



Macomb
Community
College

Education • Enrichment • Economic Development

AGREEMENT

between the

MACOMB COMMUNITY COLLEGE

and the

**MACOMB COUNTY COMMUNITY COLLEGE
OPERATIONAL PERSONNEL ASSOCIATION**

April 1, 1999–March 31, 2001

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ARTICLE I RECOGNITION

- A. 1. This Agreement is made this 29th day of March, 1999, by and between the Board of Trustees of the Community College District of the County of Macomb (hereinafter called the College) and the Macomb County Community College Operational Personnel Association (hereinafter called the Association) for the period described below.
2. The College recognizes the Macomb County Community College Operational Personnel Association as the sole and exclusive bargaining agent as defined in Section 11 of Act 336, Public Acts of 1947 as amended and as described in the "Certification of Representative" Case No. R 73 A-26, March 6, 1973, by the State of Michigan Labor Mediation Board, for all maintenance and operational employees including engineers, building engineers, landscapers, electricians, carpenters, plumbers, steamfitters, custodians, mechanics, receiving clerks, painters and pipe coverers, masons, locksmiths, machine operators, assistant receiving clerks, mail clerks, preventive maintenance men, utility lead men, skilled trades helpers, grounds foremen, custodial foremen, vehicle operators, cement masons, truck drivers, draftsmen, servicemen, groundsmen, warehousemen and tool room attendants, equipment repairmen, Delta Operators, excluding administrators, clerical employees, professional employees, faculty members, technical employees (other than as described above), guards, and supervisors.
- B. The Agreement is subject in all respects to the laws of the State of Michigan with respect to the powers, rights, duties, and obligations of the College and the Association. In the event any provision of this Agreement is in conflict with any existing law or any law enacted during the term of this Agreement, then such provision shall automatically be amended to conform to the law or be deleted without affecting the remaining provision of the Agreement. If any provision of this Agreement is held illegal, void, or invalid by a court of competent jurisdiction, all other terms, conditions and provisions shall remain in full force and effect and shall continue to be binding upon the parties hereto. This Agreement constitutes the total description of all wages, hours, benefits and conditions of employment of the members of the Bargaining Unit.
- C. The Association, its officers, agents and members agree that, so long as this Agreement is in effect, there shall be no strike, sit-downs, boycott, or any unlawful acts that interfere with the College's operations. Any violation of the foregoing may be made a subject of disciplinary action and damage action, and this provision shall not be by way of limitation on the College's right to any other remedy under law for such violation. This section shall not be subject to the grievance procedure under this Agreement.
- D. The direction of the working force, including the assignment of duties, shall be vested solely in the College and in the administrators designated by such College. The directions of the administrative staff shall be carried out subject to the right of any employee to file a grievance that such instruction or direction was in violation of this Agreement.
- E. **Placement Committee:**
1. Placement of a new position within or removal of an existing position from the Association shall result from action by the President of the College upon recommendation of the Placement Committee. The President of the Association or his/her designee will be a member of the Committee.
2. The Placement Committee shall consist of the Director of Human Resource Management, or his/her designee, the President of the Association, or his/her designee, and such other Association Representatives as appointed. It shall function solely to recommend to the President of the College if a position shall become a part of any particular ongoing employee group and if so, which one.

ARTICLE I RECOGNITION (CONCLUDED)

F. Proper negotiations and the administration of collective bargaining entail expenses which are appropriately shared by all Employees who are beneficiaries of such agreements. In the event an Employee shall not join the Macomb County Community College Operational Personnel Association and execute an authorization for full dues deduction, such Employee shall, as a condition of continued employment by the College, execute an authorization for the deduction of a sum representing that Employee's proportionate share of such negotiations, contract administration, and maintenance expenses which shall be forwarded to the MCCCOPA Treasurer. Such fees shall be uniformly assessed and paid in like amount by each Employee covered in the Bargaining Unit. The MCCCOPA Treasurer shall notify the College no later than thirty (30) days in advance of any change in the amount to be deducted for such expenses. In the event such authorization is not signed for in a period of thirty (30) days following the satisfactory completion of the probationary period, or change in deductions of the Employee, the College agrees that in order to effectuate the purposes of the Public Employment Relations Act and this Agreement, the services of such Employees shall be discontinued. Such Employee or Employees shall be notified of the termination of their services immediately upon the expiration of the thirty (30) day period mentioned above. However, if at the end of the thirty (30) day period the Employee receiving the termination notice shall then be engaged in pursuing any legal remedies contesting the discharge under this provision before a court of competent jurisdiction, such Employee's services shall not be terminated until such time as such Employee or Employees have either obtained a final decision as to the validity or legality of said discharge, or said Employee or Employees have ceased to pursue the legal remedies available to them by not making a timely appeal of any decision rendered in said matter by a court of competent jurisdiction. The Macomb County Community College Operational Personnel Association agrees to reimburse the College for the amount of money deducted by the College and paid to the Macomb County Community College Operational Personnel Association which deduction is determined to be illegal or improper or is in excess of a proper deduction. The Macomb County Community College Operational Personnel Association further agrees to indemnify and hold harmless the College, Employees, and members of the Board of Trustees from any and all liabilities, losses, claims, damages, or expenses arising out of the discharge of any Employee as a result of action taken by the Board of Trustees pursuant to Article I, Section F, including but not restricted to all sums that may be awarded an Employee by a court of competent jurisdiction, without any limitation as to point of time or amounts involved. The Macomb County Community College Operational Personnel Association further agrees to defend any actions of any kind whatsoever initiated by anyone under this Article I, Section F, and to pay or reimburse the College for all attorney fees, costs, or other expenses arising out of any and all litigation in any way whatsoever connected with and arising out of the actions initiated with reference to this Article I, Section F. This termination shall not be subject to the provisions of Article IX of this Agreement.

G. Scope of the Agreement

The parties hereto mutually acknowledge that this Agreement covers each of the rates of pay, hours of employment and terms and conditions of employment and any and all other matters upon which the parties are permitted under law and desire to enter into a collective bargaining agreement during the term hereof and they respectively acknowledge that any matters considered in negotiations which are not incorporated herein and as to each of those matters as well as any other matters which were not considered in negotiations, all except as otherwise provided herein, they shall not be incorporated in a collective bargaining agreement during the term hereof. Throughout this Agreement wherever the pronoun he is used the pronoun she is also intended.

ARTICLE II SENIORITY

A. Basis for seniority shall be defined as the total length of continuous service with the College, beginning from the Employee's original date of hire or rehire, as the case may be. Seniority shall be applied on a College wide basis, except when the Employee transfers from any other bargaining unit into MCCCOPA. Seniority shall be on a College wide basis for purposes of fringe benefits only. Employees will carry seniority as of the day of transfer or hire into the MCCCOPA, for the purpose of bumping, job bidding, layoff, rehire or for any purpose in which seniority may be a factor other than in the case of one's own fringe benefits. Management shall have the unrestricted right to direct the work force within a position within a classification without reference to seniority. Seniority will be considered with regard to long-term or permanent positions pursuant to the terms and conditions of the existing Agreement.

B. Probationary Period

All new Employees hired shall be considered as probationary Employees for ninety (90) calendar days. Upon completion of the probationary period, their seniority shall commence as of the date of hire. During the probationary period, an Employee may be terminated without recourse to the grievance procedure. Nothing herein contained shall prevent the College from hiring persons to perform a specific job that cannot be done by regular Employees.

1. The College and the Association may by mutual agreement on an individual basis extend the probationary period for an additional thirty (30) calendar days.
2. There shall be no seniority among probationary Employees.
3. Probationary Employees will accumulate sick leave, vacation and personal business allowance during their probationary period, but may not utilize, or be entitled to such leave until attaining regular status.
4. Medical Insurance: Probationary employees are eligible for the medical care plan provided by Article XVI.A..
5. Workers' Compensation: Each Employee shall be covered by the applicable workers' compensation laws.
6. Evaluation: Written formal evaluations of probationary Employees will be made during their probationary period. An evaluation stating acceptable work at ninety (90) calendar days will constitute regular status for the Employee.
7. Upon completion of his/her probationary period, the Employee will be considered to have seniority computed from the first day of his/her employment.
8. Probationary Employees shall not be eligible for leaves of absence unless mutually agreed upon by the Association and the College.
9. Probationary Employees shall not be entitled to any fringe benefits except those listed in Article II, Section B.

C. Part-Time Help

1. Part-time help will be limited to thirty (30) hours per week except for the summer months, holidays, vacation periods, and emergencies.
2. All part-time employees assigned to the Plant Operations and Warehouse operations who are hired to do work that is normally performed by members of the Association shall be terminated before any full-time employees of the Association are laid off.

ARTICLE II SENIORITY (CONTINUED)

D. Loss of Seniority

1. If the Employee is discharged for a just cause.
2. If the Employee is absent three (3) consecutive working days without just cause, unless such Employee shall have notified the College within said three (3) day period of the necessity for such absence. Just cause will include death in the family, serious illness or injury to the Employee or members of his/her family, or an act of God or any other reason where the absence was for causes beyond the control of the Employee.
3. If the Employee terminates his/her employment.

E. Layoff and Reduction of Staff

Whenever bargaining unit positions are to be eliminated and Employees laid off, such Employees shall be notified sixty (60) days before the effective date of being laid off and such Employees shall be laid off on the basis of their seniority and their ability to perform the work available. The least senior Employee shall be laid off first and the more senior Employee retained, providing the more senior Employee is capable of performing the work available. Whenever recall from lay-off occurs, an Employee shall be recalled in reverse order of their lay-off, subject to the more senior Employee being capable of performing the work available. In the event that the more senior Employee does not possess the qualifications, the College may retain such less senior Employee and lay off the Employee with greater seniority whose position can be filled by an Employee remaining, provided however, that the College shall notify the Association of the necessity to invoke this provision and shall consult with the Negotiating Committee of the Association to determine the necessity for such action. The invoking of this provision shall be subject to the grievance procedure. Other than the foregoing exception, bumping with seniority will be the prime factor in any reduction of staff. The bumping Employee must be qualified for the position.

