

5847

6/30/2001

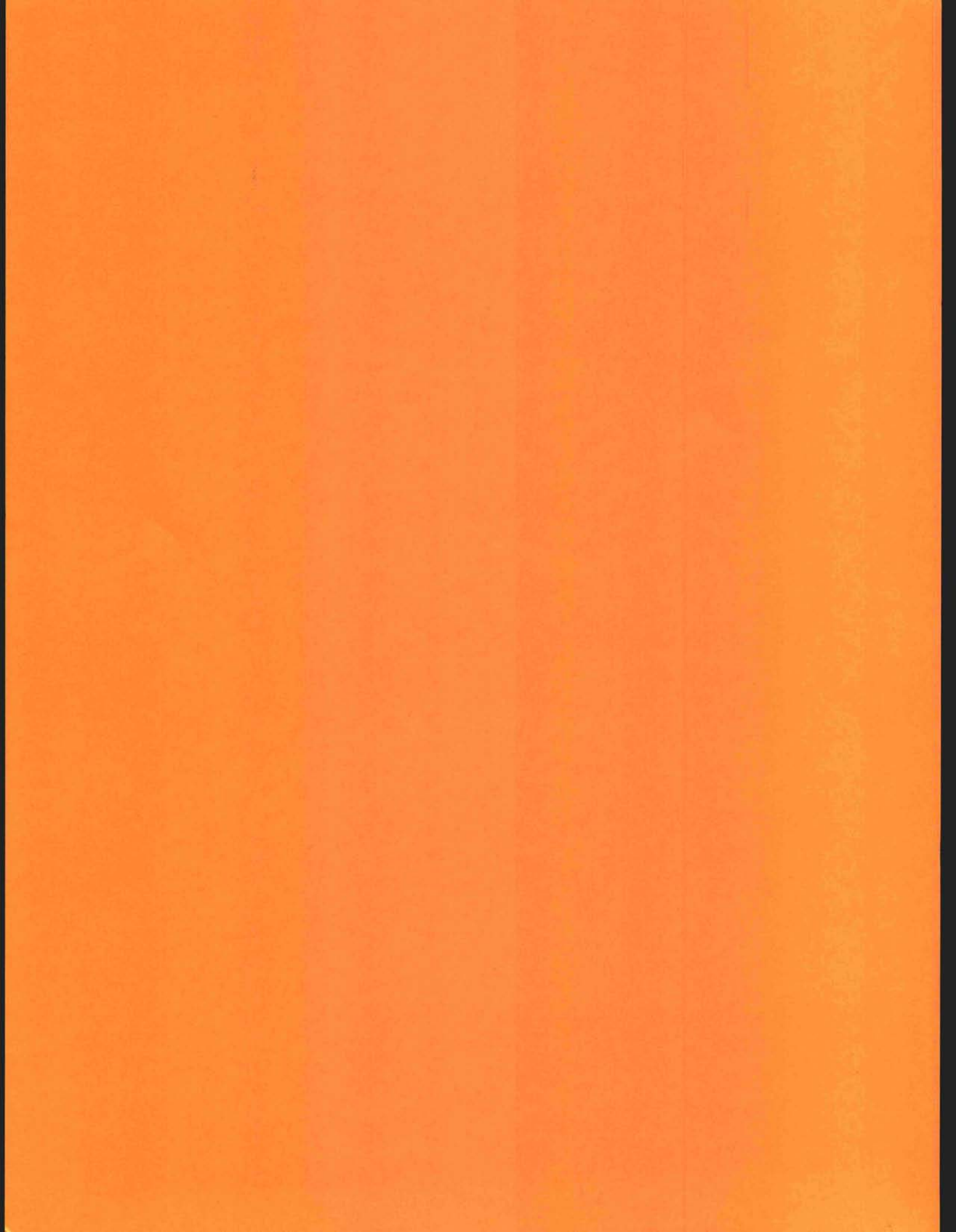


ADMINISTRATIVE AND ADMINISTRATIVE SUPPORT ORGANIZATION

Governing Wages, Benefits and Conditions of Employment

July 1, 1999
Through
June 30, 2001

Grand Rapids Community College





ADMINISTRATIVE AND ADMINISTRATIVE SUPPORT ORGANIZATION

Governing Wages, Benefits and Conditions of Employment

July 1, 1999
Through
June 30, 2001

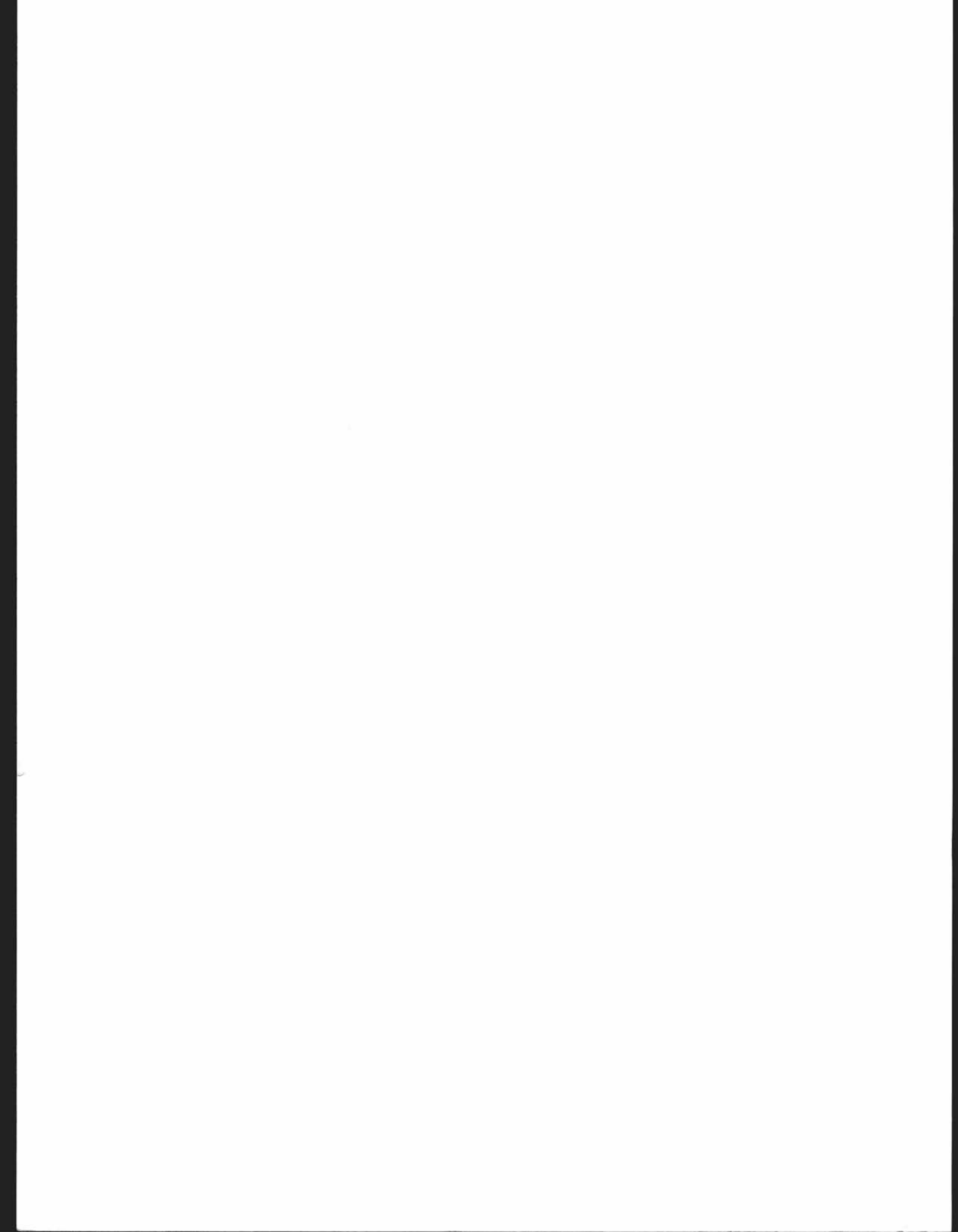


TABLE OF CONTENTS

ARTICLE I

Classification Criteria for Administration and Administrative Support	5
Administrator	5
Administrative Support	5
Terminology	6

ARTICLE II

Position Assignment	7
Termination by the College	7
Position Vacancies	7
Administrative Requests for Upgrade/Reclassification	7

ARTICLE III

Protection	8
Assault	8
Injury as a Result of an Assault	8
Damage or Loss of Personal Property	8-9
Complaint About an Administrator	9
Insurance	9

ARTICLE IV

Vacation Policy and Holidays	10
Earned Vacation Days	10
General Vacation Conditions	10-11
Holidays	11

ARTICLE V

Other Time Off Allowances	12
Administrators Shall Receive Annual Leave Days	12
Sick Days	12
Leaves Under FMLA	12
Other Leaves (General, Child Care, Reinstatement)	13
Bereavement	13
Personal Business Leave	14
Professional Development Activities	14
Sabbatical/Professional	14-15
Jury Duty	15
Military	15

ARTICLE VI

Insurance	16
Hospital – Medical	16
Retirement Payment	16
Death Benefit	16-17
Dental/Vision Reimbursement Program	17-19
Long term Disability Program	19
Annuity Program	19
Parking	19
Flu Shots	19
Tuberculosis Test	20
Worker’s Compensation	20
GRCC Tuition Reimbursement	20-21
Other College Tuition Reimbursement	21-22
Car Allowance and Mileage	22
Professional Development Reimbursement	22

ARTICLE VII

Compensation	23
Salaries	23
Salary-Level Max/Frozen	24
Longevity Payment	24
Longevity Schedule	24
Additional Compensation	24-25

ARTICLE VIII

Grievance and Appeal Procedures	26-27
