



TECHNICAL SUPPORT

WAGES & BENEFITS

July 1, 1998
To
June 30, 2001

Grand Rapids Community College

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TECHNICAL SUPPORT

SECTION I

A. POSITIONS IN TECHNICAL SUPPORT STAFF

Technical Support Staff positions shall include all positions at Grand Rapids Community College which are not filled by members of the following collective bargaining associations, but shall not include any employee whose primary job responsibility and functions are equivalent or comparable to those of any members of the following groups: Faculty Association of the Grand Rapids Community College, Grand Rapids Community College Office Personnel, College Employees Benefit Association and the following Meet and Confer Groups: Business and Technical Training/ATC, Administration and Campus Police, or non-benefit employees. Technical Support Staff may include those employees on an hourly or salary wage and whose work year may be 52 weeks or less.

1. Job Description

All jobs shall have written job descriptions which shall be reviewed and updated with a copy to the employee, his/her immediate supervisor and the Human Resources Office. Job descriptions shall be given to each employee and to each new employee when assigned to the position in order to facilitate the performance of duties.

2. Hiring Practices

Any employee hired at Grand Rapids Community College to perform the equivalent or comparable job function of a current Technical Support employee must be hired as a Technical Support employee and shall not be paid more than the current employee. Internal and external new and/or open technical support positions shall be posted for a minimum of five (5) working days. The Human Resources Department will communicate all available job postings to technical support employees via the College's e-mail system and job line.

3. Probationary Period

The probationary period for employees new to the College shall be six (6) months, which may be extended by the Director of Human Resources for up to three (3) additional months. If a new employee's performance is deemed to be unacceptable during the probationary period, the employee may be terminated.

Regular periodic meetings between the employee and the supervisor should be held throughout the probationary period. The supervisor will meet with the

employee after ninety (90) days of probation to review the employee's progress to date and recommend improvements if needed.

Any performance concerns should be discussed between the supervisor and employee when they occur or soon after and should be reviewed at the ninety (90) day meeting. Such discussions should include specific ways the employee is expected to improve. Reasonable timelines for improvements should be established between the supervisor and employee.

Any performance concerns that have the potential of hindering successful completion of the probationary period must be put in writing by the supervisor with copies provided to the employee and to the Director of Human Resources.

4. Annual Evaluation

A formal evaluation will be conducted with the employee by the immediate supervisor on an annual basis prior to the end of the fiscal year. The immediate supervisor shall review with the employee an assessment of the employee's performance using the Technical Support Performance Appraisal provided by the Human Resources Office.

If an employee receives an unsatisfactory evaluation, the supervisor and the Director of Human Resources will provide the employee with a written improvement plan. It will describe the actions the employee must take to improve, with timelines for achievement of the actions. It will also describe the steps the employer and/or immediate supervisor will take to assist the employee in improvement.

At the conclusion of the improvement plan, the immediate supervisor will provide the employee with a written summary of the employee's progress under the plan. It will include a summary statement in which one of the following conclusions is provided:

- a. The employee has successfully completed the plan of improvement and is considered satisfactory or;
- b. The employee has made progress under the plan and will be retained subject to a new or continued plan of improvement or;
- c. The employee has not successfully completed the plan of improvement and is recommended for termination.

5. Work Quality

If the quality of work of an employee is deemed unsatisfactory at any time other than at their scheduled evaluation, the employee shall receive a written communication from the immediate supervisor. The process described in Annual Evaluation shall be followed.

B. ELIMINATION OF POSITION

1. The employee will be notified in writing thirty (30) calendar days prior to any layoff.
2. The Human Resources Office will provide the Technical Support leadership with Grand Rapids Community College postings.
3. If an individual is restored to duty after being laid off for a period of less than 180 days, the said individual shall retain his/her original hire date. Sick days, vacation days, and longevity will be prorated according to the actual time worked during that year.

C. NEGOTIATION COMMITTEE

The Board recognizes a meet and confer committee not to exceed five (5) Technical Support employees. The Meet and Confer Committee for the Board and the Technical Support Staff shall represent the respective bodies in meetings for the purpose of coming to an agreement about wages and benefits.

D. TIME OFF FOR SCHEDULED ACTIVITIES

Technical Support Staff representative members shall be allowed time off with pay subject to prior supervisory approval, during regularly scheduled working hours in order to conduct Meet and Confer business scheduled by the Board. At the discretion of the Board, meet and confer business may be conducted on off-duty hours in an amount not to exceed one-half of the total time.

E. PERSONNEL RELATIONS

1. Technical Support may request a meeting with the Director of Human Resources to discuss matters relative to the Technical Support group.
2. At the request of either an employee, an employee's supervisor, the Director of Human Resources or a Technical Support negotiating committee member, a meeting can be held to discuss issues regarding a Technical Support employee's wages, hours, working conditions, or job performance. These meetings will be

arranged by the interested party and will be attended by the Director of Human Resources or his/her designee, the employee's supervisor, the employee, and, at the request of the employee, a Technical Support negotiating committee member. The Technical Support staff, who are engaged in said meeting; shall be allowed time off with pay, subject to prior supervisory approval, during regularly scheduled working hours. Conferencing may be conducted on off-duty hours in an amount not to exceed one-half of the total time needed to resolve the issues

F. USE OF BOARD FACILITIES

The members of the Technical Support Staff may use Board of Trustees building facilities at reasonable times and hours for meetings of the Technical Support Staff when such buildings are available and operation staff are on duty. The request for building use must be made to the appropriate office. The members of the Technical Support Staff may use Board equipment, but not supplies, so long as such use does not interfere with the operation of the Board. The Technical Support Staff shall have bulletin board space for its use. Subject to approval by the Board, the Technical Support Staff shall also be allowed to use the mail services of the College.