F. Temporary Layoffs

For temporary layoffs caused by acts of God or other circumstances outside the control of the College, the sixty (60) day notice requirement shall be waived.

If any law, regulation or executive order is passed which mandates or financially necessitates a period of institutional closing for the purposes of energy conservation, the College may cause such temporary layoffs as it deems necessary to comply with the intent of the law, regulation or executive order, and the sixty (60) day notice requirement shall be waived.

G. Military Services

All benefits as outlined by federal and state regulations required of an employer will be afforded an Employee either drafted, recalled to active duty or called to summer camp training, with the stipulation that the Employee exercise his/her return to duty as specified in the same regulation.

H. Recalling of Employees

Employees being recalled from layoff shall receive two (2) weeks written notification sent to their last known address. Employees must report to work within two (2) weeks of the date of the notification and failure to report to work shall result in the Employee's loss of seniority.

ARTICLE II SENIORITY (CONCLUDED)

I. Protection

No person or persons shall perform any work that is included in the job description of an Employee of the Operational Association, except to train other Employees and in cases of emergency. An emergency is anything that may endanger the safety of the College Employees or students and cause undue damage to College property as determined by the President of the College or his/her designee. Exceptions can be made where College personnel cannot meet deadlines, or do not have proper equipment or tools to do certain jobs. This is not intended to restrict outside contracts except where this work is normally performed by unit Employees.

J. Seniority Records

Seniority records will be maintained at the Human Resources Office and shall be available to the Employee on reasonable request. Seniority shall not be lost because of illness, or layoff, provided reasons for such absences are substantiated. Seniority shall not be lost but shall not accrue for approved non-medical leaves of absence.

ARTICLE III HOURS OF WORK AND OVERTIME

Whenever feasible, the regular work week for Employees shall consist of five (5) consecutive days, 7.5 hours per day, and 37.5 hours per week. Exceptions will be reached by mutual agreement. The work week for payroll purposes is Monday through Sunday.

A. Overtime

1. All work done in excess of seven and one-half (7-1/2) hours in any one day or thirty-seven and one-half (37-1/2) hours in any one week shall be considered overtime and be paid for at the rate of time and one-half. Saturday overtime shall be double time for the first four hours, and time and one-half thereafter. There shall be no compounding of overtime and premium pay received for time worked under the provisions of this Article shall preclude premium pay for the same time under any other provision of this Agreement.
2. If an Employee is called into work prior to his/her regular shift and is expected to continue working his/her regular shift, he/she shall be paid overtime compensation only for those hours worked in excess of seven and one-half (7-1/2) hours, unless he/she provides a statement from his/her physician or the College's physician (paid for by the College)--at the Employee's option--substantiating illness during the Employee's regular shift on that day.

B. Overtime Records

Overtime opportunities shall be rotated among qualified employees within a position within a classification except in emergencies. In emergency situations, the College shall have the right to call in the Employees needed to meet the emergency without regard to rotating overtime opportunities. An Employee who is asked to perform overtime work and refuses shall be charged with having worked such overtime. Should no full-time employee choose to work the overtime, a substitute or part-time Employee may be used. For the purpose of crediting overtime hours, all hours shall be credited the same, whether paid for at the time and a half premium or at the double time premium. It is understood that Employees have an obligation to accept overtime in emergency situations. Disregard of this obligation shall be subject to the disciplinary process.

ARTICLE III HOURS OF WORK AND OVERTIME (CONCLUDED)

C. Temporary Assignment

1. Whenever an Employee is permanently assigned to a higher classification of work, he/she shall receive the higher rate of such classification beginning from the first day he/she works on such higher rated job. Whenever an employee is temporarily assigned to a higher rated job, and such temporary assignment lasts for more than three and one-half (3-1/2) consecutive hours, he/she shall be paid at the higher rate for the time worked on such higher rated job. In both cases, the higher rate shall be determined as provided by Article VII.E.
2. To meet an extraordinary need, the College may assign Employees on a temporary basis to specific tasks outside their position description, though in accordance with other contractual provisions relating to compensation.

D. Call-In and Call-Back Pay

Whenever an Employee is called to work and there is no work available, he/she shall be guaranteed four hours work or pay at his/her classification rate of pay. An Employee who goes home and is later called in to work, shall be guaranteed at least four hours work or four hours pay at his/her regular classification rate of pay.

E. Double Time

Double time will be paid when Employees are required to work on the holidays listed in Article V. Employees who work on a Sunday or an approved holiday are entitled to double pay for the time worked. This has nothing to do with the regular amount that they and all other Employees received because of the day (nothing for Sundays, straight time for paid holidays).

- F. 1. When the College determines, in conjunction with the Association, that it is appropriate, an Employee may be offered employment on a four-day schedule of nine and one-half hours daily. An Employee accepting this schedule waives his/her right to overtime pay except for hours worked in excess of 9.5 hours on any one day or for hours in excess of 38 in any one week. For the purpose of computing absences, vacations, sick days, etc., each 9-1/2 hour day shall be computed as 1.25 regular days.
2. The four-day schedule for an Employee may be terminated by either party after ten (10) work days notice of such intent, except the College may not use this provision as a reprisal to an Employee to terminate such schedule. Refusal of a present Employee to accept such an assignment shall not be the basis for disciplinary action.
3. All schedules of four-day employment are to be filed with the Human Resources Office and with the Payroll Department.
- F. 4. An Employee who requests a four-day schedule shall receive a response from the appropriate member of the President's Council or his/her designee within thirty (30) days from receipt of said request.
5. Any week in which a paid holiday falls, all Employees will revert to a regular five (5) day schedule with holidays being off.

ARTICLE IV VACATIONS

A. Eligibility

All regular full-time Employees shall be entitled to receive a vacation in accordance with the following schedule:

One year of seniority through three years of seniority: one day per month for each month worked.

Four years seniority through five years seniority: 1-1/4 days per month for each month worked.

More than five years seniority: 1-1/2 days per month for each month worked, plus one additional day, making a total of not more than 19 days.

After six years seniority: 1-3/4 days per month for each month worked.

To be eligible for vacation, the Employee must be a regular full-time Employee and must have worked at least six months. Upon the completion of six months of service, such Employee shall earn vacation days beginning with his/her date of hire. Vacation days shall be earned on the basis of months worked. An Employee who works less than one-half of the time in a calendar month, but works some time in that month, will receive one-half month credit; an Employee who works more than half the month in any calendar month, but less than the full month, shall receive credit for one month. No Employee may receive credit for more than 12 months in any calendar year. Vacation days must be taken within two (2) years from the end of the fiscal year (June 30) in which they are earned.

B. Holidays

If a holiday occurs during an Employee's particular vacation time off, such Employee shall not lose the holiday but shall be granted an additional day off. The date of this time off shall be at the option of the College.

C. Vacation Schedules

The supervisor shall prepare, not later than March 1st of each year, "choice" sheets on which each Employee shall indicate first and second choice of vacation period. These "choice" sheets shall be completed by the Employee and returned to the supervisor not later than the 15th of April. In cases of conflict, seniority within a position shall prevail.

The administrator shall review all desired schedules and individual choices and shall approve or reject them within thirty (30) days of receipt. Vacation requests will be granted in accordance with the needs of the College in maintaining efficiency of operations.

After a vacation schedule is approved it shall not be changed by the administrator or Employee except in situations of emergency. Emergency shall be defined as an immediate threat to the health or safety of Employees or students or to the facilities or properties of the College. Any change made under this paragraph should be accompanied by as much advance notice as possible.

D. Pay Checks of Employees on Vacation May be Distributed as Follows:

Upon Request of the Employee:

1. Held in the Accounting Office for the Employee or his/her designated representative.
2. Forwarded to an address submitted to the Accounting Office on or before the set vacation schedule.
3. Deposited to the individual Employee's bank account.

ARTICLE IV VACATIONS (CONCLUDED)

E. Sick Leave During Vacation

If an Employee becomes hospitalized or totally disabled and presents a physician's statement that he/she was under care of a duly licensed physician during his/her vacation, he/she may submit an amended report of absence charging the days to his/her sick bank and reschedule his/ her vacation at a later date. In the event the disability continues for an extended period of time, the Employee may terminate his/her employment or request a medical leave of absence. Upon his/her termination or commencement of long-duration leave, he/she will have the option to be paid for any accumulated vacation days earned.

ARTICLE V HOLIDAYS

A. Definition

Regular full-time Employees shall be entitled to receive the following holidays off with pay. All regular full-time Employees shall receive straight time pay for each of the hereinafter named holidays:

New Year's Day	Good Friday	Memorial Day	Fourth of July
Labor Day	Thanksgiving Day	Day after Thanksgiving	December 24
Christmas Day	December 31		

Eligible Employees shall receive seven and one-half (7-1/2) hours straight time pay for each of the above enumerated holidays.

When a holiday falls on a Sunday, the Monday immediately following shall be considered a holiday, and when it falls on a Saturday, the Friday immediately preceding it shall be considered a holiday.

B. Eligibility

In order to be eligible for the above enumerated holidays, regular full-time Employees must have worked the scheduled work day prior to and the scheduled work day following each of the said holidays, unless absence is excused by the cabinet level officer.

ARTICLE VI JURY DUTY

Jury duty is defined as the time spent by an Employee serving and qualifying for such duty in a court of record.

A. Provisions

1. When an Employee is absent from work because of jury service, he/she shall be paid his/her regular rate of pay, provided the Employee pays to the College any compensation received--such compensation not to include mileage fee.
2. If any Employee is subpoenaed as a witness, he/she shall receive his/ her compensation for that day, upon the approval of the Cabinet Level Officer, provided the Employee pays to the College any compensation received--such compensation not to include mileage fee.

