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**APPLIED TECHNOLOGY CENTER,  
BUSINESS & TECHNICAL TRAINING,  
& OCCUPATIONAL TRAINING**

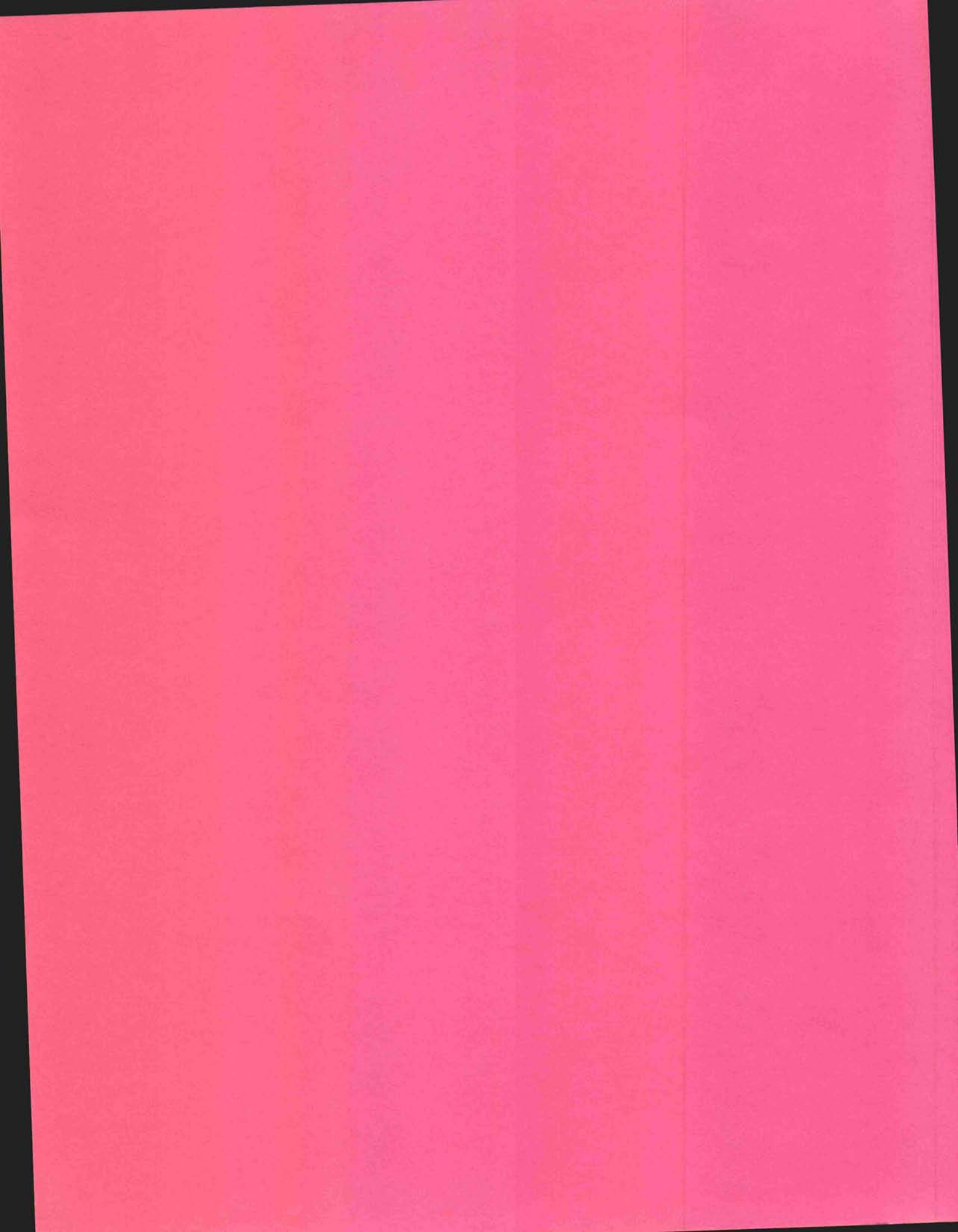
**FRINGE BENEFITS and COMPENSATION**

**(MEET AND CONFER GROUP - JT)**

*Grand Rapids Community College*

JULY 1, 1998  
Through  
JUNE 30, 2000

Michigan State University  
LABOR AND INDUSTRIAL  
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# Applied Technology Center/Business & Technical Training/ Occupational Training Employees (ATC/BTT/OT)

## INTRODUCTION

The following fringe benefits and compensation information is available to employees in the ATC/BTT/OT meet and confer group.