SECTION II

WORK YEAR/WORK WEEK

The work week for an employee shall be forty (40) hours per week unless otherwise specified by job posting and/or job description. The work day for an employee shall be eight (8) hours per day unless otherwise specified by job posting and/or job description together with a 15-minute break in the morning and afternoon. Each employee shall be entitled to an unpaid lunch period away from the employee's work locations.

Other arrangements may be made for lunch hour and breaks predicated on program need.

Normal working hours shall be assigned by the Administration.

SECTION III

REGULAR, OVERTIME AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

An employee shall be paid straight time up to forty (40) hours per week. When a non-exempt employee is requested by his/her immediate supervisor and is given reasonable notice to work overtime, overtime shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked over forty (40). To determine your status (exempt, non-exempt) please contact the Human Resources Office.

No compensatory time shall be accumulated unless authorized by the employee's immediate supervisor.

Compensatory time may be accrued only to the extent allowed by law.

Compensatory time shall be utilized or converted to pay prior to transferring, changing positions or termination.

On the last pay day of the fiscal year, any compensatory time over forty (40) hours (27 worked hours) in an employee's bank will be paid.

SECTION IV

BENEFITS

A. HOSPITAL - MEDICAL INSURANCE

Each full-time employee (32.5 hours per week) is entitled to the insurance benefits described below.

1. Single or full-family plan premium paid by the Board

- a. Any plan may include a co-pay of up to \$5.00. The insurance carrier shall be designated by the Board of Trustees

OR

- b. Each employee shall voluntarily have the right to enroll in an HMO program or other carriers as designated by the Board for coverage.

OR

- c. If an employee is not in need of such benefits, the Board shall pay up to \$125.00 per month toward an option program currently consisting of the following:

Short-term Disability
Long-term Disability
Term Life insurance
Cancer, Intensive Care Insurance
Cash
Any combination of the above

- d. Each employee may select additional coverage as authorized pursuant to the insurance carrier's rules and regulations, paid by the employee via payroll deduction.

- e. Each employee must select her/his hospital/medical coverage based on coordination (need and family status) of benefits. The benefits are listed below:

1. Employee with family (spouse, children, step-children, foster children and/or children assigned to the employee by court order as defined by the United States Internal Revenue Code. Children are covered from birth through

19 years of age and if applicable, (according to carrier's rules) 20 through 25 years of age if currently enrolled as a full-time student.

2. Employee and spouse.
 3. Employee only.
 4. Option plan.
 5. None.
- f. Husband and wife both employed by the Board and pursuant to their qualifications may select any of the above, but shall not receive double coverage.
2. The Board will pay the premium as indicated below for the employee working as follows:
 - a. Full-time is defined as 32.5 hours per week. Full premium paid by the Board.
 - b. Part-time (20) hours or more, (but less than 32.5 hours per week). The premium to be paid by the Board shall be prorated as determined by the percent the average hours per week are to thirty-two and one-half (32.5). The balance of the premium will be paid by payroll deduction by the employee.
 3. Each employee must complete an application within thirty (30) days from date of hire to be eligible for insurance coverage, or during the open enrollment period. Any changes, i.e., returning from leave of absence, marital status, births, divorce, etc. must be reported to the Benefits Office within thirty (30) days of the event.

B. DENTAL/VISION REIMBURSEMENT PROGRAM

The Board shall provide reimbursement to each full-time employee who is employed at least 32.5 hours per week and assigned to position(s) for a duration of at least the academic year.

For dental care protection provided beginning July 1, 1998 and ending June 30, 2001, the Board shall reimburse 90% of the actual charge (which the employee paid).

For vision care provided beginning July 1, 1998 and ending June 30, 2001, the Board shall reimburse the employee 80% of the actual charge (which the employee paid).

DENTAL - Not to exceed \$1500.00 per year for full family (July 1, 1998 June 30, 2001).

VISION - Not to exceed \$350.00 per year for full family (July 1, 1998 - June 30, 2001).

The Board is the secondary provider. All claims should be filed with the primary provider before requesting reimbursement from the Board.

Reimbursement shall be for the employee and family as follows:

1. SERVICES AND MATERIALS COVERED:

| DENTAL | VISION |
|---|---|
| Scaling and Polishing | Vision examination by Optometrist or Ophthalmologist |
| Fillings | Correctable lenses by prescription Regular or Contact |
| Fluoride treatment | Frames |
| Extraction | |
| Diagnostic X-Rays | |
| Root Canals | |
| Crowns | |
| Oral Surgery | |
| Bridge, denture and partials | |
| Anesthetics while providing any of the above | |
| Orthodontics (children as stated in Article 13, Section 1.B 1) \$1500 per lifetime per member | |
| Oral Maxiilofacial Surgery | |
| Periodontics | |

2. SERVICES AND MATERIALS NOT COVERED:

| DENTAL | VISION |
|---|---|
| Any service or supplies not furnished by a licensed dentist | Cosmetic purposes |
| Any service or supply not reasonably necessary for the dental care of the eligible individual | Non-corrective lenses |
| Cosmetic purposes | Vision therapy |
| Any care provided or reimbursed by other sources | Medical and surgical treatment of the eyes |
| Any portion of a charge for a service in excess of the reasonable and customary charge (the charge usually made by the provider when there is no insurance, not to exceed the prevailing charge in the area for dental care of a comparable nature, by a person of a similar training and experience) | Charges to which benefits are provided under Worker's Compensation, other laws, other insurance, or other Board policies, rules, etc... |
| | The cost of any service and/or material or of any combination thereof over the contracted reimbursement amount |

C. REIMBURSEMENT PROCEDURE

- a. At the time of employment two enrollment cards must be filled out (one for dental and one for vision) and submitted to the Human Resources Office. (NOTE: Payments shall not be processed until these forms are on file in the Human Resources Office.)
- b. The employee must pay the full cost for care protection and submit the following to the Human Resources Office:
 1. An original of the bill or invoice (the bill or invoice must be itemized)
 2. Evidence of payment (i.e., original itemized bill and paid receipt)
 3. A completed and signed "Dental or Vision Reimbursement Claim Form."
- c. The Board shall process the claim according to its policies and procedures in effect for all other billings.