ARTICLE VII BIDDING FOR JOBS

A. Whenever a Permanent Vacancy Occurs, Such Vacancy Shall be Posted in the Following Manner:

Three (3) copies of the posting for a vacant position will be given to the Secretary of the Association. (The Secretary will also be notified if a vacant position is not to be filled.) The posting will remain open for five (5) working days beginning with the date of the posting. Employees may bid for such jobs within the five (5) day period. Written notification of the results of the bidding will be given to the Secretary of the Association within thirty (30) days. In classifications 5, 4, 3, and 2 of the current Contract, seniority plus qualifications including skill, experience and job related education will be the prime factors for upgrading. In classification 1 of the current Contract, only seniority shall be a factor for upgrading.

B. Eligibility

If an Employee bids for and receives a new or different position, he/ she must serve a thirty (30) work day trial in his/her new position. During this trial period he/she may request to be returned to his/her former position unless that job has been filled. If the Employee is returned to his/her former position, he/she is not eligible to bid again for one (1) year. If the Employee is found to be unable to perform his/her new job within the trial period and is returned by the Employer to his/her previous job, he/she shall be allowed to bid at any time on another open position for which he/she is qualified. The determination by the College that the Employee is unable to perform the work in the new or different position is not subject to the Grievance procedure.

C. Instruction Period

For the safety and protection of all concerned, new Employees assigned to a new job may request an instruction period of one (1) week with experienced personnel.

D. New Positions

Whenever new or different work not covered by the classifications contained in this Agreement is to be undertaken, the President of the Association or his designee shall be permitted to confer with the Director of Administrative Services or his designee with respect to the content of the job description for the new classification. When such new or different work is undertaken, a rate for such work shall be established as follows:

1. After the job has been classified in accordance with the schedule contained in Appendix A, at least the difference between the minimums of the classifications where the work has been slotted and the Employee's current classification shall be added to the Employee's salary. A greater amount may be added at the discretion of the College.
2. The new salary shall be effective upon the approval date of the new classification or the date of performing the duties of said classification, whichever is later.

E. Rate of Pay for Employees Filling Positions at a Higher or Lower Level

Whenever an Employee's classification level changes as the result of bidding, reclassification, demotion, or temporary assignment, his/her salary at the new classification level shall be determined as provided by Article XIII.A. If the Employee is not on step prior to adjustment, his/her salary shall be increased or reduced, as the case may be, by the difference between the minimums of his/her old and new classifications. In the case of demotion, the rate of pay shall not exceed the maximum of the new classification.

F. Personnel File

An Employee may submit proper evidence of education, training or work experience to the Office of Human Resources for inclusion in his/her personnel file.

ARTICLE VIII SAFETY AND HEALTH

- A. If the College should require a physical examination as a condition of work, the College will assume the cost of such an examination.
- B. **Unsafe Work:** Should an Employee complain that his/her work is unsafe and unhealthy, the matter shall be investigated immediately by a representative of the College. If the matter is not adjusted satisfactorily, a grievance may be processed according to Article IX of these rules entitled "Grievance Procedures."
- C. **Safety Committee:** The College and the Association mutually recognize the importance of safe working conditions and practices and shall co-operatively work toward those ends. A joint committee of three (3) Employees appointed by the Association and three (3) administrators shall meet, upon the written request of either party, at a date, time and place mutually agreed upon, for the purpose of attempting to resolve safety problems and develop and recommend safe work practices. This provision shall not be subject to the grievance procedure.

ARTICLE IX GRIEVANCE PROCEDURES

A. **Definition**

In the event a dispute arises between the College and an Employee or the College and the Association concerning the alleged violation, interpretation or application of any of the provisions of this Agreement, such dispute shall be deemed a grievance and resolved in the matter hereinafter set forth.

B. **Time Limits**

All time limits herein shall consist of working days. Time limits may be extended only with the mutual written consent of the College and the Association.

C. **General Principles**

1. A grievance may be withdrawn at any level.
2. Hearings and conferences held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. Every effort will be made to schedule hearings and conferences outside of duty hours.
3. When hearings and conferences are held during duty hours, all persons who are present at the hearing or conferences pursuant to this Article whose duty hours are affected, shall be excused with pay for that purpose.
4. Forms for filing and processing grievances shall be given appropriate distribution so as to facilitate the operation of the grievance procedure.
5. In the event that the Association fails to appeal a grievance or appeal a College answer within the specified time limit, the involved grievance shall be deemed abandoned and settled on the basis of the College's last answer. In the event the College shall fail to supply the Association with its answer to the particular step within the specified time limits, the grievance shall be automatically positioned for appeal at the next step within the time limits for exercising said appeal commencing with the expiration date of the College's grace period for answering.

ARTICLE IX GRIEVANCE PROCEDURES (CONTINUED)

6. The time limits specified in this procedure may be extended in any specific instance by mutual agreement, which agreement shall be reduced to writing and signed by the parties. The Arbitrator shall be bound by the time limits set forth herein and shall have no power to extend such limits.
7. The College and the Association each shall bear the full costs for its representative counsel in the arbitration, and the costs of arbitration shall be borne equally by the parties.

D. Procedure

1. **Informal Conference:** The Employee or his/her representative and/or the Association shall verbally present his/her grievance to his/ her immediate Supervisor. In the event that the matter is resolved informally, the grievance shall be considered satisfied and terminated provided, however, that an Association representative was present or, if not, a notice of the terms of the settlement is delivered to the Association.

2. **Written Procedure:**

Step I. In the event the matter is not resolved informally, the grievance stated in writing on the form provided for such purpose may be submitted to the cabinet level administrator or his/her designee of the grievant's department within fifteen (15) working days following the date the grievant knew or could have known of the act or condition which is the basis of the grievance. Within ten (10) working days after receiving the written grievance the administrator or his/her designee shall communicate his/her decision along with the reasons therefore, in writing, on the grievance form to the grievant, if any, and the Association President.

Step II. In the event the grievance is not resolved in Step I, within ten (10) working days of the receipt of that decision, the grievance may be submitted to the Vice President for Human Resources or his/her designee in writing on the form provided accompanied by a copy of the original grievance and the decision at Step I. The Vice President for Human Resources or his/her designee shall within ten (10) working days of the receipt of the written grievance communicate his/her decision along with the reasons therefore, in writing on the grievance form to the grievant, if any, and Association President.

3. **Arbitration**

- a. In the event the grievance is denied in Step II, the Association may appeal the decision within ten (10) days after receipt of such denial to binding arbitration. A copy of the appeal shall be sent to the Vice President for Human Resources.
- b. The Arbitrator shall be selected under established procedures of the American Arbitration Association.
- c. Any Arbitrator selected must be a member in good standing of the National Academy of Arbitrators.
- d. The award of the arbitrator shall be accepted as final and binding on the Association, its members, the Employee or Employees involved, and the College. There shall be no appeal from an Arbitrator's decision if said decision is within the scope of the Arbitrator's authority as described below, or if no fraud, collusion, or duress is present. The Association shall not then, by any other means, attempt to bring about a different resolution of the grievance.

ARTICLE IX GRIEVANCE PROCEDURES (CONCLUDED)

3. Arbitration (concluded)

- e. The fees and expenses of the Arbitrator shall be shared equally by the College and the Association. All other fees and expenses, including administrative fees, shall be assessed according to the Voluntary Labor Arbitration Rules of the American Arbitration Association.
- f. It shall be the function of the Arbitrator, and he/she shall be empowered except as his/her powers are limited below, after due investigation, to make a decision in cases of alleged violations, misinterpretations, or misapplications of any of the terms of this Agreement.
 - (1) He/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement. His/her powers shall be limited to deciding whether the College has violated, misapplied or misinterpreted any of the express terms of this Agreement. It is understood that any matter that is not specifically set forth in this Agreement shall not be subject to arbitration.
 - (2) He/she shall have no power to decide any question which under this Agreement is within the authority of the College to decide, nor shall he/she substitute his/her judgment for that of the College.
 - (3) He/she shall have no power to consider the provisions of any constitutional, statutory, or common law in the resolution of any grievance.
- g. If the College disputes the arbitrability of any grievance under the terms of this Agreement, the Arbitrator shall first determine whether he/she has jurisdiction to act, and if he/ she finds that he/she has no such power the grievance shall be referred back to the parties without decision or recommendation on its merits.
- h. It is understood and agreed that the following matters shall not be subject to binding arbitration:
 - (1) Placing a probationary Employee on an additional period of probation.
 - (2) The termination of services or failure to reemploy a probationary Employee.
 - (3) Any matter as to which a method of review is prescribed by law or any rule or regulation of any Michigan State administrative agency which is binding on the College.
 - (4) Any interpretations of insurance contracts.

ARTICLE X DISMISSAL AND DISCIPLINARY ACTIONS

- A. Dismissal of a seniority employee shall be for just cause.
- B. At the written request of the individual employee, written reprimands and related disciplinary action reports will be removed from the employee's file after a two-year period providing there has not been a recurrence of the same or similar situation during this same two-year period.

ARTICLE XI LEAVES OF ABSENCE

At the discretion of the President, it shall be the policy to grant non-compensable leaves to the Employees, subject to the following reasons:

A. Eligibility

To qualify for childbirth, childcare, adoption, foster care, medical, and illness in the immediate family leaves, an employee must have completed one (1) year of continuous service with the College. All other leaves must be preceded by two (2) years of continuous service.

1. A second leave, or extension of any type of leave, may be granted by the President.
2. While on approved non-medical leave, an Employee shall maintain but not accrue seniority; shall maintain all employment rights held before leave was taken; and shall upon his/her return, receive any wage adjustments granted during said leave.
3. Notice of his/her intention to return or resign must be sent in writing to the President no later than sixty (60) calendar days prior to expiration of approved leave. Failure to provide such notice shall be the equivalent of resignation.