## ARTICLE 1 BENEFITS

### Section 1. INSURANCE

#### A. HOSPITAL-MEDICAL INSURANCE

1. Each full-time employee (employed at least 32.5 hours per week) is entitled to the insurance benefits described below:
  - a. Single or full family plan premium paid by the College
    - (1). Any plan may include a co-pay of \$5.00. The insurance carrier shall be designated by the College.

**OR**
    - (2). Each employee shall voluntarily have the right to enroll in an HMO program (Blue Care Network, Grand Valley Health, or other carriers as designated by the College) for coverage.

**OR**
    - (3). If an employee is not in need of such benefits, the College 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

**OR**
    - (4). Each employee may select additional coverage as authorized pursuant to the Insurance carrier's rules and regulations, paid by the employee via payroll deduction.
    - (5). Each employee must select her/his hospital/medical coverage based on coordination (need and family status) of benefits. The benefits are listed below:
      - (a). 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.

- (b). Employee and spouse
  - (c). Employee only
  - (d). Option plan
  - (e). None
- (6). Husband and wife both employed by the College and pursuant to their qualifications may select any of the above, but shall not receive double coverage.
2. The College will pay the premium as indicated below for the employee working as follows:
- a. Full-time (employed at least 32.5 hours per week): Full premium paid by the College.
  - b. Part-time (employed at least 20 hours but less than 32.5 hours per week): Premium to be paid by the College shall be prorated as determined by the percent of scheduled 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 their 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.
4. Hearing Aid coverage is available through the group health plan. See summary plan description booklet for information regarding the actual benefit.

**B. DENTAL/VISION REIMBURSEMENT PROGRAM**

- 1. The College shall provide reimbursement to each full-time employee (employed at least 32.5 hours per week) assigned to a position(s) for a duration of at least the academic year.
- 2. For dental care protection provided beginning July 1, 1998 and ending June 30, 2000, the College shall reimburse 90% of the actual charge which the employee paid.
- 3. For vision care provided beginning July 1, 1998 and ending June 30, 2000, the College shall reimburse the employee 90% of the actual charge which the employee paid.

DENTAL – Not to exceed \$1500.00 per fiscal year for full family.

VISION – Not to exceed \$500 per fiscal year for full family.

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

5. Services and materials covered:

<b>DENTAL</b> Not to exceed \$1500 per fiscal year for full family	<b>VISION</b> Not to exceed \$500 per fiscal year for full family
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	
Orthodontics \$1500 per lifetime per member (amount reimbursed is applied to the annual family limit)	
Oral Maxillofacial Surgery	
Periodontics	

6. 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 College policies, rules, etc...
	The cost of any service and/or material or of any combination thereof over the contracted reimbursement amount

7. 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 Personnel Office).
- b. The employee must pay the full cost for care protection and submit the following to the Personnel Office:
  - (1) An original bill or invoice (the bill or invoice must be itemized);
  - (2) Evidence of payment (i.e., copy of canceled check, itemized bill, paid receipt, or other document deemed acceptable by the College)
  - (3) A completed and signed "Dental or Vision Reimbursement Claim Form"
- c. The College shall process the claim according to its policies and procedures in effect for all other billings.

**C. 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 \$6,000 per month.
3. Maximum Period of Payment:

<u>Age at Disability</u>	<u>Maximum Period of Payment</u>
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.

#### **D. DEATH BENEFIT/LIFE INSURANCE**

1. Each full-time employee (employed at least 32.5 hours per week) shall be entitled to a death benefit and/or life insurance equal to one and one half (1½) times their current base salary. (The death benefit is likely to be taxable.)
2. Part-time employees (employed at least 20 hours but less than 32.5 hours per week) covered by this contract are entitled to a death benefit and/or life insurance of \$10,000. (The death benefit is likely to be taxable.)
3. Employees may receive a death benefit or life insurance:
  - During the time of employment (excluding layoff), or
  - While on sick leave, or
  - While on approved leave of absence not to exceed one year.

