance with specific rules and instructions. Other clerical duties may include classifying and filing, proofreading, reading and routing mail, answering telephone, receiving visitors, ordering office supplies, and operating simple office machines. Performs other related duties as required.

#### Custodian

Performs custodial duties for building and grounds such as sweeping, mopping, waxing, scrubbing, dusting, refuse disposal, snow removal, and lawn care. Makes minor maintenance repairs and replacements such as light bulbs, fuses, and washers. Cleans lavatory equipment and replenishes supplies. Moves heavy furniture and equipment. Checks lights and heating equipment. Locks and unlocks premises. Reports more serious repair needs, unusual conditions, and evidence of hazardous situations after taking emergency steps to insure safety. Reports violations of rules. Performs other related duties as required.

#### Microfilm Clerk

Operates Kodak Microcode II microfilm camera and retrieval units to film student registration and grading documents and audit same. Sorts documents by type and semester into Social Security Number batches in preparation for filming, maintains batch integrity, and retires the documents to storage after filming and auditing. Loads and labels film magazines, splices film. Performs other related Clerical duties as required.

#### Telephone Operator

Operates multiple-line switchboard to relay incoming, outgoing, and inter-office calls. Supplies information to callers and records messages. Places long distance calls and maintains records of them. Keeps informed regarding extension numbers of departments and employees as well as their location within the buildings. Reports out of order equipment. Performs receptionist duties if required. Perform other related duties as required.

SALARY GRADE 4

#### Bookstore Clerk

Loads and unloads textbooks and supplies delivered to the warehouse. Locates, checks for damage, counts, packages, and weighs books and supplies for shipment. Maintains an orderly system of storage for all warehouse items. Maintains a daily report of books and supplies received. Periodically performs a physical inventory of the warehouse contents. Fills orders for books and supplies. Types bookstore orders and other items as required. Keeps warehouse and bookstore clean. Performs other related duties as required.

#### Building Trades Lab Aide

Assist OSTC Manager in the overall operation of the labs as well as maintenance and care of equipment and supplies. Maintain inventory of instructional supplies, equipment, and tools via interdepartmental computer system. Performs periodic inspection of equipment to insure adequate functioning and arranges for major repairs. Reviews all rules and regulations with individuals using the OSTC labs and tool crib. Assists in tagging and inputting new equipment information on computer terminal. Maintains lab in a clean and orderly fashion. Performs other related duties as required.

#### Cashier

Provides and performs simple cashier services at the College's offices or Bookstore under the general supervision of the designated supervisor. Receives and disburses funds and records transactions incidental to conduct of College business. Counts money to verify amount and issues receipts for funds received. Issues change and cashes approved checks. Operates office machines such as typewriter and calculator. Balances out daily transactions. May perform simple filing, handle routine telephone requests, and direct inquiries to the appropriate department. Performs other related duties as required.

#### Cashier/Data Entry Clerk

Responsible for functioning in the areas of data entry, cashiering, and related functions to provide an efficient and effective system of service to students and the College. Performs all cashiering functions defined by the administrator. Performs computer data entry functions for the departments of assignment. Prepares appropriate reports, collects data, and assures accuracy of student prepared forms. Operates technical equipment in the performance of duties. Maintains appropriate supplies to perform services assigned. Supervises part-time student staff in the absence of the designated supervisor of the area of assignment. Performs any other related duties assigned.

#### Central File Clerk

Performs general office and clerical tasks in handling of files such as alphabetizing, coding, filing, typing, processing various forms, maintaining work logs and following procedures related to the maintenance of accurate records and their security and integrity. handles all requests for document retrieval, circulation and purging. Operates microfilm camera and other duplicating equipment for the reproduction of records and documents. Loads and labels film magazines, splices film, maintains microfilm inventory log. Handles all functions relating to the maintenance of the microfilm library. Orders and maintains supplies and equipment as needed. Types records and reports. Performs other related duties as required.

#### Dental Laboratory Aide

Performs a variety of support functions in the dental lab/clinic of the College. Insures all sterilization procedures and guidelines are followed in the dental lab and clinic. Monitors and changes all necessary solutions as needed. Dispenses supplies to faculty and students. Maintains an orderly system of incoming supplies and/or equipment and insures proper storage. Assists in annual inventory of equipment. Assists in the ordering of supplies. General clerical duties, answers telephone, records messages, maintains schedules of appointments, routes mail, light typing and filing. Performs other related duties as required.

#### Facility Operator

Performs building service and business related functions such as assembling, sorting, filing and retrieval of warehouse documents, shipping and receiving related functions, stocking and maintaining supplies, inventory supplies, light cleaning and building care tasks, registration and meeting set ups, minor building furniture and equipment repairs, escorting service delivery and repair workers, delivers, sets up and returns audio visual equipment, operates materials handling equipment. Performs other related duties as required.

#### Fitness Aide

Monitors and provides assistance in the use of exercise equipment to insure the safety of staff. Assist clients in the use of machines, insure security of equipment, monitor attendance and physical activity of participants. Assists Health Services Administrator in record keeping of participant's user fees, maintain tidiness of exercise shower facility and lockers and reports mechanical failures of equipment. Show video tapes and distributes healthy lifestyle literature, monitor levels of literature and report need for replacement to department head. Attend training and orientation sessions with department head for continuing education in fitness and wellness activities, assist department head with health and fitness fairs. Performs other related duties as needed.

#### Information Services Clerk

Answers telephones calls received in the College's Information Center. Provides assistance to the general public and students by providing information about the College and on events and activities. receives and records inquiries and requests for information, provides data entry into the Information Center Database. Packages and mails requested College materials; distributes specialized materials as requested. Performs other related duties as required.



### Instructional Aide

Under the direction of Secretarial Science faculty, provides supportive services in assisting students with content in the typing and information processing laboratories, and care of lab equipment and supplies. Responsibilities include maintaining open lab for students and providing assistance in the use of equipment and supplies; maintaining inventory of equipment, forms and instructional supplies; maintaining audio-visual materials and performing related departmental clerical duties. Performs other related duties as required.