---------------------------------	-------

APPENDIX

Administrative List	28-29
Administrative Support List	29
Executive Level	29
Level I	29-30
Level II	30
Level III	30
Level IV	30-31
Level V	31

Level VI	31
Level VII	31
Exempt	31

ARTICLE I

CLASSIFICATION CRITERIA FOR ADMINISTRATION AND ADMINISTRATIVE SUPPORT

A. ADMINISTRATOR

1. An Administrator is a full-time, non-instructional, salaried employee whose assignment requires primary responsibility for the management of the College, or a recognized division, department, area or program.
2. Responsibilities:
 - a. Exercises discretion and independent judgement
 - b. Directs the work of others
 - c. Recommends the hiring, termination and evaluation of staff
 - d. Develops goals and procedures related to College policies
 - e. Assumes budget accountability
 - f. Submits annual reports for a division, department, area or program
 - g. Has contacts with others in their field outside the College
3. Requirements:
 - a. Must possess a minimum of five (5) years of documented successful experience in the area or related field
 - b. Must possess a minimum of a bachelor's Degree or equivalent combination of education and work experience

B. ADMINISTRATIVE SUPPORT

1. An Administrative Support person is a full-time, non-instructional, salaried employee whose primary purpose is to provide support necessary for the administration of the College.
2. Responsibilities:
 - a. Performs the duties of a professional in a supporting role
 - b. Has specialized knowledge necessary for the functioning of the College, a division, department, area or program
 - c. Manages staff and/or a division, department, area or program in the administrator's absence
 - d. Demonstrates the ability to lead and plan the activities of staff, project or program
3. Requirements:
 - a. Must have a minimum of three (3) years documented successful experience in the area or related field.