B. Leaves for Health Reasons

1. A health leave will be granted to seniority employees upon the recommendation of a physician. An employee on approved health leave shall continue to accumulate seniority, maintain all rights held before the leave, and have the right to return to his/her position for one year after commencement to the leave. This period may be extended at the discretion of the College. After one year of leave, return to work is dependent upon the availability of a position for which the employee is qualified. If the only available position is of a lower classification than that of the employee's former position, the employee shall receive the rate of pay of the former classification for six months and the rate of pay of the lower classification thereafter. The College may employ a temporary replacement outside the bargaining unit during the period in which the employee has the right to return to his/her position.
2. Return to work shall be conditioned upon submission of a physician's certification of fitness to return to work. If within six (6) months following return the employee is unable to perform his/her job because of the illness or injury for which leave was granted, she/he shall return to leave status effective the first day of the original leave.

C. Absences Allowed with Pay

Absences must be reported as early as possible based on current personnel policies. The following are legitimate reasons for absence:

1. Personal illness of the Employee.
2. Death in the immediate family: The immediate family includes husband, wife, children, father, mother, father-in-law, mother-in-law, brothers, sisters, grand-children and grandparents, or other person who is domiciled with the Employee. This leave may not exceed five (5) days in each instance.

ARTICLE XI LEAVES OF ABSENCE (CONCLUDED)

C. Absences Allowed with Pay (concluded)

3. **Personal Leave Days:** Personal business shall be limited to business which cannot be handled on regular days off or during evening hours. Leave for personal business shall be prearranged except in cases of emergency. In cases of emergency it shall be the responsibility of the Employee to substantiate such absence. Leave for personal business shall be not less than the entire work period before the lunch break or the entire work period after the lunch break. Leave for personal business shall not be granted on days immediately preceding or following College holidays and vacations. Exceptions in time may be made only in special cases when recommended by the cabinet level officer and approved by the Director of Personnel Services. Each employee shall be credited personal leave days not to exceed three (3) days per year, non-accumulative. An employee beginning or terminating his/her employment at any time other than July 1 shall have his/her business leave days prorated for the period of employment.
4. **Sick Days**
 1. Sick leave shall be earned at the rate of one (1) day for each month of active service. There shall be a maximum of forty (40) accumulated sick days, except that an employee may use sick days accumulated prior to July 1, 1969, to maintain his/ her allowance of forty (40) sick days.
 2. The College shall notify each Employee at the end of each fiscal year of the number of his/her earned sick leave days.

D. Requests for Leaves

Requests for leave of absence shall be submitted to the administrator in writing at least one (1) month prior to the effective leave date. The administrator shall forward the request with his/her recommendation to the Director of Personnel Services who shall then submit said request to the President for action.

ARTICLE XII PHYSICIAN'S CERTIFICATION OF FITNESS TO WORK

The Employee shall provide a statement from a physician substantiating an illness of five (5) consecutive working days and attesting to his/her fitness to work. Additionally, the College may require an Employee to submit to a physical or mental examination by an appropriate physician, selected by the College and at College expense, prior to return from medical leave of absence, or when the Vice President for Human Resources, or his/her designee, has been given reason to believe that such Employee is (or is not) suffering from physical and/or mental illness or disability sufficiently serious to impair his/her ability to fulfill properly the duties of his/her position. The Employee shall have the right to appeal the findings of such examination and submit findings from a physician of his/ her choice at his/her expense. If there is a dispute between the findings of the two (2) physicians, the Employee shall have the right to request an examination at Henry Ford Hospital or the University of Michigan Hospital, the costs of such examination to be shared equally by the College and the individual Employee. The results of this third examination shall be binding upon the Employee, the Association, and the College.

ARTICLE XIII SALARY SCHEDULE

- A. Except as provided in C., below, each Employee's annual salary shall be determined by the number of full months of adjusted bargaining unit seniority attained as of April 1 in each year of this agreement. Each month of adjusted bargaining unit seniority represents one step on the salary schedule set forth in Appendix A.
- B. Effective April 1, 1999, the salary figures in Appendix A shall be increased by the same rate as the percentage increase in the Consumer Price Index but within a range of no less than 2.5% and no more than 5.5%. Effective April 1, 2000, the salary figures in effect for April 1, 1999, through March 31, 2000, shall be increased (and rounded to the nearest dollar) by the same rate as the percentage increase in the Consumer Price Index but within a range of no less than 2.5% and no more than 5.5% .
- C. If prior to increase on April 1 in any year of this agreement, an employee's salary exceeds the salary figure shown on the current year's schedule at his or her new step for the coming year, the employee shall not receive the salary shown on the schedule for the coming year as provided in A., above. Instead, the Employee's salary will be increased at the same rate the salary figures appearing in the salary schedule are increased for the coming year pursuant to B., above.
- D. The percentage increase required by B., above, shall be determined by the following formula: $100 \times (Y1 - Y2) / Y2$ where Y1 equals the annual average of the Consumer Price Index for All-Urban Consumers (published by the Bureau of Labor Statistics; 1982-84 = 100) for the most recent past calendar year and Y2 equals the annual average of the Index for the calendar year preceding the most recent past calendar year.
- E. Adjusted bargaining unit seniority is defined as full-time performance of bargaining unit work as either a bargaining unit member, a member of a different bargaining unit who has been transferred to the bargaining unit, or a non-bargaining-unit member employed under CETA.
- F. Premium pay for the afternoon or night shift shall be nine (9) percent.
- G. In each year of this agreement, each Employee with ten (10) or more years of adjusted bargaining unit seniority shall receive a longevity payment of \$100 plus \$20 for each year of adjusted bargaining unit seniority in excess of ten years. The payment shall be made in a separate check on the first pay of the month following the month in which the Employee's anniversary occurs.

ARTICLE XIV TARDINESS

An Employee who is late 5 to 15 minutes will be charged 15 minutes. An Employee late 16 to 30 minutes will be charged 30 minutes. Late 31 to 45 minutes will be charged 45 minutes, and late 46 to 60 minutes will be charged one (1) hour.

A. Habitual Tardiness

Habitual tardiness is grounds for suspension pending investigation toward dismissal.

B. Habitual Absence

Habitual absence without just cause in the opinion of the President is also grounds for suspension.

ARTICLE XV MISCELLANEOUS REGULATIONS

A. Leaving the Building

No Employee is permitted to leave the building for personal reasons during his/her regular working hours, or overtime, without the permission of his/her immediate supervisor.

B. Lunch Hour

Every Employee shall have one (1) hour for lunch. It should be taken when it can best be fitted into the work pattern and approximately half way through his/her shift.

C. Alcohol

Any Employee found under the influence of alcohol or with alcohol in his/ her possession on College property during his/her hours of employment may be immediately discharged.

D. Seniority of Employees Accepting a College Job Outside the Unit

A unit Employee who accepts another College position outside this bargaining unit shall retain unit seniority for one (1) year only and shall during that time receive preference in the filling of any open unit position.

If the Employee re-enters MCCCOPA after one year, consideration will be given to his/her institutional seniority for purposes of determining salary but in no case shall he/she receive a salary higher than the maximum salary for the position obtained.

E. Schedules

The normal five (5) day shift shall be 7.5 hours of work performed between 6:00 a.m. and 2:30 p.m. or 7:00 a.m. and 3:30 p.m., except for warehouse and mailroom Employees whose hours of work performed are between 7:00 a.m. and 3:30 p.m. or 8:00 a.m. and 4:30 p.m., while the four (4) day work schedule for all Employees may be performed between 6:00 a.m. and 6:00 p.m. The College shall first offer a new work schedule assignment to the most senior Employee in the position within the classification at the specific work location. Should the most senior Employee refuse the new assignment of hours, it shall be offered to the next most senior Employee and so on, until the position is filled. Should none of these Employees accept the position on a voluntary basis, the College may assign the least senior Employee in the position within the classification at the work location to the new assignment of hours. New or vacant positions may be posted for times outside of those stated above, at the discretion of the College. However, all positions shall be a continuous 7.5 hour day. There shall be two 15-minute breaks, one (1) in the morning and one (1) in the after-noon, with the time to be arranged by the supervisor. There shall be one (1) paid break allowed for the first two (2) hours of overtime, to be taken at the beginning of that overtime period. There shall be one (1) break for every succeeding 3 hours overtime period. Regular working hours other than those above will be mutually agreed to.

F. Signing Procedures

Under no circumstances may an Employee sign a time record for another. In case of error in signing in or out, the Employee will call this to the attention of his/her supervisor who will assist in the correction. Any Employee signing a time record for another Employee, or otherwise falsifying a time record, shall be subject to immediate dismissal.

G. Employees shall be allowed use of the staff lounge.

H. If written reports are required by the College, up to ten (10) minutes shall be allowed for their completion.

I. The Association shall have the privilege of using College facilities provided they use the standard procedure to obtain their use.

ARTICLE XV MISCELLANEOUS REGULATIONS (CONCLUDED)

- J. A designated bulletin board will be available to the Association, as well as reasonable courier, mail and telephone service.
- K. Appropriate outside clothing will be supplied to those Employees who are required to work outside under all weather conditions.
- L. Except as otherwise provided in this paragraph, each employee except the Drafter shall receive a single uniform and shoe allowance of \$300 on the first pay date following April 1 of each year of this agreement. Upon completion of the probationary period, a newly hired employee shall receive an allowance pro-rated at the rate of \$25 per full calendar month of employment in the contract year. The final paycheck of a terminating employee shall be reduced by a similarly pro-rated amount. An employee who is on long-term disability or uncompensated leave of absence on April 1 shall receive a pro-rated allowance for the contract year upon their return to work. An employee shall purchase and wear uniforms of the same quality, grade, style, and color as determined by the College. Shop coats or coveralls shall be provided to those employees as deemed necessary by the College. Each employee is required to wear a uniform while at work, whether during regular work hours, overtime, or call-in unless otherwise directed by the supervisor. Such uniform shall be neat, clean, and in reasonable condition
- M. Ten (10) minutes shall be allowed at the end of each shift to lock up tools and wash up.