### Mail Clerk

Sorts and distributes incoming mail and dispatches outgoing mail. Examines outgoing U.S. mail for appearance and completeness in accordance with postal laws regulations. Weighs, computes, and affixes proper postage by hand or with postage meter machine. Operates and provides general maintenance for various mechanical equipment used in processing mail. Maintains daily account records of all postage used and reconciles postage meter log to daily account sheet. Performs other related duties as required.

### Science Lab Aide

Maintain a current and accurate inventory of all science equipment, repairing equipment, if possible, or arranging for the repair of equipment. Receiving, logging, and accessing the condition of incoming science equipment and supplies. Providing assistance to the Science Coordinator in regards to the ordering of science equipment and supplies. Keeping an active file of supplies and equipment ordered. Providing training and supervision of College Work Study students. Creating and updating Locator guides for all of the laboratories, assisting in the auditing of laboratory procedures and policies for all labs at all of the campuses. Monitoring safety conditions and safety equipment: i.e., fume hoods, eye wash stations, showers, fire extinguishers, etc. Maintaining a M.S.D.S. Log, maintaining a Laboratory Safety System Audit Checklist, maintaining an up-to-date list of (MI) OSHA requirements, maintaining accident reports. Frequent review of safety procedures and apparatus (eye wash station, showers, burn kits, and spill kits). Documentation of incoming and outgoing chemicals and maintenance of personal safety apparatus (Safety glasses, aprons, gloves). Preparation of all media, maintaining viable cultures of microbes (stock cultures), keeping an inventory of stock cultures and periodically subculturing (Tri-annually) for the purpose of propagating the existing cultures. Autoclaving microbes (student's subcultures) upon completion of the Lab exercises. Overseeing the proper disposal of contaminated wastes; i.e., pipettes, cotton tip applicators, etc. Maintaining current collection and inventory of various biological stains and reagents. Storing biological stains and reagents in compliance to MIOSHA health and safety regulations. Inventory and store Physics equipment

#### Transportation Aide

Responsible for providing supportive services to Coordinator and/or faculty. Responsibility includes but is not limited to preparation and set up of laboratory equipment and supplies for instructional purposes and the maintenance and care of laboratory equipment. Construct or assemble displays, demonstration units, or models to provide effective teaching aids in the various laboratories, maintain open lab for students use and provide related assistance in use of equipment and supplies. Maintain an adequate inventory or instructional supplies. Performs periodic inspections of equipment to insure adequate functioning of equipment, perform minor repairs, replacement of parts, and general maintenance of equipment where applicable. Arrange for major repairs. Report lab or equipment problems to supervisor, maintain lab in a clean and orderly fashion to provide for safety of staff and students. Assist custodial and maintenance to insure proper care of lab and equipment. Perform other related duties as required.

#### Vocational-Technical Laboratory Aide

Assists Vocational-Technical instructors in the overall operation of the labs as well as maintenance and care of equipment and supplies. Maintains inventory of instructional supplies; performs periodic inspection of equipment to insure adequate functioning; provides general maintenance to equipment and arranges for an major repairs; reviews all rules and regulations with individuals using the voc-tech labs; assists in tagging and inputting equipment information of computer terminal; maintains lab in a clean and orderly fashion. Performs other related duties as required.

### SALARY GRADE 5

#### Administrative Service Clerk

Performs a variety of administrative support functions in the area of reprographics, mail room operations, telecommunications and related clerical functions. Performs printing, printfinishing, copying and duplicating, mail sorting collections and metering, and switchboard operation duties. Performs other related duties as required.

#### DALNET LRC Assistant

Responsible for coordination of bar-coding throughout the College; developing staff, patron, and faculty training for DALNET. Responsible for training, maintenance, and software development for the Apple II and PC computers in the Learning Resources Centers. Coordinates the maintenance of all terminals in the College that deal with the DALNET project. Inserts and edits bibliographic records. Carries on medial programs when Media Specialist is not available, such as videotape editing, scheduling, distribution of equipment, and input A-V equipment into the DALNET system. Also coordinates staff workshops on the Esprit terminals for electronic mail and the ISIS. Acts as computer liaison for the staff for year V of Title III. Performs other related duties as required.

#### General Clerk

Assembles, sorts, files, and retrieves documents and correspondence. Answers telephone, records messages, and provides general information to callers. Makes simple arithmetic calculations. Operates simple office machines such as typewriter and adding machine. Performs other routine clerical duties requiring some judgment and accuracy of detail. Performs other related duties as required.

#### Inventory Control Clerk

Maintains a current and accurate inventory of all office furniture and related capital equipment such as typewriters and adding machines. Tags all incoming capital equipment with College identification numbers, recording these numbers along with the name and location of the item and the cost center to which the item is charged. Makes changes in records when items are transferred, discarded, or stolen. Assists in location of missing equipment. Assists in general College-wide audit and/or physical inventory at least once a year. Assists purchasing director in procurement of materials and services in compliance with established buying procedures. Conducts market and cost savings studies as directed. Follows up on short shipments and expedites late shipments. Maintains all other related records and files. Advises purchasing director of unusual problems. Performs other related duties as required.

#### Veteran Services Clerk

Assists veterans in completing forms necessary to secure educational benefits under federal, state, and local laws. Gives information to veterans on rights, benefits, and services available. Assists in the preparation of and types claim forms and other pertinent materials. Checks and maintains current files on all veterans, including credit hours and other information needed by the College and the Veteran's Administration. Orders and maintains a supply of necessary forms for veteran services. Verifies and inquires from Veterans' Administration and other governmental agencies. Performs other related duties as required.

### SALARY GRADE 6

#### Communication Services Clerk

Operates microfilm camera and retrieval units to film all documents as specified by the Finance Division of the College. Loads and labels film magazines, splices film and files magazines in storage cabinets located in the Central Communication Services area. Keeps a log of all documents microfilmed. Retrieves and prints documents requested by the Finance Division. Sends, receives, and logs all electronic mail messages. Date stamps, logs in, distributes, and logs out all incoming Communication Services work. Compiles and prepares reports. Performs other related clerical duties as required.

#### Courier

Under the direction of the Production Control Supervisor, bursts and decollates all computer generated outputs, disseminates output to the User departments, and maintains control over those CSD supplies that are non-financial in nature. Responsible for the dispatch of all CSD production reports to the Central Administration User personnel and to the College's five regions. This includes the bursting and decollating of reports, the maintenance of inventory EDP stock, the disbursement to CSD and regions of stock, and the delivery of CSD data output to vendors or banks. Bursts and decollates all multi-copy computer printer output. Maintains records of computer forms and paper. Distributes paper to five regions, as requested. Distributes output to computer personnel. Delivers tapes/cards to vendors, as necessary. Performs other related duties as required.