- b. Must possess a minimum of a Bachelor's Degree or equivalent combination of education and work experience.

C. TERMINOLOGY AND UNDERSTANDING

For purposes of this document, when the work "Administration", "Administrator" or "Administrative" is used, it shall also mean to include the words "Administrative Support" unless specifically stated otherwise. It is also understood that according to the document signed on August 14, 1997 by the Vice President of Human Resources and the Chair of the Administrative Meet and Confer Team, that Administrative Support staff hired prior to July 1, 1997 shall retain all of their current fringe benefits for as long as they remain in Administrative Support positions.

ARTICLE II

POSITION ASSIGNMENT

Positions in this group may be full time or part time assignments dependent on the College's specific needs. Termination from these positions may result from staff retirement, staff resignation, reduction in work force or for reasons of Discipline.

A. TERMINATION BY THE COLLEGE

a. Disciplinary

Terminations of staff by the College for reasons of discipline must follow the College's policies and guidelines for discipline.

b. Reductions in Work Force and/or Reorganization

Reductions in work force must be supported by either documented or projected loss of revenue, a change in services provided by the College and/or reorganization of the group by the President that would necessitate elimination of a position(s). The College will provide affected staff notice that their position is being eliminated by April 30 with an effective date of June 30 of the same fiscal year.

B. POSITION VACANCIES

Administrative positions that are posted shall be posted for no less than ten (10) working days. The posting shall be sent to each College department. Administrative employees requesting consideration shall submit an application to the Director of Human Resources during the posting period.

C. ADMINISTRATIVE REQUESTS FOR UPGRADE/RECLASSIFICATION

- Requests should be submitted by October 1 of each fiscal year
- Requests are to be submitted in writing to the Administrator's immediate supervisor
- The appropriate Vice President is to present the request to Cabinet and Executive Budget Control Officer before November 1 of each fiscal year
- Rational for upgrade/reclassification must be submitted with the request.

ARTICLE III

PROTECTION

A. ASSAULT

If an Administrator is assaulted while acting in the line of duty on the premises of the College, or while participating in an authorized College event away from the premises of the College, the incident shall be immediately reported in writing by the Administrator to the President or designee. In the event that law enforcement authorities conduct an investigation of the incident, and the Administrator is not the subject of the investigation, the Board of Trustees shall offer to provide independent legal counsel to the Administrator in connection with such investigation. If the Administrator shall meet with the President or designee, and reach an agreement as to the maximum amount of the reasonable and necessary legal fees to be paid by the College.

B. INJURY AS A RESULT OF AN ASSAULT

If an Administrator is injured as a result of an assault, while acting in the line of duty on the premises of the College, or while participating in an authorized College event away from the premises of the College, the incident shall be immediately reported in writing by the Administrator to the President or designee. In such event, the Administrator shall not be required to use accumulated sick leave and the Administrator shall continue to be paid regular compensation by the Board of Trustees. As a result of such an event, if the Administrator is paid worker compensation benefits, the Board of Trustees shall pay the Administrator the difference between that sum and the Administrator's regular compensation. The obligation of the Board of Trustees to pay any salary differential shall be terminated at the end of the contract or nine (9) months, whichever is longer.

With regard to any such injury, the Administrator shall have the right to pursue any available disability insurance benefit and Social Security benefit. However, the payment of any such benefits to the Administrator shall be used as an offset by the Board of Trustees with regard to the obligation of the Board of Trustees to pay regular compensation.

During the period of time the Administrator is unable to perform his/her regular duties because of said injury, the Administrator shall be entitled to all rights and privileges included in this Policy until the current contract ends or nine (9) months, whichever is longer.

C. DAMAGE OR LOSS OF PERSONAL PROPERTY

If the personal property of an Administrator is damaged or stolen as the result of an assault, vandalism or theft, while the Administrator is acting in the line of duty on the premises of the College, or while participating in an authorized College event away from the premises of the College, the Board of Trustees shall make an equitable financial settlement for such loss with the Administrator involved. In such a situation, the Administrator shall first seek recovery from any insurance coverage available to the Administrator before the Administrator seeks an equitable financial settlement from the Board of Trustees. The decision of the Board regarding equitable financial settlement shall be final.

D. COMPLAINT ABOUT AN ADMINISTRATOR

Any oral or written complaint directed toward an Administrator shall be given to the Administrator in writing. Any other legitimate complaint shall be properly called to that Administrator's attention. The Administrator will receive a copy of any written complaint placed in the Administrator's official personnel file. The Administrator may respond in writing to such complaint and have said communiqué become part of his/her permanent personnel file.

E. INSURANCE

The Board of Trustees shall provide not less than \$1,000,000.00 of liability insurance for each Administrator for the claims arising out of the performance of duties as an Administrator during the time he/she is employed by the Board of Trustees.

