

August 8, 2018

Michael Murphy  
Mirick O'Connell  
100 Front Street,  
Worcester, MA 01608

RE: Public Records Request

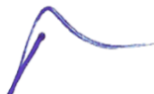
Dear Mr. Murphy:

Thank you for your recent Public Records Request. The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information. This right of access includes the right to inspect or be furnished a copy of any public record within ten (10) business days following the receipt of a request. A state agency is only required to provide records that are in existence and is not required to create a new record based on information in its custody to accommodate a specific request.

Your request, dated July 24, 2018, for “1. All documents evidencing John McHugh’s date of hire by Quinsigamond Community College.; 2. All documents concerning the hiring of John McHugh by Quinsigamond Community College and his terms and conditions of employment with Quinsigamond Community College, including but not limited to, application(s) for employment, offer letters, and employment contracts or agreements.; 3. All records of payments made to John McHugh by Quinsigamond Community College beginning January 1, 2012 to the present, including but not limited to W-2 forms, pay stubs, and other records of payments.” has been fulfilled.

The records pertaining to your request are attached.

Sincerely,



Josh Martin  
Director of Institutional Communications



**Quinsigamond Community College is an Equal Opportunity/Affirmative Action Employer.**  
Applicants are considered for all positions without regard to race, color, creed, religion, gender, gender identity and expression, sexual orientation, genetic information, age, disability, maternity leave status or national origin.

**PLEASE NOTE: You must be 18 years of age or older to apply.**

(PLEASE TYPE or PRINT)

Date of Application: 3 MAR 2014

Position(s) Applied For: \_\_\_\_\_

Name McHugh John J  
           Last           First           Middle Initial

Address \_\_\_\_\_  
           number           Street           City           State           Zip Code

Telephon \_\_\_\_\_ E-mail \_\_\_\_\_

Have you ever been employed by Quinsigamond Community College?  
 Yes, Dates: \_\_\_\_\_ No

Are you currently employed?   Yes   No   May we contact your present Employer?  
 Yes   No

**IMMEDIATE FAMILY WORKING IN MASSACHUSETTS STATE GOVERNMENT**  
 You are required to complete the information below.

Per Chapter 93 of the Acts of 2011 and Executive Order 444, please disclose any immediate family members, including those related to your immediate family by marriage, who are employed by the Commonwealth of Massachusetts. "Immediate family" is defined as your spouse, parent, child or sibling or the spouse of your parent, child or sibling. Include those employed in all branches of state government: judicial, legislative, executive, higher education and state authorities; and those employed as regular or contract employees, or elected officials. This "sunshine disclosure" is intended to ensure that the citizens of our Commonwealth have full confidence in their government and its hiring process. The disclosure will not be used to exclude any qualified applicant seeking a position at Quinsigamond Community College from receiving full consideration based on the merits of his/her credentials and the requirements of the job. Attach additional pages if needed.

Name of Relative	Relationship	Title of Relative's Job	State Agency

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No  
 (Proof of citizenship or immigration status will be required upon employment in accordance with the Immigration Reform and Control Act of 1986)

On what date would you be available for work? 3 MAR 2014

Are you available to work? Full Time Part Time Shift Work  
 Temporary

Are you on lay off status and subject to recall? Yes No

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. 1/1/11*

**Employment Experience**

If you have a current resume you may attach a copy in addition to completing this section.

Start with your present or last job. Include military service assignments and verified work performed on a volunteer basis. You may exclude organization names that indicate race, color, religion, sex or national origin.

Employer	Telephone	Dates Employed	Work Performed
		From To	
Southbridge Schods	(508) 764-5450	11/1997 - 10/2014	- 9-12 History / Social Studies / TV Production Teacher
Address <u>Torrey RD. Southbridge, mt</u>		Hourly Rate/Salary	
Job Title <u>Social Studies Teacher</u>		Starting Final	
Supervisor <u>RICK CARREO</u>		<u>28,000</u> <u>60,000</u>	
Reason for leaving <u>Resignations</u>			

Employer	Telephone	Dates Employed	Work Performed
		From To	
US ARMY Special Forces		JUN 77 - JUN 93	- LEAD, TRAINED, & SUPERVISED 12 man SFODA. in DIVING & COMBAT OPERATIONS
Address <u>VARIOUS</u>		Hourly Rate/Salary	
Job Title <u>SPECIAL FORCES SR SGT</u>		Starting Final	
Supervisor <u>Retirement.</u>		<u>\$6,000</u> <u>\$28,000</u>	
Reason for leaving <u>Retirement.</u>			

Employer	Telephone	Dates Employed	Work Performed
		From To	
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting Final	
Reason for Leaving			

**Military Service**

Branch of Service: US Army      Dates of Service: from Jun 77 to Jun 93  
Rank Attained: MSG E8      Special Training: Special Forces + HALO, SCUBA

**Education**

	Elementary	High/Technical/ Trade or Other	College/University*	Graduate/Professional*
School Name				
Years Completed (Circle):	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extracurricular Activities				

\* For positions requiring college or graduate degrees, official transcripts must be submitted upon hire.

Honors/Special Achievements/Awards received:

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**Professional/Community Service**

List professional, trade, business, or civic activities and offices held:

<u>Organization</u>	<u>Dates</u>

**Professional Licenses and Certifications**

License/Designation	Number	Date Attained	State of Issue

**Office Skills**

Data Entry \_\_\_\_\_ Word Processing, WPM \_\_\_\_\_ Personal Computer \_\_\_\_\_ Calculator \_\_\_\_\_  
Shorthand, WPM \_\_\_\_\_ Other: \_\_\_\_\_

Software: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Skills**

Please provide any additional information you feel may be helpful to us in considering your application. Include information about special/unique skills and knowledge:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

Please provide the name, address, and telephone number of three references who are not related to you.

Name and Occupation	Address	Telephone or email
_____	_____	_____
_____	_____	_____
_____	_____	_____

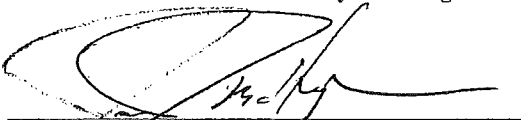
**Applicant's Statement**

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release from all liability any persons, companies, institutions, organizations and schools supplying such information. I understand that false or misleading information given or significant omissions made by me in this application or during any interview(s) may be sufficient cause for denial of employment or discharge.

I understand that this application is not and is not intended to be a contract of employment or promise of any future benefits.

If I receive an offer of employment, I consent to take any physical examination(s) that may be required by the college. I understand, also, that I would be required to abide by all rules and regulations of the College.

**I understand that I must be 18 years of age or older to work at Quinsigamond Community College.**

  
\_\_\_\_\_  
Signature of Applicant

3 MAR 2014  
Date

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, national origin, age, gender, gender identity and expression, sexual preference, genetic information, or disability status in its education programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VII), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to the College's Affirmative Action Officer and/or the College's Coordinator of Title IX and Section 504.

# John J. McHugh

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**Objective**

Veterans Coordinator

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**Experience**

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Sept. 2011- 2013                                          Southbridge Public Schools                                          Southbridge MA

**History and Television Production Teacher at Southbridge High School**

- Planned, designed and oversaw construction of television station at SMHS.
- Devised, developed, and implemented online lesson planning databases.
- Originated benchmark testing for US I and World History that is deployable online
- Produced educational programming for use in History classes and shared online  
<http://www.schnauzer-and-a-man.com/Aberdeen/purple.html>

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Jun 2008- Jun 2011                                          Southbridge Public Schools                                          Southbridge MA

**History / Social Studies Department Chairman at Southbridge High School**

- Led a team of History/Social Studies teacher to write the current Social Studies curricula
- Instituted common finals across grade level.
- Proposed, developed and deployed relational database to track and report School Wide Rubrics

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Jun. 1999 Jun 2008                                          Southbridge Public Schools                                          Southbridge MA

**History/Social Studies and Television Production Teacher at Southbridge High School**

- Conceived and operated a Social Studies classroom with 30 computers with an internal network.
- Initiated and implemented a Video and Television Production Program at SHS funded by Cable.
- Designed a website for my students and parents <http://www.schnauzer-and-a-man.com/index.php>
- Planned and led numerous fieldtrips to places like Gettysburg, Washington DC and New York City.