D. LONG TERM DISABILITY PROGRAM

Long-term disability will be provided for each full-time employee (working at least 32.5 hours per week) with the following stipulations:

1. Elimination Period
 - a. Sixty (60) days or the date the employee's sick leave payments end, if applicable.
 - b. Benefits begin the day after the elimination period is completed.
2. Monthly Benefit:
 - a. Sixty-six and Two Thirds (66-2/3) of your basic monthly earnings.
 - b. Maximum benefit of \$4,000 per month.
3. Maximum Period of Payment
 - a.

| Age at Disability | Maximum Period of Payment |
|-------------------|--------------------------------------|
| Less than age 60 | To age 65, but not less than 5 years |
| Age 60 | 60 months |
| Age 61 | 48 months |
| Age 62 | 42 months |
| Age 63 | 36 months |
| Age 64 | 30 months |
| Age 65 | 24 months |
| Age 66 | 21 months |
| Age 67 | 18 months |
| Age 68 | 15 months |
| Age 69 and over | 12 months |
4. Your payment may be reduced by deductible sources of income and disability earnings. Some disabilities may not be covered or may have limited coverage under this plan. Offsets may include but are not limited to:
 - a. Social Security
 - b. Retirement plans
 - c. Workers Compensation

5. Other Features:

- a. No premium payments are required for your coverage while you are receiving payments under the plan.
- b. Hospital/medical coverage to be continued for a period not to exceed one (1) year. After one (1) year, continuation of health/medical coverage will be offered according to the Federal COBRA guidelines.
- c. Survivor benefit
- d. Cost of living
- e. Noncontributory

The above items are only highlights of the plan. For a full description of your coverage, consult the plan document on file in the Benefits Office.

E. WORKER'S COMPENSATION

Whenever an employee receives worker's compensation benefits, the employee has the option to be paid the difference between such benefits, and the employee's regular salary or wage by the Board, provided the employee is eligible for sick leave. Such difference shall be deducted from the employee's accumulated sick leave. During the first nine (9) months an employee is on worker's compensation there shall be no interruption of benefits. After nine (9) months if an employee is still disabled they may, at the employee's cost, continue medical, dental, vision insurance benefits according to the Federal law called COBRA.

F. DEATH BENEFIT

Each full-time employee is eligible for the following death benefit:

If an employee dies, such employee's estate shall receive a cash death benefit of \$25,000.00/full time, \$10,000.00/part-time. For the purpose of this benefit, "employee" shall mean:

1. During the time of employment (excluding layoff), or
2. While on sick leave, or
3. While on official leave of absence not to exceed one year.

G. TUBERCULIN SKIN TESTS AND/OR X-RAYS

If the College is required by law, each employee shall receive, at no cost to the employee, a tuberculin chest x-ray and/or tuberculin skin test on dates and places scheduled by the Board. Each employee receiving the tuberculin test from the Board must have the test read by the College appointed nurse or a designee at the time and place designated at the time the test was given.

H. TRAVEL REIMBURSEMENT

Each employee shall receive the IRS rate per mile when required to use the employee's automobile for work related activity.

I. AUTOMOBILE VANDALISM AND/OR THEFT

Employees shall be reimbursed for damage to the employee's automobile because of vandalism or theft at the rate up to \$100.00 on the first claim within each fiscal year and total payment on second or more within the same fiscal year, subject to the following conditions:

1. The employee was acting as an employee when the loss occurred.
2. The automobile was in the parking area designated by the Board.
3. The automobile was locked with the windows closed in case of damage or theft to the inside of the automobile.
4. The items damaged or stolen were part of the automobile.
5. The damage was reported to the employee's immediate supervisor, in writing, no less than two working days after the discovery of the same.

J. TUITION REIMBURSEMENT

Each full-time Technical Support staff member shall be reimbursed for up to twelve (12) credit hours per fiscal year. Courses taken at Grand Rapids Community College shall be reimbursed at one hundred percent (100%) of the tuition including fees.

Each part-time employee shall be reimbursed for up to twelve (12) credit hours per fiscal year for courses at Grand Rapids Community College or other institutions. The amount of tuition reimbursement shall be prorated based on the assigned number of hours worked per week during the regular contract year.

Each employee's spouse or retiree and/or spouse shall be reimbursed for up to four (4) credit hours per semester for courses taken at Grand Rapids Community College. Spouses of part-time employees shall receive prorated reimbursement based on the employee work schedule.

Courses taken at other institutions shall be reimbursed at the regular tuition rate charged but shall not exceed \$250.00 per credit hour.

1. Qualifications:

- a. The employee and/or spouse shall be eligible after six (6) months employment prior to the beginning of the semester.
- b. Technical Support staff members on leave of absence shall not qualify for reimbursement.
- c. Satisfactory completion (grade "C" or better) of the course is required.
- d. Tuition reimbursement is not available from any other source.
- e. Course work may not interfere with the Technical Support member's work assignment. Exceptions shall only be by approval of the President or designee.