ARTICLE IV

VACATION POLICY AND HOLIDAYS

A. EARNED VACATION DAYS

1. During the first year of employment prior to July 1st, employees are eligible for vacation days as follows:

Date of Hire	Administrative	Administrative Support
Hired 7/1 – 9/30	10 days	10 days
Hired 10/1 – 3/30	5 days	5 days
Hired after 4/1	0 days	0 days

Vacation days will be earned as of July 1st each subsequent year as follows:

Sequence	Administrative	Administrative Support
1 st year through completion of 10 th year prior to July 1	22 days	20 days
11 th year through completion of 25 th year	25 days	22 days
26 th year and thereafter	27 days	25 days

*All Administrative staff and Administrative Support staff hired before July 1, 1997, will continue to earn 27 vacation days per year for as long as they remain on administrative or Administrative Support contract.

B. GENERAL VACATION CONDITIONS

1. Each Administrator has the responsibility of arranging vacation time with their immediate supervisor.
2. Vacation time shall be used by December 31 of the fiscal year following the year in which it was awarded. If any such vacation time is not used by said date, then any such unused vacation time shall be forfeited.

It is understood that the accumulated vacation time is to be used by the date specified. An Administrator who is prevented from using the vacation time due to execution of their work assignments may have up to ten (10) days transferred to their sick leave bank or a written request may be submitted to the Director of Human Resources or designee for the extension of up to ten (10) days of unused vacation time. The Director or designee's decision shall be final.

3. Within a given fiscal year, Administrators may borrow against their vacation time with the approval of their immediate supervisor and notification to the Payroll/Benefits Department.

4. Each Administrator who retires or is terminated shall be paid in full for each unused vacation day at the Administrator's current daily rate (annual salary divided by 26 pay periods divided by 10 days equals daily rate) at the time of the retirement or termination.

C. HOLIDAYS

Administrators shall not be required to report for duty on the following holidays:

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	Friday after Thanksgiving
December 23, 1999	Thursday a.m.	*Variable Holiday (1/2 day)
December 23, 1999	Thursday p.m.	½ Day before Christmas Eve Day
December 24, 1999	Friday	Day before Christmas Day
December 30, 1999	Thursday a.m.	*Variable Holiday (1/2 day)
December 30, 1999	Thursday p.m.	½ 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	Friday after Thanksgiving
December 22, 2000	Friday	*1/2 Day before Christmas Eve Day
December 25, 2000	Monday	Christmas Day
December 29, 2000	Friday	*1/2 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

ARTICLE V

OTHER TIME OFF ALLOWANCES

A. ADMINISTRATORS SHALL RECEIVE ANNUAL LEAVE DAYS.

Partial work year assignments shall be pro-rated (See 1a below) on the basis of full calendar months worked. The leave days shall become effective when the Administrator reports for duty at the beginning of their authorized work year.

1. Sick Days

- a. Unused sick days shall be cumulative from fiscal year to fiscal year for each Administrator. The total amount of each Administrator's accumulation is unlimited. Administrators shall receive sick days at the rate indicated below on an assignment of:

Full time employees – 15 DAYS

- b. Sick days, which shall be deducted from the administrator's leave accumulation, may be used for the following purposes:
 1. Personal illness, injury, or on orders of a physician to remain absent due to exposure to disease – in cases subject to Worker's compensation Law, such sick time may be used to supplement Worker's Compensation.

Rate: Days limited to maximum accumulation
 2. Sick time because of the illness or injury of a relative or friend shall be allowed to provide for emergency arrangements and shall not exceed two (2) working days per each illness or injury.
 - a. Sick time not to exceed nine (9) days per occurrence may be used for circumstances surrounding critical illness.

2. Leaves Under the Family and Medical Leave Act (FMLA)

- a. Request for leave of absence under the Family and Medical Leave Act (hereinafter ("Act")) shall comply with the law.
- b. Employees are required to use their available vacation time during the twelve (12) weeks of family leave, and available sick days shall be used when family leave is taken because of serious health conditions.
- c. In determining the twelve (12) months in which FMLA leave may be taken, a rolling twelve (12) month period, measured backward from the last leave date will be used.

3. Other Leaves (Non FMLA)

a. General

1. At the discretion of the Board, Administrators 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 appropriate Vice President and the immediate supervisor and shall state the reasons for the leave. Approval or disapproval shall be given to the Administrator, in writing, by the Director of Human Resources.

b. Child Care

1. Each Administrator shall submit, in writing, requests for leaves of absence without pay for the purposes of childcare. Such leave shall be granted for a period not to exceed six (6) months, and for additional periods at the discretion of the President or designee. The duration of such leave shall be only for such time as requested and approved, unless changed by agreement between the President or designee and the employee.

c. Reinstatement

1. With no agreement between the Director of Human Resources and the Administrator to the contrary, an Administrator on leave shall have the following reinstatement rights:
 - a. An Administrator returning from an approved leave of six (6) months or less shall be reinstated to the former position. However, an Administrator on leave from six (6) months to nine (9) months shall be offered a comparable position if the former position is not open. An administrator on leave for more than nine (9) months to twelve (12) months shall be offered a position if one is available and for which they are qualified.

4. Bereavement

- a. Bereavement time because of death in the immediate family of an Administrator shall not exceed the remaining portion of the week in which the death occurs plus five (5) additional work days.
- b. Bereavement time for death of other relatives shall not exceed five (5) working days.
- c. Bereavement time for death of friends shall not exceed two (2) working days.
- d. Bereavement days shall not be deducted from the Administrator's sick bank.

5. Personal Business Leave

The parties agree there may be personal conditions or circumstances which may require employees' absenteeism.

- a. Administrators are entitled to personal business leaves with pay. Requests for such leaves shall be submitted to the immediate supervisor and forwarded to the appropriate Vice President for approval. Final approval will be determined by the Vice President or designee within five (5) working days.
- b. This leave shall be used only in non-health related situations of urgency, for the purpose of conducting personal business which is impossible to transact on the weekends or after work hours.
- c. This leave shall not be used to replace other benefits, i.e., vacation or sick time for self or family. It is for the sole purpose of transacting personal business at times set by another party (over which you have no control), i.e., court dates, mortgage closings, etc.