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Aug 1978 – June 1993                                          United States Army Special Forces                                          Southbridge MA

**Various Titles and Responsibilities**

- Senior Instructor Special Forces Combat Diver School and NCOIC Closed Circuit Diving Section
- SFOD(A) Operations Sgt. Led Detachment during Operations Desert Shield/ Storm and Provide Comfort I and II.
- NCOIC of the first unified diving locker in the 10<sup>th</sup> Special Forces Group (A)

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**Education**

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1995-2000                                                          Assumption College                                                          Worcester MA

**B.A. and M.A.Ed.**

- B.A. Magna Cum Laude in History and Education.
- M.A.Ed. concentration in Curriculum and Instruction.

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References are available on request.

QUINSIGAMOND COMMUNITY COLLEGE  
REQUEST TO EMPLOY (RTE) - 03 PAYROLL

Please refer to instructions on reverse side before completing form.

1	New Hire	<input checked="" type="checkbox"/>	Rehire
	QCC Student	<input type="checkbox"/>	FT Employee

PERSONAL

2

Mc Hugh John 2019  
Last Name First MI For Human Resources use only

\_\_\_\_\_  
Street Address City State Zip Telephone No.

SCHEDULE

3

G20 408 Start 7/1/18 End 6/30/19  
Please include approved job code(Please call HR for assistance) Action Effective Dates

Job Title Evening/Saturday Administrator - Southbridge 14.5  
SUN \_\_\_\_\_ MON 7:30 TUE \_\_\_\_\_ WED \_\_\_\_\_ THU \_\_\_\_\_ FRI \_\_\_\_\_ SAT 7:30am  
10:00pm 7:30pm Work Schedule (Example 8am-12pm) Total Weekly Hours

FUNDING

4

Hourly Rate: \$ 19.00 or Single Payment: \$ \_\_\_\_\_  
Payment Schedule: \_\_\_\_\_

Note: A P/T employee cannot accumulate more than 960 hours per calendar year between all P/T jobs worked at QCC. I confirm that I have discussed this with this employee and they understand.

Supervisor Signature Victor Somma Date 6/14/18

Funding Source/Department Name Adm Services Fund/CC#/Line Item 103055

Department Head Signature [Signature] Date 6/21/18

Note: Payment made only upon timely submission of time sheet.

Total Budgeted NOT TO EXCEED \$ 20,000

ACCEPTANCE

5

Generally, this appointment will be for the period specified. However, the College reserves the right to cancel this appointment for any reason or without reason. The College has no obligation to renew this appointment and there is no obligation on your part to accept an offer of renewal.

**\*\*I accept the position in accordance with the terms above and understand that I cannot accumulate more than 960 hours per calendar year between all part-time jobs worked at QCC.**

Employee Signature [Signature] Date 14 May 18 \*\*List other QCC departments where working: Veteran's Affairs

APPROVAL

6

Victor Somma, Assistant Vice President 5/14/18 ✓  
Area Senior Administrator Date

7

**HR/Payroll Use Only**

Employee ID: \_\_\_\_\_  
MEDICARE TAX:  Yes  No  
OBRA:  Yes  No  
FLSA Exempt  Yes  No

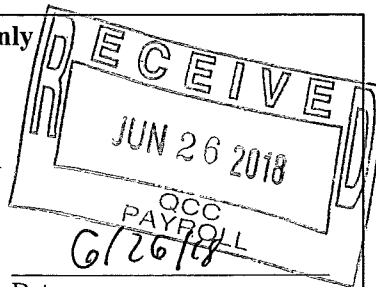
[Signature]  
Human Resources Representative Date \_\_\_\_\_

Budget Review \_\_\_\_\_ Date \_\_\_\_\_

**BUDGET CHANGES**  
Check here for any change to this RTE and explain on reverse side.

1	2	3
4	5	6
7	8	9

Revised 3/2015



## RTE (03) INSTRUCTIONS

<b>SUPERVISOR</b>	<p><b>1 – STATUS SECTION:</b>                  Check all appropriate boxes in the upper right corner.                  New Hire – Has not been employed by QCC within the past three years.                  Rehire – Has been employed by QCC in the past. Break in service not more than two yrs.                  QCC Student – Regularly attends classes and more than 6 credits.                  FT Employee – Full-time employee paid on HRCMS</p>
	<p><b>2 – PERSONAL SECTION:</b>                  Be sure to print clearly.</p>
	<p><b>3 – SCHEDULING SECTION:</b>                  Enter work schedule on each day that the employee is to work. Example, 8am-12pm.                  Estimated weekly hours, should, in most cases not equal to more the 18.75 hours. Check with the Human Resources Office for any exceptions.</p>
<b>DEPARTMENT HEAD</b>	<p><b>4 – FUNDING SECTION:</b>                  Complete the Funding Sections including all requested budgeting information. Call the Budget Office (Ext. 4382) if you have any questions about the Cost Center # and/or Line Item.</p>
<b>EMPLOYEE</b>	<p><b>5 – ACCEPTANCE SECTION:</b>                  Obtain the Employee's signature in acceptance of the offer of employment. An employee should not begin working until all approvals have been obtained and all employment forms are complete. Please verify status with the Human Resources Office (Ext. 4259) before employee is allowed to start work.</p>
<b>SENIOR AREA ADMINISTRATOR</b>	<p><b>6 – APPROVAL SECTION:</b>                  Senior Administrator signature should be completed before submitting the form to the Human Resources Department.</p>
<b>HUMAN RESOURCES AND PAYROLL ADMINISTRATOR</b>	<p><b>7 – HR/PAYROLL Use Only Box:</b>                  A Human Resources Representative will complete the HR/Payroll Section. Budgeting information will be verified and the employee data will be entered into the payroll system.</p>

An employee should not begin working until all signatures are completed.

The Payroll Office will compensate the employee only upon timely submission of payroll time sheets.

All time sheets are to be submitted weekly to the Payroll Office by noon every Friday.  
 If special circumstances require a change in due date notice will be sent out via email.

### BUDGET CHANGES -- HISTORY

	CHANGE DATE	FROM	TO	ACTION REASON <sup>1</sup>	CC HEAD SIGNATURE
1					
2					
3					
4					
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9					

<sup>1</sup> Specify: Amount increase, decrease, contract termination, change in fund/CC# or line item, change in begin or end date, weekly schedule, hourly rate, etc. If indicating "Other" please explain.



QUINSIGAMOND COMMUNITY COLLEGE  
REQUEST TO EMPLOY (RTE) - 03 PAYROLL

Please refer to instructions on reverse side before completing form.

1	New Hire	<input checked="" type="checkbox"/>	Rehire
	QCC Student	<input type="checkbox"/>	FT Employee

PERSONAL  
SCHEDULE  
FUNDING  
ACCEPTANCE  
APPROVAL

2

2018

McHugh John			For Human Resources use only	
Last Name	First	MI		
Street Address			City	State Zip
			Telephone No.	

