

5850

6/30/2000

AGREEMENT

between the

BOARD OF TRUSTEES

of

GRAND RAPIDS COMMUNITY COLLEGE

and the

COLLEGE EMPLOYEES BENEFIT ASSOCIATION

**Wages and Benefits
1997-2000**

Grand Rapids Community College

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

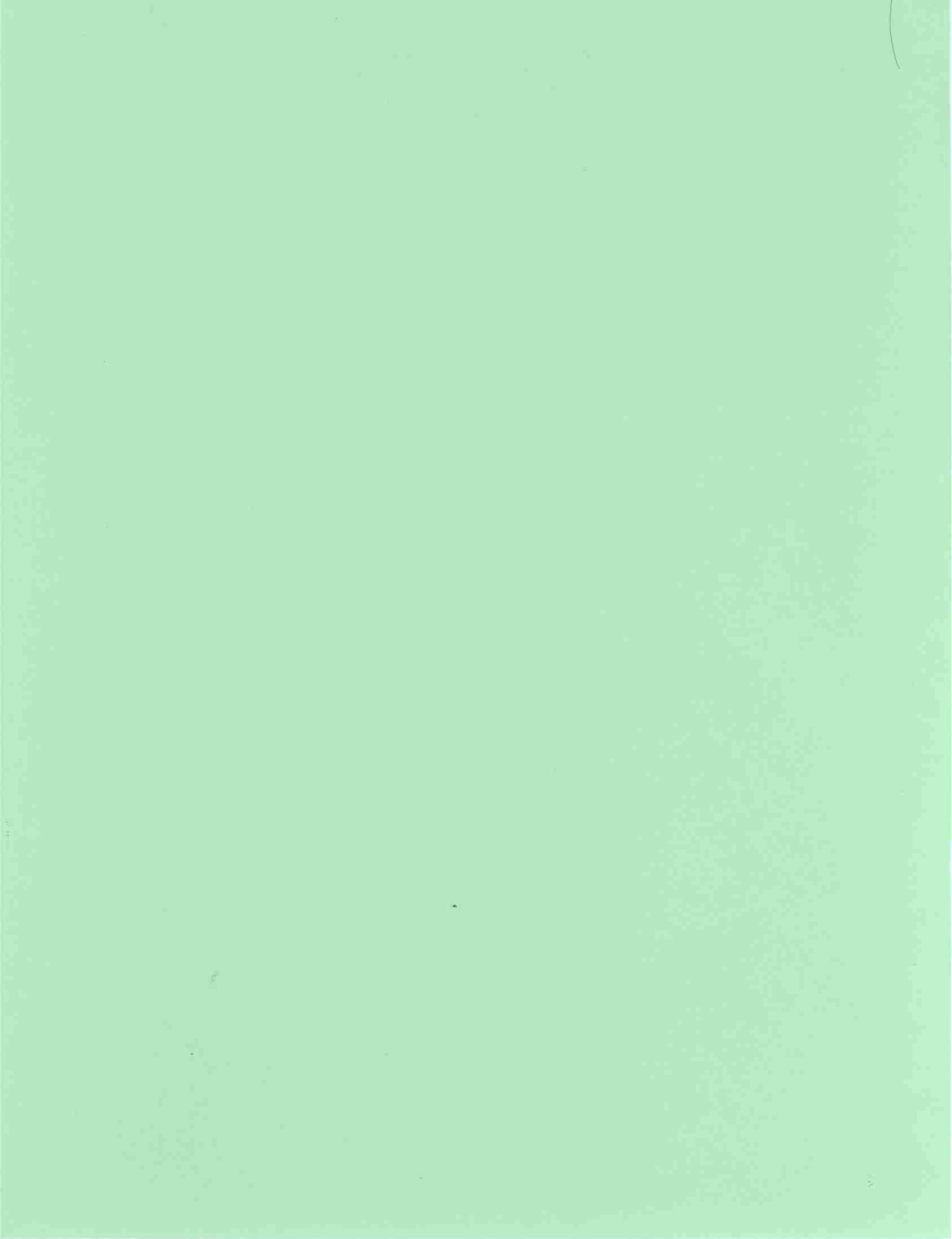


TABLE OF CONTENTS

	Page
AGREEMENT	1
ARTICLE I REFERENCE TO ACT 379	1
Act 379	1
Recognition of Obligations	1
ARTICLE II RECOGNITION	2
Recognition of Bargaining Unit	2
Acknowledgement of Agreement	2
Association Security	3
Payment of Dues, Fees, Assessments	3
Manner of Payment	3
Dismissal for Non-Payment	3
New Employees	4
ARTICLE III EMPLOYEE AND ASSOCIATION RIGHTS	5
Right to Organize	5
Use of Board Facilities	5
Negotiating Committee	5
Time Off for Grievances	5
Association Activities	5
ARTICLE IV BOARD RIGHTS AND RESPONSIBILITIES	6
Responsibilities	6
Authority	6
Administrative Staff	6
ARTICLE V GRIEVANCE PROCEDURE	7
Definitions	7
Purposes	7
Procedure	8

ARTICLE VI	WAGES	11
	Wage Schedules	11
	Step Progression	11
	Longevity	11
	Shift Premium	12
	Special Assignment Pay	13
	Emergency Duty Pay	15
	Payroll	15
	Overtime	15
	Temporary Assignment Pay	16
	Promotion	16
	Classification Pay	16
ARTICLE VII	OTHER BENEFITS	17
	Travel Reimbursement	17
	Tuberculin Skin Tests and/or X-Rays	17
	Insurance	17
	Hospital-Medical	17
	Dental-Vision Program	19
	Death Benefit	21
	Workers' Compensation	21
	Long Term Disability	22
	Uniforms	23
	Safety Equipment	23
	Licenses	24
	Assault	24
	Termination of Benefits	24
ARTICLE VIII	VACATION AND HOLIDAYS	26
	Vacations	26
	General Conditions	26
	Length of Vacation for Full-Time Employees	26
	Holidays	27
	General Conditions	27
	Number of Days for 41-52 Week Employees	27
	Number of Days for 32-40 Week Employees	29
	Variable Holiday Schedule	30
	Employees Not entitled to Holiday Pay	30

ARTICLE IX	OTHER TIME OFF ALLOWANCES	31
	Personal Days	31
	Sick Days	31
	Bereavement	32
	Approval of Sick Leave/Bereavement Leave	32
	Jury Duty	32
ARTICLE X	LEAVE OF ABSENCE	33
	Leaves Under the Family and Medical Leave Act (FMLA)	33
	Other Leaves (Non FMLA)	33
	General	33
	Selective Service	34
	Adoption/Foster Care Leave	34
	Other Leaves	34
ARTICLE XI	SENIORITY, LAYOFF, RECALL & DISCIPLINARY ACTION	35
	Definitions	35
	Seniority	35
	Layoff and Recall Procedure	36
	Disciplinary Action	36
	Transfers	37
ARTICLE XII	HOURS OF WORK	38
	Work Schedules	38
	Normal Work Week and Assignment	38
	Rest Period	39
	Cleanup	39
	Time Away From The Job	39
	Extended Work Year	39
ARTICLE XIII	MISCELLANEOUS	41
	Posting	41
	Tuition Reimbursement	41
	Agreement Copies	42
	Automobile Vandalism and/or Theft	42
	Retirement Benefit	43

ARTICLE XIV	STRIKES AND PENALTIES	44
No Strike		44
Employee Penalty		44
Association Penalty		44
ARTICLE XV DURATION		45
Duration		45

APPENDIXES

Appendix A	46
Operations	46
Custodian I	
Custodian II	
Custodian III	
Head Custodian I	
Head Custodian II	
Head Custodian III	
Building Manager I	
Building Manager II	
Building Manager III	
Grounds Laborer I	
Grounds Laborer II	
Grounds Laborer III	
Grounds Maintenance I	
Grounds Maintenance II	
Grounds Maintenance III	
Grounds Manager	
FOOD SERVICE	46
General Production & Utility	
Cashier	
Receiving Clerk	
Lunchroom operator	
H.E.D. Dishwasher/Utility	
Production/Cashier	
Summer Production	
MAINTENANCE	46
Carpenters	
Electricians	
Heating and Air Conditioning	
Painter	
Energy Management Systems Operation	
Electronics Technician	
Tradeshelper	
Plumber	
Shipping and Receiving Clerk	
Shipping and Receiving Agent	
Building Maintenance I	
Building Maintenance II	
Building Maintenance III	
City and State Licensed Plumber	

City and State Licensed Heating and Air Conditioning
City and State Licensed Electrician

PRINTING SERVICES

47

Plant Manager
Printing Services Technician I
Printing Services Technician II
Printing Services Technician III

APPENDIX B

WAGE SCHEDULES

48

AGREEMENT

THIS AGREEMENT is made and entered into on this first day of July, 1997, by and between the **GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES** (hereinafter called the Board) and the **GRAND RAPIDS COMMUNITY COLLEGE EMPLOYEES BENEFIT ASSOCIATION** (hereinafter called the Association).

ARTICLE I

REFERENCE TO ACT 379

A. ACT 379

This Agreement is negotiated under Act 379 of the Michigan Public Acts of 1965, to establish the wages, hours and other conditions of employment in the bargaining unit. Both parties recognize and will encourage economy, efficiency of operation, maintenance of high standards, cleanliness and elimination of waste, protection of school property and the safety of employees.

B. RECOGNITION OF OBLIGATIONS

The Board of Trustees and the Association recognize their mutual obligations pursuant to Act 379 to bargaining collectively with respect to hours, wages, fringe benefits and conditions of employment. Agreement has been reached between the parties hereto. The terms thereof have been ratified by the Board of Trustees and the Grand Rapids Community College Employees Benefit Association.