ARTICLE XVI FRINGE BENEFITS

A. Medical Care Plan

1. Effective January 1, 1994, and each year thereafter, the College shall provide each employee with the following options in selecting health insurance coverage or a cash benefit in lieu of such coverage:
 - a. Michigan Blue Cross/Blue Shield Blue Preferred Provider Program (PPO) with a \$5 co-pay prescription drug rider;
 - b. Health Alliance Plan (HAP); or
 - c. \$900 per year, payable in bi-weekly installments.
2. The coverage for which the College will contribute under the fore-going may be, at the employee's options, protection for (1) self alone or (2) self and family, including only spouse and eligible children 19 years of age and under, or (3) group coverage for qualified children over 19 years of age with the additional premium charge for such coverage to be paid by the employee as a pay-roll deduction. However, the College shall not be required to pay for two kinds of coverage for any employee, either as a subscriber or dependent. For newly enrolling employees, coverage shall begin after the prescribed waiting period of the provider selected.
3. The College shall pay the annual premium for the insurance option selected by an employee minus the amount, if any, by which the premium exceeds 104% of the amount contributed by the College in the preceding year for MVF-1 (with the \$1.25 prescription rider) for a faculty member in the same status. The difference between the premium and the College's contribution shall be paid by the employee by payroll deduction.

Each year the net savings created by the elimination of Blue Cross/Blue Shield MVF-1 as an option shall fund bonuses as determined by paragraph 5. The gross savings shall be calculated each year by subtracting an amount equal to the Board's contribution for PPO or HAP, as selected by the employee, for the year for each employee who selected MVF-1 in

ARTICLE XVI FRINGE BENEFITS (CONTINUED)

A. Medical Care Plan (continued)

3. 1993 from an amount equal to the premium for MVF-1 (with the \$1.25 prescription rider) for the year but not to exceed an amount equal to 104% of the Board's contribution in the prior year for MVF-1 (with the \$1.25 prescription rider) for a faculty member of the same status. (In the event an employee's benefits cease during the year due to termination of employment or uncompensated leave of absence, the gross annualized savings otherwise attributable to the employee shall be prorated to the same extent that the period of the employee's eligibility for benefits in the year was less than a full year.) The net savings shall equal the gross savings minus the amount needed to fund the College's liability for pension and payroll taxes.
4. Thirty (30) per cent of the net savings shall be divided equally among employees with 14 or more years of service as of April 1 each year. Twenty (20) per cent of the net savings shall be divided equally among the classification 4 and 5 employees who are required by the College to maintain a license or journeyman's card. The remainder of the net savings shall be divided equally among all employees. These bonuses shall be paid in a lump sum on December 1 each year.
5. An employee may elect to participate in a health care reimbursement account at his/her own expense.

B. Life Insurance

The College will provide each Employee with life insurance equal to three (3) times his/her base salary, rounded to the next thousand.

C. Accidental Death and Dismemberment

Insurance shall be provided for accidental death and dismemberment up to \$5,000.

D. Short-Term Sickness and Accident

The College shall provide Short-Term Sickness and Accident Insurance. Disability benefits of 70% of salary may commence on the sixth day of absence from work because of illness, accident or hospitalization. Benefits continue through the thirteenth week or end of disability, whichever occurs first.

E. Long-Term Disability

Monthly income benefits equal to 70% of the employee's basic monthly earnings are paid. The payment will be reduced by certain other periodic benefits to which the employee may be entitled. Benefits shall commence the 14th week of total disability and continue for the period of total disability. In accordance with the 1978 Age Discrimination in Employment Act amendments and final interpretative bulletin by the Department of Labor, the following shall apply: if disability occurs at age 60 or before, benefits will cease at 65; if disability occurs after age 60, benefits will cease 5 years after disablement or at age 70, whichever occurs first. If long-term disability benefits commence at age 69 or older, benefits will be paid for 12 months.

F. Travel Insurance

All employees shall have insurance coverage up to two (2) times their annual earnings while traveling on College business (with a maximum of \$50,000). This coverage is for personnel employed on a full-time basis only.

G. Prescription Allowance

All employees and their families are eligible for the prescription coverage provided by Article XVI.A..

ARTICLE XVI FRINGE BENEFITS (CONCLUDED)

H. Tax Sheltered Annuity

An Employee may authorize the College to deduct money from his/her bi-weekly pay and forward it to a tax-sheltered annuity plan of the Employee's choosing, provided the plan is also selected by at least four (4) other College Employees.

I. Tuition Waiver

The College shall provide Employees and their dependents with a waiver of tuition for all credit classes taken at Macomb Community College, but not registration and course related fees.

J. Workers' Compensation

The Employer shall carry workers' compensation so that an Employee disabled from an injury or disease due to his/her employment may receive medical attention and weekly benefits. Such insurance shall cover all benefits required by the Michigan Workers' Compensation Act. In the event a MCCCOPA Employee is entitled to benefits under the Workers' Compensation Act, the Employee shall receive the difference between the benefits received under Workers' Compensation and 70% of the Employee's current annual contract salary out of his/her accident and sickness insurance benefit.

K. Optical Insurance

The College shall provide Optical Insurance for all Union Employees and their dependents who qualify giving benefits no less than Eye Care Plan of America's optical plan as outlined in Appendix B, and effective September 1, 1999.

L. Dental Expense Insurance

The College shall provide dental insurance for all Employees covered by this Agreement and their dependents who qualify giving benefits no less than Blue Cross/Blue Shield Insurance Company's dental plan and orthodontic benefits with the \$50 deductible and \$1,000 maximum non-orthodontic benefits.

M. Non-contributory Investment Plan

An amount as determined by the following table shall be provided by the College for each Employee:

<u>YEARS OF ADJUSTED BARGAINING UNIT SENIORITY</u>	<u>PERCENT OF BASE SALARY</u>
Eight	Two (2) Percent
Nine	Three (3) Percent
Ten	Four (4) Percent
Eleven or more	Five (5) Percent

ARTICLE XVII AUTHORITY OF THE COLLEGE

The College, on its own behalf and on behalf of the electors of the College hereby retains and reserves unto itself, subject to the collective bargaining rights of its Employees with respect to wages, hours, and other terms and conditions of employment as expressed in Act 379 of the Michigan Public Acts of 1965, and to the limitations described in the specific and express terms of this collective bargaining Agreement, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan, and of the United States, including but without limiting the generality of the foregoing, the right:

- A. To the executive management and administrative control of the College and its properties and facilities, and the activities of its Employees while they are on duty;
- B. To hire all Employees, determine their qualifications, discipline, demote or discharge, and to promote and transfer all such Employees;
- C. To make reasonable rules and regulations, not in conflict with this Agreement, as it may from time to time deem best for the purpose of maintaining order, safety, and/or effective operation of the District's properties and facilities, and, after advance notice hereof to the Association and the Employees, to require compliance therewith;
- D. To determine the number and location of specific work assignments, the equipment and procedures to be used, the level of cleanliness or repair to be maintained, the schedule of duties for each work assignment, and to determine the starting and quitting time and the number of hours to be worked on each shift.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the College, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then to the extent and only to the extent such specific and express terms hereof are in conformance with the constitution and laws of the State of Michigan and the constitution and laws of the United States.

ARTICLE XVIII TERMINATION AND MODIFICATION

- A. This Agreement shall be effective as of April 1, 1999, and shall continue in full force through March 31, 2001, subject to conditions set forth herein.
- B. Either party may give written notice to the other of its desire to negotiate no later than sixty (60) days prior to the expiration of this Agreement.
- C. Collective bargaining meetings between the College and MCCCOPA may be called during the term of the Agreement only through the request of one party and the consent of the other party for the purpose of negotiating amendments or modifications of the Agreement, but in no case shall these modifications or amendments become final until they have been ratified by the College and MCCCOPA.
- D. Any amendments that may be agreed upon during the life of this Agreement shall become and be a part of this Agreement without modifying or changing any other terms of this Agreement.

IN WITNESS WHEREOF, the said parties have caused this document to be executed by their duly authorized officers.