3

Veteran Affairs Coordinator		Start 7/1/17	End 12/30/17
Please include approved job code (Please call HR for assistance)		Action Effective Dates	
Job Title	Veteran Affairs Coordinator	620426	20
SUN	MON <input checked="" type="checkbox"/>	TUE <input checked="" type="checkbox"/>	WED <input checked="" type="checkbox"/>
	THU <input checked="" type="checkbox"/>	FRI	SAT
Work Schedule (Example 8am-12pm) 10-3			Total Weekly Hours

4

Hourly Rate: \$ 28.29	or	Single Payment: \$	Total Budgeted NOT TO EXCEED \$13600
Payment Schedule:			
Note: A P/T employee cannot accumulate more than 960 hours per calendar year between all P/T jobs worked at QCC. I confirm that I have discussed this with this employee and they understand.			
Supervisor Signature Paul L. O'Neil		Date 5/25/17	
Funding Source/Department Name Veteran Affairs Fund/CC#/Line Item 10-6204-2620			
Department Head Signature Paul L. O'Neil		Date 5/25/17	
Note: Payment made only upon timely submission of time sheet.			

5

Generally, this appointment will be for the period specified. However, the College reserves the right to cancel this appointment for any reason or without reason. The College has no obligation to renew this appointment and there is no obligation on your part to accept an offer of renewal.

**\*\*I accept the position in accordance with the terms above and understand that I cannot accumulate more than 960 hours per calendar year between all part-time jobs worked at QCC.**

Employee Signature [Signature] Date 5/25/2017

**\*\*List other QCC departments where working:**

6

Lillian Ortiz 5/25/17  
Area Senior Administrator Date

7

HR/Payroll Use Only

Employee ID: \_\_\_\_\_

MEDICARE TAX:  Yes  No

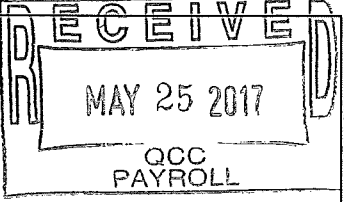
OBRA:  Yes  No

FLSA Exempt  Yes  No

[Signature]  
Human Resources Representative

5/25/17  
Date

Budget Review \_\_\_\_\_ Date \_\_\_\_\_



BUDGET CHANGES

Check here for any change to this RTE and explain on reverse side.

1 <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	3
4	5	6
7	8	9

## RTE (03) INSTRUCTIONS

<b>SUPERVISOR</b>	<b>1 – STATUS SECTION:</b> Check all appropriate boxes in the upper right corner. New Hire – Has not been employed by QCC within the past three years. Rehire – Has been employed by QCC in the past. Break in service not more than two yrs. QCC Student – Regularly attends classes and more than 6 credits. FT Employee – Full-time employee paid on HRCMS
	<b>2 – PERSONAL SECTION:</b> <b>Be sure to print clearly.</b>
	<b>3 – SCHEDULING SECTION:</b> Enter work schedule on each day that the employee is to work. Example, 8am-12pm. <b>Estimated weekly hours, should, in most cases not equal to more the 18.75 hours. Check with the Human Resources Office for any exceptions.</b>
<b>DEPARTMENT HEAD</b>	<b>4 – FUNDING SECTION:</b> Complete the Funding Sections including all requested budgeting information. Call the Budget Office (Ext. 4382) if you have any questions about the Cost Center # and/or Line Item.
<b>EMPLOYEE</b>	<b>5 – ACCEPTANCE SECTION:</b> Obtain the Employee's signature in acceptance of the offer of employment. An employee should not begin working until all approvals have been obtained and all employment forms are complete. Please verify status with the Human Resources Office (Ext. 4259) before employee is allowed to start work.
<b>SENIOR AREA ADMINISTRATOR</b>	<b>6 – APPROVAL SECTION:</b> Senior Administrator signature should be completed before submitting the form to the Human Resources Department.
<b>HUMAN RESOURCES AND PAYROLL ADMINISTRATOR</b>	<b>7 – HR/PAYROLL Use Only Box:</b> A Human Resources Representative will complete the HR/Payroll Section. Budgeting information will be verified and the employee data will be entered into the payroll system.

**An employee should not begin working until all signatures are completed.**

**The Payroll Office will compensate the employee only upon timely submission of payroll time sheets.**

All time sheets are to be submitted weekly to the Payroll Office by noon *every* Friday.  
 If special circumstances require a change in due date notice will be sent out via email.

### BUDGET CHANGES -- HISTORY

	CHANGE DATE	FROM	TO	ACTION REASON <sup>1</sup>	CC HEAD SIGNATURE
1	12/7/17	1/2/18	4/30/18	spring 2018 hours increase budget by \$13,000	P. Oyer
2	4/3/17	\$13,000	70,000	decrease budget	P. Oyer
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<sup>1</sup> Specify: Amount increase, decrease, contract termination, change in fund/CC# or line item, change in begin or end date, weekly schedule, hourly rate, etc. If indicating "Other" please explain.

QUINSIGAMOND COMMUNITY COLLEGE  
REQUEST TO EMPLOY (RTE) - 03 PAYROLL

1	New Hire	<input type="checkbox"/>	Rehire	<input checked="" type="checkbox"/>
	QCC Student	<input type="checkbox"/>	FT Employee	<input type="checkbox"/>

Please refer to instructions on reverse side before completing form.

2017

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2

McHugh John J  
Last Name First MI For Human Resources use only

Street Address City State Zip Telephone No.

3

6204260 Start 7/1/16 End 12/31/16  
Please include approved job code (Please call HR for assistance) Action Effective Dates

Job Title Veteran Affairs Coordinator 20  
SUN MON TUE WED THU FRI SAT  
Work Schedule (Example 8am-12pm) 10-3 Total Weekly Hours

4

Hourly Rate: \$ 26.40 or Single Payment: \$ \_\_\_\_\_  
Payment Schedule: \_\_\_\_\_

Note: A P/T employee cannot accumulate more than 960 hours per calendar year between all P/T jobs worked at QCC. I confirm that I have discussed this with this employee and they understand.

Supervisor Signature Paula Rogh Date \_\_\_\_\_

Funding Source/Department Name Veteran Affairs Fund/CC#/Line Item 10 ~~2620-6204~~ 2620-6204

Department Head Signature Paula Rogh Date 5/20/16  
Note: Payment made only upon timely submission of time sheet.

Total Budgeted NOT TO EXCEED \$ 13,238

5

Generally, this appointment will be for the period specified. However, the College reserves the right to cancel this appointment for any reason or without reason. The College has no obligation to renew this appointment and there is no obligation on your part to accept an offer of renewal.

**\*\*I accept the position in accordance with the terms above and understand that I cannot accumulate more than 960 hours per calendar year between all part-time jobs worked at QCC.**

Employee Signature [Signature] Date 5-23-2016 \*\*List other QCC departments where working: \_\_\_\_\_

6

[Signature] 5/24/16  
Area Senior Administrator Date

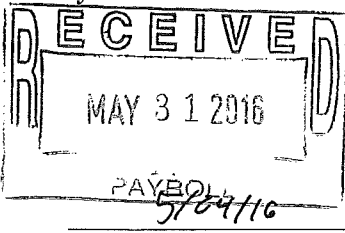
7

HR/Payroll Use Only

Employee ID: \_\_\_\_\_  
MEDICARE TAX:  Yes  No  
OBRA:  Yes  No  
FLSA Exempt  Yes  No

[Signature]  
Human Resources Representative Date \_\_\_\_\_

Budget Review Date \_\_\_\_\_



BUDGET CHANGES

Check here for any change to this RTE and explain on reverse side.

1	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>
4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>

Revised 3/2015

## RTE (03) INSTRUCTIONS

<b>SUPERVISOR</b>	<b>1 – STATUS SECTION:</b> Check all appropriate boxes in the upper right corner. New Hire – Has not been employed by QCC within the past three years. Rehire – Has been employed by QCC in the past. Break in service not more than two yrs. QCC Student – Regularly attends classes and more than 6 credits. FT Employee – Full-time employee paid on HRCMS
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### BUDGET CHANGES -- HISTORY

	CHANGE DATE	FROM	TO	ACTION REASON <sup>1</sup>	CC HEAD SIGNATURE
1	9/18/16	26.40	27.60	MCCC A	<i>Dan</i>
2	9/18/16	13238	13840.77	MCCC A	<i>Dan</i>
3	12/15/16	113/17	6/30/17	external RTE's #13,248	<i>Poy</i>
4					
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<sup>1</sup> Specify: Amount increase, decrease, contract termination, change in fund/CC# or line item, change in begin or end date, weekly schedule, hourly rate, etc. If indicating "Other" please explain.