2. Course Approval

- a. A Course Approval Application must be submitted to the Human Resources Office at least ten (10) days prior to the beginning of the course.
- b. Such courses must be college credit or workshop equivalent to credit courses.
- c. Courses taken at colleges other than Grand Rapids Community College must be related to the Technical Support staff member's regular assignment. The Administration's judgement on this condition is final and binding, and is not subject to any written grievance procedure.
- d. The Technical Support staff member must have junior or senior status or work at a graduate level in order to take courses at colleges other than Grand Rapids Community College. If a course is available at another institution which could benefit the employee's work performance, an exception can be made with Administrative approval.

- e. Written approval or disapproval shall be submitted to the Technical Support staff member/spouse/retiree.
 - f. A two-year allotment may be taken simultaneously provided the Technical Support staff member is enrolled in a course or courses which begin in one fiscal year and terminate in the next fiscal year.
3. Tuition Reimbursement Application Procedure
- a. Within thirty (30) days of completion of an approved course, the employee/spouse/retiree shall complete and submit to the Human Resources Office an Application for Tuition Reimbursement along with the original grade slip and tuition receipt.
 - b. Financial Services shall make payments according to established procedures.

K. PROFESSIONAL MEMBERSHIP REIMBURSEMENT

Each Technical Support employee is entitled to reimbursement of no more than \$150 per year for fees incurred as part of a professional membership or training activities when authorized by the immediate supervisor.

L. UNIFORMS

- 1. The Board shall provide on or about August 1 of each year the number dollars to each employee as follows:
 - a. Food Service employees shall receive \$175.00 towards the purchase of required uniforms payable \$87.50 in August and \$87.50 in January.
 - b. Food Service employees shall also receive a shoe allowance of \$85.00 in August.
- 2. Each employee shall be responsible to clean and maintain the uniforms furnished to him/her and shall wear the uniforms properly while on duty.

M. GRIEVANCE PROCEDURE

- 1. Definition

A grievance shall be an alleged violation or improper application of any term of this Agreement.

2. **Aggrieved Employee**

An aggrieved employee is the person or persons making the claim.

3. **Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

4. **Procedure**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the employee within the same time limit specified, the grievance will be deemed settled on the basis of the disposition of the proceeding level. The time limits specified below may, however, be extended by mutual agreement.

a. **Level One**

An employee may, within ten (10) working days (Monday through Friday excluding holidays) of the occurrence of a grievance orally discuss the matter with the employee's immediate supervisor in an attempt to resolve the matter informally. A written decision shall be rendered within five (5) working days after the meeting.

b. **Level Two**

- (1) If the aggrieved employee is not satisfied with the disposition of the grievance at Level One, the employee shall file a grievance, in writing, within five (5) working days of receipt of the written decision at Level One.
- (2) Copies of this written grievance shall be submitted to the Human Resources Office.
- (3) Within five (5) working days of the filing date, the supervisor will meet with the aggrieved employee and upon request of the employee, a Technical Support representative in an effort to resolve it. A written answer shall be given within five (5) working days after such meeting. Copies of the answer shall be given to the employee and the Human Resources Office.

c. Level Three

- (1) If the aggrieved employee is not satisfied with the disposition of the grievance at Level Two, they may, within five (5) working days thereafter, submit the grievance to the Supervisor of Labor Relations & EEO/AA Officer or designee.
- (2) Within ten (10) working days of the receipt of such grievance, the Supervisor of Labor Relations & EEO/AA Officer or designee will meet with the employee and upon request of the employee, a Technical Support representative to discuss the issues. A written answer shall be given within ten (10) working days after such meeting.

d. Level Four

- (1) If the aggrieved employee is not satisfied with the disposition of the grievance at Level Three, he/she may, within five (5) working days thereafter, submit the grievance to the Vice President of Human Resources.
- (2) Within fifteen (15) working days of receipt of such grievance, the Vice President of Human Resources will meet with the employee and, upon request, a Technical Support representative to discuss the issues. A written answer shall be given within ten (10) working days after such a meeting.

N. HOLIDAY PAY

1. Each full-time employee (32.5 hours or more per week) shall be entitled to one day of pay for the following holidays if the holiday falls within the employee's regular work week:

52 WEEK STAFF

| 1998-1999 | | |
|-------------------|---------------|--------------------------------|
| DATE | DAY | HOLIDAY |
| July 3, 1998 | Friday | Independence Day |
| September 7, 1998 | Monday | Labor Day |
| November 26, 1998 | Thursday | Thanksgiving Day |
| November 27, 1998 | Friday | Day after Thanksgiving Day |
| December 24, 1998 | Thursday A.M. | *Variable Holiday (Half-Day) |
| December 24, 1998 | Thursday P.M. | Half Day Before Christmas Day |
| December 25, 1998 | Friday | Christmas Day |
| December 31, 1998 | Thursday A.M. | *Variable Holiday (Half-Day) |
| December 31, 1998 | Thursday P.M. | Half Day before New Year's Day |
| January 1, 1999 | Friday | New Year's Day |
| April 2, 1999 | Friday | April Break |
| May 31, 1999 | Monday | Memorial Day |