COMMUNITY COLLEGE DISTRICT
OF THE COUNTY OF MACOMB

MACOMB COUNTY COMMUNITY COLLEGE
OPERATIONAL PERSONNEL ASSOCIATION

BY Christine Bonkowski
Christine Bonkowski, Chairperson,
Board of Trustees

BY Jay Hackett
Jay Hackett, Chief Negotiator

BY Albert L. Lorenzo
Albert L. Lorenzo, President

BY Roy Miller
Roy Miller, President

BY William J. MacQueen
William J. MacQueen,
Vice President for Human Resources

APPENDIX A - MCCOPA SALARY SCHEDULE 1999-2000

<u>Step</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
0	\$21,483	\$23,369	\$25,254	\$25,623	\$27,139
1	\$21,546	\$23,451	\$25,348	\$25,717	\$27,236
2	\$21,610	\$23,533	\$25,442	\$25,811	\$27,333
3	\$21,673	\$23,615	\$25,536	\$25,905	\$27,429
4	\$21,737	\$23,697	\$25,630	\$25,999	\$27,526
5	\$21,800	\$23,779	\$25,724	\$26,094	\$27,623
6	\$21,863	\$23,862	\$25,818	\$26,188	\$27,720
7	\$21,927	\$23,944	\$25,912	\$26,282	\$27,817
8	\$21,990	\$24,026	\$26,006	\$26,376	\$27,913
9	\$22,054	\$24,108	\$26,100	\$26,470	\$28,010
10	\$22,117	\$24,190	\$26,194	\$26,564	\$28,107
11	\$22,180	\$24,272	\$26,288	\$26,658	\$28,204
12	\$22,244	\$24,354	\$26,382	\$26,752	\$28,300
13	\$22,307	\$24,436	\$26,476	\$26,847	\$28,397
14	\$22,371	\$24,518	\$26,570	\$26,941	\$28,494
15	\$22,434	\$24,600	\$26,664	\$27,035	\$28,591
16	\$22,497	\$24,682	\$26,758	\$27,129	\$28,688
17	\$22,561	\$24,765	\$26,852	\$27,223	\$28,784
18	\$22,624	\$24,847	\$26,946	\$27,317	\$28,881
19	\$22,688	\$24,929	\$27,040	\$27,411	\$28,978
20	\$22,751	\$25,011	\$27,134	\$27,505	\$29,075
21	\$22,814	\$25,093	\$27,227	\$27,600	\$29,172
22	\$22,878	\$25,175	\$27,321	\$27,694	\$29,268
23	\$22,941	\$25,257	\$27,415	\$27,788	\$29,365
24	\$23,005	\$25,339	\$27,509	\$27,882	\$29,462
25	\$23,068	\$25,421	\$27,603	\$27,976	\$29,559
26	\$23,131	\$25,503	\$27,697	\$28,070	\$29,656
27	\$23,195	\$25,585	\$27,791	\$28,164	\$29,752
28	\$23,258	\$25,668	\$27,885	\$28,258	\$29,849
29	\$23,322	\$25,750	\$27,979	\$28,353	\$29,946
30	\$23,385	\$25,832	\$28,073	\$28,447	\$30,043
31	\$23,448	\$25,914	\$28,167	\$28,541	\$30,140
32	\$23,512	\$25,996	\$28,261	\$28,635	\$30,236
33	\$23,575	\$26,078	\$28,355	\$28,729	\$30,333
34	\$23,639	\$26,160	\$28,449	\$28,823	\$30,430
35	\$23,702	\$26,242	\$28,543	\$28,917	\$30,527
36	\$23,765	\$26,324	\$28,637	\$29,011	\$30,624
37	\$23,829	\$26,406	\$28,731	\$29,105	\$30,720
38	\$23,892	\$26,488	\$28,825	\$29,200	\$30,817

APPENDIX A - MCCCOPA SALARY SCHEDULE 1999-2000 (CONTINUED)

<u>Step</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
39	\$23,956	\$26,571	\$28,919	\$29,294	\$30,914
40	\$24,019	\$26,653	\$29,013	\$29,388	\$31,011
41	\$24,082	\$26,735	\$29,107	\$29,482	\$31,108
42	\$24,146	\$26,817	\$29,201	\$29,576	\$31,204
43	\$24,209	\$26,899	\$29,295	\$29,670	\$31,301
44	\$24,273	\$26,981	\$29,389	\$29,764	\$31,398
45	\$24,336	\$27,063	\$29,483	\$29,858	\$31,495
46	\$24,399	\$27,145	\$29,577	\$29,953	\$31,592
47	\$24,463	\$27,227	\$29,671	\$30,047	\$31,688
48	\$24,526	\$27,309	\$29,765	\$30,141	\$31,785
49	\$24,590	\$27,391	\$29,859	\$30,235	\$31,882
50	\$24,653	\$27,474	\$29,953	\$30,329	\$31,979
51	\$24,716	\$27,556	\$30,047	\$30,423	\$32,076
52	\$24,780	\$27,638	\$30,141	\$30,517	\$32,172
53	\$24,843	\$27,720	\$30,235	\$30,611	\$32,269
54	\$24,907	\$27,802	\$30,329	\$30,706	\$32,366
55	\$24,970	\$27,884	\$30,423	\$30,800	\$32,463
56	\$25,033	\$27,966	\$30,517	\$30,894	\$32,560
57	\$25,097	\$28,048	\$30,611	\$30,988	\$32,656
58	\$25,160	\$28,130	\$30,705	\$31,082	\$32,753
59	\$25,224	\$28,212	\$30,799	\$31,176	\$32,850
60	\$25,287	\$28,294	\$30,893	\$31,270	\$32,947
61	\$25,350	\$28,377	\$30,987	\$31,364	\$33,044
62	\$25,414	\$28,459	\$31,081	\$31,459	\$33,140
63	\$25,477	\$28,541	\$31,175	\$31,553	\$33,237
64	\$25,541	\$28,623	\$31,269	\$31,647	\$33,334
65	\$25,604	\$28,705	\$31,363	\$31,741	\$33,431
66	\$25,667	\$28,787	\$31,457	\$31,835	\$33,528
67	\$25,731	\$28,869	\$31,550	\$31,929	\$33,624
68	\$25,794	\$28,951	\$31,644	\$32,023	\$33,721
69	\$25,857	\$29,033	\$31,738	\$32,117	\$33,818
70	\$25,921	\$29,115	\$31,832	\$32,212	\$33,915
71	\$25,984	\$29,198	\$31,926	\$32,306	\$34,011
72	\$26,048	\$29,280	\$32,020	\$32,400	\$34,108
73	\$26,111	\$29,362	\$32,114	\$32,494	\$34,205
74	\$26,174	\$29,444	\$32,208	\$32,588	\$34,302
75	\$26,238	\$29,526	\$32,302	\$32,682	\$34,399
76	\$26,301	\$29,608	\$32,396	\$32,776	\$34,495
77	\$26,365	\$29,690	\$32,490	\$32,870	\$34,592
78	\$26,428	\$29,772	\$32,584	\$32,965	\$34,689

APPENDIX A - MCCCOPA SALARY SCHEDULE 1999-2000 (CONTINUED)

Step	Level 1	Level 2	Level 3	Level 4	Level 5
79	\$26,491	\$29,854	\$32,678	\$33,059	\$34,786
80	\$26,555	\$29,936	\$32,772	\$33,153	\$34,883
81	\$26,618	\$30,018	\$32,866	\$33,247	\$34,979
82	\$26,682	\$30,101	\$32,960	\$33,341	\$35,076
83	\$26,745	\$30,183	\$33,054	\$33,435	\$35,173
84	\$26,808	\$30,265	\$33,148	\$33,529	\$35,270
85	\$26,872	\$30,347	\$33,242	\$33,623	\$35,367
86	\$26,935	\$30,429	\$33,336	\$33,717	\$35,463
87	\$26,999	\$30,511	\$33,430	\$33,812	\$35,560
88	\$27,062	\$30,593	\$33,524	\$33,906	\$35,657
89	\$27,125	\$30,675	\$33,618	\$34,000	\$35,754
90	\$27,189	\$30,757	\$33,712	\$34,094	\$35,851
91	\$27,252	\$30,839	\$33,806	\$34,188	\$35,947
92	\$27,316	\$30,921	\$33,900	\$34,282	\$36,044
93	\$27,379	\$31,004	\$33,994	\$34,376	\$36,141
94	\$27,442	\$31,086	\$34,088	\$34,470	\$36,238
95	\$27,506	\$31,168	\$34,182	\$34,565	\$36,335
96	\$27,569	\$31,250	\$34,276	\$34,659	\$36,431
97	\$27,633	\$31,332	\$34,370	\$34,753	\$36,528
98	\$27,696	\$31,414	\$34,464	\$34,847	\$36,625
99	\$27,759	\$31,496	\$34,558	\$34,941	\$36,722
100	\$27,823	\$31,578	\$34,652	\$35,035	\$36,819
101	\$27,886	\$31,660	\$34,746	\$35,129	\$36,915
102	\$27,950	\$31,742	\$34,840	\$35,223	\$37,012
103	\$28,013	\$31,824	\$34,934	\$35,318	\$37,109
104	\$28,076	\$31,907	\$35,028	\$35,412	\$37,206
105	\$28,140	\$31,989	\$35,122	\$35,506	\$37,303
106	\$28,203	\$32,071	\$35,216	\$35,600	\$37,399
107	\$28,267	\$32,153	\$35,310	\$35,694	\$37,496
108	\$28,330	\$32,235	\$35,404	\$35,788	\$37,593
109	\$28,393	\$32,317	\$35,498	\$35,882	\$37,690
110	\$28,457	\$32,399	\$35,592	\$35,976	\$37,787
111	\$28,520	\$32,481	\$35,686	\$36,071	\$37,883
112	\$28,584	\$32,563	\$35,779	\$36,165	\$37,980
113	\$28,647	\$32,645	\$35,873	\$36,259	\$38,077
114	\$28,710	\$32,727	\$35,967	\$36,353	\$38,174
115	\$28,774	\$32,810	\$36,061	\$36,447	\$38,271
116	\$28,837	\$32,892	\$36,155	\$36,541	\$38,367
117	\$28,901	\$32,974	\$36,249	\$36,635	\$38,464
118	\$28,964	\$33,056	\$36,343	\$36,729	\$38,561

APPENDIX A - MCCCOPA SALARY SCHEDULE 1999-2000 (CONCLUDED)