QUINSIGAMOND COMMUNITY COLLEGE  
REQUEST TO EMPLOY (RTE) - 03 PAYROLL

Please refer to instructions on reverse side before completing form.

1	New Hire		Rehire
	QCC Student		FT Employee

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2

Last Name McHugh First John MI J

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

For Human Resources use only

3

Job Code 620426 Start 7-1-15 End 12-30-15

Please include approved job code (Please call HR for assistance) Action Effective Dates

Job Title VETERAN AFFAIRS COORDINATOR 15-20

SUN  MON  TUE  WED  THU  FRI  SAT

Work Schedule (Example 8am-12pm) 10AM - 3PM Total Weekly Hours \_\_\_\_\_

4

Hourly Rate: \$ 26.40 or Single Payment: \$ \_\_\_\_\_

Payment Schedule: \_\_\_\_\_

Note: A P/T employee cannot accumulate more than 960 hours per calendar year between all P/T jobs worked at QCC. I confirm that I have discussed this with this employee and they understand.

Supervisor Signature Paula Lopez Date 6-2-15

Funding Source/Department Name Veteran Affairs Fund/CC#/Line Item 10-6204-2620

Department Head Signature Paula Lopez Date 6-2-15

Note: Payment made only upon timely submission of time sheet.

Total Budgeted **NOT TO EXCEED**  
\$13,672

5

Generally, this appointment will be for the period specified. However, the College reserves the right to cancel this appointment for any reason or without reason. The College has no obligation to renew this appointment and there is no obligation on your part to accept an offer of renewal.

**\*\*I accept the position in accordance with the terms above and understand that I cannot accumulate more than 960 hours per calendar year between all part-time jobs worked at QCC.**

Employee Signature \_\_\_\_\_ Date 6-2-15 **\*\*List other QCC departments where working:** \_\_\_\_\_

6

L. Lutz 6/24/15

Area Senior Administrator \_\_\_\_\_ Date \_\_\_\_\_

7

HR/Payroll Use Only

Employee ID: \_\_\_\_\_

MEDICARE TAX:  Yes  No

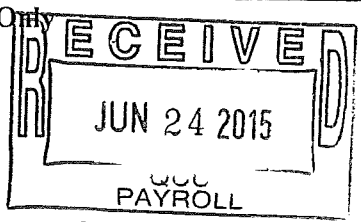
OBRA:  Yes  No

FLSA Exempt  Yes  No

Paula Lopez

Human Resources Representative \_\_\_\_\_ Date \_\_\_\_\_

Budget Review \_\_\_\_\_ Date \_\_\_\_\_



BUDGET CHANGES

Check here for any change to this RTE and explain on reverse side.

1	2	3
4	5	6
7	8	9

Revised 3/2015

## RTE (03) INSTRUCTIONS

<b>SUPERVISOR</b>	<b>1 – STATUS SECTION:</b> Check all appropriate boxes in the upper right corner. New Hire – Has not been employed by QCC within the past three years. Rehire – Has been employed by QCC in the past. Break in service not more than two yrs. QCC Student – Regularly attends classes and more than 6 credits. FT Employee – Full-time employee paid on HRCMS
	<b>2 – PERSONAL SECTION:</b> Be sure to print clearly.
	<b>3 – SCHEDULING SECTION:</b> Enter work schedule on each day that the employee is to work. Example, 8am-12pm. Estimated weekly hours, should, in most cases not equal to more the 18.75 hours. Check with the Human Resources Office for any exceptions.
<b>DEPARTMENT HEAD</b>	<b>4 – FUNDING SECTION:</b> Complete the Funding Sections including all requested budgeting information. Call the Budget Office (Ext. 4382) if you have any questions about the Cost Center # and/or Line Item.
<b>EMPLOYEE</b>	<b>5 – ACCEPTANCE SECTION:</b> Obtain the Employee's signature in acceptance of the offer of employment. An employee should not begin working until all approvals have been obtained and all employment forms are complete. Please verify status with the Human Resources Office (Ext. 4259) before employee is allowed to start work.
<b>SENIOR AREA ADMINISTRATOR</b>	<b>6 – APPROVAL SECTION:</b> Senior Administrator signature should be completed before submitting the form to the Human Resources Department.
<b>HUMAN RESOURCES AND PAYROLL ADMINISTRATOR</b>	<b>7 – HR/PAYROLL Use Only Box:</b> A Human Resources Representative will complete the HR/Payroll Section. Budgeting information will be verified and the employee data will be entered into the payroll system.

An employee should not begin working until all signatures are completed.

The Payroll Office will compensate the employee only upon timely submission of payroll time sheets.

All time sheets are to be submitted weekly to the Payroll Office by noon every Friday.  
 If special circumstances require a change in due date notice will be sent out via email.

### BUDGET CHANGES -- HISTORY

	CHANGE DATE	FROM	TO	ACTION REASON <sup>1</sup>	CC HEAD SIGNATURE
1	12/7/2015	1/1/16	6/30/16	increase by \$13,000 for Spring Semester	Paula Lopez <span style="float: right;">12/7/15</span>
2					
3					
4					
5					
6					
7					
8					
9					

<sup>1</sup> Specify: Amount increase, decrease, contract termination, change in fund/CC# or line item, change in begin or end date, weekly schedule, hourly rate, etc. If indicating "Other" please explain.

QUINSIGAMOND COMMUNITY COLLEGE  
 REQUEST TO EMPLOY (RTE) - 03 PAYROLL  
 Please refer to instructions on reverse side before completing form.

New Hire		Rehire
QCC Student		FT Employee

4/23/13  
 PERSONAL  
 SCHEDULE  
 FUNDING  
 ACCEPTANCE  
 APPROVAL

McHugh John J MI **2015** Social Security Number

Street Address City State Zip Telephone No.

Start 7/1/14 End 12/31/14

Job Title Veteran Affairs Coordinator Action Effective Dates

SUN MON  TUE  WED  THU  FRI  SAT

Work Schedule (Example 8am-12pm) Total Weekly Hours

Hourly Rate: \$ 25.95 PLO or Single Payment: \$ \_\_\_\_\_

Payment Schedule: \_\_\_\_\_

Note: A P/T employee cannot accumulate more than 960 hours per calendar year between all P/T jobs worked at QCC. I confirm that I have discussed this with this employee and they understand.

Supervisor Signature [Signature] Date 7/2/14

Total Budgeted  
 NOT TO EXCEED  
11,288 PLO  
 \$ 11,093

Funding Source/Department Name Dean of Students Fund/CC#/Line Item 10 - ~~2204~~ - 2600

Department Head Signature [Signature] Date 7/14/14

Note: Payment made only upon timely submission of time sheet.

Generally, this appointment will be for the period specified. However, the College reserves the right to cancel this appointment for any reason or without reason. The College has no obligation to renew this appointment and there is no obligation on your part to accept an offer of renewal.

\*\*I accept the position in accordance with the terms above and understand that I cannot accumulate more than 960 hours per calendar year between all part-time jobs worked at QCC.

Employee Signature [Signature] Date 7/9/2014

\*\*List other QCC departments where working: \_\_\_\_\_

William Ortiz 7/15/14

Area Senior Administrator Date

HR/Payroll Use Only

Employee ID: \_\_\_\_\_

MEDICARE TAX:  Yes  No

OBRA:  Yes  No

FLSA Exempt  Yes  No

[Signature]  
 Human Resources Representative

**RECEIVED**  
 JUL 16 2014  
 PAYROLL

7/15/14  
 Date

Budget Review \_\_\_\_\_  
 Date \_\_\_\_\_

BUDGET CHANGES

Check here for any change to this RTE and explain on reverse side.