#### Data Control Clerk

Develops work schedules to insure that all activities associated with data control, data entry, and computer areas, including input/output control and keypunching, are coordinated within the section and other areas in the department. Establishes processing schedules and provides written reports on variances, problems, and recommendations to maintain an efficient working area. Maintains inventory levels and records of supply utilization to insure that supplies are readily available. Contacts User Departments utilizing computer services on a continuous basis to insure that all services meet the need of individual Users. Performs other related duties as assigned.

#### Maintenance Worker I

Makes minor repairs to plumbing such as toilet flush tanks, drinking fountains, and all drains. Makes minor repairs to electrical fixtures such as replacing light bulbs, switches, sockets, and fuses. Does minor plastering, painting, carpentry, and glass replacement work. Makes minor repairs to office equipment and general building hardware. Assists in all fire, safety, and security programs. Assists in custodial duties when necessary. Performs other related duties as required.

#### Shipping and Receiving Clerk

Receives and verifies incoming shipments of equipment, supplies, and books by comparing shipping documents with load content. Prepares stock for distribution and/or shipment within or without the College. Types, files, answers telephone, and records messages. Performs general office and clerical tasks. Occasionally drives light motor vehicle in making deliveries to and pickups from various instructional centers of the College. Assists with warehouse duties when necessary. performs other related duties as required.

Shipping and Receiving Inventory Control Clerk

Receives and verifies incoming shipments of equipment, supplies, and books by comparing shipping documents with load content. Prepares stock for distribution and/or shipment within or without the College. Types, files, answers telephone, and records messages. Performs general office and clerical tasks. Occasionally drives light motor vehicles in making deliveries to and pickups from various instructional centers of the College. Assists with warehouse duties when necessary. Performs other related duties as required.

Word Processor

Prepares, revises, and formats various documents on Word Processing equipment. transcribes dictation. Files Communication Service Center and User documents. Electronically telecommunicates User and Center documents. Performs other related duties as assigned.

SALARY GRADE 7

Bilingual Secretary

Performs secretarial and stenographic duties for the supervisory, administrative, or professional staff position levels where responsibilities for trust and accuracy are important factors. Duties include typing, duplicating, or stenciling correspondence and office forms from copy. Composes and types answers to routine requests for information. Proofreads typed and transcribed copy, compiles and maintains office records, answers telephone, records messages, receives visitors, and provides general information. Maintains schedule of appointments and meetings. Reads and routes incoming mail. Orders and maintains adequate office supplies within departmental budgetary limitations. Operates common office machines. In addition, the Bilingual Secretary shall possess the ability to communicate in oral/written languages in addition to English. Performs other related duties as required.

Data Entry Specialist

Keypunches and verifies unit records. Operates unit record equipment, including sorter, interpreter, reproducer, collator, and accounting machine. Assists in documentation of all keypunch jobs and performs miscellaneous clerical and secretarial duties related to keypunch operation, including maintenance of card and program drum files. Investigates and implements effective keypunch procedures. Performs other related duties as required.

#### Records Clerk

Provides first line of control for the security procedures relating to student records. Handles student questions within the work division. Receives transcripts from other institutions and degree application forms from Wayne County Community College students and prepares files for transmittal to the assistant registrar. Maintains instructors' grade rosters. Performs other related duties as required.

#### Registration Clerk

Assists in planning and executing matters relating to registration. Compiles tallies and daily control forms and maintains them for special registrations. Receives registration materials and accounts for them. Routes forms to other offices, maintaining transmittal controls. Handles the registration of groups of students in special programs. Assists in providing a continuous review of procedures. Receives final grade rosters according to established procedures. Provides liaison with the Data Processing Department. Performs other related duties as required.

#### Science Stores Attendant

Maintain adequate material support and maintenance for the Science Department. Receives and verifies all incoming laboratory science shipments, stores supplies in designated locations. Maintains up-to-date inventory of materials in Central Science Supply and at each center, prepares inventory reports and submits requests for supplies.

Prepares necessary chemical and biological solutions and materials for distribution to learning centers. Establishes and assists in implementation of a delivery and return system for both day and evening classes. Labels all department equipment; makes minor repairs and assists in arranging for other repairs. Assists in the determination and location of hazardous materials in the Department; assists in arranging for disposal of same. Performs other related duties as required and under the direction of the Department Chairperson.

#### Secretary

Performs secretarial and stenographic duties for the supervisory, administrative, or professional staff position levels where responsibilities for trust and accuracy are important factors. Duties include typing, duplicating, or stenciling correspondence and office forms from copy. Composes and types answers to routine requests for information. Proofreads typed and transcribed copy, compiles and maintains office records, answers telephone, records messages, receives visitors, and provides general information. Maintains schedule of appointments and meetings. Reads and routes incoming mail. Orders and maintains adequate office supplies within departmental budgetary limitations. Operates common office machines. Performs other related duties as required.

#### Tape Librarian

Maintains all archived medium storage, including both on-site and off-site storage, controls, stores and issues data files required for computer job processing, maintains data file records and verifies the selection of file tapes required to correctly run a computer job. Responsible for the overall administration of the CSD magnetic tape library. This includes the storage and selection of tapes, the establishment and use of a Library Control System (e.g. TOSC 4), the certification of tapes, the maintenance and control of a pool of scratch tapes, and insured the proper environmental and physical condition of tapes. Works with some degree of independence under the general direction of the Production Control Supervisor. Responsible for the maintenance of archived files, logs, charts, documentation, tape vaults and libraries, and the protection of archived files against loss, theft, and disasters by maintaining off-site storage facilities. Responsible for physical environment of the tape libraries, and documentation storage facilities and the maintenance of a scratch tape pool based on designated file retention. Maintains tape library inventory using TOSC 4, and all associated tape logs. Controls through established procedures assignments of all tape files to production jobs. Maintains physical quality/cleanliness of tapes; condition, clean and retire tape reels as required. Monitors and controls the passage of all tapes coming into or leaving the Computer Services Department. Maintains appropriate level of back-up files and documentation at off-site premise library. Verifies the correct selections of tapes required to run a job. Performs other related duties as required.