ARTICLE II

RECOGNITION

A. RECOGNITION OF BARGAINING UNIT

The Board recognizes the Association as the sole and exclusive bargaining representative for all of the Board's non-supervisory employees (hereinafter called "employee") in the following departments:

1. Operations
see appendix A for positions
2. Food Service
see appendix A for positions
3. Maintenance
see appendix A for positions
 - a. Printing Services
see appendix A for positions

Excluding

All temporary (less than thirty [30] days) employees, Supervisors, Administrative Technical Support staff and all other positions in the Grand Rapids Community College.

B. ACKNOWLEDGEMENT OF AGREEMENT

The parties acknowledge that during the negotiations which result in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the areas of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this agreement. Therefore, the Board and the Association for the life of this Agreement voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter which was negotiated but no agreement was reached. Matters of common concern may be subject to negotiations during the period of this Agreement upon the request and mutual agreement of both parties.

C. ASSOCIATION SECURITY

1. Payment of Dues, Fees, and Assessments

Employees covered by this Agreement shall not be required to become members of the Association. Those employees, as a condition of employment, however, are required to pay fees to the Association in the same amount and under the same conditions as dues and assessments paid by members of the Association.

2. Manner of Payment

- a. Prior to December 1, the Association shall notify the Executive Director of Personnel of the College in writing, of the amount of dues, fees, and assessments for the following year.
- b. Upon written authorization from the employee and in a form consistent with the laws of Michigan, each month the Board will deduct the amount of dues, fees and assessments from the employee's paycheck and within ten (10) working days thereafter shall remit such deduction to the Association. The Board shall honor all existing authorization forms presently in its possession where permissible under Michigan law.
- c. Where possible, deductions shall be made from the employee's paycheck reflecting the last pay period of each month.
- d. At the time the total monthly deductions are remitted, the Board shall provide the Association with a list of names of the employees from whom such deductions were made.
- e. An employee may pay dues, fees and assessments directly to the Association in lieu of payroll deductions. The names of such employees shall be submitted by the Association to the Executive Director of Personnel as soon as possible following the payment.

3. Dismissal for Non-Payment

- a. In the event an employee fails to pay the dues, fees, or assessments established by the Association (as authorized by this agreement), the Association may submit to the Board a written request signed by the Association President, that the employee be dismissed. If, within ninety (90) days after the Board's receipt of the request, the employee fails to pay the dues, fees, or assessments, the Board shall immediately dismiss the employee.
- b. In the event the Board, acting on the request of the Association, discharges or attempts to discharge an employee for failure to comply with the provisions of Article II, Section C., the Association shall indemnify the Board against any

and all claims, demands, suits or other forms of liability of whatsoever kind and nature that shall arise out of action taken by the Board for the purposes of complying with the provisions of this agreement.

4. New Employees

- a. Within thirty (30) days of employment, the Board shall provide the Association Treasurer with the name of each and every employee assigned to any position which is represented by the Association.
- b. The Office of the Executive Director of Personnel shall provide each employee with the current Board's GRCCEBA contract.
- c. Dues, fees, and assessment deductions for new employees shall begin no later than the next regular payroll deduction date following thirty (30) days of employment.

ARTICLE III

EMPLOYEE AND ASSOCIATION RIGHTS

A. RIGHT TO ORGANIZE

Each employee shall have the right to organize, join and support the Association for the purpose of engaging in lawful activities as permitted under State and Federal laws.

B. USE OF BOARD FACILITIES

The Association and its members shall have the right to use the Grand Rapids Community College's building facilities at reasonable times and hours for meetings when such buildings are open and operating staff are on duty. The Association and its members may also use Board office equipment, but not supplies, so long as such use does not interfere with the operation of the College. The Association may post Association notices on a bulletin board designated for such purpose.

C. NEGOTIATING COMMITTEE

The Board agrees to recognize a negotiating committee of the President, Vice-President, Secretary and one (1) member from each of the three (3) departments unless changed by mutual agreement between the Board and the Association. The Association shall furnish to the Board through the Executive Director of Personnel a written list of the members of the negotiating committee. The negotiating committee shall represent the Association in meetings with the Board for the purpose of collective bargaining in the administration of this Agreement.

D. TIME OFF FOR GRIEVANCES

In the event a steward and/or an employee of this unit is requested by the administration to act upon a grievance during working hours, he/she shall notify his/her department head before he/she leaves and upon returning, report to said department head. The Board shall pay the officer member(s) and/or the employee at their regular rate for all time spent during their regular working hours in processing grievances and collective bargaining in accordance with the provisions of this Agreement. Times spent by the employee beyond regular hours shall not mandate overtime payment.

E. ASSOCIATION ACTIVITIES

No employee will engage in Association activities during working hours unless permitted within this Agreement or by permission from his/her immediate supervisor. Employees shall, however, be permitted to engage in activities during working hours pertaining to grievance matters and matters related to the implementation and administration of this Agreement. With the approval of the Executive Director of Personnel, employees shall also be permitted to engage in the preparation of contract proposals and negotiations.

ARTICLE IV

BOARD RIGHTS AND RESPONSIBILITIES

A. RESPONSIBILITIES

The Board, on its own behalf and on behalf of the electors of the Community College district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Community College Law and the Constitution of the State of Michigan and/or the United States. Such rights, duties, etc. shall include, by way of illustration and not by way of limitation, the right to:

1. Manage and control its business, its equipment and its operations and to direct the working forces and affairs of the College.
2. Continue its rights, policies and practices of assignment and direction of its personnel, determine the number of personnel and scheduling of all foregoing, but not in conflict with specific provisions of this Agreement.

B. AUTHORITY

The Association recognizes that the Board of Trustees is legally responsible for the operation of the College, and that the Board has the necessary authority to discharge all of its responsibilities subject to laws mentioned and to the provisions of this Agreement.

C. ADMINISTRATIVE STAFF

In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies; the construction, acquisition and maintenance of the College buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion and termination of employees; and the establishment and revision of Rules and Regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law. No actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which violate the express terms of this Agreement unless mandated by law.

ARTICLE V

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" is a claim, by one (1) or more employees, of the Association, of improper application of this Agreement.
2. An "aggrieved" employee is the employee(s) who is/are directly affected and therefore, will make the claim.
3. An "Association grievance" exists and may be filed at level two (2) by the Association in the following circumstances:
 - a. The Association rights have been allegedly violated.
 - b. When more than one (1) employee in a given department has the same claim, and all employees in the department are affected by the alleged violation of the agreement, the Association may file the grievance as an "Association grievance" on behalf of that department. This "Association grievance" must be signed by ten percent (10%) of that department but not less than two employees.
 - c. When an employee has a claim and all employees in the Association are equally and directly affected, the Association may file the grievance as an "Association grievance" on behalf of all employees.
 - d. The Association may file an "Association grievance" for any other grievance provided mutual agreement is established in writing between the Association Grievance Chairperson and the Executive Director of Personnel or designee.

B. PURPOSES

1. 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 this procedure.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement and such adjustment shall be submitted, in writing, to the Association President within ten (10) working days of the action.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered maximum and every effort should be made to expedite the process. If appropriate action is not taken by the aggrieved within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. In the event the written answer is not submitted in the time specified, the aggrieved may proceed to the next level. The time limits specified may, however, be extended by mutual agreement, in writing, between the Association President and the Executive Director of Personnel and/or designee.

A supply of grievance forms shall be on file with the Association and the Office of Executive Director of Personnel.

1. Level One

- a. An employee may, within ten (10) working days of the occurrence of the grievance, orally discuss the matter with the immediate supervisor with the objective of resolving the matter informally. If the aggrieved is not satisfied with the disposition and wishes to further pursue the matter, he/she shall file the grievance in writing. The written grievance must be submitted to the Director of Facilities Management, Director of Printing Services, Director of Purchasing or the Director of Food Service (whichever is appropriate) within fifteen (15) working days of the occurrence of the grievance.
- b. Within five (5) working days of the filing date, the director or his/her representative will meet with the aggrieved and/or the representative in an effort to resolve it. A written answer shall be given within five (5) working days after such meeting.
- c. This level may be waived by mutual consent of the Executive Director of Personnel and Association President or designee.

2. Level Two

- a. If the aggrieved after receipt of the written answer from Level One is not satisfied with the disposition of the grievance at Level One, paragraph b, a letter shall within five (5) working days thereafter be transmitted by the employee to the Executive Director of Personnel or his/her designee stating a desire to pursue the grievance to Level Two. At this level, the grievance or letter must be co-signed by the aggrieved and the Association.
- b. Within ten (10) working days of receipt of such grievance, the Executive Director of Personnel and/or designee will meet with the aggrieved and a GRCCEBA representative to discuss the issues. A written answer shall be

given to the aggrieved and the GRCCEBA representative within twenty (20) working days after receipt of such grievance.

- c. An Association grievance commencing at this level shall be filed within ten (10) days of the alleged occurrence of such grievance.

3. Level Three

- a. If the aggrieved after receipt of the written answer from Level Two is not satisfied with the disposition of the grievance at Level Two, paragraph b, a letter shall within five (5) working days thereafter be transmitted by the employee to the Vice-President of Human Resources stating a desire to pursue the grievance to Level Three. At this level, the grievance or letter must be co-signed by the aggrieved and the Association.
- b. Within ten (10) working days of the receipt of such grievance, the Vice-President of Human Resources will meet with the aggrieved and a GRCCEBA representative to discuss the issues. A written answer shall be given to the aggrieved and the GRCCEBA representative within twenty (20) working days after receipt of such grievance.

4. Level Four

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level Three, he/she shall within five (5) working days thereafter, transmit this matter by letter to the Secretary of the Board or to the College President (employee's choice) with a statement of reasons why it is being appealed.
- b. If submitted to the Board, at the next regular meeting, the Board shall consider the grievance or may designate one (1) or more of its members to hold the hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board of Trustees or Board Committee shall make final decision thereon within fifteen (15) days thereafter.
- c. If submitted to the College President, within fifteen (15) working days of the receipt of such grievance, the President will meet with the aggrieved and a GRCCEBA representative to discuss the issues. A written answer shall be given to the aggrieved and the GRCCEBA representative within twenty-five (25) working days after receipt of such grievance.