*Denotes Variable Holiday

| 1999-2000 | | |
|-------------------|---------------|------------------------------------|
| DATE | DAY | HOLIDAY |
| July 5, 1999 | Monday | Independence Day |
| September 6, 1999 | Monday | Labor Day |
| November 25, 1999 | Thursday | Thanksgiving Day |
| November 26, 1999 | Friday | Day after Thanksgiving Day |
| December 23, 1999 | Thursday A.M. | *Variable Holiday (Half-Day) |
| December 23, 1999 | Thursday P.M. | Half-day before Christmas Eve Day |
| December 24, 1999 | Friday | Day Before Christmas Day |
| December 30, 1999 | Thursday A.M. | *Variable Holiday (Half-Day) |
| December 30, 1999 | Thursday P.M. | Half-Day before New Year's Eve Day |
| December 31, 1999 | Friday | Day Before New Year's Day |
| April 21, 2000 | Friday | April Break |
| May 29, 2000 | Monday | Memorial Day |

*Denotes Variable Holiday

| 2000-2001 | | |
|-------------------|----------|-------------------------------------|
| DATE | DAY | HOLIDAY |
| July 3,2000 | Monday | *Variable Holiday |
| July 4, 2000 | Tuesday | Independence Day |
| September 4, 2000 | Monday | Labor Day |
| November 23, 2000 | Thursday | Thanksgiving Day |
| November 24, 2000 | Friday | Day after Thanksgiving Day |
| December 22, 2000 | Friday | *Half-day before Christmas Eve Day |
| December 25, 2000 | Monday | Christmas Day |
| December 29, 2000 | Friday | *Half-day before New Year's Eve Day |
| January 1, 2001 | Monday | New Year's Day |
| April 13, 2001 | Friday | April Break |
| May 28, 2001 | Monday | Memorial Day |

*Denotes Variable Holiday

NON-52 WEEK STAFF

| 1998-1999 | | |
|-------------------|----------|----------------------------|
| DATE | DAY | HOLIDAY |
| July 3, 1998+ | Friday | Independence Day |
| September 7, 1998 | Monday | Labor Day |
| November 26, 1998 | Thursday | Thanksgiving Day |
| November 27, 1998 | Friday | Day after Thanksgiving Day |
| December 25, 1998 | Friday | Christmas Day |
| January 1, 1999 | Friday | New Year's Day |
| April 2, 1999 | Friday | April Break |
| May 31, 1999+ | Monday | Memorial Day |

+Only if this date falls within the regular work calendar

| 1999-2000 | | |
|-------------------|------------|----------------------------|
| DATE | DAY | HOLIDAY |
| July 5, 1999+ | Monday | Independence Day |
| September 6, 1999 | Monday | Labor Day |
| November 25, 1999 | Thursday | Thanksgiving Day |
| November 26, 1999 | Friday | Day after Thanksgiving Day |
| December 24, 1999 | Friday | Day Before Christmas Day |
| December 31, 1999 | Friday | Day Before New Year's Day |
| April 21, 2000 | Friday | April Break |
| May 29, 2000+ | Monday | Memorial Day |

+Only if this date falls within the regular work calendar

| 2000-2001 | | |
|-------------------|------------|----------------------------|
| DATE | DAY | HOLIDAY |
| July 4, 2000+ | Tuesday | Independence Day |
| September 4, 2000 | Monday | Labor Day |
| November 23, 2000 | Thursday | Thanksgiving Day |
| November 24, 2000 | Friday | Day after Thanksgiving Day |
| December 25, 2000 | Monday | Christmas Day |
| January 1, 2001 | Monday | New Year's Day |
| April 13, 2001 | Friday | April Break |
| May 28, 2001+ | Monday | Memorial Day |

+Only if this date falls within the regular work calendar

2. The following conditions shall be met in order for an employee to obtain holiday pay:
 - a. Regularly employed thirty two and one half (32.5) hours or more per week. For any part-time employee, holidays shall be paid on a prorated basis according to the average number of hours worked.
 - b. Complete the last scheduled work day prior to the holiday and commences work at the scheduled time the first scheduled work day after the holiday. This section shall not apply when there is proven illness or injury or when a holiday falls within an employees' vacation.
3. If an employee is required to work on any scheduled holiday, such employee shall be paid twice the employee's hourly rate.
4. If a holiday falls on Sunday, the employee shall have Monday off with pay, providing the College is not in session on Monday. If it is in session, Sunday shall be the holiday and each eligible employee shall receive one (1) day's pay for the Sunday holiday in addition to pay earned for the time the employee worked during the holiday week.

If a holiday falls on Saturday, the employee shall have Friday off with pay, providing the College is not in session on Friday. If it is in session, Saturday shall be the holiday and each eligible employee shall receive one (1) day's pay for the Saturday holiday in addition to pay earned for the time the employee worked during the holiday week.

O. VACATIONS - FULL-TIME EMPLOYEES

1. Earning Vacation

Vacation shall be earned and computed on a fiscal year basis - July 1 through June 30 of each year, (until the College goes to an anniversary date calculation).

2. Use of Vacation

Vacation earned during any given fiscal year must be taken during and before the end of the following fiscal year with the following exceptions.

- a. Each full-time employee shall be able to carry over a maximum of five (5) vacation days of unused vacation to the next fiscal year. Carry-over days must be used by December 31. This is automatic unless the employee chooses "b" below.

- b. In the event an employee does not use all of his/her earned vacation days by the end of the fiscal year and wishes to have a maximum of five (5) days credited to the employee's sick bank, he/she must notify the Payroll Office in writing by May 31 of each year.

3. Scheduling

An employee shall arrange for vacation with the immediate supervisor.

4. Pay

Vacation pay shall be paid in the same manner as regular pay.

5. Termination

Upon termination of employment, an employee shall be paid for any unused accrued vacation.