1	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>
7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>

Revised 12/2012

## RTE (03) INSTRUCTIONS

SUPERVISOR	<p><b>1 – STATUS SECTION:</b>                  Check all appropriate boxes in the upper right corner.                  New Hire – Has not been employed by QCC within the past three years.                  Re-hire – Has been employed by QCC in the past. Break in service not more than two yrs.                  QCC Student – Regularly attends classes and more than 6 credits.                  FT Employee – Full-time employee paid on HRCMS</p>
	<p><b>2 – PERSONAL SECTION:</b>                  Be sure to print clearly.</p>
	<p><b>3 – SCHEDULING SECTION:</b>                  Enter work schedule on each day that the employee is to work. Example, 8am-12pm.                  Estimated weekly hours, should, in most cases not equal to more the 18.75 hours. Check with the Human Resources Office for any exceptions.</p>
DEPARTMENT HEAD	<p><b>4 – FUNDING SECTION:</b>                  Complete the Funding Sections including all requested budgeting information. Call the Budget Office (Ext. 4382) if you have any questions about the Cost Center # and/or Line Item.</p>
EMPLOYEE	<p><b>5 – ACCEPTANCE SECTION:</b>                  Obtain the Employee's signature in acceptance of the offer of employment. An employee should not begin working until all approvals have been obtained and all employment forms are complete. Please verify status with the Human Resources Office (Ext. 4259) before employee is allowed to start work.</p>
SENIOR AREA ADMINISTRATOR	<p><b>6 – APPROVAL SECTION:</b>                  Senior Administrator signature should be completed before submitting the form to the Human Resources Department.</p>
HUMAN RESOURCES AND PAYROLL ADMINISTRATOR	<p><b>7 – HR/PAYROLL Use Only Box:</b>                  A Human Resources Representative will complete the HR/Payroll Section. Budgeting information will be verified and the employee data will be entered into the payroll system.</p>

An employee should not begin working until all signatures are completed.

The Payroll Office will compensate the employee only upon timely submission of payroll time sheets.

All time sheets are to be submitted weekly to the Payroll Office by noon every Friday.  
 If special circumstances require a change in due date notice will be sent out via email.

### BUDGET CHANGES -- HISTORY

	CHANGE DATE	FROM	TO	ACTION REASON <sup>1</sup>	CC HEAD SIGNATURE
1	8/20/14	2600	2620	New Cost veteran Center - Affairs	Pogel
2	12/10/14	1/1/15	6/30/15	Spring 2015 hours	Pogel
3	12/10/14	<del>1/1/15</del> 1/1/15	6/30/15	increased budget by \$12,456	Pogel
4	1/1/15	\$25.95	\$26.40	MCCC ↑	
5	1/1/15		\$23,744	MCCC ↓	
6					
7					
8					
9					

8/25/14  
 8/27/14  
 12/10/14  
 12/10/14  
 12/10/14

<sup>1</sup> Specify: Amount increase, decrease, contract termination, change in fund/CC# or line item, change in begin or end date, weekly schedule, hourly rate, etc. If indicating "Other" please explain.



QUINSIGAMOND COMMUNITY COLLEGE  
REQUEST TO EMPLOY (RTE) - 03 PAYROLL

Please refer to instructions on reverse side before completing form.

1	New Hire	<input type="checkbox"/>	Rehire	<input type="checkbox"/>
	QCC Student	<input type="checkbox"/>	FT Employee	<input type="checkbox"/>

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2

McHugh      John      J      14  
Last Name      First      MI      Social Security Number

\_\_\_\_\_  
Street Address      City      State / Zip      Telephone No.

3

\_\_\_\_\_  
620426 mecc Professional Staff  
Job Title      Action Effective Dates      End

Coordinator/Veteran Affairs      3/10/14      6/31/14      End

SUN      MON      TUE      WED      THU      FRI      SAT

Work Schedule (Example 8am-12pm)      Total Weekly Hours

4

Hourly Rate: \$ 25.50      or      Single Payment: \$ \_\_\_\_\_  
Payment Schedule: \_\_\_\_\_

Note: A P/T employee cannot accumulate more than 960 hours per calendar year between all P/T jobs worked at QCC. I confirm that I have discussed this with this employee and they understand.

Supervisor Signature Paula Kelly      Date 3-3-14

Funding Source/Department Name Special Populations      Fund/CC#/Line Item 10-2710-6204

Department Head Signature [Signature]      Date 3-3-14

Note: Payment made only upon timely submission of time sheet.

**Total Budgeted  
NOT TO EXCEED**

\$6,120.00

5

Generally, this appointment will be for the period specified. However, the College reserves the right to cancel this appointment for any reason or without reason. The College has no obligation to renew this appointment and there is no obligation on your part to accept an offer of renewal.

**\*\*I accept the position in accordance with the terms above and understand that I cannot accumulate more than 960 hours per calendar year between all part-time jobs worked at QCC.**

[Signature]      3 MAR 2014      **\*\*List other QCC departments where working:**

Employee Signature      Date

6

Lillian Ortiz      3-12-14  
Area Senior Administrator      Date

7

HR/Payroll Use Only

Employee ID: \_\_\_\_\_

MEDICARE TAX:  Yes  No

OBRA:  Yes  No

FLSA Exempt  Yes  No

Elizabeth A. Austin  
Human Resources Representative      Date 3/13/14

Budget Review      Date

**RECEIVED**

MAR 13 2014

QCC PAYROLL

**BUDGET CHANGES**

Check here for any change to this RTE and explain on reverse side.

1 <input checked="" type="checkbox"/>	2	3
4	5	6
7	8	9

Revised 12/2012

## RTE (03) INSTRUCTIONS

<b>SUPERVISOR</b>	<b>1 – STATUS SECTION:</b> Check all appropriate boxes in the upper right corner. New Hire – Has not been employed by QCC within the past three years. Rehire – Has been employed by QCC in the past. Break in service not more than two yrs. QCC Student – Regularly attends classes and more than 6 credits. FT Employee – Full-time employee paid on HRCMS
	<b>2 – PERSONAL SECTION:</b> Be sure to print clearly.
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### BUDGET CHANGES -- HISTORY

	CHANGE DATE	FROM	TO	ACTION REASON <sup>1</sup>	CC HEAD SIGNATURE
1	5/28/14	6120-	6732	Amf increase	KM Proctor
2					
3					
4					
5					
6					
7					
8					
9					

<sup>1</sup> Specify: Amount increase, decrease, contract termination, change in fund/CC# or line item, change in begin or end date, weekly schedule, hourly rate, etc. If indicating "Other" please explain.