5. Level Five

- a. If the decision of the Board or College President is not satisfactory to the aggrieved, the grievance may be submitted to arbitration by written notice

given by the Association within fifteen (15) days after receipt of the Board's or College President's decision. An impartial arbitrator shall be promptly selected by the parties from a panel of five (5) qualified persons prepared by the Michigan Labor Mediation Board in accordance with its procedures.

- b. The power of the arbitrator shall be limited to the interpretation of application of the express terms of this Agreement and he/she shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be binding on all parties involved.
 - c. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association if part of the requested relief is obtained. Such fees and expenses shall be paid by the losing party if none of the relief requested by the party is obtained. All other expenses shall be paid by the party incurring them and neither party shall be responsible for the expenses of witnesses called by the other.
6. The failure of an aggrieved person to proceed from one (1) step of the grievance procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the same grievance. Time limits may be extended by mutual agreement of the aggrieved and the Board provided such extension is requested within the time limits of the above procedure. Such agreement shall be placed in writing by the requesting party and mailed to the other party as soon as possible following mutual agreement.
7. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation that he/she may have received from any source of a like nature during the period of the back pay.

ARTICLE VI

WAGES

A. WAGE SCHEDULES

7-1-1997 to 6-30-1998	7-1-1998 to 6-30-1999	7-1-1999 to 6-30-2000
(See Appendix B)		

The pay date for any salary increase is the first pay period of the fiscal year.

B. STEP PROGRESSION

The annual progression from step to step within an employee's classification shall be based on evaluation review. At the beginning of each fiscal year (for dates, see Article VI, Section A), an increment will be granted (i.e., payment of wages for work completed on or after the dates indicated) unless denied, in writing, for evaluation purposes. Each employee denied an increment may, at the discretion of the administrator, be granted an increment any time thereafter. Each employee is eligible for subsequent step increases each year until such employee reaches the maximum step of the salary schedule.

C. LONGEVITY

1. All full-time employees and those part-time employees employed by the Grand Rapids Public Schools and Grand Rapids Community College on or before June 30, 1987, who have completed the years of service stated, shall be paid longevity in the amounts indicated:

Longevity	1997-1998	1998-1999	1999-2000
5 years	\$190.00	\$195.00	\$200.00
10 years	\$380.00	\$390.00	\$400.00
15 years	\$565.00	\$580.00	\$595.00
20 years	\$755.00	\$775.00	\$795.00
25 years	\$875.00	\$895.00	\$915.00

2. Part-time employees employed by the Grand Rapids Public Schools and/or Grand Rapids Community College after June 30, 1987, who have completed the years of service stated above shall be paid longevity in the amounts indicated prorated as follows:

4 - 5 1/4 hours/day	1/2 payment
5 1/2 - 6 1/4 hours/day	3/4 payment
6 1/2 hours/day & over	full payment

3. For purposes of this section, a full-time employee is defined as an employee working 32.5 or more hours per week; a part-time employee is defined as an employee working at least 20 hours but less than 32.5 hours per week. Hours per week shall be computed based on the 12 months preceding the first pay date of December.
4. Longevity will be paid the first pay date of each December for the previous fiscal year.
5. Years of service shall be computed as of the July 1 preceding the first December pay date. If an employee was employed six months or more in the first fiscal year (July 1 - June 30) in which employed, this employment shall be counted as a full year of service.
6. Employees whose employment terminates for any reason, other than disciplinary action, prior to the first pay date in December, shall be paid longevity at the time of termination of employment prorated to the time of termination through the last full month of employment. In the event employment terminates due to the death of the employee, the employee's longevity benefits shall be paid to the designated beneficiary (on file) of the employee.

D. SHIFT PREMIUM

1. Employees working the first shift (reports 5:00 a.m. - 9:00 a.m.) shall not receive a shift premium.
2. Employees working the second shift (reports 2:00 p.m. - 5:00 p.m.) shall receive the following per hour over the employee's regular rate for the hours worked

SECOND/EVENING SHIFT PREMIUM

1997-1998	1998 -1999	1999-2000
.50	.50	.50

3. Employees working on the third shift (reports 9:00 p.m. - 11:00 p.m.) shall receive the following per hour over the employee's regular rate for the hours worked

THIRD/NIGHT SHIFT PREMIUM

1997-1998	1998-1999	1999-2000
.55	.55	.55

4. Each employee regularly assigned to a second or third shift shall receive the shift premium for the entire year, unless the position is a multi-shifted position.

E. SPECIAL ASSIGNMENT PAY

Any employee working in any of the following categories shall receive the amount designated over his/her regular hourly rate:

1. Maintenance:

<u>Maintenance/Printing Services</u>			
	1997-1998	1998-1999	1999-2000
Leadperson	.85	.85	.85
*Group Leader	.61	.61	.61
Paint Sprayer/Sign Painter	.53	.53	.53
**Master Plumber	.53	.53	.53
**Master Mechanic	.53	.53	.53
**Master Electrician	.53	.53	.53
Licensed Contractor of record for city permits***	\$500.00 per quarter	\$500.00 per quarter	\$500.00 per quarter
Locksmith****	.53	.53	.53
Hazardous Materials Handler	.53	.53	.53

*** Any employee who cannot obtain a license to engage in his/her licensed skilled trades or occupation for work performed outside of employment with the Board shall be compensated by the Board as follows: \$2000.00 in equal installments of \$500.00 each payable quarterly during the fiscal year on the first pay date of July, October, January and April.

**** Maximum of 16 hours per week.

2. Operations:

<u>Operations</u>			
	1997-1998	1998-1999	1999-2000
Leadperson	.85	.85	.85
Group Leader	.61	.61	.61
Pool Maintenance	.53	.53	.53
Leadperson Grounds	.85	.85	.85
*Group Leader Grounds	.61	.61	.61
Landscaper	.51	.51	.51
Custodial Equipment Repair	.78	.78	.78

3. Food Service:

Food Service			
	1997-1998	1998-1999	1999-2000
Group Leader and/or Head Cashier	.61	.61	.61
Leadperson	.85	.85	.85

* Defined as: Any employee assigned by management to assume "leadperson" responsibility on a temporary basis of three (3) or more persons in a same and/or lower classification.

** The assignment of more than one (1) person shall be at the option of the Board.

F. EMERGENCY DUTY PAY

1. Any employee, part-time or full-time, who is called out by the administration for **EMERGENCY** duties, shall receive a minimum of two (2) hours of pay for such duty. Said time will be computed to the nearest quarter hour from the time the employee receives the call to attend the emergency until such time the employee returns to his/her home. Such hours shall be computed at time and one-half of his/her normal rate.
2. In the event a grounds employee is called and requested to report to work prior to 5:00 a.m., such employee shall be paid from the time of such call.

G. PAYROLL

1. All paychecks for each given building shall be placed in an envelope and given to the Head Custodian or Building Manager for distribution in that building.
2. When an administrative error results in overpayment, repayment by the employee shall be arranged over a period of time no longer than the period that the overpayment was made, unless altered by mutual agreement between the employee and the administration. The employee has the right to have Association representative present in discussing this matter.

H. OVERTIME

1. The official work week of the Board employees shall be no more than forty (40) hours per week. When an employee is regularly assigned to work eight (8) hours or less per day, all hours worked over eight (8) hours per day shall be paid at the rate of one and one-half (1-1/2) times the regular rate of pay. For those employees regularly assigned to work over eight (8) hours per day, overtime will be calculated after forty (40) hours in a work week. Positions in which employees are regularly scheduled to work more

than eight (8) hours per day shall be posted and filled as specified and provided in Article XII. In no event shall overtime hours be paid more than once. Employees (not normally scheduled to work) working on any designated holiday shall receive pay consisting of one and one-half (1-1/2) times the rate of regular pay.

2. Comp time may be substituted for overtime pay at the employee's option up to a maximum of 60 hours plus those hours carried over from the previous fiscal year. In the last pay period of the fiscal year, any comp time in the employee's account will be paid down to sixteen hours. Up to sixteen hours can be carried over to the next fiscal year.
3. The Board shall provide equal opportunity to those qualified in each department for overtime work. Vacation time, holiday with pay time, other leave of absence with pay and official sick leave with pay shall be considered working hours but shall not exceed the normal regularly scheduled hours per day.
4. Each employee is entitled to "reasonable" advance notice of the necessity to work overtime. Each employee receiving less than one (1) hour notice shall not be required to work overtime, unless it is declared an emergency by the administration.
5. Special assignment pay - All overtime hours shall include any special assignment pay that the employee receives during his/her regular hours.
6. Food Service employees who work hours other than their regular hours for a special function shall be paid special function rate of \$13.00 per hour for those which they are not paid overtime.

I. TEMPORARY ASSIGNMENT PAY

- A. Any employee promoted, assigned or asked by the administration to do any job in a higher pay range shall receive the pay according to (1) or (2) below:
 1. If the higher position is open for 10 days or less for any reason, the person asked to perform those duties shall receive the equivalent of lead person special assignment pay for those days worked, as soon as he/she starts to perform the extra duties and accepts responsibility of the job.
 2. After 10 days, the College will pay Step I of the higher position.

J. PROMOTION

Any employee who is promoted to a position which carries a higher wage shall be moved by moving horizontally across dollar wise, into the new schedule, then up a step, as soon as he/she accepts the responsibility of the higher position.

K. CLASSIFICATION PAY

Employees regularly employed in two (2) or more classifications shall be paid according to the salary schedule of and in proportion to the work in each classification.

ARTICLE VII

OTHER BENEFITS

A. TRAVEL REIMBURSEMENT

1. Maintenance personnel shall receive amount per mile required to use their own automobile for travel between College buildings in their work. The established rate shall be the current IRS rate as of July 1 of each year.
 - a. plus 6 cents a mile for light tools or
 - b. plus 12 cents a mile for heavy tools, equipment or materials
2. Each employee required by supervision to use his/her personal automobile for Board business shall be reimbursed per mile via the formula stated in A 1.
3. Each employee, on special assignment required to travel out of Kent County, shall be eligible for food (actual purchase) reimbursement not to exceed the College per diem rate. Receipts must be provided.