#### SALARY GRADE 8

#### Central Stores Attendant

Receives and verifies incoming shipments of equipment, supplies, books and inventory by comparing shipping documents with load content. Prepares stock for distribution and/or shipments within or without the College. Types, files, answers telephone, inputs data on computer and records messages. Performs general office and clerical tasks. makes deliveries within and instructional campus area. Drives light motor vehicle, when needed, in making deliveries to and pickups from, various instructional centers and outside vendors. Operates a hi-lo when loading or unloading shipments. Tags all incoming capital equipment with College identification numbers, recording these numbers along with other pertinent information. Performs physical inventory when required. Assembles component parts when necessary. Makes changes in records when items are transferred, discarded or stolen. Performs warehouse duties (which includes lifting and moving large objects) and other related duties as required.

#### Maintenance Specialist

Performs with a degree of independent judgment general preventative and repair maintenance work in the College such as plumbing, carpentry, plastering, painting, electrical, ventilation, heating, and air conditioning. Applies knowledge of building, fire, health, and safety code requirements to assure work will stand inspection. Assists in the inspection of the College's facilities, noting condition of site, building, and equipment which require attention and/or repair. Shall have both heating and refrigeration licenses as required by applicable codes. Performs other related duties as required.

#### Maintenance Worker II

Performs with a degree of independent judgment general preventative and repair maintenance work in the College such as plumbing, carpentry, plastering, painting, electrical, ventilation, heating, and air conditioning. Applies knowledge of building, fire, health, and safety code requirements to assure work will stand inspection. Assists in the inspection of the College's facilities, noting condition of site, building, and equipment which require attention and/or repair. Shall have heating licenses. Performs other related duties as required.

#### Shipping and Receiving Driver

Operates motor vehicle to transport assorted items to and from points of pickup and delivery throughout the county. Loads, unloads, and delivers to person or department designated on shipping document. Receives and verifies incoming shipments from outside vendors and/or agencies, comparing shipping document with load content. Unloads and delivers same to designated department. Maintains and safeguards attending documents and forwards them to proper authorities. Provides routine preventative maintenance to vehicle and records daily mileage. Reports mechanical difficulties of motor vehicle to supervisor. Assists with warehouse duties when necessary. Performs other related duties as required.



#### Tool Crib/Warehouse Attendant

Monitor and maintain all records of supplies and equipment in the tool crib and in shipping and receiving. Provide service through distribution of college inventory. Provide mailroom services as requested. Receives and verifies incoming shipments of equipment, supplies, books and inventory by comparing shipping documents with load contents (campus and Central Administration). Prepares stock for distribution and/or shipments within or without the district. Performs general office and clerical tasks in the tool crib, warehouse and shipping and receiving departments. Make deliveries within the campus including the instructional area. Drives motor vehicle, when necessary to make deliveries to and pickups from various instructional centers and to outside vendors. Operates a hi-lo when loading or unloading shipments. Assist the Central Auxiliary Service Technician with tagging the college assets; record and file records for review. Record items transferred, discarded or stolen and forward the paper work to Central Receiving.. Assembles component parts when necessary includes set-up of table and chairs when required. Performs warehouse duties (which includes lifting and moving large objects) and other related duties as required. Performs quarterly tool crib inventory. Must be able to generate receiving reports for distribution to the Auxiliary Service Technician. Must be able to work well in a team setting and ability to perform independently as requested.

#### Warehouse Attendant

Monitor and maintain all records of supplies and equipment in the tool crib and in shipping and receiving. Provide service through distribution of college inventory. Provide mailroom services as requested. Receives and verifies incoming shipments of equipment, supplies, books and inventory by comparing shipping documents with load contents (campus and Central Administration). Prepares stock for distribution and/or shipments within or without the district. Performs general office and clerical tasks in both the warehouse and shipping and receiving department. Make deliveries within the campus including the instructional area. Drives motor vehicle, when needed to make deliveries to and pickups from various instructional centers and to outside vendors. Operates a hi-lo when loading or unloading shipments. Assist the Central Auxiliary Service Technician with tagging the college assets; record and file records for review. Record items transferred, discarded or stolen and forward the paper work to Central Receiving.. Assembles component parts when necessary includes set-up of table and chairs when required. Performs warehouse duties (which includes lifting and moving large objects) and other related duties as required. Must be able to generate receiving reports for distribution to the Auxiliary Service Technician. Must be able to work well in a team setting and ability to perform independently as requested.

## SALARY GRADE 9

### Accounting Technician

Prepares such forms as invoices, interaccount bills and vouchers. Maintains and posts data to journals, subsidiary ledgers, or other books of original entry or subsidiary records. Makes mathematical calculations and uses accounting tables and reports. Adds columns of figures and crossfoots totals, using adding machine. Maintains accounts receivable ledger, prepares journal entries on invoices receivables, posts transactions for cost centers and special projects. Computes trail balance for each month for accounts payable. Balances registration receipts, files registration forms and drop/add forms, types tuition refund checks, answers inquiries concerning tuition refunds, and performs registration duties for the Accounting Department as assigned. Assigns account numbers according to classification system, makes adjustments to account, prepares daily summaries and monthly accumulative reports and performs other related typing duties. Prepares month-end summary of book sales, and posts payments to short term loan report. Verifies time sheets and posts and maintains files for them. Effects forms for new hire and transfer employees, compiles reports for payroll earnings and deductions, writes all manual checks and obtains authorization for them, summarizes quarterly earnings, sorts and folds checks, mails checks, and makes necessary adjustments in individual payroll accounts. Responsible for notifying delinquent accounts in order to secure payment using postal service, telephone, or other means as designed by supervisor. Removes delinquent accounts from current files. Maintains logs of all form letters mailed to delinquent customers. Repeats process of notifying delinquent customers using different forms if replies are not received within specified time. Prepares and maintains accurate student "hold" lists. Sorts, reads, and answers all delinquent account correspondence. Periodically interviews customers regarding delinquent accounts.