<u>Step</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
119	\$29,027	\$33,138	\$36,437	\$36,824	\$38,658
120	\$29,091	\$33,220	\$36,531	\$36,918	\$38,755
121	\$29,154	\$33,302	\$36,625	\$37,012	\$38,851
122	\$29,218	\$33,384	\$36,719	\$37,106	\$38,948
123	\$29,281	\$33,466	\$36,813	\$37,200	\$39,045
124	\$29,344	\$33,548	\$36,907	\$37,294	\$39,142
125	\$29,408	\$33,630	\$37,001	\$37,388	\$39,239
126	\$29,471	\$33,713	\$37,095	\$37,482	\$39,335
127	\$29,535	\$33,795	\$37,189	\$37,577	\$39,432
128	\$29,598	\$33,877	\$37,283	\$37,671	\$39,529
129	\$29,661	\$33,959	\$37,377	\$37,765	\$39,626
130	\$29,725	\$34,041	\$37,471	\$37,859	\$39,723
131	\$29,788	\$34,123	\$37,565	\$37,953	\$39,819
132	\$29,852	\$34,205	\$37,659	\$38,047	\$39,916
133	\$29,915	\$34,287	\$37,753	\$38,141	\$40,013
134	\$29,978	\$34,369	\$37,847	\$38,235	\$40,110
135	\$30,042	\$34,451	\$37,941	\$38,330	\$40,206
136	\$30,105	\$34,533	\$38,035	\$38,424	\$40,303
137	\$30,169	\$34,616	\$38,129	\$38,518	\$40,400
138	\$30,232	\$34,698	\$38,223	\$38,612	\$40,497
139	\$30,295	\$34,780	\$38,317	\$38,706	\$40,594
140	\$30,359	\$34,862	\$38,411	\$38,800	\$40,690
141	\$30,422	\$34,944	\$38,505	\$38,894	\$40,787
142	\$30,486	\$35,026	\$38,599	\$38,988	\$40,884
143	\$30,549	\$35,108	\$38,693	\$39,082	\$40,981
144	\$30,612	\$35,190	\$38,787	\$39,177	\$41,078
145	\$30,676	\$35,272	\$38,881	\$39,271	\$41,174
146	\$30,739	\$35,354	\$38,975	\$39,365	\$41,271
147	\$30,803	\$35,436	\$39,069	\$39,459	\$41,368
148	\$30,866	\$35,519	\$39,163	\$39,553	\$41,465
149	\$30,929	\$35,601	\$39,257	\$39,647	\$41,562
150	\$30,993	\$35,683	\$39,351	\$39,741	\$41,658
151	\$31,056	\$35,765	\$39,445	\$39,835	\$41,755
152	\$31,120	\$35,847	\$39,539	\$39,930	\$41,852
153	\$31,183	\$35,929	\$39,633	\$40,024	\$41,949
154	\$31,246	\$36,011	\$39,727	\$40,118	\$42,046
155	\$31,310	\$36,093	\$39,821	\$40,212	\$42,142
156	\$31,373	\$36,175	\$39,915	\$40,306	\$42,239



Eye Care Plan of America

ECPA Select

Insured vision care underwritten by
Security Life Insurance Company of America

A Vision Plan for
Macomb Community College

Eye Care Plan of America (ECPA) is a leading vision care provider delivering vision care benefits to more than 10 million Americans, including many Fortune 500 companies.

✦ Choice & Easy Access ✦

Members call the **ECPA** Provider Locator toll-free any time and choose from a list of optometrists, ophthalmologists and opticians and in more than 8,000 conveniently located independent practice and retail store locations. Members simply present their card to **ECPA** Providers for fast, paperless authorization of benefits with **ECPA's** automated system. *It's that simple!*

✦ Real, Repeatable Savings ✦

ECPA Providers agree to Preferred Pricing that is significantly below retail. This means greater value when members apply their scheduled benefits and real, repeatable savings after insured benefits are exhausted. Members always save (up to 40% and more) anytime they present their card *regardless of how much or how frequently they use their savings benefit.*

✦ Laser Vision Correction ✦

A network of some of the nation's most highly qualified laser vision correction surgeons is available to all **ECPA** members. Each surgeon is board-certified in ophthalmology and has performed more than 1,000 successful laser vision correction procedures. **ECPA** members receive 20% savings on PRK and LASIK, not to exceed \$1,500 per eye – a savings value of \$400-\$1,000 per eye!

Vision Plan Benefit Summary

Vision Exam: Each member is entitled to a comprehensive vision examination by a qualified **ECPA** Provider.

Covered in full every 12 months

Lens Benefit: A choice of glass or plastic (CR39) lenses in single vision, and bifocal or trifocal (FT 25-35, Executive); oversize lenses; and all ranges of prescriptions.

Single Vision Lenses (pair)	covered in full
Bifocal Lenses (pair)	covered in full
Progressive Lenses	\$59 allowance
Trifocal Lenses(pair)	covered in full

Frequency: Every 12 months

Exam Co-Payment: \$ 10

Frame Benefit: Members may choose any frame that retails for \$110 or less as a standard benefit. In addition, members may choose a frame that retails for more than \$110 and pay only the difference at **ECPA's** Preferred Price.

Frequency: Every 24 months

Contact Lens Benefit: Members may apply a \$100 allowance toward contact lenses *in lieu of the frames and spectacle lenses benefit.* This allowance may not cover a separate contact lens professional fitting fee.

Frequency: Every 24 months

Materials Co-Payment: \$ 20

Out of Plan Reimbursement: Best value is available from **ECPA** Providers. However, members may go to non-Plan providers, pay their provider and be reimbursed according to the following schedule.

Vision examination	\$25
Single Vision Lenses (pair)	\$20
Bifocal or Progressive Lenses (pair)	\$30
Trifocal Lenses (pair)	\$40
Frames	\$30
Contact Lenses	\$50

Reimbursement is provided upon receipt of the member's group number (listed on the membership card), the original full itemized invoice and a copy of the prescription.

Limitations & Exclusions

This is a primary vision care benefit and is intended to cover only eye examinations and corrective eyewear. Medical or surgical treatment of eye disease or injury is not provided under this plan. Coverage may not exceed the lesser of actual cost of covered services and materials or the limits of the policy.

Covered Materials that are lost or broken will be replaced only at normal service intervals indicated in the Plan Design; however, these materials and any items not covered below may be purchased at Preferred Pricing from an **ECPA** Provider. In addition, benefits are payable only for expenses incurred while the Group and individual Member coverage is in force.

ECPA will not cover:

- Orthoptics or vision training and any supplemental testing; Plano (non-prescription) lenses; or two pair of eyeglasses in lieu of bifocals or trifocals.
- Medical or surgical treatment of the eyes.
- An eye exam or corrective eye wear required by an employer as a condition of employment
- Any injury or illness covered under Workers' Compensation or similar law, or which is work related.

- Plain or prescription sunglasses or tinted lenses, and no-line bifocals and blended lenses.
- Sub-normal vision aids.
- Services rendered or materials purchased outside the U.S. or Canada, unless the insured resides in the U.S. or Canada, and the charges are incurred while on a business or pleasure trip.
- Charges in excess of Usual and Customary for services and materials.
- Experimental or non-conventional treatments or devices.
- Safety eyewear.
- Spectacle lens styles, materials, treatments or "add-ons" not shown in the Schedule of Benefits.

ECPA's Laser Vision Correction Network

ECPA membership provides access to ECPA Preferred Pricing. Transactions are handled directly between Members and Providers. Refractive surgery is an elective procedure and may involve potential risks to patients. ECPA cannot and does not guarantee the outcome of any refractive surgical procedure or a total elimination of the need for glasses or contacts.

How ECPA Select Works

1. Call the **ECPA** Provider Locator to find a provider near you — (800) 843-3272
2. Schedule an appointment with your **ECPA** Provider, identifying yourself as an **ECPA** member.
3. Present your **ECPA** card for *Easy Access* to your benefits at your **ECPA** Provider. No paperwork is involved; you simply pay your co-payment and any expenses that are not covered.

For information on laser vision correction surgeons in your region, please visit **ECPA's** website at www.ecpa.com or call (800) 843-3272. Call an **ECPA** Surgeon directly for more information and to schedule an appointment. Identify yourself as an **ECPA** member and present your **ECPA** membership card at the time of appointment to receive your savings.

LETTER OF UNDERSTANDING

The parties agree that the reference to years of adjusted bargaining unit seniority in Article XVI.M. is to completed years of seniority. For example, the reference to eight years means the start of the ninth year of bargaining unit seniority.

For the Union:

/s/ Jerome Hackett

For the College:

/s/ William MacQueen

LETTER OF AGREEMENT

Letter of Agreement

between

Macomb Community College

and

Macomb County Community College Operational Personnel Association

By majority vote and subject to continuing administrative approval, the Employees in an operational unit may elect to take a 30 minute lunch period and leave work 30 minutes early. The Operational Units are as follows:

1. Electrical
2. Carpentry
3. Boilers
4. Plumbing
5. Grounds (1 Unit for each main campus)
6. Service (1 Unit for each main campus)
7. Warehouse including mailroom
8. Painting
9. Delta Console
10. Mechanics
11. Bookstores

For MCCCOPA:

/s/ Harold Miller

For the College:

/s/ William J. MacQueen

LETTER OF AGREEMENT

Letter of Agreement
between
Macomb Community College
and
Macomb County Community College Operational Personnel Association

The College will continue the practice of paying the overtime rate for Saturday work even though an Employee has taken one or more sick days during the week after learning that Saturday work has been scheduled, provided that this practice is not abused by using sick time as a day off. If after a period of one year from the date of this agreement, or thereafter, the College believes the practice has been abused, the practice will cease and overtime will be paid for Saturday work only if 37-1/2 hours have been worked during the week.

For MCCCOPA:

/s/ Harold Miller

For the College:

/s/ William J. MacQueen



Letter of Agreement
between
Macomb Community College
and
Macomb County Community College Operational Personnel Association

Effective April 1, 1995, an employee in a level 4 or 5 skilled-trade position whose annual salary for the contract year would otherwise be less than the maximum for the level of his position level shall be advanced one step on the salary schedule (Appendix A) for every three months of outside work experience directly related to his position up to a maximum of 60 steps. This advancement is in addition to the advancement provided by Article XIII.A.

For MCCCOPA

/s/ Tim Carrie,
President

For the College

/s/ William J. MacQueen
Vice President for Employee Relations

LETTER OF UNDERSTANDING

Memorandum of Understanding
between
Macomb Community College
and

Macomb County Community College Operational Personnel Association

It is hereby agreed that the premium pay provision of Article XIII.D. of the master agreement shall apply to, and is limited to, a work shift commencing at 12 p.m. or later in a day.

For MCCCOPA:

For the College:

/s/ Jerome Hackett

/s/ William J. MacQueen

President

Vice-President for Employee Relations

TO: Arlen Lemke, Budget Director
FROM: Peg MacTavish, Director of Human Resource Management
RE: Shift Premium Payment - Console Operators
DATE: March 11, 1988

It has been agreed that Console Operators, normally assigned to the afternoon or midnight shift, will receive shift premium pay when they are required to provide coverage on the day shift due to absence of the day shift operator.

cc: J. Hackett, President, MCCCOPA
R. Kolcz, Director of Administrative Services
C. Westrick, Environmental Systems Engineer
E. Kohler, Superintendent of Plant Operations
R. Shankie, V. P. for Business
G. Peters, Director of Personnel
Console Operators

Memorandum of Understanding
between
Macomb Community College
and

Macomb County Community College Operational Personnel Association

It is the intent of the parties that the term "employees" used in Article XVI.A.5. is limited to persons employed in the bargaining unit prior to January 21, 1994, the date of ratification of the tentative agreement.