6. Professional Development Activities

- a. Administrators shall receive normal pay while participating in educational conferences, visitations and other educational programs that have been approved by their Supervisor and the appropriate Vice President.
- b. Maximum reimbursement for approved conference and convention attendance expense shall be as follows:
 1. Administrators required by the President or designee to travel for College business shall be fully reimbursed for all allowable travel expenses.
 2. Travel shall not exceed second class airfare or travel by private automobile (pursuant to the travel reimbursement scale plus parking fee), whichever is less.
 3. Lodging and meals reimbursement will be pursuant to Administrative Policy (Administrative Rules).
 4. Benefits for Administrators shall continue to cover the Administrator while he/she is performing his/her work-related duties.

7. Sabbatical/Professional

- a. All Administrators shall be eligible to apply for one (1) year sabbatical leave after completing no less than six (6) years of full-time employment and for each such period of actual professional service at Grand Rapids Community College uninterrupted by anything other than approved leaves of absence. Granting sabbatical leaves shall be in accordance with the present policies and procedures pertaining thereto. The sabbatical committee to evaluate the request shall include the President, Director of Human Resources and the appropriate Vice President/Dean. The Board will pay such Administrators one half (1/2) of the contractual salary and full benefits which they ordinarily receive. The following fiscal year the Administrator must return to Grand Rapids Community College

and render at least two (2) consecutive years of satisfactory service in the same or a comparable position without loss of benefits or salary under the terms of the contract in effect when they return. Administrators shall receive full credit on the salary schedule for the time served.

8. Jury Duty

a. Leaves for other purposes with full pay shall be granted for the following reasons:

1. Absence when an Administrator is required to serve on a jury

a. While serving on a jury, the Administrator will continue to receive his/her normal salary. At the completion of his/her jury duty and after receipt of payment for his/her time on jury duty, the Administrator will submit the full amount to the Human Resources Department at Grand Rapids Community College.

2. Required court appearances

9. Military

a. Any Administrator who is inducted or enlists in any branch of the Armed Forces of the United States will be granted a leave without pay. Upon return from such leave, the Administrator shall receive full credit on the salary schedule for the time served provided the Administrator has been released from active duty, submits a written request for re-employment within ninety (90) days from the date of discharge, and is still qualified and competent to perform duties. It is the responsibility of the Administrator to submit to the Director of Human Resources or designee, the official documents to support the above requirements.

ARTICLE VI

INSURANCE

A. HOSPITAL – MEDICAL

1. Single or full-family plan premium paid by the Board.
2. Blue Cross Blue Shield, Blue Care Network, Grand Valley Health Plan or other carrier as designated by the Board
3. Co-Pay prescriptions – Any plan may include a co-pay up to \$5.00
4. Each employee must complete an application with thirty (30) calendar days from the date of hire to be eligible for insurance coverage. Any changes, i.e., returning from leave of absence, marital status, children, etc., must be reported to the Benefit Office within thirty (30) calendar days.
5. Each employee may select additional coverage, pursuant to the insurance carrier's rules and regulations, via payroll deductions.

Or each employee shall have a right to voluntarily enroll in a H.M.O. program for coverage.

Or if an employee is not in need of health benefits, the Board shall pay up to \$125.00 per month toward an Options Program which currently consists of the following:

- a. Short-Term Disability
- b. Long-Term Disability
- c. Term Life Insurance
- d. Cancer Intensive Care Insurance
- e. Cash
- f. Any combination thereof

B. RETIREMENT PAYMENT

Upon retirement an Administrator shall receive \$50.00 per day for his/her unused sick days provided the Administrator is eligible under the Michigan Public School Retirement System or Optional Retirement Plan (ORP) and has worked at least five (5) years for Grand Rapids Community College.

C. DEATH BENEFIT

1. The Board of Trustees shall provide a \$30,000.00 death benefit or term life insurance coverage for each Administer employed. Part or all of this amount is likely to be taxable.
 - a. The Administrator must be actively employed.

- b. If the College is covered by a life carrier, the program shall concur with the insurance company's rules and regulations.

2. Life Insurance Program

Each Administrator shall have term life insurance equal to one and one half (1 ½) times his/her annual contract earnings rounded to the next highest multiple of \$1,000.00. The premium will be paid by the Board of Trustees. This benefit will continue to age 70 for any Administrator provided the Administrator retired from the position according to the conditions outlined in the Michigan Public School Employees Retirement System or Optional Retirement Plan (ORP).

3. An additional \$50,000.00 Term Life Insurance Program shall be provided under the following conditions:

- a. The Administrator must be actively employed.
- b. The program shall concur with the Insurance company's rules and regulations.

4. The total combination of number 2 and 3 above shall not exceed \$150,000.00.

D. DENTAL/VISION REIMBURSEMENT PROGRAM

The Board of Trustees shall provide each Administrator and immediate dependent family member (spouse, son, daughter, and/or minor child assigned to the Administrator by a court according to IRS guidelines) with dental/vision care.

For dental care protection beginning July 1, 1999 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, 1999 and ending June 30, 2001, the Board shall reimburse the employee 90% of the actual charge (which the employee paid).