Receives incoming funds, disburses funds, records monetary transactions incidental to conduct of College business. Receives incoming cash and checks, counts money to verify amount and issues receipts for funds received in addition to issuing change and cashing checks. Endorses checks, lists and totals cash and checks for the purpose of reconciling and preparing bank deposit slips. Compares totals on cash register with amount of currency in register to verify amounts. Withdraws cash from bank and keeps custody of cash fund. Operates office machines, such as typewriter, calculator and check writer. Performs other related duties as required.

#### Administrative Secretary

Performs secretarial and stenographic duties for administrators of the College at the senior staff level where responsibilities of trust and accuracy are important and knowledge of the College, its educational policies and procedures, is essential. Works for an administrator whose decisions may effect the entire College as well as the College community and is prepared, therefore, to handle a variety of moderately complex situations with discretion, tact, and good judgment. Duties include scheduling meetings and appointments, receiving and giving information to callers, recording and transcribing dictation, composing general correspondence from marginal notes or verbal instructions, and opening, scanning, and sorting mail as to importance, urgency, or distribution. Organizes and maintains office records with minimal direction in order to free the administrator for duties of higher priority. Performs other related duties as required.

#### Admissions/Financial Aid Technician

The Admissions/Financial Aid Technician, under the direct supervision of the Coordinator of Admissions and/or Coordinator of Financial Aid, provides a complete delivery of services to the students for effective admission to the College and/or for the obtaining of financial assistance. Assists students in the completion of Admission and/or Financial Aid applications. Assists students in the completion of international Student applications for admission and/or Veteran procedures for attaining benefits. Terminal data entry for all Admissions and/or Financial Aid and/or International Student application, and/or Veteran information, but not limited to those categories. Prepares files for Admissions and/or Financial Aid for all students relating to certification, validation, need analysis, modification, disbursement of funds, and compliance with all local, state, and federal regulations. Processes all Veteran, Financial Aid, and International Student waivers, scholarships, loans, etc. for students needing assistance for entrance into the College or continuing in the College. Accumulates data for all local, state, and federal reports. Performs all-functions that related to the validation of students for all programs assigned to the area. Assists in the supervision of staff in the absence of the Coordinator. Assists in any presentation to College or community groups relative to areas of responsibility. Performs other related duties as required.

#### Audio-Visual Technician

Responsible for the ordering, routing and retrieval of all audio-visual equipment and supplies for all of the College's instructional centers, and is responsible for the maintenance of budgetary and inventory records of same. Makes minor repairs to equipment and supplies, and performs periodic equipment checks. Must be able to operate all A-V equipment: 16 mm movie projectors, filmstrip and slide projectors, tape duplication equipment, slide making equipment, slide duplication, etc. Performs other related duties as required.

#### Auxiliary Service Technician

Assists the Auxiliary Service Coordinator with monitoring and maintain the IFAS system. Receives and verifies incoming shipments of the college inventories, i.e. equipment, supplies, books. Record on the TRIAD modules all fixed assets. Tags and record all fixed assets with the college's identification numbers. Prepares stock for distribution and/or shipments within the college campus. Makes deliveries within the campus area. Drive motor vehicle when needed to make deliveries and to pickup from various instructional centers. Operate hi-lo when loading and unloading shipments. Perform general office and clerical tasks, i.e. typing, filing and answering telephones, records messages, inputs data into computer. Involved in various training programs that includes learning the automated computerized telecommunication equipment and how to make software changes in the Rolm CBX system and also phone mailboxes. Perform physical inventory of all college assets as required. Make changes in records when items are discarded. Perform warehouse duties when necessary, and other related duties as required. Must be able to generate reports for the Administration and Finance Department. Must be able to maintain vehicle maintenance records.

#### Budget Technician

Assists the Budget Analyst and the Budget Director in preparing state and College budgetary reports. Prepares and provides batches for encumbrance items for data processing. Inputs all purchasing requisitions and all check generating documents onto the College's Fund Accounting on Line System. Assists in inputting the College's line item budget, both general and restricted funds. Assists in preparing changes in the position control on line. Processes interdepartmental charges to be used at the bookstore and college stores for charge-back purposes. Responsible for checking various account numbers to assure correctness of line item, cost center, and program number to coincide with state budgetary reports. Reviews computer generated reports in order alert cost center heads of the condition of their budgets. Performs other related duties as required.

#### Campus Technician

Arranges rental/usage of facility by community, student and staff persons and groups. Determines rental charges, needs for events (i.e., equipment and set-up), insurance coverages, and follow-up with user for last minutes changed. Sets up lighting and sound equipment for auditorium. Ensures proper lighting and sound equipment is in place for various meeting and programs for the Northwest Campus. Assist with academic classroom assignments whenever faculty and student have a concern with assigned classrooms. Assists with the repair and equipment maintenance of various lab materials, equipment and facilities for the dental hygiene, nursing and dietetic departments. Performs other related duties as required.

#### Financial Aid Technician

The Financial Aid Technician, under the direct supervision of the Financial Aid Advisor and/or Coordinator of Financial Aid, provides a complete delivery of services for all students seeking financial aid assistance. Assists students with F.A. application processing and electronic filing. Provide support for F.A. systems within the college and EDE (Electronic data exchange). Prepares files and completes document tracking for All F.A. students relating to validation, need analysis, modification, disbursements of funds and compliance. Performs all data-entry functions related to servicing the student at the campus or district F.A. office. Accumulates data for all local, state, and federal reports. Assists in the processing of scholarships, cws, loans, rosters, etc. for all students receiving financial aid. Disseminates information and provides follow-up for students seeking financial aid assistance. Assists in directing work flow of staff in the absence of the Financial Aid Advisor/Coordinator. Assists in any presentation and/or orientation to college or community groups relative to financial aid. Performs other related duties as required.

#### Personnel Technician

Greets callers and job applicants and assists in the proper filing of personnel forms related to employment application and hiring. Prepares, files, retrieves, maintains, and verifies the integrity and accuracy of all pre- and post-employment records in such areas as recruitment, fringe benefits, medical requirements, leave policies, industrial injuries and accidents, union dues check-offs, transfers, promotions, demotions, lay-offs, disciplinary actions, terminations, rates of pay, current master personnel roster and/or other forms and records pertaining to employee personnel history. Performs related typing duties and operates normal office equipment. Assists in the administration and scoring of personnel tests used in initial selection of promotion process. Distributes job vacancy announcements. Assists in the compilation of statistical records and reports related to complaints of discrimination, affirmative action employment requirements, and other data as requested by governmental and other legal agencies. Prepares periodic employee time and leave statements. Assists in the mailing and communication of contractual requirements to affected employees, and conveys information to administrative instructional staff. Interfaces with HRIS system. Performs other related duties as required.