John McHugh Earnings Report

name	pay end date	pay date	hours	hourly rate	gross pay	medicare tax	fed tax	state tax
McHugh, John J	3/22/14	3/28/14	20	\$25.50	\$510.00	\$7.40	\$33.71	\$25.35
McHugh, John J	4/5/14	4/11/14	40	\$25.50	\$1,020.00	\$14.79	\$99.17	\$49.49
McHugh, John J	4/19/14	4/25/14	40	\$25.50	\$1,020.00	\$14.79	\$99.17	\$49.49
McHugh, John J	5/3/14	5/9/14	40	\$25.50	\$1,020.00	\$14.79	\$99.17	\$49.49
McHugh, John J	5/17/14	5/23/14	34	\$25.50	\$867.00	\$12.57	\$77.94	\$42.25
McHugh, John J	5/31/14	6/6/14	30	\$25.50	\$765.00	\$11.09	\$63.79	\$37.42
McHugh, John J	6/14/14	6/20/14	30	\$25.50	\$765.00	\$11.09	\$63.79	\$37.42
McHugh, John J	6/28/14	7/3/14	30	\$25.50	\$765.00	\$11.09	\$62.92	\$37.42
McHugh, John J	7/26/14	8/1/14	45	\$25.95	\$1,167.75	\$16.94	\$118.80	\$56.49
McHugh, John J	8/9/14	8/15/14	30	\$25.95	\$778.50	\$11.28	\$64.80	\$38.06
McHugh, John J	8/23/14	8/29/14	40	\$25.95	\$1,038.00	\$15.06	\$100.80	\$50.34
McHugh, John J	9/6/14	9/12/14	35	\$25.95	\$908.25	\$13.17	\$82.80	\$44.20
McHugh, John J	9/20/14	9/26/14	40	\$25.95	\$1,038.00	\$15.05	\$100.80	\$50.35
McHugh, John J	10/4/14	10/10/14	40	\$25.95	\$1,038.00	\$15.05	\$100.80	\$50.35
McHugh, John J	10/18/14	10/24/14	34	\$25.95	\$882.30	\$12.79	\$79.20	\$42.97
McHugh, John J	11/1/14	11/7/14	40	\$25.95	\$1,038.00	\$15.05	\$100.80	\$50.35
McHugh, John J	11/15/14	11/21/14	39	\$25.95	\$1,012.05	\$14.68	\$97.20	\$49.12
McHugh, John J	11/29/14	12/5/14	34	\$25.95	\$882.30	\$12.79	\$79.20	\$42.97
McHugh, John J	12/13/14	12/19/14	30	\$25.95	\$778.50	\$11.29	\$64.80	\$38.06
McHugh, John J	12/27/14	1/2/15	15	\$25.95	\$389.25	\$5.64	\$22.16	\$19.63
McHugh, John J	1/10/15	1/16/15	20	\$26.40	\$528.00	\$7.66	\$34.61	\$26.04
McHugh, John J	1/24/15	1/30/15	39	\$26.40	\$1,029.60	\$14.93	\$98.77	\$49.56
McHugh, John J	2/7/15	2/13/15	32.5	\$26.40	\$858.00	\$12.44	\$74.96	\$41.52
McHugh, John J	2/21/15	2/27/15	34	\$26.40	\$897.60	\$13.02	\$80.46	\$43.37
McHugh, John J	3/7/15	3/13/15	40	\$26.40	\$1,056.00	\$15.31	\$102.43	\$50.80
McHugh, John J	3/21/15	3/27/15	35	\$26.40	\$924.00	\$13.40	\$84.12	\$44.61
McHugh, John J	4/4/15	4/10/15	41	\$26.40	\$1,082.40	\$15.69	\$106.10	\$52.04
McHugh, John J	4/18/15	4/24/15	41	\$26.40	\$1,082.40	\$15.70	\$106.10	\$52.04
McHugh, John J	5/2/15	5/8/15	30.75	\$26.40	\$811.80	\$11.77	\$68.55	\$39.35
McHugh, John J	5/16/15	5/22/15	35	\$26.40	\$924.00	\$13.39	\$84.12	\$44.61
McHugh, John J	5/30/15	6/5/15	34	\$26.40	\$897.60	\$13.02	\$80.46	\$43.37
McHugh, John J	6/13/15	6/19/15	40	\$26.40	\$1,056.00	\$15.31	\$102.43	\$50.80
McHugh, John J	6/27/15	7/3/15	35	\$26.40	\$924.00	\$13.40	\$84.12	\$44.61
McHugh, John J	7/11/15	7/17/15	10	\$26.40	\$264.00	\$3.83	\$10.19	\$10.00
McHugh, John J	7/25/15	7/31/15	40	\$26.40	\$1,056.00	\$15.31	\$102.43	\$50.80
McHugh, John J	8/8/15	8/14/15	35	\$26.40	\$924.00	\$13.40	\$84.12	\$44.61
McHugh, John J	8/22/15	8/28/15	43	\$26.40	\$1,135.20	\$16.46	\$113.42	\$54.52
McHugh, John J	9/5/15	9/11/15	41	\$26.40	\$1,082.40	\$15.69	\$106.10	\$52.04
McHugh, John J	9/19/15	9/25/15	14	\$26.40	\$369.60	\$5.36	\$19.96	\$18.62
McHugh, John J	10/3/15	10/9/15	36.25	\$26.40	\$957.00	\$13.88	\$88.70	\$46.16
McHugh, John J	10/17/15	10/23/15	59	\$26.40	\$1,557.60	\$22.58	\$172.03	\$74.32
McHugh, John J	10/31/15	11/6/15	40	\$26.40	\$1,056.00	\$15.32	\$102.43	\$50.80
McHugh, John J	11/14/15	11/20/15	44	\$26.40	\$1,161.60	\$16.84	\$117.09	\$55.75
McHugh, John J	11/28/15	12/4/15	29	\$26.40	\$765.60	\$11.10	\$62.14	\$37.18
McHugh, John J	12/12/15	12/18/15	40	\$26.40	\$1,056.00	\$15.31	\$102.43	\$50.80
McHugh, John J	12/26/15	12/31/15	30	\$26.40	\$792.00	\$11.49	\$65.80	\$38.42