B. TUBERCULIN SKIN TESTS AND/OR X-RAYS

If required by law, each employee shall receive, at no cost to the employee, a tuberculin chest x-ray or tuberculin skin test provided the employee reports on dates and places scheduled by the Board. The Board representative shall specify which of the above will be administered. Each employee receiving the tuberculin test from the Board must have the test read at the time and place designated at the time the test was given. All other readings shall be considered invalid and the test must be repeated.

C. INSURANCE

1. Hospital - Medical Insurance
 - a. Each full-time (32.5 hours per week) employee is entitled to the insurance benefits described below:
 - 1) Single or full-family plan premium paid by the Board.
 - 2) Effective July 1, 1995 Blue Cross Blue Shield (HMS) or such other plan as agreed to by the Association. Any plan may include a co-pay of up to \$5.00.

OR

Each employee shall have the right to voluntarily enroll in an HMO program for coverage. The HMO programs shall include the Blue Care Network and any other HMO program designated by the Board.

OR

If an employee is not in need of such benefits, the Board shall pay up to \$75.00 per month to the employee in cash (cash option effective November 1, 1995) or toward an option insurance program currently consisting of the following:

Options:

1. Short-Term Disability
2. Long-Term Disability
3. Term Life Insurance
4. Cancer Intensive Care Insurance
5. Other options agreed to by the Association
6. Any combination of the above.

- 3) Each part-time employee working at least 20 hours per week is entitled to the benefits described in C 1. pro-rated to the amount of time worked as follows:

20 - 27 1/4 hours = 1/2 payment

27 1/2 - 32 1/4 hours = 3/4 payment

Each part-time employee (at least 20 hours but less than 32.5 hours per week) may obtain the same hospital/medical insurance as a full-time employee by paying, via payroll deduction, that portion of the premium not paid by the Board.

- 4) Each employee may select additional coverage as authorized pursuant to the insurance carrier's rules and regulations, paid by the employee via payroll deductions.
- 5) Each employee must select 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 within the meaning of the United States Internal Revenue Code. Children covered from birth through 19 years of age and 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) The Blue Cross Blue Shield Plan (HMS) and Blue Care Network shall include a hearing care benefit comparable to the Blue Cross and Blue Shield of Michigan Rider HC (Hearing Care). Effective 12/1/97 the Grand Valley Health Care Plan shall include a hearing care benefit.
- (7) 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, children, etc. must be reported to the Benefits Office within thirty (30) days.

2. 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 the position(s) for a duration of at least the academic year.

For dental care protection provided beginning July 1, 1997 and ending June 30, 2000 the Board shall reimburse 90% of the actual charge (which the employee paid).

For vision care provided beginning July 1, 1997 and ending June 30, 2000, the Board shall reimburse the employee 90% of the actual charge (which the employee paid).

DENTAL - Not to exceed \$1500.00 per year for full family (July 1, 1997 - June 30, 2000)

VISION - Not to exceed \$350.00 per year for full family (July 1, 1997 - June 30, 2000).

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:

a) 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	
Orthodontics (children as stated in Article 7, Section C., 1,a,5,a) 1200 per lifetime per member	
Oral Maxillofacial Surgery	
Periodontics	

b) 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 insurances, or other Board policies, rules, etc....
The cost of any service and/or material or of any combination thereof over the contracted reimbursement amount.	The cost of any service and/or material or of any combination thereof over the contracted reimbursement amount.

c) REIMBURSEMENT PROCEDURE

1. At time of employment two enrollment cards must be filled out (one for dental and one for vision coverage) and submitted to the Personnel Office.

(Note: Payments shall not be processed until these forms are on file in the Personnel Office.)

2. The employee must pay the full cost for care protection and submit the following to the Personnel Office:

- a) The original bill or invoice (the bill or invoice must be itemized);
- b) Evidence of payment (i.e. itemized bill and paid receipt)
- c) A complete and signed "Dental or Vision Reimbursement Claim Form."

3. Death Benefit

- a. The Board will provide a \$30,000 death benefit for each full-time (at least 32.5 hours per week/school year assignment) employee. Part or all of this amount is likely to be taxable.
- b. The Board will provide a \$12,000 death benefit for each part-time (working at least 20 hours per week but less than 32.5 hours per week/school year assignment) employee. Part or all of this amount is likely to be taxable.
- c. Each employee who retires or becomes disabled and who has at least ten (10) years employment with the Board shall have the death benefit stated in a. or b. above continue for one calendar year after termination from employment due to retirement or disability.

4. Workers' Compensation/Special Accommodation in Workplace

- a. When employees are injured on the job they are required to contact their supervisor immediately to complete an Injury Report.
- b. Efforts will be made to accommodate employees who received injuries, while on the job, and they will be encouraged to return to work and will be remunerated at a rate comparable to pay rate received when the injury occurred. Each case will be dealt with on its individual merits.
- c. Whenever an employee receives Workers' Compensation Benefits, he/she shall be paid the difference between such benefits and his/her regular salary or wage

by the Board provided he/she is eligible for sick leave. Such difference shall be deducted from his/her sick leave accumulation. An employee shall receive holiday pay while on workers' compensation for only so long as the employee has not exhausted his or her sick leave benefit..

- d. During the first three (3) months an employee is on Workers' Compensation, there shall be no interruption in benefits. After three (3) months all benefits, except seniority, terminate, unless otherwise provided in this Agreement.
- e. Medical Insurance and Dental/Vision Reimbursement Program shall continue for twelve (12) months from the date of being placed on Workers' Compensation.

An employee who is on Workers' Compensation and who is eligible for a portion of his/her sick leave shall receive insurance premiums paid for by the Board for nine (9) months following the exhaustion of such sick leave.

Further, after twelve (12) months of being placed on Workers' Compensation and pursuant to the rules of the applicable health insurance carrier, the employee may, at the employees cost, continue hospital/medical coverage according to the Federal COBRA Laws.

5. Long Term Disability

The Board will provide long term disability benefits for full time employees as follows:

- a. **Waiting Period:** Employees are eligible after two years of full time active employment with the college and must have exhausted all accumulated sick leave.
- b. **Elimination Period:** The elimination period is 90 calendar days except that those employees employed over two years at the Grand Rapids Community College and who meet the vesting requirements of the Michigan Public Schools Retirement System (10) years shall qualify for benefits after 60 calendar days.
- c. **Amount of Benefit:** The amount of the benefit shall be 50% of monthly earnings offset by social security, worker's compensation, disability, pension income, other insurance plans and other sources of earned income. For those employees meeting the vesting requirements of the Michigan Public Schools Retirement System (10) years, the amount of the benefit shall be 66 2/3 percent with the same offsets. The maximum monthly benefit is \$4,000.00.
- d. **Period of Payment:** The benefit will be paid until age 65 or the applicable eligibility age for social security benefits if later.

- e. Pre-existing Conditions: A pre-existing condition is not covered unless the employee has performed the material duties of his or her regular occupation on a full time basis for five consecutive days following completion of the waiting period. A pre-existing condition is defined to mean a condition for which the employee received medical treatment, consultation, care or services including diagnostic measures or took prescribed drugs or medicines in the 30 calendar days just prior to the effective date of coverage.

D. UNIFORMS

- 1. The Board shall provide on or about August 1 of each year the number of uniforms or number of dollars to each employee as follows (if the Board provides uniforms the employee shall wear them while he/she is employed):
 - a. Maintenance Staff shall receive six (6) uniforms or twelve (12) pieces (painters uniform shall be white) - one (1) coverall upon request in addition to uniforms. One (1) jacket may be requested in lieu of two (2) pieces. Damaged uniforms may be exchanged for a new uniform at the discretion of the employee's supervisor.

Maintenance Staff will be reimbursed up to \$150.00 for the purchase of safety shoes for each year of this contract.
 - b. Operations employees shall receive four (4) uniforms or eight (8) pieces, plus one (1) coverall provided it is requested by the employee. One (1) jacket may be requested in lieu of two (2) pieces.

Grounds employees and mechanics shall receive six (6) uniforms or twelve (12) pieces - one (1) coverall upon request in addition to uniforms. One (1) jacket may be requested in lieu of two (2) pieces.

Grounds employees shall receive one (1) pair of safety shoes per year provided the eligible employee presents a receipt for purchase of same within thirty (30) days following the purchase.
 - c. Food Services employees shall receive \$175.00 towards the purchase of five (5) shirts and five (5) pants, payable \$87.50 in August and \$87.50 in January. They will 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.

E. SAFETY EQUIPMENT

- 1. The Board shall provide prescription safety glasses for those individuals who wear

corrective lenses and whose work responsibilities require eye protection by MIOSHA/OSHA or any other regulations.

F. LICENSES

1. The Board of Trustees shall reimburse each employee for the cost of commercial drivers license renewal provided same is required to perform his/her assigned function.
2. All other license fees and/or expenses shall be borne by the College.

G. ASSAULT

1. If an employee, acting in the line of duty, is assaulted, the incident shall be immediately reported to the Board or its representative. The Board shall provide legal assistance to the employee in connection with the handling of the incident. Such assistance shall include the provision of legal counsel if deemed necessary by the Board.
2. In case of an assault by a student or students on an employee, while the employee is acting in the line of duty, causing damage to the employee's regular clothing and/or glasses, the Board shall make an equitable financial settlement for such loss with the employee involved. Such damage shall be reported immediately to the building administrator of the building in which such damage occurred.
3. Employee Injury: In cases of an assault resulting in an injury inflicted by a student on an employee while he/she is acting in the line of duty as an employee of the Board and the employee has been found not to have provoked the injury, the time lost, if any, by the employee shall not be charged against the employee's sick leave and the employee shall continue to be paid by the Board. When Workers' Compensation is paid, the Board shall pay the difference between that sum and the employee's regular salary, not to exceed one (1) year. Should the injury to the employee be of such a nature as to cause an inability on the part of the employee to perform his/her duties beyond the above one (1) year provision, this section shall in no way waive the rights of the employee to pursue claims for liability. During the above period of such disability, said employee shall be entitled to full applicable privileges included in this agreement.