6. Entitlement - First Year

Each employee shall be entitled to five (5) days vacation with pay after six (6) months of continuous service. Each employee employed for less than one (1) year shall be granted one (1) day for each five (5) weeks or major part thereof continuous employment but shall not exceed ten (10) days. Employees will be given a full year credit if they were hired on or before December 31. Thereafter, vacations shall be earned each fiscal year (July 1 to June 30) as follows:

- a. Each employee having continuous employment of one (1) year or more, but less than six (6) years shall be granted ten (10) days
- b. Each employee having continuous employment of six (6) years or but less than eleven (11) years shall be granted fifteen (15) days.
- c. Each employee having continuous employment of eleven (11) years or more but less than twenty-one (21) years shall be granted twenty (20) days.
- d. Each employee having continuous employment of twenty-one (21) years or more shall be granted twenty-two (22) days.
- e. Each 44 week Technical Support employee shall be entitled to five (5) vacation days with pay after six (6) months of continuous service. These days must be used within the assigned calendar year. They may not be extended, paid off at year's end or accumulated from year to year.

7. Implementation

- a. All regular full-time, Technical Support employees accrue vacation time based on their number of years of service to the College and Grand Rapids Public Schools prior to July 1, 1991.
- b. The years of service to the College shall include all positions, both 52-week and non-52 week.

P. RETIREMENT - SICK LEAVE

Any employee who has reached the age and service requirement of the Michigan Public School Employee's Retirement Act and has completed at least ten (10) years of service with the Grand Rapids Community College and Grand Rapids Public Schools prior to 7/1/91 shall receive, upon retirement, the amount of \$40.00 per day for each accumulated sick leave day.

Q. LEAVE WITHOUT PAY

General

1. At the discretion of the Board, employees may be granted a leave of absence without pay for purposes other than those included in the Family and Medical Leave Act.
2. Requests for leave without pay shall be in writing, signed by the employee and the immediate supervisor, and shall state the reasons for the leave. Approval or disapproval shall be given to the employee in writing.
3. If fiscal resources and organizational structure permit, upon the expiration of an approved leave of six (6) months or less, unless otherwise required by law, (s)he shall be reinstated to their former position or a comparable position. Upon expiration of an approved leave of more than six months, (s)he shall be returned to the first available position for which (s)he is qualified. After one (1) year from the expiration of any unpaid leave, the College has no obligation to reinstate the employee.
4. An employee granted a leave without pay shall notify the Human Resources Office of intent to return in writing thirty (30) calendar days prior to termination of the leave.

- c. To provide for emergency arrangements for the care of disabled relatives or immediate family, not to exceed (2) working days for relatives and three (3) working days for immediate family.

3. Bereavement

In the event of the death of a spouse, child, father, mother, brother, sister, step of above, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law and son-in-law; grandparent, grandchild and spouse's grandparent, foster child or children assigned by the Court, an employee will be granted paid leave not chargeable to accumulated sick leave not to exceed seven (7) working days. Paid leave time for the death of other relatives and friends shall not exceed four (4) working days per fiscal year.

4. Approval of paid leave time

- a. Employees must notify their immediate supervisor of their intended absence before their scheduled starting time stating the nature of leave (illness or death), the nature of the disability or the relationship of the decedent, whichever is applicable, and where they can be contacted during the leave.
- b. Employees may be required to give their immediate supervisor a written, signed statement of the reasons for such absence when reporting to work on the first working day following their absence. Failure to comply with this provision will result in the withholding of pay for such leave days.
- c. Employees absent because of disability caused by personal illness or injury may be required to provide verification of disability and may be required by the President or designee to report for examination by health care providers of the College's choice. The employee will be advised before return to work of the verification requirement.
- d. Accumulated sick leave time ends upon severance or suspension of employment except when a leave of absence is granted.

S. JURY DUTY

- 1. In the event an employee is summoned for jury duty or is under process of any court for the purpose of being a witness in a legal case, a special leave of absence with pay shall be granted for that purpose provided such employee shows to the immediate supervisor the court order or subpoena upon receipt thereof. The employee shall be expected to be at work during the regular working hours when not required to be absent because of the court proceedings.

2. While assigned to jury duty, the employee shall receive his/her normal rate of pay. Payment received from the court for jury duty services (excluding expenses for mileage, parking and/or meals with proper receipts) shall be remitted to Grand Rapids Community College. Reimbursements are to be forwarded to the Human Resources Office.

T. PERSONAL DAY

Each Technical Support employee is entitled to one (1) personal leave day (non-accumulative) per fiscal year.

Conditions for personal leave:

1. The request for personal leave day be made, in writing, on the form provided for such leave and submitted for approval by the supervisor or designee.
2. The leave date is not in conjunction with a vacation or holiday.
3. The employee has completed six (6) months of employment as of the date of the leave.

U. SALARY ENRICHMENT

1. For 1998-1999 the salary schedule shall be enhanced by 2.75% plus a step increase.

For 1999-2000 the salary schedule shall be enhanced by 3% plus a step increase.
For 2000-2001 the salary schedule shall be enhanced by 2.5% plus a step increase.

2. Those positions which exceed the highest step in a given scale may not receive a step enrichment.
3. All pay increases for 52 week employees shall become effective the first pay cycle of the fiscal year.
4. All pay increases for non 52-week employees shall become effective upon their return to full-time assignments in August.
5. Step progression shall occur one (1) time per year until the top step is reached unless a freeze or reduction is warranted because of disciplinary reasons or reduction in responsibilities or negotiated terms.

V. LONGEVITY

A service longevity stipend as indicated below shall be provided to each Technical Support employee based upon the total number of longevity years from the College and Grand Rapids Public Schools prior to July 1, 1991.