DENTAL – Not to exceed \$2,000.00 per year for full family (July 1, 1999 – June 30, 2001))

VISION – Not to exceed \$600.00 per year for full family (July 1, 1999 – June 30, 2001)

The Board is the secondary provider. All claims must 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 Partial	
Anesthetics	
Orthodontics	
Oral Maxillofacial Surgery	
Periodontics	
Endodontics	

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

3. 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 personnel 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 dental and vision bills and submit the following to the Human Resources Office:
 1. The original itemized bill or invoice
 2. Evidence of payment (i.e., itemized bill and original paid receipt)
 3. A completed and signed "Dental or Vision Reimbursement Claim Form."
- c. The Board shall process the claim according to Administrative policies and procedures.

E. LONG TERM DISABILITY PROGRAM

A long term disability program shall be provided to all Administrators. Elimination period is 60 calendar days following the submission of a physician's statement of disability. The effective date for the first payment is after all available sick time has been used. Coverage shall be 66 2/3% of the current contract with offsets for Social Security, Medicare, State of Michigan Teachers Retirement and Optional Retirement Plan (ORP). Hospital/medical, Dental and Vision coverage shall be continued for a period not to exceed three (3) years.

F. ANNUITY PROGRAM

Pursuant to each carrier's rules and regulations and in accordance with the Board of Trustee's policy and approved companies, Administrators may have their gross salary reduced by a given amount. The designated sum will be deducted from the Administrator's regular pay checks and sums will be remitted by-weekly to the company selected by the Administrator.

G. PARKING

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

H. FLU SHOTS

Flu Shots shall be provided at no expense to Administrators at the time and locations designated.

I. TUBERCULOSIS TEST

If the College is required by law, each employee shall receive, at no cost to the employee, a chest x-ray or tuberculin skin test provided the employee reports at the time and place scheduled by the Board. The board shall specify which of the tests shall be administered. Each employee receiving the free tuberculin test from the board must have the test read at the time and place designated at the time the test was given.

J. WORKER'S COMPENSATION

1. When an employee is injured on the job he/she is required to contact his/her supervisor immediately to complete an injury report.
2. 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 has unused sick days. Such difference shall be deducted from the employee's accumulated sick days. 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.

K. GRAND RAPIDS COMMUNITY COLLEGE TUITION REIMBURSEMENT

Grand Rapids Community College Administrators, their spouses, retired employees and their spouses who enroll in and complete any course offered by the College will be reimbursed tuition and fees according to the following guidelines:

1. The full-time employee and/or spouse shall be eligible after six (6) months of employment prior to the beginning of the semester.
2. For each full-time employee, the maximum credit hours per fiscal year shall not exceed 12 credit hours. For each full-time employee's spouse, retired employee or their spouse, the maximum hours of college credit shall be four (4) per fiscal year.
3. Satisfactory completion (grade "C" or better) of the course is required.
4. Tuition reimbursement is not available from any other source.
5. Course work may not interfere with the Administrator's assignment. Exception shall only be by approval of the President or designee.
6. A course Approval Application must be submitted to the Human Resources Office at least ten (10) days prior to the beginning of the course.
7. 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 a copy of the grade slip and tuition receipt. Financial Services shall make payments according to established procedures.

8. Administrators on leave of absence shall not qualify for reimbursement.

L. OTHER COLLEGE TUITION REIMBURSEMENT

The Board shall reimburse tuition to Administrators under the following conditions:

1. Qualifications:
 - a. Only full-time Administrators after six (6) months of employment prior to the beginning of the semester may qualify.
 - b. Administrators on leave of absence shall not qualify.
 - c. Course work may not interfere with the Administrator's assignment. Exception shall be by approval of the President or designee.
 - d. Any Administrator eligible to receive tuition reimbursement must return to College employment prior to payment.
2. Course Approval:
 - a. A Course Approval Application must be submitted at least ten (10) days prior to the beginning of the course to the Human Resources Office.
 - b. Such courses must be college credit or workshop equivalent to credit courses.
 - c. The courses must be related to the Administrator's regular assignment. The President's or designee's judgement on this condition is final and binding, and is not subject to any written grievance procedure.
 - d. These courses must be junior, senior or graduate level. Exceptions can be made for courses available at another institution that could benefit the employee's work performance with the approval of the President or designee.
 - e. Written approval or disapproval shall be submitted to the Administrator.
3. Tuition Reimbursement Rates:
 - a. Courses taken at any other institution shall be reimbursed the regular tuition rate charged but shall not exceed \$250.00 per credit hour effective July 1, 1998.
4. Maximum number of credit hours per fiscal year (12 months) for Tuition Reimbursement shall not exceed 12 credit hours.
5. "Tuition Reimbursement Application" Procedure:
 - a. Pre-approval of the course by the Human Resources Office (see 2a, Course Approval) must be obtained.
 - b. The Administrator must satisfactorily complete the course with a grade of "C" or better.
 - c. Within thirty (30) days of completion of an approved course, the employee shall complete and submit to the Personnel Human Resources Office an Application for Tuition Reimbursement along with a copy of the grade slip and tuition receipt.

- d. Financial Services shall make payments according to established procedures.

M. CAR ALLOWANCE AND MILEAGE

Each Administrator who is required by the nature of their employment to drive in the performance of responsibilities shall be eligible for a car allowance, motor pool vehicle, or actual mileage reimbursement, based upon the Administrator's specific assignment.

Mileage reimbursement rates will follow IRS guidelines except when an Administrator is required to use a motor pool vehicle. When using the motor pool vehicle, reimbursement is limited to actual costs incurred while the pool vehicle is in use.

N. PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Each Administrator is entitled to reimbursement of no more than \$150 per fiscal year. Administrators with unique circumstances may be awarded additional funding for professional development. Such requests should be made to the appropriate Vice President.