H. TERMINATION OF BENEFITS

The benefits outlined in Article VII above shall terminate as follows:

1. All benefits continue at the same level if an employee is on FMLA Leave.
2. All benefits remain in place until the end of the month in which an employee is on an official unpaid leave of absence other than an FMLA Leave except if contrary to the provisions of the applicable outside insurance carrier.

3. Employees who become disabled are granted his or her sick leave accumulation and earned vacation days. All benefits remain in place until the end of the month following the conclusion of the total paid time (i.e. sick leave accumulation and vacation). After benefits terminate, the employee may, at the employee's cost, continue hospital/medical coverage and/or dental and vision coverage according to the federal COBRA Laws and pursuant to rules of the applicable health insurance carrier.

ARTICLE VIII

VACATIONS AND HOLIDAYS

A. VACATIONS

1. General Conditions

- a. Vacation time is computed on a fiscal year basis (July 1 of each year).
- b. Vacation granted for a fiscal year must be taken during the same fiscal year unless an alternative procedure is agreed to by the Executive Director of Personnel. Up to five (5) unused vacation days will be automatically rolled over to the next fiscal year. These vacation days must be used by December 31st of the next fiscal year.
- c. Arrangements for vacations must be made with and approved by the employee's supervisor in advance. If more employees want a certain vacation period than can be spared at that time, preference shall be given to the employee with the longest period of service.
- d. Vacation pay will be paid on the regular pay day for that period which the employee was on vacation.
- e. Upon termination of an employee's service, the earned unused vacation shall be allowed and paid to the employee.

2. Length of Vacation for Full -Time Employees

Years of Service	Length of Service
Less than one (a year, more than six (6) months	1 day for every five (5) weeks continuous service (note to exceed 9 days)
1 to 5 years service	two (2) weeks
6 to 10 years	three (3) weeks
11 to 13 years service	three (3) weeks, three (3) days
14 to 20 years service	four (4) weeks
21 or more years of service	five (5) weeks

3. Each employee working less than eight (8) hours per day and/or less than twelve (12) months per year shall be entitled to the pro-rated vacation allowance, which is granted to full-time employees both in number of days per year and number of hours per day.
4. Employees whose employment is less than fifty-two (52) weeks shall receive their vacation pay on the first pay date following the last regular pay date of the employee's contract.

B. HOLIDAYS

1. General Conditions

Each employee is eligible for holiday pay provided:

- a. The employee completes his/her last scheduled work day prior to the holiday and commences work at the scheduled time of his/her scheduled work day after the holiday.

(Note: The holiday pay will be paid only if the last and next scheduled work days are within one week of the holiday, this includes the Fourth of July).

- b. In the event an employee is unable to work the days before or after a holiday because of proven illness or injury, requirement "B.1.b" above shall not apply.

2. Number of Days for 41 - 52 Week Employees*

- a. Each employee will be entitled to be paid the number of hours he/she normally would work per day for each of the following holidays each year: Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Good Friday, Memorial Day and a variable holiday.
- b. Each employee will also be entitled to be paid one-half (1/2) the number of hours per day he/she normally would work for the P.M. of Christmas Eve and the P.M. of New Year's Eve.
- c. These holiday provisions shall be implemented during this contract term by paying employees for the following days on which they shall not be required to work

*If the College closes in observance of Martin Luther King Day, CEBA will be entitled to that day off as a holiday.

HOLIDAYS
1997-1998 ----- 1999-2000

41 - 52 WEEK EMPLOYEES

1997-1998		
DATE	DAY	HOLIDAY
July 3, 1997	Thursday	Variable Holiday (Day before Independence Day)
July 4, 1997	Friday	Independence Day
September 1, 1997	Monday	Labor Day
November 27, 1997	Thursday	Thanksgiving Day
November 28, 1997	Friday	Day after Thanksgiving Day
December 24, 1997	Wednesday PM	Half-day before Christmas
December 25, 1997	Thursday	Christmas
December 31, 1997	Wednesday PM	Half-day before New Year's Day
January 1, 1998	Thursday	New Year's Day
April 10, 1998	Friday	Good Friday
May 25, 1998	Monday	Memorial Day

During the week in which Easter occurs, employees will receive the Good Friday holiday and will be scheduled to work another day that week in lieu of working Easter Sunday.

41 - 52 WEEK EMPLOYEES

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 AM	Variable Holiday (Half-day)
December 24, 1998	Thursday PM	Half-day before Christmas
December 25, 1998	Friday	Christmas Day
December 31, 1998	Thursday AM	Variable Holiday (Half-Day)
December 31, 1998	Thursday PM	Half-Day before New Year's Day
January 1, 1999	Friday	New Year's Day
April 2, 1999	Friday	Good Friday
May 31, 1999	Monday	Memorial Day

41-52 WEEK EMPLOYEES

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 AM	Variable Holiday (Half-Day)
December 23, 1999	Thursday PM	Half Day Before Christmas Eve
December 24, 1999	Friday	Day Before Christmas
December 30, 1999	Thursday AM	Variable Holiday (Half Day)
December 30, 1999	Thursday PM	Half Day before New Years' Eve Day
December 31, 1999	Friday	Day Before New Year's Day
April 21, 2000	Friday	Good Friday
May 29, 2000	Monday	Memorial Day

3. Number of Days for 32 - 40 Week Employees

- a. Each employee working 32-40 weeks per year will be entitled to be paid the number of hours he/she normally would work per day for each of the following holidays each year: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, and Good Friday.
- b. This holiday provision shall be implemented during this contract term by paying employees for the following days on which they shall not be required to work.

32 - 40 WEEK EMPLOYEES

1997-1998		
DATE	DAY	HOLIDAY
September 1, 1997	Monday	Labor Day
November 27, 1997	Thursday	Thanksgiving Day
November 28, 1997	Friday	Day after Thanksgiving Day
December 25, 1997	Thursday	Christmas Day
January 1, 1998	Thursday	New Year's Day
April 10, 1998	Friday	Good Friday
May 25, 1998	Monday	Memorial Day

32-40 WEEK EMPLOYEES

1998-1999		
DATE	DAY	HOLIDAY
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	Good Friday
May 31, 1999	Monday	Memorial Day

1999-2000		
DATE	DAY	HOLIDAY
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
December 31, 1999	Friday	Day Before New Year's Day
April 21, 2000	Friday	Good Friday
May 29, 2000	Monday	Memorial Day

4. The variable holiday is scheduled as follows:

1997-1998	1998-1999	1999-2000
July 3, 1997	December 24, 1998 AM	December 23, 1999 AM
	December 31, 1998 AM	December 30, 1999 AM

5. The following employees shall not be entitled to holiday pay:

- a. Employees who are on official leave of absence without pay.
- b. Employees on suspension.
- c. Employees who are laid off.

ARTICLE IX

OTHER TIME-OFF ALLOWANCES

A. PERSONAL DAYS

Each full-time employee, i.e., (32.5) hours per week and fifty-two (52) weeks per year, is entitled to one (1) personal leave (non-accumulative) day per fiscal year and each part-time employee, i.e., (32.5) hours per week but less than fifty-two (52) weeks, is entitled to one-half (1/2) personal leave (non-accumulated) day per fiscal year.

Conditions for personal leave:

1. His/Her request for personal leave day be made, in writing, on forms provided for such leave and submitted for approval by their immediate supervisor or designee in ample time for return notice to the employee.
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.

B. SICK DAYS

1. Sick pay will accumulate and be paid as follows:
 - a. Probationary 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.
 - b. Non-probationary employees will be granted one day per month of employment credited in advance each fiscal year.
 - c. Unused sick time accumulates without limitation.
2. Accumulated Sick Leave Time May Be Used For:
 - a. Absence from work because of personal injury or illness or on orders of a physician.
 - b. Normal dental and medical appointment which cannot be scheduled after working hours.
 - c. 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.

C. BEREAVEMENT

1. 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-law; grandparent, grandchild, spouse's grandparent, foster child or any minor child living with the employee under a court order, an employee will be granted paid leave not chargeable to accumulated sick leave not to exceed five (5) work days.
2. In the event of the death of a friend or other relative an employee will be granted paid leave not chargeable to accumulated sick leave. Total bereavement days per fiscal year for friends and other relatives shall not exceed three days or 24 hours.

D. APPROVAL OF SICK LEAVE/ BEREAVEMENT LEAVE

1. Employees must notify their immediate supervisor (personally if possible) of their intended absence before their scheduled starting time stating the nature of leave (illness, death and relationship of the deceased), and where they can be contacted during the leave.
2. Employees may be required to give their immediate supervisor documentation of the reasons for such absence when reporting to work on the first working day following their absences. If the absence is more than three (3) days the Board may require such documentation prior to the employee's return to work. Failure to comply with this provision will result in the withholding of pay for such leave days. If there is a verification requirement, the employee will be advised before returning to work of the requirement.
3. Employees absent because of disability caused by personal illness or injury may be required by the President or designee to report for examination by health care providers of the College's choice.
4. Accumulated sick leave time ends upon severance or suspension of employment except when a leave of absence is granted.

E. JURY DUTY

In the event an employee is summoned for jury duty, the time off shall be granted for that purpose, provided he/she presents the court order, subpoena or summons, if one is issued, to the Board as far in advance as possible. He/she shall be at work at all reasonable hours when not serving as a juror. The employee shall reimburse the Board for pay received for jury duty excepting mileage and food allowance.

The employee shall reimburse the Board for pay received for jury duty excepting purposes of their own illness..