#### Production Control Specialist

Responsible for the control of Production jobs to be executed by CSD Computer Operations. Work includes the staging of jobs for specific "desks" (application system), cross training to control various desks, assuring Production efficiency by establishing an efficient job mix, assuring the completeness and quality of job output and the data entry (input) used to derive the output, and maintaining the proper level of supplies. This classification works with some degree to technical independence under the general direction of the Production Control Supervisor. The classification also develops/maintains both work and processing schedules, including job staging, to insure data processing is performed in an efficient and effective manner. Reviews quality of data entry documents/processing requests for completeness and compliance with established procedures. Reviews for error detection and provides correction when possible to insure quality of deliverable products. Insures computer output required is complete, checks processing results against schedule, and provides exception reports for management review. Obtains User signatures upon receipt of output (i.e., reports, tapes, etc.). Maintains inventory levels and records of supply utilization to insure that supplies are readily available. Performs other related duties as required.

#### Records and Registration Technician

Maintains the student academic records with accuracy, security, and integrity. Provides liaison activities in records/registration for an assigned campus one or more days a week at the campus location. Provides training for campus based records/registration staff. Processes transcript requests, enrollment verifications, applications for graduation, and the evaluation of student transcripts. Processes registration, including requested program adjustment forms (add/drop) at any designated site. Distributes and collects instructor class lists. Distributes, collects and processes instructor grade rosters. Provides service to students at the counter, by telephone, and mail. Processes grade change forms, student grade mailers, notification to students of class cancellations, and data entry of student academic transcript evaluations. Assists in data collection and preparation of local, state, and federal reports. Performs other related duties as required.

#### Science Technician

Receives and verifies all incoming laboratory science shipments. Stores supplies in designated locations. Maintains up to date inventory of materials in storage and at each center. Prepares inventory reports and submits requests for supplies. Prepares necessary chemical and biological solutions and materials for distribution to learning centers. Establishes and assists in implementation of a delivery and return system for both day and evening centers. Labels all equipment. Performs other related duties as required.

#### Skilled Trades Painter

Provides drywall and plastering repair, painting, and wall cover installations college-wide. Prepares walls, ceilings, etc. for covering by performing necessary drywall, patching, and plastering repairs. Selects appropriate materials for covering various surfaces, performs painting, installation of surface coverings, etc. as directed. Removes necessary hardware, covers, etc. and re-installs after finishing. Installs or replace various ceiling materials in existing ceiling and moves furniture, equipment, etc. as needed to perform work. Performs other related duties as required.

#### Telecommunication Technician

Performs a variety of administrative support functions in the areas of telecommunications and related clerical functions. Operates automated computerized telecommunication equipment for record keeping; makes telesystem software entries for the Rolm CBX to accommodate phone relocation, all moves and changes, i.e., call forwarding, pick-group, class of services, plugs in phones, etc.; involved in various training programs; has technical knowledge in the phone mail usage, desktop devices, and copier recount accumulators; maintains and updates the telephone director; maintains and posts data daily to journal and prepares month-end summary reflecting telephone and copier usage and cost; performs, as needed, a diagnostic check of the phone instruments, trunks, and the lines and other Rolm equipment; makes minor repairs to telephone equipment, changes cords, receivers, etc., and places service calls when necessary; maintains various files and performs other miscellaneous clerical duties such as answering phones, operating calculating equipment, typewriter, etc. Performs other related duties as required.

#### Textbook Specialist/Secretary

Responsible for the coordination, development and delivery of the official college master textbook list. Under the direction of the Vice President of Academic Affairs or designee, the Textbook Specialist is authorized to collect and report information between the academic departments and the bookstore vendor to assure compliance of the contract. The Textbook Specialist is responsible for reporting and maintaining accurate records of concerns and complaints from students, faculty and/or the contractor to the Vice President. During the periods encompassing the beginning of each academic term, these responsibilities are paramount. Performs other related duties as required.

SALARY GRADE 10

Computer Operator

Operation of the College's computer system and all related equipment, including on-line as well as off-line peripherals and card and form handling equipment. The operator will be responsible for maintaining a continuous flow of the College's data processing work through the installation, for following all the official operations procedures, for maintaining all officially designated logs, manuals, and listing appropriate action in the event of any system or equipment failure. The Operator will become familiar with all run procedures and, in accordance with those procedures, be responsible and, in accordance with those procedures, be responsible for correcting minor errors in keypunch control cards and such other corrections as to maintain the smooth flow of operations. The operator will be responsible for the operation and security of the computer operation area. Performs other related duties as required.

Internal Audit Technician

Under the supervision of the Internal Auditors, provides all necessary information to assist the CPA Auditor and Auditor General in their reviews and audits. Assists the Internal Auditors in performing audits of the Accounting, Budget, and Registration areas and other auditing functions. On a monthly basis, prepares all the auditing work sheets for the Internal Auditors' review and makes all the mathematical calculations for the Trial Balance and Financial Statements. Prepares summaries and accounting reports. Performs statistical typing of the above reports, establishes and maintains filing system. Maintains and updates the Position Control, including checking each new hire to ascertain budgetary approval. Maintains all necessary documentation and performs other related duties for the internal and outside auditors. Performs other related duties as required.

Personnel Specialist

Under general supervision, coordinates the completion of all benefit forms, retirement forms, annuity forms, tax forms, I-9's, etc. Inputs all assignments, deductions, other changes related to College Employees and College-Work Study employees. Coordinates notification and follow-up of performance appraisals, coordinates verification of employment, and other employee forms, assists in the maintenance of all non-faculty files. Performs other related duties as required.