#### **E. 403B/457B Deferred Compensation**

In accordance with the College of Trustee's policy, employees may have their gross salary reduced by a given amount. This sum will be deducted from each employee's regular pay checks and such sums will be remitted to the company selected by the employee from the list of companies approved by the College.

#### **F. WORKER'S COMPENSATION**

Whenever an employee receives workers' 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 College, provided the employee is eligible for sick leave. During the first nine (9) months an employee is on worker's compensation there shall be no interruption of hospital/medical, vision, and dental benefits. After nine (9) months if an employee is still disabled they may, at the employee's cost, continue medical, dental, and vision insurance benefits according to the Federal law called COBRA. If an employee chooses not to continue insurance, benefits shall terminate.

#### **G. LIABILITY INSURANCE**

The College shall provide not less than \$100,000 liability insurance during the time he/she is employed (acting in the line of duty) by the College.

#### **H. TUBERCULIN SKIN TEST AND/OR X-RAYS**

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 College. The College shall specify which of the tests shall be administered. Each employee receiving the tuberculin test from the College must have the test read at the time and place designed at the time the test was given.

**Section 2. SCHEDULE OF WORK**

**A. HOLIDAYS**

<b>1998-1999</b>		
<b>DATE</b>	<b>DAY</b>	<b>HOLIDAY</b>
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
<b>1999-2000</b>		
<b>DATE</b>	<b>DAY</b>	<b>HOLIDAY</b>
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

1. Variable holidays for each year are designated as follows:

<u>1998-1999</u>	<u>1999-2000</u>
Morning of December 24	Morning of December 24
Morning of December 31	Morning of December 31
2. The following condition shall be met in order for full-time employees (employed at least 32.5 hours per week) to obtain holiday pay:
  - a. Employee must work the last scheduled work day prior to the holiday and commence work at the scheduled time the first scheduled work day after the holiday. This section shall not apply when there is a proven illness or injury or when a holiday falls within an employee's vacation.
3. If a non-exempt employee is required to work on any scheduled holiday, such employee shall be paid twice the employee's rate.
4. Part-time employees (employed at least 20 hours but less than 32.5 hours per week) scheduled to work shall be paid on a prorated basis according to the average number of hours worked.

**B. WORK LOAD**

1. The normal work load for full-time employees (employed at least 32.5 hours per week) shall be 40 hours per week.
2. Over Time/Compensatory Time
  - a. Non-exempt employees requested by their immediate supervisor to work over forty (40) hours per week will receive overtime pay at one and one-half (1½) times their rate, or may request compensated time.
  - b. Compensatory time shall be accumulated at straight time up to forty (40) hours per week and at the rate of one and one-half (1½) times for all hours worked over forty (40) hours per week.
  - c. Compensatory time may be accrued only to the extent allowed by law. Compensated time shall be utilized or converted to pay prior to transferring or changing positions or termination. In the last pay period of the fiscal year, any compensatory time over forty (40) hours (27 worked hours) in an employee's account will be paid.

**C. VACATION**

1. Full-time employees (employed at least 32.5 hours per week) shall earn vacation at the rate of one (1.25) day per one (1) full month of employment up to a maximum of 15 days per fiscal year. This entitlement can not be used until the beginning of the next fiscal year and must be used during the fiscal year in which they are awarded.

2. Full-time employees who have five (5) or more years of continuous service with Grand Rapids Community College shall earn vacation at the rate of 1.67 days per month up to a maximum of twenty (20) days per year.
3. Vacation shall be earned and computed on a fiscal year basis.
4. 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 (employed at least 32.5 hours per week) 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.
5. Scheduling of vacation must be approved by the immediate supervisor. Not more than ten (10) days can be taken consecutively. Requests for exemptions must be submitted to the immediate supervisor thirty (30) days prior to the beginning of the requested vacation date.
6. After a full year of employment a part-time employee will qualify for vacation credit at their rate of pay for the number of hours per day they are scheduled to work. Vacation credit for part-time (employed at least 20 hours but less than 32.5 hours per week) will be pro-rated on the number of hours they are scheduled to work per week.