**ARTICLE VII
COMPENSATION**

A. SALARIES

For 1999 - 2000, and 2000 – 2001, Administrative and Administrative Support salaries are determined by the process stated in Article I.

The salary schedule for the 1999 – 2000 year

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Exec	76,945	78,963	80,982	83,252	86,027	88,550	91,072	93,805
I	66,097	67,863	69,881	72,871	74,926	77,450	80,225	82,632
II	61,808	63,574	65,340	67,611	69,629	72,404	74,926	77,174
III	54,745	56,006	57,772	59,790	61,808	63,827	66,097	68,080
IV	45,158	46,672	48,185	49,699	50,960	52,979	54,997	56,647
V	35,319	36,329	37,589	38,851	39,860	41,121	42,635	43,914
VI	32,796	33,805	34,814	36,076	37,085	38,599	39,860	41,055
VII	31,030	32,292	33,048	34,058	35,319	36,580	37,842	38,978

The salary schedule for the 2000 – 2001 year

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Exec	78,869	80,937	83,006	85,333	88,178	90,764	93,349	96,150
I	67,750	69,560	71,628	74,693	76,800	79,386	82,230	84,697
II	63,353	65,163	66,974	69,301	71,370	74,214	76,800	79,103
III	56,114	57,406	59,216	61,285	63,353	65,423	67,750	69,782
IV	46,287	47,839	49,390	50,941	52,234	54,303	56,372	58,063
V	36,202	37,237	38,529	39,822	40,856	42,149	43,701	45,012
VI	33,616	34,650	35,685	36,978	38,012	39,564	40,856	42,081
VII	31,806	33,099	33,874	34,910	36,202	37,495	38,788	39,952

Each salary category will have eight (8) steps. Once a position is assigned to a category and an Administrator is assigned to a step in the schedule for that position, they will progress through the schedule by moving one step annually unless restricted by the conditions of Article VII, B, or through an advancement determined by the President of the College.

B. SALARY-LEVEL MAX/FROZEN

In the event Administrators are above their level maximum or it is determined through the evaluation process that the Administrator warrants satisfactory status, they may have their salary frozen or may receive less than the scheduled increase.

C. LONGEVITY PAYMENT

Longevity Payment – A service longevity stipend shall be provided to each Administrator based upon the total number of longevity years earned from the College and Grand Rapids Public Schools prior to July 1, 1991.

D. LONGEVITY SCHEDULE

Employees hired and reporting to their position prior to December 31 of any fiscal year shall receive credit for one (1) year of service that fiscal year on the following July 1. Longevity payments will commence in the beginning of the sixth year of service and be spread throughout the contract year.

Longevity Schedule	
6 – 10 years	\$500
11 – 15 years	\$1,200
16 – 20 years	\$1,900
21 – 25 years	\$2,600
26 – 30 years	\$3,300
31+ years	\$4,000

E. ADDITIONAL COMPENSATION

The Additional Compensation will be paid each contract year in December for that entire fiscal year. If an Administrator leaves the College prior to the next June 30th, after receipt of the additional compensation, they must reimburse the College a prorated amount paid but not earned. If an Administrator leaves the College after July 1st, but before receipt of the additional compensation, they will be paid a prorated amount they have earned. However, an employee who retires receives the entire annual amount.

ADDITIONAL COMPENSATION 1999 – 2000

Executive	4,250
Level I	4,010
Level II	3,820
Level III	3,610
Level IV	3,370
Level V	3,140
Level VI	2,960
Level VII	2,780

ADDITIONAL COMPENSATION 2000 – 2001

Executive	4,250
Level I	4,010
Level II	3,820
Level III	3,610
Level IV	3,370
Level V	3,140
Level VI	2,960
Level VII	2,780

ARTICLE VIII

GRIEVANCE AND APPEAL PROCEDURES

A. A “grievance” is a claim by one or more administrative staff of improper interpretation or application of the existing Administrative Agreement and shall be processed as follows:

1. An Administrator/Administrative Support Group member(s) who questions or disagrees with the application of any part of this agreement will state their grievance in writing to the Vice President of Organizational Development and the Administrator/Administrative Support Meet and Confer Team for resolution. A grievance must be submitted within seven business days of the occurrence of an incident.
2. The Vice President of Organizational Development will consult with the Administrator/Administrative Support Meet and Confer Team about the grievance for its input and render a decision in writing back to the staff member(s) within seven business days of receiving the grievance.
3. If the staff member(s) are not satisfied with the Vice President of Organizational Development’s decision, they may file an appeal to the President of the College. An appeal must be delivered in writing to the President’s Office within seven business days of the prior decision.
4. The President will confer with the Administrator/Administrative Support Group member(s), the Administrator/Administrative Support Meet and Confer Team and the Vice President of Organizational Development. The President of the College will render his/her decision in writing back to the staff member(s) within seven business days of receiving the appeal. The President’s decision will be final.
5. All correspondence regarding a grievance must be copied to the office of the Vice President of Organizational Development and the Administrator/Administrative Support Meet and Confer Team.

B. An “appeal procedure” is defined as a claim of inappropriate or unwarranted use of the College’s disciplinary process and shall be handled as follows:

1. An Administrator/Administrative Support Group member who questions or disagrees with the application of the College’s disciplinary process applied by his/her manager to him/her may appeal the action. His/her appeal must be made in writing to the Vice President of Organizational Development or his/her designee and the Administrator/Administrative Support Meet and Confer Team

for resolution. An appeal must be made within seven business days of the occurrence of an incident.