ARTICLE X

LEAVE OF ABSENCE

A. LEAVES UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

1. Employees will be granted the full benefit and privileges allowed under the Family and Medical Leave Act following the completion of an FMLA application by the employee or a family member. Requests for leaves of absence under the Family and Medical Leave Act (hereinafter "Act") shall comply with the Act. All benefits continue at the same level when an employee is on an FMLA Leave.
2. Employees are required to use paid vacation days for family leave as defined under the Act.
3. Employees are required to use accumulated paid sick leave days for FMLA for purposes of their own illness.
4. 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. A leave of absence begins on the first day an employee is off of work for an FMLA approved reason.

B. OTHER LEAVES (NON FMLA)

1. GENERAL

- a. 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.
- b. 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, by the Executive Director of Personnel.
- c. With no agreement between the Executive Director of Personnel and the employee to the contrary, an employee on leave shall have the following reinstatement rights: If fiscal resources and organizational structure permit, upon the expiration of an approved leave of three (3) months or less, unless otherwise required by law, (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.
- d. Health insurance will remain in place until the end of the month in which the leave begins.

2. SELECTIVE SERVICE

A leave of absence shall be granted to any employee who has been ordered by the United States Government to report for any military activity or assignment. The day of the Selective Service physical examination will be with pay. Upon return from military activity an employee will be guaranteed their former position or a comparable position, one which includes the same shift and pay step. The employee will continue to accrue seniority and longevity while engaged in a military assignment.

3. ADOPTION/FOSTER CARE LEAVE

1. The Board shall grant a leave without pay, not to exceed six (6) months, to any employee who is to be absent from his/her position for the purpose of caring for a child who is placed in his/her residence or may be placed as a newborn, adopted, or is placed in the employee's legal custody by a court of competent jurisdiction.
2. Any employee placed on such leave shall not be employed elsewhere during the period covered by the leave. If so employed, the leave is void and , therefore, canceled.
3. The employee will be returned to the position the employee occupied prior to the beginning of the leave or to an approximate equivalent position.

4. OTHER LEAVES

The Board may grant leave with pay for other purposes.

ARTICLE XI

SENIORITY, LAYOFF, RECALL & DISCIPLINARY ACTION

A. DEFINITIONS

1. The word "seniority" means continuous service with the Grand Rapids Public Schools and the Community College of Grand Rapids, Michigan in a position(s) represented by the GRCCEBA bargaining agent.
2. "Department seniority" means continuous employment service in a specific department of the Grand Rapids Public Schools and Grand Rapids Community College represented by the CEBA Association (see Article II, section A).
3. The word "layoff" means reduction in the work force for any reason with re-employment rights.
4. The word "discharge" means severance of employment with no re-employment rights.

B. SENIORITY

1. There shall be a seniority list for each of the departments establishing the length of service that the employee has been employed in the department.
2. Officers and Stewards - For layoff purposes, officers and stewards of the Association shall assume top seniority, unless removed pursuant to other sections of the Agreement, in their departments while holding office. The total number of officers and stewards shall not exceed nine (9).
3. Seniority shall be lost if:
 - a. the employee quits, retires or is discharged;
 - b. the employee is absent for ten (10) working days after leave expires;
 - c. the employee is laid off for more than twelve (12) months or does not return when he/she is recalled from layoff within ten (10) working days. It is the employee's responsibility to notify the College of a correct address for purposes of mailing recall notices.
 - d. the employee is transferred to a position outside the collective bargaining unit, unless employee returns to such unit, then his/her former seniority shall be reinstated.

4. The Board shall give written notice to the Association secretary of the positions available and the rate of pay for same as soon as the positions are known to the Board.
5. Students, summer employees, subcontractors and/or other temporary help shall not displace employees from employment who are covered by this Agreement.
 - a. Notwithstanding the proceeding, the Board shall have the right, at its option, to subcontract custodial services at the Ford Fieldhouse for outside special events to the extent that the hours subcontracted are not greater than the number of hours of overtime worked by CEBA employees for each event.
 - b. The college may examine and implement ways to enhance the fiscal position of the Food Service Department. This may include outsourcing the function of the cafeteria, but in no way lead to the lay off of Food Service employees hired prior to July 1, 1997 for the length of this agreement.

C. LAYOFF AND RECALL PROCEDURE

1. If layoff occurs for any reason and probationary employees are employed in those departments where layoffs shall occur, they shall be the first to be laid off. The Board shall not be required to recall any probationary employee who was laid off.
2. If layoffs are required, employees shall be laid off according to the inverse order of seniority in that department, provided that the Board is not required to keep any employee at a position for which he/she is not qualified. In the event of a layoff in a department, the employees laid off shall have the right to assert seniority in any department and/or position covered under this bargaining agreement, for which they are qualified and for which there are employees with less seniority.
3. When the work force is increased following a layoff, employees laid off as described above shall be recalled in the inverse order of layoff, provided that the Board is not required to recall any employee to a position for which he/she is not qualified.
4. Employees to be laid off shall be notified, in writing, of any layoff a minimum of ten (10) working days before the layoff begins.

D. DISCIPLINARY ACTION

1. For each new employee, the first six (6) months of employment are a probationary period. During this period, the employee may be discharged by the Board for any reason at any time.

2. The President or designee may discipline any other employee for failure to properly perform the duties of his/her assignment or position and/or misconduct constituting just cause leading up to and including discharge.
3. At the time of administering disciplinary action, in writing, or suspension without pay, or dismissal from employment, the affected employee shall be advised of his/her right to have an Association representative present at the time of such action and an Association representative shall be present if the employee requests same.
4. In the event an employee is absent for more than three (3) working days, without official leave of absence, such absence shall constitute just cause for termination. The affected employee will be sent termination notification by certified mail.

The employee shall have two (2) working days to respond to such notification and attempt to justify his/her absence. The Board, at its discretion, may accept the justification or discipline and/or terminate the employee.

E. TRANSFERS

1. Each employee who moves into a new classification is on probation for the first six (6) months in that classification. If the employee is unsatisfactory or not qualified, he/she will be returned to previous job status providing a vacancy exists or to a position which he/she is capable of performing.
2. Each employee who moves into a promotional (higher rate of pay) position within a department shall be on probation not to exceed ninety (90) days. If, during this probationary period, the employee is judged unsatisfactory by the administration or at the employee's request, the employee will be returned to his/her previous job status and shift or one approximately equivalent.
3. In the event a vacancy exists in Food Services and two (2) or more Food Services employees have applied for such vacancy and provided the administration chooses to transfer one (1) of them, seniority in the department shall be the controlling factor when the skill and ability of the applicants are equal.

ARTICLE XII

HOURS OF WORK

A. WORK SCHEDULES

1. Individual work schedules or changes thereto showing employee's shift, work days and hours shall be furnished to each employee by his/her immediate supervisor only after receiving approval from the supervisor.

Day (1st Shift) assignments will be as follows:

<u>Maintenance:</u>	5:00 a.m. - 9:00 a.m.
<u>Operations:</u>	5:00 a.m. - 9:00 a.m.
<u>Food Service:</u>	5:00 a.m. - 9:00 a.m.

Evening (2nd Shift) assignments will be as follows

2:00 p.m. - 5:00 p.m.

Night (3rd Shift) assignments will be as follows:

9:00 p.m. - 11:00 p.m.

2. Each employee shall be prepared to begin work at the time as scheduled.

Each employee working over four (4) hours per day shall receive one-half (1/2) hour of non-paid uninterrupted lunch period. Each employee may take his/her lunch period away from the work site.

3. All hours worked within a shift shall be continuous except for the lunch period, which shall not exceed one (1) hour.

B. NORMAL WORK WEEK AND ASSIGNMENT

1. The normal full-time work week and assignment (including part-time employees) shall consist of five work days beginning with Monday through Sunday.
2. Each individual employee shall have a regular work assignment which shall include specific start and end times (no floating or flexible hours, except Food Service), days of the week and shift designation.

3. No currently filled position or new position once filled shall be altered as to start and end times, days of the week or shift designation except as provided in 4. Below. No position shall be eliminated nor any employee be laid off or terminated to accommodate the creation of new positions having different start and end times, days of the week or shift designation.
4. If it is desired to change a currently filled position, the following conditions shall apply:
 - a. No change shall occur or non-normal work week established unless there is mutual agreement between the Administration and the employee.
 - b. The Association representatives, the Administration and the employee involved shall be present to discuss the change of position or the non-normal work week position.
 - c. The agreement shall be signed by all present. Copies will be given to all present and the original documents shall be kept on file in the Personnel Department.

C. REST PERIOD

Each employee assigned to work four (4) hours or multiples thereof shall be provided a fifteen (15) minute rest period during each one-half (1/2) shift. Whenever practicable, the rest period shall be scheduled at the middle of each such period. Rest periods shall be taken on the work site unless the employee is in transit between work sites.

D. CLEANUP

At the close of the work day, equipment and tool cleanup shall be scheduled to be finished at the final quitting time. Prior to lunch and quitting time, five (5) minutes will be allowed for personal wash-up and/or changing of clothing.

E. TIME AWAY FROM THE JOB

Personal time away from the job shall take place only if approval is received from his/her immediate supervisor.

F. EXTENDED WORK YEAR

1. When a less than 52 week employee continues to be employed during the summer in his/her regular position, the wage for the position in which he/she is engaged shall be governed by Appendix D. All benefits continue except sick leave, vacation and holidays which are neither earned nor paid.

2. When a school year designated employee desires employment in the work that is normally performed within the departments subject to this Agreement, he/she shall submit on or before May 15 of each year, his/her request to the office of the Executive Director of Personnel. Such requests shall be granted in the following order:

- a. Association Steward - one from each Division
- b. Department Seniority - Provided the employee, as determined by the administration, is qualified.