**D. RETIREMENT**

Any employee who meets the requirement of the Michigan Public Schools Employees Retirement System and has completed at least ten (10) years of service with Grand Rapids Community College and Grand Rapids Public Schools prior to 07/10/91 shall receive upon retirement \$40.00 for each day of unused sick leave or \$45.00 per year of service, whichever is greater.

### **Section 3 - TUITION REIMBURSEMENT**

#### **A. GRAND RAPIDS COMMUNITY COLLEGE TUITION REIMBURSEMENT**

Grand Rapids Community College ATC/BTT/OT, their spouses, retired employees and their spouses, who enroll in and complete any course offered by the College will be reimbursed tuition and fees under the following conditions:

1. The full-time employee (employed at least 32.5 hours per week) and/or spouse shall be eligible after six (6) months of continuous employment prior to the beginning of the semester.
2. Employees on leave of absence shall not qualify for reimbursement.
3. For each full-time employee, the maximum hours of credit shall be twelve (12) per fiscal year. 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.
4. Satisfactory completion (grade "C" or better) of the course is required.
5. Tuition reimbursement is not available from any other source.
6. Course work may not interfere with the employee's assignment. Exception shall only be by approval of the President or his/her designee.
7. A Course Approval Application must be submitted to the Personnel Office at least ten (10) days prior to the beginning of the course.
8. Within thirty (30) days of completion of an approved course, the employee/spouse/retiree shall complete and submit to the Personnel 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.

#### **B. OTHER COLLEGE TUITION REIMBURSEMENT**

The College shall reimburse tuition to employees under the following conditions:

1. Only full-time employees (employed at least 32.5 hours per week) after six (6) months of continuous employment prior to the beginning of the semester may qualify.
2. Employees on leave of absence shall not qualify.
3. Course work may not interfere with the employee's assignment. Exception shall be made by approval of the President or his/her designee.
4. Any employee who is eligible to receive tuition reimbursement must be employed at the College when applying for and receiving payment.

5. Course Approval:
  - a. A Course Approval Application must be submitted 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. The courses must be related to the employee'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 employee must have a junior, senior, or graduate status. If a course is available at another institution (and no comparable course is available at Grand Rapids Community College) which could benefit the employee's work performance, an exception can be made with approval of both the Executive Director of ATC and the Executive Director of Personnel.
  - e. Written approval or disapproval shall be submitted to the employee.
6. Tuition Reimbursement Rates: (tuition and fees)
  - a. Courses taken at any institution shall be reimbursed the regular tuition rate charged, but shall not exceed \$250.00 per credit hour effective July 1, 1998.
7. Maximum number of hours per fiscal year (12 months) for tuition reimbursement are:
  - 12 credit hours, or
  - 18 term hours, or
  - A combination of the above, not to exceed the equivalent of either maximum

A two-year allotment may be taken simultaneously provided the employee is enrolled in a course or courses which begin in one fiscal year and terminate in the next fiscal year.
8. Tuition Reimbursement Application Procedure:
  - a. Pre-approval of the course by the Personnel Office must be obtained. (see #5. Course Approval)
  - b. The employee must satisfactorily complete the course with a grade of "C" or better.
  - c. Within ninety (90) days of completion of an approved course, the employee shall complete and submit to the Personnel 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.

## **Section 4. GRIEVANCE PROCEDURE**

### **A. DEFINITIONS**

1. A grievance shall be an alleged violation or improper application of any term of the Agreement.
2. Aggrieved Employee: An aggrieved employee is the person or persons making the claim.

### **B. 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.

### **C. PROCEDURE**

Employees who have a concern are encouraged to first discuss the matter with his/her supervisor in an attempt to resolve the matter informally.

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.