John McHugh Earnings Report

name	pay end date	pay date	hours	hourly rate	gross pay	medicare tax	fed tax	state tax
McHugh, John J	1/9/16	1/15/16	20	\$26.40	\$528.00	\$7.66	\$34.61	\$25.89
McHugh, John J	1/23/16	1/29/16	35	\$26.40	\$924.00	\$13.39	\$84.02	\$44.28
McHugh, John J	2/6/16	2/12/16	25	\$26.40	\$660.00	\$9.57	\$47.39	\$32.02
McHugh, John J	2/20/16	2/26/16	51.5	\$26.40	\$1,359.60	\$19.72	\$144.46	\$64.50
McHugh, John J	3/5/16	3/11/16	39.5	\$26.40	\$1,042.80	\$15.12	\$100.51	\$49.79
McHugh, John J	3/19/16	3/25/16	35	\$26.40	\$924.00	\$13.40	\$84.02	\$44.28
McHugh, John J	4/2/16	4/8/16	45	\$26.40	\$1,188.00	\$17.22	\$120.65	\$56.54
McHugh, John J	4/16/16	4/22/16	38.5	\$26.40	\$1,016.40	\$14.74	\$96.84	\$48.57
McHugh, John J	4/30/16	5/6/16	34	\$26.40	\$897.60	\$13.02	\$80.36	\$43.05
McHugh, John J	5/14/16	5/20/16	45	\$26.40	\$1,188.00	\$17.22	\$120.65	\$56.54
McHugh, John J	5/28/16	6/3/16	40	\$26.40	\$1,056.00	\$15.31	\$102.34	\$50.41
McHugh, John J	6/11/16	6/17/16	32	\$26.40	\$844.80	\$12.25	\$73.03	\$40.60
McHugh, John J	6/25/16	7/1/16	35	\$26.40	\$924.00	\$13.40	\$84.02	\$44.28
McHugh, John J	7/23/16	7/29/16	40	\$26.40	\$1,056.00	\$15.31	\$102.34	\$50.41
McHugh, John J	8/6/16	8/12/16	38	\$26.40	\$1,003.20	\$14.55	\$95.01	\$47.95
McHugh, John J	8/20/16	8/26/16	36	\$26.40	\$950.40	\$13.78	\$87.69	\$45.50
McHugh, John J	9/3/16	9/9/16	34	\$26.40	\$897.60	\$13.02	\$80.36	\$43.05
McHugh, John J	9/17/16	9/23/16	28.5	\$26.40	\$752.40	\$10.91	\$60.21	\$36.31
McHugh, John J	10/1/16	10/7/16	20	\$26.40	\$528.00	\$7.65	\$34.61	\$25.89
McHugh, John J	10/15/16	10/21/16	51.25	\$32.21	\$1,650.54	\$23.93	\$212.11	\$79.00
McHugh, John J	10/29/16	11/4/16	39.25	\$27.60	\$1,083.30	\$15.71	\$106.13	\$51.67
McHugh, John J	11/12/16	11/18/16	44	\$27.60	\$1,214.40	\$17.61	\$124.32	\$57.76
McHugh, John J	11/26/16	12/2/16	15	\$27.60	\$414.00	\$6.00	\$24.06	\$20.59
McHugh, John J	12/10/16	12/16/16	40	\$27.60	\$1,104.00	\$16.01	\$109.00	\$52.63
McHugh, John J	12/24/16	12/30/16	30	\$44.05	\$1,321.55	\$19.16	\$191.77	\$64.63
McHugh, John J	1/7/17	1/13/17	19	\$27.60	\$524.40	\$7.60	\$34.28	\$25.72
McHugh, John J	1/21/17	1/27/17	39	\$27.60	\$1,076.40	\$15.61	\$105.17	\$51.35
McHugh, John J	2/4/17	2/10/17	40	\$27.60	\$1,104.00	\$16.01	\$108.61	\$52.63
McHugh, John J	2/18/17	2/24/17	37	\$27.60	\$1,021.20	\$14.81	\$97.12	\$48.79
McHugh, John J	3/4/17	3/10/17	31	\$27.60	\$855.60	\$12.40	\$74.15	\$41.10
McHugh, John J	3/18/17	3/24/17	38	\$27.60	\$1,048.80	\$15.21	\$100.95	\$50.07
McHugh, John J	4/1/17	4/7/17	17	\$27.60	\$469.20	\$6.80	\$28.98	\$23.16
McHugh, John J	4/15/17	4/21/17	51	\$27.60	\$1,407.60	\$20.41	\$150.74	\$66.73
McHugh, John J	4/29/17	5/5/17	29.5	\$27.60	\$814.20	\$11.81	\$68.40	\$39.18
McHugh, John J	5/13/17	5/19/17	37.5	\$27.60	\$1,035.00	\$15.01	\$99.04	\$49.43
McHugh, John J	5/27/17	6/2/17	25	\$27.60	\$690.00	\$10.00	\$51.17	\$33.41
McHugh, John J	6/10/17	6/16/17	30	\$27.60	\$828.00	\$12.01	\$70.32	\$39.82
McHugh, John J	6/24/17	6/30/17	38	\$27.60	\$1,048.80	\$15.21	\$100.95	\$50.07
McHugh, John J	7/22/17	7/28/17	40	\$28.29	\$1,131.60	\$16.40	\$112.44	\$53.92
McHugh, John J	8/5/17	8/11/17	34	\$28.29	\$961.86	\$13.95	\$88.89	\$46.03
McHugh, John J	8/19/17	8/25/17	24	\$28.29	\$678.96	\$9.85	\$49.64	\$32.90
McHugh, John J	9/2/17	9/8/17	39	\$28.29	\$1,103.31	\$15.99	\$108.52	\$52.60
McHugh, John J	9/16/17	9/22/17	36.5	\$28.29	\$1,032.59	\$14.98	\$98.71	\$49.32
McHugh, John J	9/30/17	10/6/17	34	\$28.29	\$961.86	\$13.94	\$88.89	\$46.03
McHugh, John J	10/14/17	10/20/17	34	\$28.29	\$961.86	\$13.95	\$88.89	\$46.03
McHugh, John J	10/28/17	11/3/17	36	\$28.29	\$1,018.44	\$14.77	\$96.74	\$48.66

John McHugh Earnings Report

name	pay end date	pay date	hours	hourly rate	gross pay	medicare tax	fed tax	state tax
McHugh, John J	11/11/17	11/17/17	36	\$28.29	\$1,018.44	\$14.77	\$96.74	\$48.66
McHugh, John J	11/25/17	12/1/17	6	\$28.29	\$169.74	\$2.46	\$10.00	\$10.00
McHugh, John J	12/9/17	12/15/17	36	\$28.29	\$1,018.44	\$14.76	\$96.74	\$48.66
McHugh, John J	12/23/17	12/29/17	18	\$28.29	\$509.22	\$7.39	\$32.68	\$25.02
McHugh, John J	1/6/18	1/12/18	20	\$28.29	\$565.80	\$8.20	\$37.91	\$27.64
McHugh, John J	1/20/18	1/26/18	38	\$28.29	\$1,075.02	\$15.59	\$104.59	\$51.29
McHugh, John J	2/3/18	2/9/18	40	\$28.29	\$1,131.60	\$16.41	\$92.05	\$53.92
McHugh, John J	2/17/18	2/23/18	40	\$28.29	\$1,131.60	\$16.41	\$92.05	\$53.92
McHugh, John J	3/3/18	3/9/18	27.5	\$28.29	\$777.98	\$11.28	\$52.80	\$37.50
McHugh, John J	3/17/18	3/23/18	20	\$28.29	\$565.80	\$8.20	\$32.14	\$27.64
McHugh, John J	3/31/18	4/6/18	31	\$28.29	\$876.99	\$12.72	\$63.79	\$42.09
McHugh, John J	4/14/18	4/20/18	28	\$28.29	\$792.12	\$11.49	\$54.37	\$38.15
McHugh, John J	4/28/18	5/4/18	42	\$28.29	\$1,188.18	\$17.22	\$98.33	\$56.54
McHugh, John J	5/12/18	5/18/18	40	\$28.29	\$1,131.60	\$16.41	\$92.05	\$53.92
McHugh, John J	5/26/18	6/1/18	45	\$28.29	\$1,273.05	\$18.46	\$107.75	\$60.48
McHugh, John J	6/9/18	6/15/18	49	\$28.29	\$1,386.21	\$20.10	\$120.31	\$65.74
McHugh, John J	6/23/18	6/29/18	18	\$28.29	\$509.22	\$7.38	\$26.91	\$25.02
McHugh, John J	7/21/18	7/27/18	13.5	\$19.00	\$256.50	\$3.72	\$10.00	\$10.00

John McHugh Earnings Report

<b>OBRA deduction</b>	<b>net pay</b>
\$38.25	\$405.29
\$76.50	\$780.05
\$76.50	\$780.05
\$76.50	\$780.05
\$65.03	\$669.21
\$57.38	\$595.32
\$57.38	\$595.32
\$57.38	\$596.19
\$87.58	\$887.94
\$58.39	\$605.97
\$77.85	\$793.95
\$68.12	\$699.96
\$77.85	\$793.95
\$77.85	\$793.95
\$66.17	\$681.17
\$77.85	\$793.95
\$75.90	\$775.15
\$66.17	\$681.17
\$58.39	\$605.96
\$29.19	\$312.63
\$39.60	\$420.09
\$77.22	\$789.12
\$64.35	\$664.73
\$67.32	\$693.43
\$79.20	\$808.26
\$69.30	\$712.57
\$81.18	\$827.39
\$81.18	\$827.38
\$60.89	\$631.24
\$69.30	\$712.58
\$67.32	\$693.43
\$79.20	\$808.26
\$69.30	\$712.57
\$19.80	\$220.18
\$79.20	\$808.26
\$69.30	\$712.57
\$85.14	\$865.66
\$81.18	\$827.39
\$27.72	\$297.94
\$71.78	\$736.48
\$116.82	\$1,171.85
\$79.20	\$808.25
\$87.12	\$884.80
\$57.42	\$597.76
\$79.20	\$808.26
\$59.40	\$616.89