ARTICLE XIII

MISCELLANEOUS

A. POSTING

1. All employees who are interested in promotion and/or transfer may, at any time, submit their request, on the forms provided by the Board, to the Executive Director of Personnel who will review the application each time a position becomes vacant. A copy of the up-to-date list shall be made available to the Association president upon his/her request. The transfer request is valid for one (1) year from the date of application.
2. The Board shall notify the employees by bulletin or by mail of newly created or vacant position except for entry level custodial positions within the bargaining unit. Within five (5) working days after notice is given, any employee shall notify the Executive Director of Personnel in writing that he/she is interested in applying for such position. The employee shall submit a letter indicating his/her interest. When the skill and ability of the applicants are equal, the applicant with the longest period of service within the department will be appointed to fill such vacancy. The Board shall further attempt, whenever possible, to fill any vacancies with existing employees prior to hiring persons outside the employment of the Board. Employees who did not receive a position for which they applied will receive a letter notifying them of this. An employee may request a meeting with the appropriate individuals to discuss why they were not selected for a position and to discuss improvements they can make to their current job performance which may help in a successful bid for another opening.
3. As a general approach to communicating job vacancies to all employees, the Personnel Office will post existing job vacancies.
4. Job vacancies occurring with two (2) weeks or more notice from the terminating employee will not be permanently filled unless the vacancy position is posted.
5. For Affirmative Action placement the posting requirements may be waived after discussion with the Association president and the Department supervisor involved.

B. TUITION REIMBURSEMENT

Full-time employees are eligible for tuition reimbursement. Each employee shall be eligible after six (6) months of employment prior to the beginning of the semester.

Employees on leave of absence shall not qualify for tuition reimbursement.

For each full-time employee and his/her spouse, the maximum hours of credit for GRCC classes shall be six (6) per semester and four (4) in the summer session. For each full-time employee's spouse, the maximum hours of GRCC credit shall be four (4) per fiscal year.

Employees shall be eligible for tuition reimbursement for (4) semester hours per fiscal year for courses other than those taken at Grand Rapids Community College. Courses taken at the University of Michigan, Michigan State University, Western Michigan University or Wayne State University shall be reimbursed the tuition rate charged. Courses taken at other institutions shall be reimbursed at the regular tuition rate charged but shall not exceed the highest current tuition rate at a Michigan public university.

Satisfactory completion (grade of "c" or better) of the course is required.

Tuition reimbursement is not available from any other source.

Course work may not interfere with the CEBA member's work assignment. Exception shall be by approval of the President or designee.

A Course Approval Application must be submitted to the Personnel Office at least ten (10) days prior to the beginning of the course.

Within thirty (30) days of completion of an approved course, the employee/spouse 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.

C. AGREEMENT COPIES

The Board shall provide all employees with a copy of this Agreement and shall provide all new employees with a copy of this Agreement within one (1) week from the date of hire. Additional copies will be available in the Personnel Office.

D. AUTOMOBILE VANDALISM AND/OR THEFT

Employees shall be reimbursed for the 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 the second or subsequent claim within the same fiscal year, subject to the following conditions:

1. Such loss occurs during the time the employee is acting in the line of duty and the automobile is parked in the designated parking area as assigned by the appropriate College administrator. This provision does not cover auto accidents which occur in designated College parking areas.

2. The items damaged or stolen are attachments to and are regular accessories of the automobile. Personal hand tools when stolen from a personal vehicle while the employee is acting in the line of duty shall be replaced at a value not to exceed \$150.00. NOTE: tapes, CDs and add-on equipment systems are not considered to be a regular accessory.
3. In the case of damage or theft to the inside of the automobile the automobile windows were closed and the doors were locked.
4. The damage/loss was reported to Campus Police and the employee's immediate supervisor, in writing, within two (2) working days after the discovery of the same.
5. Regarding physical damage, at least two estimates from reputable local businesses shall be submitted with the claim.
6. The employee shall fill out and sign the "Automobile Vandalism Report" in its entirety. These forms are available at the Campus Police Office (418 Main) or the Business Services Office (310 CPPB).

E. RETIREMENT BENEFIT

Each employee who has reached the age and service requirement of the Michigan Public Schools Employee Retirement System and has completed at least ten (10) years of service with the Grand Rapids Public Schools prior to December 31, 1991, and/or the Grand Rapids Community College shall receive, upon retirement, \$40.00 for each day of unused sick leave days or \$45.00 per year of service, whichever is the greatest.

The designated beneficiary (on file) of each employee who dies shall receive upon the employee's death the same, if the employee had ten or more years of service.

ARTICLE XIV

STRIKES AND PENALTIES

A. NO STRIKE

The Association nor any person acting in its behalf nor any individual employee will cause, authorize, support or take part in any strike (i.e., the concerted failure to report for duty, or willful absence of an employee from his/her position, or stoppage of work or abstinence, in whole or in part from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever.

B. EMPLOYEE PENALTY

Willful violation of this Agreement and/or Article by any employee or group of employees will constitute just cause for discharge and/or imposition of discipline or penalties.

C. ASSOCIATION PENALTY

In the event of a violation of this Article by the Association, the Board of Trustees shall have the right to seek injunction relief and damages against the Association.

ARTICLE XV

DURATION

This Agreement shall be effective on July 1, 1997 and shall remain in effect until June 30, 2000.

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, 2000.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized representatives this 22nd Day of August, 1997.

**THE BOARD OF TRUSTEES
GRAND RAPIDS COMMUNITY COLLEGE**

by: Jackson R. Day
Its Chairperson

by: Richard W. Verbrug
Its Secretary

by: William J. Foster
Its Chief Negotiator

**GRAND RAPIDS COMMUNITY COLLEGE
EMPLOYEES' BENEFIT ASSOCIATION**

by: Thomas R. [Signature]
Its President

by: Joseph V. Huffman
Its Chief Negotiator

by: [Signature]
Negotiation Team Member

APPENDIX A

OPERATIONS:

Custodian I
Custodian II
Custodian III
Head Custodian I
Head Custodian II
Head Custodian III
Building Manager I
Building Manager II
Building Manager III
Grounds Laborer I
Grounds Laborer II
Grounds Laborer III
Grounds Maintenance I
Grounds Maintenance II
Grounds Maintenance III
Grounds Manager

FOOD SERVICE:

General Production & Utility
Cashier
Receiving Clerk
Lunchroom Operator
H.E.D. Dishwasher/Utility
Production/Cashier
Summer Production

MAINTENANCE:

Carpenters
Electricians
Heating and Air Conditioning
Painter
Energy Management Systems Operation
Electronics Technician
Tradeshelper
Plumber
Shipping and Receiving Clerk
Shipping and Receiving Agent
Building Maintenance I
Building Maintenance II
Building Maintenance III
City and State Licensed Plumber
City and State Licensed Heating and Air Conditioning
City and State Licensed Electrician

PRINTING SERVICES:

Plant Manager
Printing Services Technician I
Printing Services Technician II
Printing Services Technician III

APPENDIX B

*These employees shall move into the regular pay scales of Custodian II after the completion of three years of employment.

**APPENDIX B
SALARY ENHANCEMENT**

1997-1998	1998-1999	1999-2000
2-3/4%	3%	3%

CUSTODIAN I - Old Contract	
STEP: 1997-1998	
1	\$9.43

CUSTODIAN I - New Contract		
1997-1998	1998-1999	1999-2000
\$9.00*	\$9.18*	\$9.36*

GROUNDS LABORER I					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$11.27	1	\$11.61	1	\$11.96
2	\$11.59	2	\$11.94	2	\$12.30
3	\$12.10	3	\$12.47	3	\$12.84
4	\$12.41	4	\$12.78	4	\$13.17
5	\$12.55	5	\$12.92	5	\$13.31

CUSTODIAN II - GROUND LABORER II					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$11.41	1	\$11.75	1	\$12.10
2	\$11.86	2	\$12.21	2	\$12.58
3	\$12.36	3	\$12.73	3	\$13.11
4	\$12.67	4	\$13.05	4	\$13.44
5	\$12.85	5	\$13.24	5	\$13.64
CUSTODIAN III - GROUNDS LABORER III					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$11.86	1	\$12.21	1	\$12.58
2	\$12.29	2	\$12.66	2	\$13.04
3	\$12.78	3	\$13.17	3	\$13.56
4	\$13.04	4	\$13.43	4	\$13.83
5	\$13.20	5	\$13.60	5	\$14.01
HEAD CUSTODIAN I - GROUNDS MAINTENANCE I					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$12.80	1	\$13.19	1	\$13.58
2	\$13.20	2	\$13.60	2	\$14.01
3	\$13.70	3	\$14.11	3	\$14.53
4	\$14.22	4	\$14.65	4	\$15.09
5	\$14.61	5	\$15.05	5	\$15.50
HEAD CUSTODIAN II - GROUNDS MAINTENANCE II					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$13.47	1	\$13.87	1	\$14.29
2	\$13.71	2	\$14.12	2	\$14.54
3	\$14.24	3	\$14.67	3	\$15.11
4	\$14.74	4	\$15.19	4	\$15.64
5	\$15.14	5	\$15.59	5	\$16.06

HEAD CUSTODIAN III - GROUNDS MAINTENANCE III					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$13.86	1	\$14.28	1	\$14.71
2	\$14.14	2	\$14.56	2	\$15.00
3	\$14.65	3	\$15.09	3	\$15.54
4	\$15.14	4	\$15.59	4	\$16.06
5	\$15.57	5	\$16.03	5	\$16.51
BUILDING MANAGER I					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$15.48	1	\$15.95	1	\$16.43
2	\$15.91	2	\$16.38	2	\$16.87
3	\$16.38	3	\$16.87	3	\$17.38
4	\$16.89	4	\$17.40	4	\$17.92
5	\$17.25	5	\$17.77	5	\$18.30
BUILDING MANAGER II					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$16.11	1	\$16.59	1	\$17.09
2	\$16.14	2	\$16.63	2	\$17.13
3	\$16.59	3	\$17.09	3	\$17.60
4	\$17.04	4	\$17.55	4	\$18.07
5	\$17.52	5	\$18.04	5	\$18.59
BUILDING MANAGER III					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$16.38	1	\$16.87	1	\$17.38
2	\$16.85	2	\$17.36	2	\$17.88
3	\$17.23	3	\$17.75	3	\$18.28
4	\$17.78	4	\$18.31	4	\$18.86
5	\$18.20	5	\$18.74	5	\$19.31