For the College

For MCCCOPA

/s/ William MacQueen

/s/ Timothy Carrie

Vice President for Employee Relations

President

Date: January 26, 1994

Date: January 27, 1994

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Letter of Agreement
between
Macomb Community College
and
Macomb County Community College
Association of Operational Personnel

Effective January 1, 2000, the College may offer Community Blue – PPO, CMM – PPO, and the Preferred Prescription rider with \$10 generic / \$20 brand-name co-pay as options under Article XVI.A. The College's contribution toward the premium for these options shall not exceed an amount equal to its contribution toward the premium for an employee selecting the Blue Cross / Blue Shield Preferred Provider Program (PPO) with the \$5 co-pay prescription rider.

For MCCCOPA




Roy Miller
President

Date

11/4/99

For the College



William MacQueen
Vice President for Human Resources

Date

11-4-99



MCCOPA SALARY SCHEDULE

STEP	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL
	1	2	3	4	5
	2000-01				
0	22,020	23,953	25,885	26,264	27,817
1	22,085	24,037	25,982	26,360	27,917
2	22,150	24,121	26,078	26,456	28,016
3	22,215	24,206	26,174	26,553	28,115
4	22,280	24,290	26,271	26,649	28,214
5	22,345	24,374	26,367	26,746	28,313
6	22,410	24,458	26,463	26,842	28,413
7	22,475	24,542	26,560	26,939	28,512
8	22,540	24,626	26,656	27,035	28,611
9	22,605	24,710	26,752	27,132	28,710
10	22,670	24,795	26,849	27,228	28,810
11	22,735	24,879	26,945	27,325	28,909
12	22,800	24,963	27,041	27,421	29,008
13	22,865	25,047	27,138	27,518	29,107
14	22,930	25,131	27,234	27,614	29,206
15	22,995	25,215	27,330	27,711	29,306
16	23,060	25,300	27,427	27,807	29,405
17	23,125	25,384	27,523	27,904	29,504
18	23,190	25,468	27,619	28,000	29,603
19	23,255	25,552	27,716	28,097	29,703
20	23,320	25,636	27,812	28,193	29,802
21	23,385	25,720	27,908	28,290	29,901
22	23,450	25,804	28,005	28,386	30,000
23	23,515	25,889	28,101	28,482	30,099
24	23,580	25,973	28,197	28,579	30,199
25	23,645	26,057	28,293	28,675	30,298
26	23,710	26,141	28,390	28,772	30,397
27	23,775	26,225	28,486	28,868	30,496
28	23,840	26,309	28,582	28,965	30,595
29	23,905	26,393	28,679	29,061	30,695
30	23,970	26,478	28,775	29,158	30,794
31	24,035	26,562	28,871	29,254	30,893
32	24,100	26,646	28,968	29,351	30,992
33	24,165	26,730	29,064	29,447	31,092
34	24,230	26,814	29,160	29,544	31,191
35	24,294	26,898	29,257	29,640	31,290
36	24,359	26,982	29,353	29,737	31,389
37	24,424	27,067	29,449	29,833	31,488
38	24,489	27,151	29,546	29,930	31,588
39	24,554	27,235	29,642	30,026	31,687
40	24,619	27,319	29,738	30,123	31,786
41	24,684	27,403	29,835	30,219	31,885
42	24,749	27,487	29,931	30,316	31,985
43	24,814	27,571	30,027	30,412	32,084
44	24,879	27,656	30,124	30,508	32,183
45	24,944	27,740	30,220	30,605	32,282
46	25,009	27,824	30,316	30,701	32,381
47	25,074	27,908	30,413	30,798	32,481
48	25,139	27,992	30,509	30,894	32,580
49	25,204	28,076	30,605	30,991	32,679
50	25,269	28,160	30,702	31,087	32,778
51	25,334	28,245	30,798	31,184	32,877



52	25,399	28,329	30,894	31,280	32,977
53	25,464	28,413	30,991	31,377	33,076
54	25,529	28,497	31,087	31,473	33,175
55	25,594	28,581	31,183	31,570	33,274
56	25,659	28,665	31,280	31,666	33,374
57	25,724	28,749	31,376	31,763	33,473
58	25,789	28,834	31,472	31,859	33,572
59	25,854	28,918	31,569	31,956	33,671
60	25,919	29,002	31,665	32,052	33,770
61	25,984	29,086	31,761	32,149	33,870
62	26,049	29,170	31,858	32,245	33,969
63	26,114	29,254	31,954	32,341	34,068
64	26,179	29,338	32,050	32,438	34,167
65	26,244	29,423	32,147	32,534	34,266
66	26,309	29,507	32,243	32,631	34,366
67	26,374	29,591	32,339	32,727	34,465
68	26,439	29,675	32,436	32,824	34,564
69	26,504	29,759	32,532	32,920	34,663
70	26,569	29,843	32,628	33,017	34,763
71	26,634	29,927	32,725	33,113	34,862
72	26,699	30,012	32,821	33,210	34,961
73	26,764	30,096	32,917	33,306	35,060
74	26,829	30,180	33,014	33,403	35,159
75	26,894	30,264	33,110	33,499	35,259
76	26,959	30,348	33,206	33,596	35,358
77	27,024	30,432	33,303	33,692	35,457
78	27,089	30,516	33,399	33,789	35,556
79	27,154	30,601	33,495	33,885	35,656
80	27,219	30,685	33,591	33,982	35,755
81	27,284	30,769	33,688	34,078	35,854
82	27,349	30,853	33,784	34,175	35,953
83	27,414	30,937	33,880	34,271	36,052
84	27,479	31,021	33,977	34,367	36,152
85	27,544	31,105	34,073	34,464	36,251
86	27,609	31,190	34,169	34,560	36,350
87	27,674	31,274	34,266	34,657	36,449
88	27,739	31,358	34,362	34,753	36,548
89	27,804	31,442	34,458	34,850	36,648
90	27,869	31,526	34,555	34,946	36,747
91	27,934	31,610	34,651	35,043	36,846
92	27,999	31,694	34,747	35,139	36,945
93	28,064	31,779	34,844	35,236	37,045
94	28,129	31,863	34,940	35,332	37,144
95	28,194	31,947	35,036	35,429	37,243
96	28,258	32,031	35,133	35,525	37,342
97	28,323	32,115	35,229	35,622	37,441
98	28,388	32,199	35,325	35,718	37,541
99	28,453	32,283	35,422	35,815	37,640
100	28,518	32,368	35,518	35,911	37,739
101	28,583	32,452	35,614	36,008	37,838
102	28,648	32,536	35,711	36,104	37,938
103	28,713	32,620	35,807	36,201	38,037
104	28,778	32,704	35,903	36,297	38,136
105	28,843	32,788	36,000	36,393	38,235
106	28,908	32,872	36,096	36,490	38,334
107	28,973	32,957	36,192	36,586	38,434



108	29,038	33,041	36,289	36,683	38,533
109	29,103	33,125	36,385	36,779	38,632
110	29,168	33,209	36,481	36,876	38,731
111	29,233	33,293	36,578	36,972	38,830
112	29,298	33,377	36,674	37,069	38,930
113	29,363	33,462	36,770	37,165	39,029
114	29,428	33,546	36,867	37,262	39,128
115	29,493	33,630	36,963	37,358	39,227
116	29,558	33,714	37,059	37,455	39,327
117	29,623	33,798	37,156	37,551	39,426
118	29,688	33,882	37,252	37,648	39,525
119	29,753	33,966	37,348	37,744	39,624
120	29,818	34,051	37,445	37,841	39,723
121	29,883	34,135	37,541	37,937	39,823
122	29,948	34,219	37,637	38,034	39,922
123	30,013	34,303	37,734	38,130	40,021
124	30,078	34,387	37,830	38,227	40,120
125	30,143	34,471	37,926	38,323	40,219
126	30,208	34,555	38,023	38,419	40,319
127	30,273	34,640	38,119	38,516	40,418
128	30,338	34,724	38,215	38,612	40,517
129	30,403	34,808	38,312	38,709	40,616
130	30,468	34,892	38,408	38,805	40,716
131	30,533	34,976	38,504	38,902	40,815
132	30,598	35,060	38,601	38,998	40,914
133	30,663	35,144	38,697	39,095	41,013
134	30,728	35,229	38,793	39,191	41,112
135	30,793	35,313	38,890	39,288	41,212
136	30,858	35,397	38,986	39,384	41,311
137	30,923	35,481	39,082	39,481	41,410
138	30,988	35,565	39,178	39,577	41,509
139	31,053	35,649	39,275	39,674	41,609
140	31,118	35,733	39,371	39,770	41,708
141	31,183	35,818	39,467	39,867	41,807
142	31,248	35,902	39,564	39,963	41,906
143	31,313	35,986	39,660	40,060	42,005
144	31,378	36,070	39,756	40,156	42,105
145	31,443	36,154	39,853	40,252	42,204
146	31,508	36,238	39,949	40,349	42,303
147	31,573	36,322	40,045	40,445	42,402
148	31,638	36,407	40,142	40,542	42,501
149	31,703	36,491	40,238	40,638	42,601
150	31,768	36,575	40,334	40,735	42,700
151	31,833	36,659	40,431	40,831	42,799
152	31,898	36,743	40,527	40,928	42,898
153	31,963	36,827	40,623	41,024	42,998
154	32,028	36,911	40,720	41,121	43,097
155	32,093	36,996	40,816	41,217	43,196
156	32,158	37,080	40,912	41,314	43,295