For the purpose of longevity, the number of years of service shall be computed and paid one each year, as of June 30. Employees assigned to work less than full-time shall receive the above benefits prorated to their assignment. If an employee changes from full-time to part-time or part-time to full-time during the fiscal year, their longevity will be prorated for that year. Longevity will be prorated if an employee retires during the year.

1. Longevity Computation

| | <u>1998-1999</u> | <u>1999-2000</u> | <u>2000-2001</u> |
|----------|------------------|------------------|------------------|
| 5 years | \$300 | \$315 | \$325 |
| 10 years | 470 | 485 | 495 |
| 15 years | 650 | 670 | 680 |
| 20 years | 850 | 865 | 875 |

2. First Year

The portion of the first year of employment shall be counted as a full year provided that such position is six (6) months or longer.

W. PARKING

Free parking shall be provided to the Technical Support staff of Grand Rapids Community College.

X. DURATION OF AGREEMENT

This agreement shall be for a period of three (3) years beginning July 1, 1998 and terminating, inclusive, June 30, 2001. All provisions of this agreement shall be effective retroactive to July 1, 1998. Re-negotiation of the Agreement for a future period of time shall commence by giving written notice to the other party on or before April 1, 2001.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized representatives this _____ day of _____, 1998.

**GRAND RAPIDS COMMUNITY
COLLEGE TECHNICAL SUPPORT
BARGAINING TEAM**

**GRAND RAPIDS COMMUNITY
COLLEGE ADMINISTRATIVE
BARGAINING TEAM**

Rick VanderVeen
Chief Negotiator

William Foster
Vice President of Human Resources

Michelle Vliem
Team Member

Jan Benham
Supervisor of Personnel

Mike Kidder
Team Member

Sharon Gates
Supervisor of Payroll/Fringe Benefits

Don VanOeveren
Team Member

Doug Miller
Director of Printing & Graphic Services

MaryJo Chisholm
Team Member

Tina Hoxie
Director of Student Activities

APPENDIX A

**GRCC LAB PRESCHOOL
ASSISTANT INSTRUCTOR WAGES**

| ASST. INST. | 1998-1999 | 1999-2000 | 2000-2001 |
|--------------------|------------------|------------------|------------------|
| 1 | 8.89 | 9.15 | 9.38 |
| 2 | 9.69 | 9.98 | 10.23 |

APPENDIX B

TECHNICAL SUPPORT HOURLY SCALES

1998-1999 – 2.75% ENRICHMENT

| LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| I | 15.19 | 15.49 | 15.80 | 16.12 | 16.36 | 16.60 | 16.85 | 17.10 |
| II | 14.29 | 14.58 | 14.87 | 15.17 | 15.39 | 15.63 | 15.86 | 16.10 |
| III | 13.45 | 13.72 | 13.99 | 14.27 | 14.49 | 14.70 | 14.93 | 15.15 |
| IV | 12.66 | 12.91 | 13.17 | 13.43 | 13.64 | 13.84 | 14.05 | 14.26 |
| V | 11.92 | 12.16 | 12.40 | 12.65 | 12.84 | 13.03 | 13.23 | 13.42 |
| VI | 11.22 | 11.44 | 11.67 | 11.91 | 12.09 | 12.27 | 12.45 | 12.64 |
| VII | 10.56 | 10.77 | 10.99 | 11.21 | 11.38 | 11.55 | 11.72 | 11.90 |
| VIII | 9.94 | 10.13 | 10.34 | 10.54 | 10.70 | 10.86 | 11.03 | 11.19 |
| IX | 9.37 | 9.56 | 9.75 | 9.94 | 10.09 | 10.24 | 10.40 | 10.55 |
| X | 8.81 | 8.98 | 9.16 | 9.34 | 9.48 | 9.63 | 9.77 | 9.92 |

1999-2000 – 3% ENRICHMENT

| LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| I | 15.64 | 15.95 | 16.27 | 16.60 | 16.85 | 17.10 | 17.36 | 17.62 |
| II | 14.72 | 15.02 | 15.32 | 15.62 | 15.86 | 16.09 | 16.34 | 16.58 |
| III | 13.85 | 14.13 | 14.41 | 14.70 | 14.92 | 15.15 | 15.37 | 15.60 |
| IV | 13.04 | 13.30 | 13.57 | 13.84 | 14.04 | 14.25 | 14.47 | 14.69 |
| V | 12.28 | 12.52 | 12.77 | 13.03 | 13.22 | 13.42 | 13.62 | 13.83 |
| VI | 11.56 | 11.79 | 12.02 | 12.26 | 12.45 | 12.63 | 12.82 | 13.02 |
| VII | 10.88 | 11.10 | 11.32 | 11.55 | 11.72 | 11.89 | 12.07 | 12.25 |
| VIII | 10.23 | 10.44 | 10.65 | 10.86 | 11.02 | 11.19 | 11.36 | 11.53 |
| IX | 9.65 | 9.84 | 10.04 | 10.24 | 10.40 | 10.55 | 10.71 | 10.87 |
| X | 9.07 | 9.25 | 9.44 | 9.62 | 9.77 | 9.92 | 10.06 | 10.22 |