#### **1. Level One**

- a. 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.
- b. A written summary of their discussion shall be prepared by the supervisor within five (5) working days after the meeting.
- c. It is the employee's responsibility to inform the supervisor in advance if a meeting is to be considered a Level One grievance.

#### **2. Level Two**

- a. 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 summary prepared at Level One.
- b. Copies of this written grievance and Level I summary shall be submitted to the Executive Director of Personnel.
- c. Within five (5) working days of the filing date, the Executive Director of ATC will meet with the aggrieved employee and upon request of the employee, another ATC/BTT/OT representative, in an effort to resolve the grievance.

- d. A written answer shall be given by the Executive Director of ATC within five (5) working days after such meeting. Copies shall be given to the employee and the Executive Director of Personnel.
3. Level Three
    - a. If the aggrieved employee is not satisfied with the disposition of the grievance at Level Two, he/she may, within five (5) working days thereafter, submit the grievance to the Executive Director of Personnel.
    - b. Within ten (10) working days of the receipt of such grievance, the Executive Director of Personnel or designee will meet with the employee and upon request of the employee, an ATC/BTT/OT representative, to discuss the issues. A written answer shall be given by the Executive Director of Personnel within ten (10) working days after such meeting. A copy will be provided to the Executive Director of ATC.
  4. Level Four
    - a. 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.
    - b. Within fifteen (15) working days of receipt of such grievance, the Vice President of Human Resources will meet with the employee and, upon request, an ATC/BTT/OT representative, to discuss the issue. A written answer shall be given within ten (10) working days after such a meeting, with copies provided to the Executive Director of Personnel and the Executive Director of ATC.



**Section 5. LONGEVITY**

**A. LONGEVITY AWARDS**

Service longevity of \$500 shall be provided to each ATC/BTT/OT employee upon completion of ten (10) full years of Community College service and/or Grand Rapids Public Schools service prior to July 1, 1991. This shall be paid at the beginning of the eleventh fiscal year and each year thereafter. Subsequent payments shall be made on the following schedule:

Beginning of 11 <sup>th</sup> – 15 <sup>th</sup> year	\$500
Beginning of 16 <sup>th</sup> – 20 <sup>th</sup> year	\$750
Beginning of 21 <sup>st</sup> year	\$1000

## **Section 6. LEAVES OF ABSENCE (with and without pay)**

### **A. LEAVE WITHOUT PAY**

1. At the discretion of the College, 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 made in writing, signed by the employee and the Executive Director of ATC, and shall state the reasons for the leave. The "GRCC Application for Leave of Absence Without Pay" must accompany the written request. Approval or disapproval shall be given to the employee in writing. The supervisor, Vice President, and the Executive Director of Personnel must sign the form.
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, he/she 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.

### **B. LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT**

1. Requests for leaves of absence under the Family Medical Leave Act (FMLA) (hereinafter called "Act") shall comply with the law.
2. Employees are required to use their available vacation time during the twelve (12) week family leave, and available sick days shall be used when family leave is taken because of the employee's serious health condition.
3. 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.
4. The employer shall grant unpaid leaves of up to twelve (12) weeks for only those employees eligible under the law (currently defined as employees who have been employed at least twelve (12) months and who have worked a minimum of 1250 hours in the twelve (12) months previous to the leave) for the following reasons:
  - a. The serious health condition of the employee
  - b. The serious health condition of the employee's spouse, parent or child
  - c. The birth of a child
  - d. The placement of a child for adoption or foster care
5. Upon return from the leave within the twelve (12) week period, the employee shall be returned to the position held immediately before the leave began or to an equivalent position.

6. Medical, dental, and vision benefits will be continued during the leave under the same conditions and at the same level as if the employee were still at work. An employee who does not return at the end of the FMLA will be required to reimburse the College for the medical, dental, and vision expenses incurred.
7. Seniority, vacation, and longevity shall continue to accrue during the leave.
8. The employee shall have the right to take the leave on a reduced or intermittent schedule.
9. Whenever practicable, the employee will provide the employer at least thirty (30) calendar days written notice of the request for leave.
10. Employees must meet certification requirements under FMLA. The College may seek review of FMLA requests pursuant to employer rights under FMLA.
11. For the purpose of the FMLA, child includes any individual under eighteen (18) for whom the employee serves in loco parentis; a child over eighteen (18) who is incapable of self care because of a physical or mental disability; or a biological, adopted, or foster child.