2. The Vice President of Organizational Development or his/her designee will call a meeting with the staff member, his/her manager and a representative of the Administrator/Administrative Support Meet and Confer Team (the team will select a representative to attend). This meeting will be used to review the facts involved with the discipline. The meeting will provide both the staff member and the staff member's manager the opportunity to present their position and offer supporting witnesses and information.
3. The Vice President of Organizational Development will render a decision in writing within seven business days of the meeting. The decision will be final.
4. All correspondence regarding a grievance must be copied to the office of the Vice President of Organizational Development and the Administrator/Administrative Support Meet and Confer Team.

APPENDIX

Administrative List

Administrative Assistant to the President/Assistant Secretary of Board of Trustees
Assistant Dean of School of Arts & Sciences (2)
Assistant Dean of School of Workforce Development (2)
Assistant Director of Facilities
Bookstore Manager
Chief of Campus Police
Coordinator of Telecommunications Systems/Engineering
Dean of Educational Services
Dean of School of Arts & Sciences & Asst. to the Provost
Dean of Instructional Design & Information Technologies
Dean of School of Workforce Development & Asst. to the Provost
Dean of Student Services
Director of Admissions
Director of Business Services
Director of Career Pathways
Director of Community Learning Enterprise
Director of Facilities
Director of Financial Aid
Director of Food Service
Director of Human Resources
Director of Job Placement
Director of Library Services
Director of Media Technologies
Director of Payroll/Fringe Benefits
Director of Printing & Graphic Services
Director of Public Relations
Director of Purchasing
Director of Staff Development
Director of Student Activities
Director of Upward Bound
Executive Assistant to the President
Executive Director of Accounting and Budget
Executive Director of ATC/Director of Business and Technical Training
Executive Director of GRCC Foundation
Executive Director of Information Services
Executive Director of Institutional Research & Planning
Executive Vice President for Business & Financial Services
Manager of Hardware & Communications
Manager of Software Applications/Technology
President
Provost & Vice President for Academic Affairs
Registrar

Supervisor of Cashiers Office
Supervisor of Custodians
Supervisor of Labor Relations & EEO/AA
Supervisor of TV Production & Telecourses
Vice President of Organizational Development
Vice President of Student & Community Affairs

Administrative Support

Administrative Secretary to the Director of Human Resources
Administrative Secretary to the Executive Vice President for Business & Financial Services
Administrative Secretary to the President
Administrative Secretary to the Provost and Vice President for Academic Affairs
Administrative Secretary to the Vice President for Organizational Development
Administrative Secretary to the Vice President for Student and Community Affairs
Assistant Director of Student Activities
Data Base Administrator
Data & Information Specialist
Manager of Special Programs
Coordinator of Health & Safety
Coordinator of Human Resources (2)
Programmer
Supervisor of Finance/GRCC Foundation
Systems Analyst (2)

Executive Level

Dean of Educational Services
Dean of Instructional Design & Information Technologies
Dean of School of Arts & Sciences & Asst. to the Provost
Dean of School of Workforce Development & Asst. to the Provost
Dean of Student Services

Level I

Assistant Dean of School of Arts & Sciences (2)
Assistant Dean of School of Workforce Development (2)
Executive Director of Information Systems
Executive Director of Institutional Research & Planning
Executive Director of Accounting and Budget
Executive Director of ATC/Director of Business and Technical Training

Level II

Director of Admissions
Director of Business Services
Chief of Campus Police
Director of Community Learning Enterprise
Director of Facilities
Director of Financial Aid
Director of Food Service
Director of Human Resources
Director of Job Placement
Director of Library Services
Director of Media Technologies
Director of Occupational Training
Director of Payroll & Benefits
Director of Purchasing
Director of Staff Development
Director of Student Activities
Executive Director GRCC Foundation
Registrar

Level III

Data Information Specialist
Director of Business Services/B&TT
Director of Career Pathways
Director of Printing Services
Director of Public Relations
Director of Upward Bound
Manager of Hardware & Communications
Manager of Software Applications/Technology
Supervisor of Labor Relations & EEO/AA
Supervisor of Television Production and Telecourses

Level IV

Administrative Secretary to the President
Assistant Director of Facilities
Assistant Director of Student Activities
Bookstore Manager
Coordinator of Health & Safety
Coordinator of Human Resources
Coordinator of Human Resources
Coordinator of Telecommunications Systems/Engineering
Data Base Manager
Manager of Special Programs
Supervisor of Cashiers Office
Supervisor of Custodians

Supervisor of Finance/GRCC Foundation
Systems Analyst

Level V

None

Level VI

Administrative Secretary to the Director of Human Resources
Administrative Secretary to the Executive Vice President for Business & Financial Services
Administrative Secretary to the Provost & Vice President for Academic Affairs
Administrative Secretary to the Vice President of Organizational Development
Administrative Secretary to the Vice President of Student & Community Affairs
Programmer

Level VII

None

EXEMPT

Administrative Assistant to the President/Assistant Secretary to the Board of Trustees
Executive Assistant to the President
Executive Vice President for Business & Financial Services
President
Provost & Vice President for Academic Affairs
Vice President of Organizational Development
Vice President of Student & Community Affairs

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sexual orientation, political persuasion, gender, age, national origin, weight, height, marital status, non-disqualifying disability or status as a Vietnam Era veteran in any of its education programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and College policies and procedures, will assure all individuals opportunity for consideration/redress of complaints of illegal discrimination. Affirmation Action, Equal Employment Opportunity, and American Disabilities Act information may be obtained from the Supervisor of Labor Relations, AA/EEO, 404 B CPP, 143 Bostwick Ave. NE, Grand Rapids, MI. 49503-3295. Telephone 616 234-3453