#### Procurement Technician

Receives and verifies all incoming laboratory science shipments. Store supplies in designated locations. Maintains up-to-date inventory of materials in storage and at each center. Prepares inventory reports and submits requests for supplies. Prepares necessary chemical and biological solutions and materials for distribution to learning centers. Establishes and assists in implementation of a delivery and return system for both day and evening centers. Labels all equipment. Assist Buyer in the purchasing of supplies, equipment, and services. Preparation of Request for Proposals. Solicitation of prices from vendors, compiles and update vendor listing. Perform college-wide follow-up on all outstanding purchase orders. Place repair calls for all office equipment college-wide. Input data for various reports and prepare the quarterly minority procurement report. Responsible for maintaining up-to-date records; conducting training sessions; and ensuring that the College is in compliance with the "Right To Know" (Hazard Communication Standard). Responsible for assisting in the identification and disposal of hazardous waste materials. Responsible for the maintenance of Vendor Contracts. Performs other related duties as required.

#### Word Processing Technician

Provides broad administrative/secretarial support for management personnel in the area by the efficient use of Administrative Word Processing techniques/concepts which will specialize, coordinate, methodize, and systemize the functions of this position. Performs complex work schedules involving a high degree of quality in editing correspondence with rapid responding abilities. On own initiative, compiles from files pertinent facts to assist the director and staff in handling inquiries. Assists with preparation of statistical reports under general instructions from staff or supervisor. Collects data for department. Sets up and maintains confidential and subject departmental files. Operates various types of word processing equipment, including a standard typewriter. Maintains various files and performs other miscellaneous clerical duties such as answering the telephone, ordering office supplies, and operating office calculating equipment. Assists in determining the best processing method for various jobs. Assigns work to others in accordance with priority of the job, and to meet production objectives. Attempts to identify and correct work flow problems in order to meet due dates. Involves familiarity with the processing equipment and ability to identify equipment problems. Conducts initial and continuation departmental training. Reviews output for accuracy and completeness. Prepares and maintains various records and reports. Performs other related duties as required.

## SALARY GRADE 11

### Accounting Specialist

Assist in bank reconciliations every month for all bank accounts. Schedules for debit/credit memos, bad checks and journal vouchers. Schedule of wire transfers and process necessary journals vouchers. Process journal vouchers for all charge back. (Postage, copier telephone, duplicating, bookstore and public affairs. Type invoice for Contracted Training Program, prepare schedule and type final report as necessary. Verify all account numbers for requisitions. Purchase orders, travel and tuition reimbursement reports. Schedule of travel and tuition reimbursement report. Trial balance and profit/loss summary of each contracted training program as necessary. Match deposits tickets from validated bank copy to campus copy. Verify deposits from campus(s) were submitted to bank in a timely manner through pick up log. Attach both deposit ticket and file in numeric sequence by each campus. Prepare missing deposit ticket log. Assist with the up-date of budget information. Assist with annual reports for governmental agencies. Performs other related duties as required.

### Accounts Payable Specialist

Provides accounting services in the areas of payroll, accounts receivable, accounts payable, cashiering and/or registration accounting with accuracy and attention to detail. Prepares such forms as invoices, interaccount bills and voucher. Maintains and posts data to journals, subsidiary ledgers, or other books of original entry or subsidiary records. Makes mathematics calculations and uses accounting tables and reports. Adds columns of figures and crossfoots totals, using adding machine. Maintains accounts receivable ledger, prepares journal entries on invoices receivables, posts transactions for cost centers and special projects. Computes trail balance for each month for accounts payable. balances registration receipts, files registration forms and drop/add forms, types tuition refund checks, answers inquires concerning tuition refunds, and performs registration duties for the Accounting Department as assigned. Assigns account numbers according to classification system, makes adjustments to account, prepares daily summaries and monthly accumulative reports and performs other related typing duties. Prepares month-end summary of book sales, and posts payments to short term loan report. Verifies time sheets and posts and maintains files for them. Effects forms for new hire and transfer employees, compiles reports for payroll earnings and deductions, writes all manual checks and obtains authorization for them, summarizes quarterly earnings, sorts and folds checks, mails checks, and makes necessary adjustments in individual payroll accounts. Responsible for notifying delinquent accounts in order to secure payment using postal service, telephone, or other means as designed by supervisor. Removes delinquent accounts from current files. Maintains logs of all form letters mailed to delinquent customers. Repeats process of notifying delinquent customers using different forms if replies are not received within specified time. Prepares and maintains accurate student "hold" lists. Sorts, reads, and answers all delinquent account correspondence.

Periodically interviews customers regarding delinquent accounts. Receives incoming funds, disburses funds, records monetary transactions incidental to conduct of College business. Receives incoming cash and checks, counts money to verify amount and issues receipts for funds received in addition to issuing change and cashing checks. Endorses checks, lists and totals cash and checks for the purpose of reconciling and preparing bank deposit slips. Compares totals on cash register with amount of currency in register to verify amounts. Withdraws cash from bank and keeps custody of cash fund. Operates office machines, such as typewriter, calculator and check writer. Assist in staff training. Provide departmental status reporting. Compile monthly Outstanding Invoice Listing. Perform month-end close for supervisor review. Assist in year-end close process. Coordinate auditor information request. Responsibility for staff oversight and assistance. Assist management in analytical account review. Prepare all necessary journal voucher entries for supervisor review. Form 1099 preparation and filing. Additional duties as may be required.

#### Administration and Finance Specialist

Provides broad administrative/secretarial support for management personnel in the area of Administration and Finance by the efficient use of Administrative Word Processing techniques/concepts which will specialize, coordinate, methodize, and systemize the functions of the position. Performs complex work schedules that requires a high degree of accuracy and rapid responding abilities. Provides secretarial and stenographic duties for administrators of the College at the senior staff level where responsibilities of trust and accuracy are important and knowledge of the College, its educational policies and procedures, is essential. Use discretion, tact and good judgment in dealing with students, vendors and staff members. Organizes and maintains office records with minimal direction in order to free the administrator for duties of high priority. Sorts and folds student checks and send outstanding balance letters to students. Prepares and maintains timesheets for staff. Under the supervision of the Controller, provides all necessary information and assistance to the Internal and External Auditors. Assists with preparation of statistical reports, establishes and maintains filing system. On own initiative, compiles from files and other College departments pertinent facts to assist the Controller and other supervisors in handling inquiries. Maintains various files and performs other miscellaneous clerical duties such as answering the telephone, ordering office supplies, and operating office calculating equipment. Conducts initial and continuation departmental training. Sets up and maintains confidential and subject departmental files. In the absence of the Administrative Specialist, assist the Vice President for Administration and Finance. Assist and process Board mailings. Operates various types of word processing equipment, including a standard typewriter. Keep abreast of the latest PC applications with a broad knowledge of AmiPro, WordPerfect, Aldus PageMaker, Dbase and a knowledge of producing charts, graphs and etc. Performs other related duties as required.