2000-2001 - 2.5% ENRICHMENT

| LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| I | 16.03 | 16.35 | 16.68 | 17.01 | 17.27 | 17.53 | 17.79 | 18.06 |
| II | 15.09 | 15.39 | 15.70 | 16.01 | 16.25 | 16.50 | 16.74 | 17.00 |
| III | 14.20 | 14.48 | 14.77 | 15.07 | 15.29 | 15.52 | 15.76 | 15.99 |
| IV | 13.36 | 13.63 | 13.90 | 14.18 | 14.40 | 14.61 | 14.83 | 15.05 |
| V | 12.58 | 12.84 | 13.09 | 13.35 | 13.55 | 13.76 | 13.96 | 14.17 |
| VI | 11.85 | 12.08 | 12.32 | 12.57 | 12.76 | 12.95 | 13.15 | 13.34 |
| VII | 11.15 | 11.37 | 11.60 | 11.83 | 12.01 | 12.19 | 12.37 | 12.56 |
| VIII | 10.49 | 10.70 | 10.91 | 11.13 | 11.30 | 11.47 | 11.64 | 11.82 |
| IX | 9.89 | 10.09 | 10.29 | 10.50 | 10.66 | 10.82 | 10.98 | 11.14 |
| X | 9.30 | 9.48 | 9.67 | 9.87 | 10.01 | 10.16 | 10.32 | 10.47 |

APPENDIX C

TECHNICAL SUPPORT SALARY SCALES

1998-1999 – 2.75% ENRICHMENT

| LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| I | 45,713 | 46,628 | 47,560 | 48,512 | 49,239 | 49,978 | 50,727 | 51,488 |
| II | 43,032 | 43,892 | 44,770 | 45,666 | 46,351 | 47,046 | 47,752 | 48,468 |
| III | 40,507 | 41,317 | 42,144 | 42,986 | 43,631 | 44,286 | 44,950 | 45,624 |
| IV | 38,126 | 38,889 | 39,667 | 40,460 | 41,067 | 41,683 | 42,308 | 42,943 |
| V | 35,894 | 36,612 | 37,344 | 38,091 | 38,662 | 39,242 | 39,831 | 40,428 |
| VI | 33,788 | 34,464 | 35,153 | 35,856 | 36,394 | 36,940 | 37,494 | 38,057 |
| VII | 31,806 | 32,442 | 33,091 | 33,753 | 34,259 | 34,773 | 35,295 | 35,824 |
| VIII | 29,941 | 30,540 | 31,151 | 31,774 | 32,251 | 32,734 | 33,225 | 33,724 |
| IX | 28,184 | 28,748 | 29,323 | 29,909 | 30,358 | 30,813 | 31,276 | 31,745 |
| X | 26,531 | 27,062 | 27,603 | 28,155 | 28,577 | 29,006 | 29,441 | 29,883 |
| XI | 24,974 | 25,474 | 25,983 | 26,503 | 26,901 | 27,304 | 27,714 | 28,129 |

1999-2000 - 3% ENRICHMENT

| LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| I | 47,085 | 49,027 | 48,987 | 49,967 | 50,716 | 51,477 | 52,249 | 53,033 |
| II | 44,323 | 45,209 | 46,113 | 47,036 | 47,741 | 48,457 | 49,184 | 49,922 |
| III | 41,722 | 42,557 | 43,408 | 44,276 | 44,940 | 45,614 | 46,299 | 46,993 |
| IV | 39,270 | 40,056 | 40,857 | 41,674 | 42,299 | 42,933 | 43,577 | 44,231 |
| V | 36,970 | 37,710 | 38,464 | 39,233 | 39,822 | 40,419 | 41,025 | 41,641 |
| VI | 34,802 | 35,498 | 36,208 | 36,932 | 37,486 | 38,048 | 38,619 | 39,198 |
| VII | 32,760 | 33,416 | 34,084 | 34,766 | 35,287 | 35,816 | 36,354 | 36,899 |
| VIII | 30,840 | 31,456 | 32,086 | 32,727 | 33,218 | 33,716 | 34,222 | 34,735 |
| IX | 29,030 | 29,610 | 30,203 | 30,807 | 31,269 | 31,738 | 32,214 | 32,697 |
| X | 27,327 | 27,874 | 28,431 | 29,000 | 29,435 | 29,876 | 30,324 | 30,779 |
| XI | 25,724 | 26,238 | 26,763 | 27,298 | 27,708 | 28,123 | 28,545 | 28,973 |

2000-2001 - 2.5% ENRICHMENT

| LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| I | 48,262 | 49,227 | 50,212 | 51,216 | 51,984 | 52,764 | 53,555 | 54,359 |
| II | 45,431 | 46,339 | 47,266 | 48,211 | 48,935 | 49,669 | 50,414 | 51,170 |
| III | 42,765 | 43,621 | 44,493 | 45,383 | 46,064 | 46,755 | 47,456 | 48,168 |
| IV | 40,252 | 41,057 | 41,878 | 42,716 | 43,356 | 44,007 | 44,667 | 45,337 |
| V | 37,895 | 38,653 | 39,426 | 40,214 | 40,817 | 41,430 | 42,051 | 42,682 |
| VI | 35,672 | 36,385 | 37,113 | 37,855 | 38,423 | 39,000 | 39,585 | 40,178 |
| VII | 33,579 | 34,251 | 34,936 | 35,635 | 36,169 | 36,712 | 37,263 | 37,821 |
| VIII | 31,611 | 32,243 | 32,888 | 33,545 | 34,049 | 34,559 | 35,078 | 35,604 |
| IX | 29,756 | 30,351 | 30,958 | 31,577 | 32,051 | 32,531 | 33,019 | 33,515 |
| X | 28,010 | 28,570 | 29,142 | 29,725 | 30,171 | 30,623 | 31,082 | 31,549 |
| XI | 26,367 | 26,894 | 27,432 | 27,981 | 28,400 | 28,826 | 29,259 | 29,698 |