### **C. LEAVE WITH PAY**

1. Sick Leave
  - a. Leave of absence with pay because of disability caused by injury or illness (hereinafter "sick leave") shall accumulate as follows:
    - (1). Employees will be granted one day per month of employment credited in advance each fiscal year.
    - (2). Employees are not eligible for sick leave with pay until the completion of six (6) months of continuous employment, at which time six (6) days will be credited.
    - (3). Unused paid sick leave time accumulates without limitation.
    - (4). In the event an employee terminates employment and has overdrawn on the advanced paid sick leave days, the overdrawn amount shall be deducted from the employee's final pay. In the event an employee does not work sufficient months to earn the advanced paid sick leave, the accumulated sick leave will be adjusted accordingly.
  - b. Accumulated sick leave time may be used for:
    - (1). Absence from work because of disability caused by personal injury or illness or on orders of a physician.
    - (2). Normal dental and medical appointments which cannot be scheduled after working hours. Every effort should be made to schedule such appointments so as to not conflict with work schedules.

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

2. Bereavement

- a. In the event of the death of a spouse, child, father, mother, brother, sister, step of above; father, mother, brother, sister, daughter and son in-laws; grandparent, grandchild and spouse's grandparent, an employee will be granted paid leave, not chargeable to accumulated sick leave, not to exceed five (5) days.
- b. Paid leave time for the death of other relatives and friends shall not exceed two (2) working days, and not exceed four (4) working days in a fiscal year.
- c. Any additional days must be deducted from accumulated leave with the supervisor's approval.

3. Approval Process for all paid leaves

- 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, which ever 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 the 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 requirements.
- d. Accumulated sick leave ends upon severance or suspension of employment except when a leave of absence has been granted.

4. Personal Business Leave Day

Each employee is entitled to one (1) personal leave day (non-accumulative) day per fiscal year. The College agrees that such leave may be used under the following conditions:

- a. The employee must be a full-time employee having been continuously employed for at least six (6) months.

- b. The employee shall submit a request on the application form ("Personal Business Leave With Pay Request For Grand Rapids Community College Staff") at least five (5) working days in advance of the anticipated absence except in cases of emergency. In case of an emergency, the employee shall apply as soon as possible. The form must be filed with the immediate supervisor.
- c. Such leave shall not be used for seeking other employment, rendering services or working either with or without remuneration, or for recreational purposes.
- d. Such leave shall not be granted for the first or last days of the academic year, nor on the first working days preceding or following a vacation period or Holiday.
- e. Such leave shall not be used in lieu of sick leave time.

5. Jury Duty

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 court proceedings.

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 the Grand Rapids Community College. Payments are to be forwarded to the Personnel Office.

## **Section 7. AUTO PROTECTION AND PARKING**

### **A. AUTOMOBILE VANDALISM AND/OR THEFT**

Reimbursement to the employee for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:

1. The employee is acting in the line of duty when such loss occurs and the automobile is parked in the designated area assigned by the appropriate college administrator.
2. Such loss occurs during the time the staff member was acting in the line of duty.
3. The employee's insurance carrier or the staff member has paid claim (during the duration of this Agreement under conditions 1. and 2. above) except the College will pay the first \$100.00 of the claim or the claim whichever is less.
4. The items damaged or stolen are attachments to and are regular accessories of the vehicle. Note: Tapes, CD's, cellular phones, and add-on audio equipment systems are not considered to be a regular accessory.
5. The automobile was secured (windows locked, door locked).
6. The damage was properly reported to campus security immediately after the discovery of loss.
7. The employee signs the claim form stating the damage and/or loss was to the best of that employee's knowledge, done while he/she was acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from reputable local businesses shall be attached. The forms will be obtained from the Financial Services Office.

### **B. PARKING**

Free Parking shall be provided to the employees of Grand Rapids Community College.