GROUNDS MANAGER					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$16.11	1	\$16.59	1	\$17.09
2	\$16.53	2	\$17.03	2	\$17.54
3	\$17.02	3	\$17.53	3	\$18.05
4	\$17.58	4	\$18.11	4	\$18.65
5	\$17.86	5	\$18.39	5	\$18.95

MAINTENANCE - PRINTING SERVICES

PAINTERS/EMS - OP					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$15.35	1	\$15.81	1	\$16.29
2	\$15.84	2	\$16.32	2	\$16.81
3	\$16.34	3	\$16.83	3	\$17.33
4	\$16.77	4	\$17.27	4	\$17.79
5	\$17.11	5	\$17.62	5	\$18.15

HVAC, ELECTRICIAN, WELDER, CARPENTERS					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$16.30	1	\$16.79	1	\$17.29
2	\$16.76	2	\$17.26	2	\$17.78
3	\$17.24	3	\$17.76	3	\$18.29
4	\$17.80	4	\$18.33	4	\$18.88
5	\$18.04	5	\$18.58	5	\$19.14

STATE/CITY LICENSED PLUMBER, ELECTRICIAN, HVAC					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$16.96	1	\$17.47	1	\$18.00
2	\$17.81	2	\$18.34	2	\$18.89
3	\$18.28	3	\$18.83	3	\$19.39
4	\$18.67	4	\$19.23	4	\$19.81
5	\$19.05	5	\$19.62	5	\$20.21

SHIPPING AND RECEIVING AGENT					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$14.80	1	\$15.24	1	\$15.70
2	\$15.18	2	\$15.63	2	\$16.10
3	\$15.67	3	\$16.14	3	\$16.62
4	\$16.12	4	\$16.61	4	\$17.10
5	\$16.39	5	\$16.88	5	\$17.39
SHIPPING AND RECEIVING CLERK					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$11.86	1	\$12.21	1	\$12.58
2	\$12.29	2	\$12.66	2	\$13.04
3	\$12.78	3	\$13.17	3	\$13.56
4	\$13.04	4	\$13.43	4	\$13.83
5	\$13.20	5	\$13.60	5	\$14.01
BUILDING MAINTENANCE I					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$12.80	1	\$13.19	1	\$13.58
2	\$13.20	2	\$13.60	2	\$14.01
3	\$13.70	3	\$14.11	3	\$14.53
4	\$14.23	4	\$14.66	4	\$15.10
5	\$14.62	5	\$15.06	5	\$15.51
BULIDING MAINTENACE II					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$13.47	1	\$13.87	1	\$14.29
2	\$13.71	2	\$14.12	2	\$14.54
3	\$14.25	3	\$14.68	3	\$15.12
4	\$14.73	4	\$15.18	4	\$15.63
5	\$15.15	5	\$15.60	5	\$16.07

BUILDING MAINTENANCE III					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$13.85	1	\$14.27	1	\$14.69
2	\$14.14	2	\$14.56	2	\$15.00
3	\$14.65	3	\$15.09	3	\$15.54
4	\$15.14	4	\$15.59	4	\$16.06
5	\$15.57	5	\$16.03	5	\$16.51
PRINTING SERVICES PLANT MANAGER					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$15.99	1	\$16.47	1	\$16.96
2	\$16.44	2	\$16.93	2	\$17.44
3	\$16.69	3	\$17.19	3	\$17.70
4	\$17.05	4	\$17.56	4	\$18.08
5	\$17.40	5	\$17.92	5	\$18.45
PRINTING SERVICES TECHNICIAN I					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$10.80	1	\$11.12	1	\$11.46
2	\$11.17	2	\$11.50	2	\$11.85
3	\$11.56	3	\$11.91	3	\$12.26
4	\$11.96	4	\$12.32	4	\$12.69
5	\$12.39	5	\$12.76	5	\$13.15
PRINTING SERVICES TECHNICIAN II					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$14.89	1	\$15.34	1	\$15.80
2	\$15.30	2	\$15.76	2	\$16.23
3	\$15.61	3	\$16.08	3	\$16.56
4	\$15.97	4	\$16.45	4	\$16.94
5	\$16.34	5	\$16.83	5	\$17.33

PRINTING SERVICES TECHNICIAN III					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$15.12	1	\$15.58	1	\$16.05
2	\$15.59	2	\$16.05	2	\$16.54
3	\$15.82	3	\$16.30	3	\$16.79
4	\$16.18	4	\$16.67	4	\$17.17
5	\$16.54	5	\$17.04	5	\$17.55
PRODUCTION & UTILITY					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$7.79	1	\$8.02	1	\$8.26
2	\$8.29	2	\$8.54	2	\$8.80
3	\$8.73	3	\$9.00	3	\$9.27
4	\$9.16	4	\$9.43	4	\$9.71
5	\$9.45	5	\$9.74	5	\$10.03
LUNCHROOM OPERATOR/CASHIER					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$8.86	1	\$9.12	1	\$9.40
2	\$9.29	2	\$9.57	2	\$9.85
3	\$10.01	3	\$10.31	3	\$10.62
4	\$10.75	4	\$11.07	4	\$11.40
5	\$11.07	5	\$11.40	5	\$11.74
SUPPLY ROOM CLERK					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$11.86	1	\$12.21	1	\$12.58
2	\$12.29	2	\$12.66	2	\$13.04
3	\$12.78	3	\$13.17	3	\$13.56
4	\$13.04	4	\$13.43	4	\$13.83
5	\$13.20	5	\$13.60	5	\$14.01

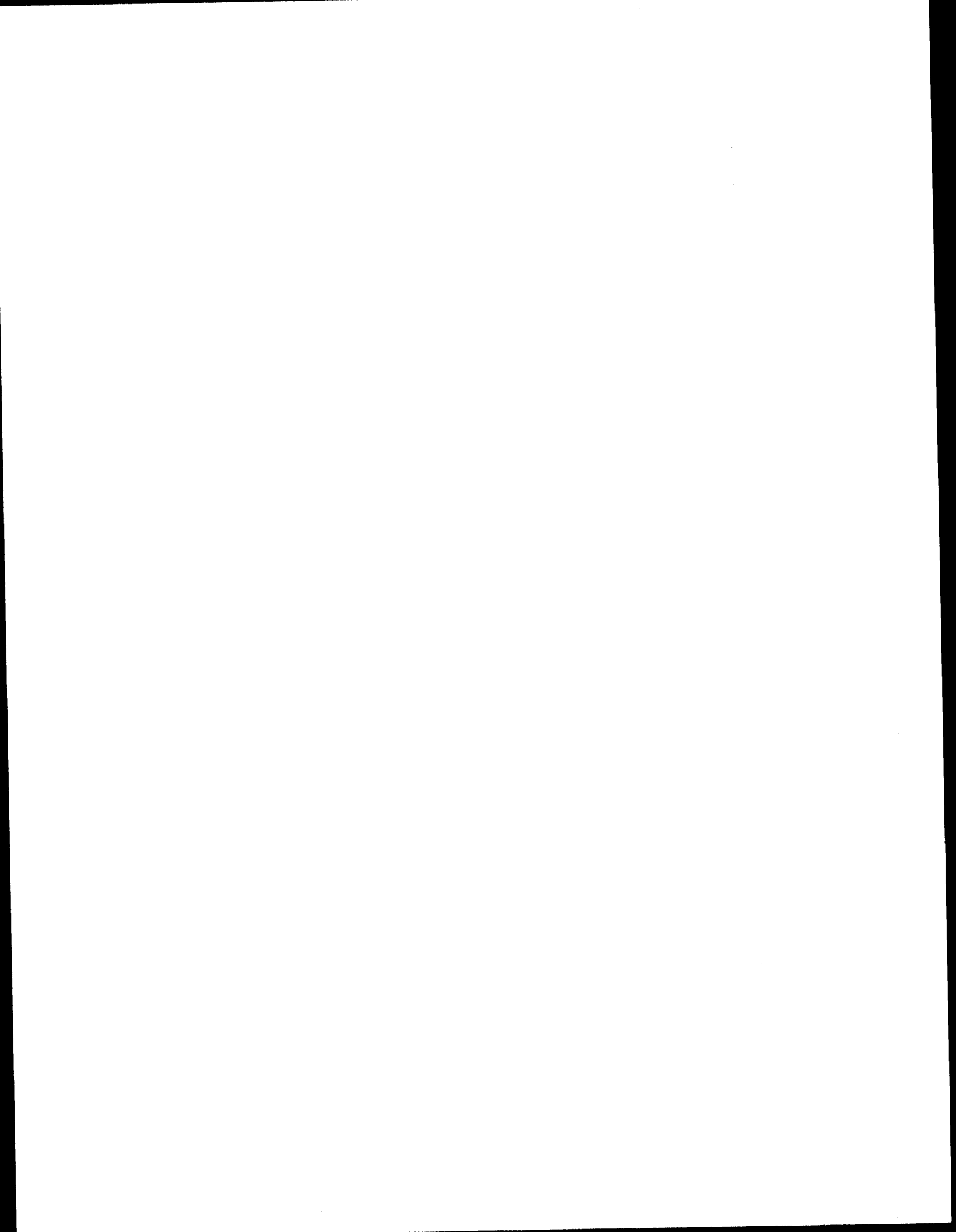
H.E.D. DISHWASHER/UTILITY					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1*	\$7.34	1*	\$7.56	1*	\$7.78
2	\$7.86	2	\$8.10	2	\$8.34

*Employee shall move into STEP 2 after 90 days employment.

FOOD SERVICE PRODUCTION/CASHIER					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1*	\$7.86	1*	\$8.10	1*	\$8.34
2	\$8.38	2	\$8.64	2	\$8.90

*Employee shall move into STEP 2 after 90 days employment

SUMMER PAY RATE - NON 52 WEEK EMPLOYEES					
STEP: 1997-1998		STEP: 1998-1999		STEP: 1999-2000	
1	\$8.38	1	\$8.64	1	\$8.90



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