#### Administrative Specialist

Provides broad administrative/clerical support for security management. Assists in the investigations of all reported incidents on college property. Assists in the administration of parking operations. Assists in security training of college personnel and students. Conducts preliminary and follow-up investigations of traffic accidents and criminal offenses; prepares case documentation and participates in court cases on assignment of the Director. Investigates safety hazards; may develop and implement programs to deal with such emergencies as fires, bomb threats, etc. Participates in the hiring, training, and evaluating of various campus officers. Maintains contact with other federal, state, county and local law enforcement agencies to assist in achieving safe and secure college operation. May be required to develop work schedules, interpret law and develop other department procedures for Directors review. May be required to provide emergency medical treatment (CPR) in cases of accident or illnesses until medical personnel arrive. Performs other duties as required.

#### Information Specialist

Conducts research on the Student Information System (SIS) to assure that student data, i.e., financial aid, student personal information (admissions/records), grades, etc. are correct. Helps to assure that the District meets the standards of good data integrity. Conducts quality assurance surveys on data input and results of data output. Reviews the quality of data entry documents and processing requests for compliance with established standards of data integrity. Reviews and recommends resolutions to student inquiries regarding student financial aid data, disbursements, or other program related matters. Recommends correction steps/strategies to correct errors when possible. Support the Financial Aid Department in the review of current procedures that impact the financial aid process. Identify procedures, documentation, and training needs for the user community and the financial aid department. Troubleshoot documentation or data problems identified by the financial aid office. Perform inquiries for students experiencing problems with the financial aid process. Assist in resolving finance and billing problems for students. Assist in review of statistical information. Provide feedback information based upon interviews with students. Performs other related duties as required.

#### Offset Press Operator

With a degree of independent judgment, makes ready and operates Addressograph Multilith #2650 Offset Printing Press to print copy from lithographic plates, examining job orders to determine press operating time, quantity to be printed, and stock specifications. Schedules printing jobs in terms of priority needs. Runs all types of plates used on offset duplicators. Makes minor repairs and adjustment. Operates other duplicating machines such as mimeograph, multigraph, and Xerox and related equipment. Maintains file of forms and user plates. Performs such bindery operations as paper cutting, collating, punching, and stapling. Assists with mail duties when necessary. Performs other related duties as required.

#### Records and Registration Specialist

Provides a system for accuracy of academic history for each student, evaluation of transcripts, and certification of candidates for graduation, along with assisting in preparation of computer request for research and reports. Performs other related duties as required.

#### Skilled Trades Electrician

Performs electrical trouble-shooting, repairs, installation, etc. college-wide as directed. Performs troubleshooting for lighting, motors, electrical equipment, electrical controls, etc., repairs and replaces various components on College's electrical mechanical, and pneumatic systems. Performs work in compliance with applicable codes, performs new installation work of lighting and power as directed, performs preventative maintenance on electrical systems and installs telephone, computer, signal, alarm wiring, etc. as directed. Performs other related duties as required.

#### Veterans Affairs Specialist

Provides communication between the District and the Veterans Administration Regional offices. Responsibility for enrolling eligible students with the VA Regional Office for benefits under the following chapters of Title 38 of the U.S. Code: Chapter 30 (Montgomery Bill), Chapter 31 (Vocational Rehabilitation), Chapter 32 (Post-Vietnam Era), Chapter 34 (Vietnam Era), Chapter 35 (Survivor's Benefits), Chapter 106 (Selected Reserve). Preparation and submission of enrollment reports to the VA on each student receiving benefits each semester and summer sessions, reporting of cancellations, drops or adds, and other changes that affect the pay status of students receiving VA benefits. Submit via the District Assistant Registrar, on behalf of new applicants, of forms or copies of records on change of program or place of training. Report of Separation from Active Duty (DD 214), marriage licenses, birth certificates for dependents, claim numbers, and related documents required for certification of eligibility for benefits. Certifies tuition and fee changes and provides the VA with class schedules and grade reports for disabled veterans under Vocational Rehabilitation. Distribution of current information on VA policies and regulations, eligibility, academic programs, and benefits available to eligible students. Maintenance of continual communication with the VA Regional Office. Advising veterans of availability of tutorial assistance, determination of eligibility, and processing of claims for reimbursement. Participation in workshops sponsored by the VA Regional Office for veterans coordinators and related personnel. Assisting veterans in securing special veterans benefits made available through individual state resources. Other related duties.

APPENDIX D  
TECHNICAL AND PROFESSIONAL GRIEVANCE FORM - LOCAL 1796

STEP ONE

Grievance Number \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

Employee \_\_\_\_\_ Seniority \_\_\_\_\_

Nature of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Steward \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor's Answer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Union's Reply \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accept \_\_\_\_\_ Withdraw \_\_\_\_\_ Committee Person \_\_\_\_\_

WWP \_\_\_\_\_ Appealed \_\_\_\_\_ Date \_\_\_\_\_

Reviewed \_\_\_\_\_ Date \_\_\_\_\_

**Administrator** \_\_\_\_\_

STEP  
TWO

Date Received \_\_\_\_\_ Labor Relations Manager  
Date of Hearing \_\_\_\_\_

Labor Relations Answer \_\_\_\_\_  
\_\_\_\_\_

Labor Relations Manager \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Union's Reply \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accept \_\_\_\_\_ Withdraw \_\_\_\_\_ WWP \_\_\_\_\_ Appeal \_\_\_\_\_

Bargaining Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Date Received \_\_\_\_\_ Receiver \_\_\_\_\_

STEP  
THREE

Date of Hearing \_\_\_\_\_

Employer's Answer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer's Representative \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Union's Reply \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STEP  
FOUR

Appeal To Arbitration? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Local President \_\_\_\_\_ Date \_\_\_\_\_