## **Section 8. EMPLOYEE ASSIGNMENTS**

### **A. PERMANENT REDUCTION IN STAFF**

Should it become necessary to permanently reduce staff, the affected employee will receive thirty (30) calendar days written notice of his/her last paid work day. The employee shall receive all accrued vacation pay.

### **B. SPECIAL ASSIGNMENTS**

It may be necessary to add personnel for a specific assignment or as a consultant, whose remuneration will not necessarily follow the salary and benefits structure in this policy.

### **C. JOB RECLASSIFICATION REQUESTS**

If an employee's responsibilities have changed significantly and in discussion with the Executive Director of ATC, it is mutually agreed these changes warrant a reclassification study, a request should be put in writing by the Executive Director of ATC and forwarded to the appropriate Executive Budget Control Officer (EBCO). A copy of this request will be provided to employee.

If the EBCO approves the request for a reclassification study, the Executive Director of Personnel is notified in writing to conduct a job classification study.

Such requests will be administered according to the College's process for conducting reclassification requests.

The employee will be notified in writing, within sixty (60) days of the supervisor's written request, regarding the approval, denial or current status of the request.

**ARTICLE II  
COMPENSATION**

**1998-99**

**3% Increase**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
<b>98-99</b>												
<b>Technical Assistant</b>	\$16,779	\$17,949	\$19,120	\$20,291	\$21,336	\$22,384	\$23,428	\$24,466				
<b>Support I</b>	\$24,973	\$26,144	\$27,317	\$28,488	\$29,667	\$30,781	\$31,845	\$32,866				
<b>Support II</b>	\$32,638	\$34,342	\$36,098	\$37,854	\$39,612	\$41,337	\$43,058	\$44,765				
<b>Support III/Spec</b>	\$40,783	\$42,539	\$44,294	\$46,051	\$48,394	\$50,149	\$51,988	\$53,663	\$55,451	\$56,631	\$58,574	\$60,081
<b>Instructor</b>	\$40,783	\$42,539	\$44,294	\$46,051	\$48,394	\$50,149	\$51,988	\$53,663	\$55,451	\$56,631	\$58,574	\$60,081

**1999-2000**

**3% Increase**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
<b>99-00</b>												
<b>Technical Assistant</b>	\$17,282	\$18,487	\$19,693	\$20,900	\$21,977	\$23,055	\$24,131	\$25,200				
<b>Support I</b>	\$ 25,723	\$26,929	\$28,136	\$29,342	\$30,557	\$31,704	\$32,800	\$33,852				
<b>Support II</b>	\$ 33,617	\$35,373	\$37,181	\$38,989	\$40,800	\$42,577	\$44,350	\$46,108				
<b>Support III/Spec</b>	\$ 42,006	\$43,815	\$45,623	\$47,433	\$49,845	\$51,653	\$53,548	\$55,273	\$57,115	\$58,330	\$60,331	\$61,883
<b>Instructor</b>	\$ 42,006	\$43,815	\$45,623	\$47,433	\$49,845	\$51,653	\$53,548	\$55,273	\$57,115	\$58,330	\$60,331	\$61,883

*The date for step (increment) movement for the duration of this contract is the first pay period of the fiscal year.*



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**ARTICLE III  
DURATION**

This Agreement shall be for a period of two (2) years beginning July 1, 1998 and terminating June 30, 2000.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on behalf of their duly authorized representatives as of the 22 day of June, 1998.

*Cami Zawacki*

Cami Zawacki, Chief Negotiator

*Terry Nowak*

Terry Nowak, Chief Negotiator

*Tom Boozer*

Tom Boozer, Negotiating Team Member

*Jeff Danner*

Jeff Danner, Negotiating Team Member

*Sharon Gates*

Sharon Gates, Negotiating Team Member

*Dave Piggott*

Dave Piggott, Negotiating Team Member

*Shelley McFarren*

Shelley McFarren, Negotiating Team Member

*Jerry Winkhart*

Jerry Winkhart, Negotiating Team Member

*Vicki Janowiak*

Vicki Janowiak, Negotiating Team Member

**EQUAL OPPORTUNITY AND NON-DESCRIMINATION**

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