John McHugh Earnings Report

OBRA deduction	net pay
\$39.60	\$420.24
\$69.30	\$713.01
\$49.50	\$521.52
\$101.97	\$1,028.95
\$78.21	\$799.17
\$69.30	\$713.00
\$89.10	\$904.49
\$76.23	\$780.02
\$67.32	\$693.85
\$89.10	\$904.49
\$79.20	\$808.74
\$63.36	\$655.56
\$69.30	\$713.00
\$79.20	\$808.74
\$75.24	\$770.45
\$71.28	\$732.15
\$67.32	\$693.85
\$56.43	\$588.54
\$39.60	\$420.25
\$104.29	\$1,231.21
\$81.25	\$828.54
\$91.08	\$923.63
\$31.05	\$332.30
\$82.80	\$843.56
\$62.10	\$983.89
\$39.33	\$417.47
\$80.73	\$823.54
\$82.80	\$843.95
\$76.59	\$783.89
\$64.17	\$663.78
\$78.66	\$803.91
\$35.19	\$375.07
\$105.57	\$1,064.15
\$61.07	\$633.74
\$77.63	\$793.89
\$51.75	\$543.67
\$62.10	\$643.75
\$78.66	\$803.91
\$84.87	\$863.97
\$72.14	\$740.85
\$50.92	\$535.65
\$82.75	\$843.45
\$77.44	\$792.14
\$72.14	\$740.86
\$72.14	\$740.85
\$76.38	\$781.89

John McHugh Earnings Report

<b>OBRA deduction</b>	<b>net pay</b>
\$76.38	\$781.89
\$12.73	\$134.55
\$76.38	\$781.90
\$38.19	\$405.94
\$42.44	\$449.61
\$80.63	\$822.92
\$84.87	\$884.35
\$84.87	\$884.35
\$58.35	\$618.05
\$42.44	\$455.38
\$65.77	\$692.62
\$59.41	\$628.70
\$89.11	\$926.98
\$84.87	\$884.35
\$95.48	\$990.88
\$103.97	\$1,076.09
\$38.19	\$411.72
\$19.24	\$213.54



# **AGREEMENT**

by and between

**The Massachusetts Board of Higher Education**

and the

**Massachusetts Community College Council  
MCCC/MTA/NEA**

for

**Full-time and Part-time Day  
Faculty and Professional Staff**

**For Academic Years  
2015-16 / 2016-17 / 2017-18**

**July 1, 2015 – June 30, 2018**

## **Bargaining Team Representatives**

### **Massachusetts Community College Council (MCCC)**

Catherine Adamowicz, Professor and Department Chair of English, BRCC  
Claudine Barnes, Professor of American History and Government, Team Chair, CCCC  
Courtney Derwinski, Higher Education Field Representative, MTA  
Rosemarie Freeland, Coordinator of Women's Resource Center, Team Vice-Chair, GCC  
Tom Kearns, Professor of Diesel Technology, MSCC  
Jim Korman, Professor of Paralegal Program, MWCC  
Joe LeBlanc, Professor of English, Ex-Officio as MCCC President, NECC  
Aaron Levin, Professor of Mathematics, HCC  
Donnie McGee, Professor of English, Ex-Officio as MCCC Vice-President, BRCC  
Ellen Pratt, Distance Education and Outreach Librarian, MWCC  
Margaret Wong, Professor of English, QCC

### **Board of Higher Education/Community College Representatives**

John L. Casey, Esq., Assistant General Counsel, MA Community Colleges  
Deborah Cote, VP for Human Resources, BECC  
William Daring, VP of Human Resources, QCC  
Stephen Fabbrucci, VP of Human Resources, NECC  
Melissa Fama, VP of Academic Affairs, MWCC  
Carol Wolff Fallon, Esq., Labor Counsel, MA Community Colleges  
Susan Miller, VP of Academic and Student Affairs, CCCC  
Michael J. Murray, Esq., Director of Employee and Labor Relations, DHE  
Peter Sennett, Executive Director of Human Resources, GCC  
Greg Sethares, VP for Academic Affairs, BRCC

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## PREAMBLE

This Agreement is entered into by and between the Board of Higher Education or its successor (hereinafter the Employer) and the Massachusetts Teachers Association/Massachusetts Community College Council (hereinafter the Association) as the exclusive bargaining representative for all employees in the bargaining unit described in Article I. Both parties to this Agreement recognize the unique contributions of the community colleges to education in this Commonwealth. Further, the parties recognize the need to strengthen and secure community college education. This Agreement has as its purpose the promotion of harmonious relations between the Employer and the Association. The parties declare their commitment to maintaining and improving the quality of educational services offered by the Community Colleges. To this end, the parties recognize their statutory obligations pursuant to the provisions of General Laws, Chapter 150E, and the rules and regulations promulgated thereunder, to negotiate in good faith with respect to wages, hours, standards of productivity and performance, and other terms and conditions of employment. The parties are committed to explore other effective approaches to bargaining and labor relations.

Both parties recognize and declare that providing quality higher education and services to the citizenry of the Commonwealth with the broadest accessibility is their mutual goal. The education of our students is our primary purpose.

In recognition of these obligations it is hereby agreed as follows:

## ARTICLE I – RECOGNITION AND DEFINITIONS

### 1.01 *Recognition*

The Employer hereby recognizes the Association as the exclusive bargaining representative with respect to conditions of employment for all regular full-time employees occupying the positions delineated in Article I-Appendix A and for all regular part-time faculty teaching credit courses and all part-time daytime academic support personnel including employees holding the job classifications listed in Article I-Appendix A.

The Board agrees to apply the applicable provisions of this Agreement to those employees whose source of remuneration is derived from non-state appropriated funds and who perform the functions of any of those positions delineated in Article I-Appendix A, to the extent that the terms of their respective grants or non-state appropriated funding source and the level of funding thereunder allow, as determined by the President of the College or the President's designee. It is understood that the following Articles of this Agreement shall not apply to those individuals occupying said full-time positions, except as otherwise provided in this Agreement:

Article XI Appointment and Reappointment  
Article XIX Retrenchment

### 1.02 *Definitions*

**Academic Year**- a period of time encompassing two (2) semesters, beginning no earlier than September 1 and ending no later than May 31, exclusive of Commencement.

**Administration**- all professional employees of the Employer who are not members of the bargaining unit as described in Article I-Appendix A.

**Administrator**- a non-unit professional employee.

**Association**- the Massachusetts Community College Council/Massachusetts Teachers Association, an affiliate of the National Education Association.

**Association Representative**- a member of the Association who has been designated as a representative by the Association President in writing to the President of the College; also, a representative of the Massachusetts Teachers Association or the National Education Association as designated by the Association President to the President of the College.



**Cause-** shall mean just cause.

**Classification Study-**hereinafter referred to as "Study", refers to the Commonwealth of Massachusetts Board of Higher Education Classification and Compensation Study within the Massachusetts Community College Council Unit, dated August 20, 1999, as amended.

**College President-** the President of a Community College or an individual acting in that capacity as duly appointed by the Employer in accordance with General Laws, Chapter 15A or successor as amended or superseded.

**Colleges-** all facilities and properties of a Community College now or hereinafter established by the Employer pursuant to General Laws, Chapter 15A.

**Commissioner-** the Commissioner of the Board of Higher Education or an individual acting in that capacity as duly appointed by the Employer, in accordance with General Laws, Chapter 15A or successor as amended or superseded.

**Coordinator (College-wide)-** a unit member who is appointed in accordance with Article XVI and who performs administrative or other non-instructional duties in the development or implementation of a college-wide program or activity in accordance with Article XII.

**Complaint-** a written statement setting forth a grievance as hereinafter defined, which includes a statement of all the known facts pertaining to the alleged breach on which the grievance is based, including but not limited to the date(s) when the breach allegedly occurred, the specific contractual provisions alleged to have been breached, the remedy requested.

**Curriculum Coordinator-** a unit member who functions in a similar manner as a department chairperson but is responsible for a smaller work area.

**Department Chairperson (Work Area)-** a unit member performing the duties delineated in Article 20.05.

**Department Chairperson (Program)-** a unit member performing the duties delineated in Article 20.06 and who may be assigned responsibility to assist in the implementation of a College program and/or curriculum, defined as a series of courses customarily leading to a certificate or associate degree and which accreditation, licensure or other external governing agencies require a member defined within the unit to perform supervisory functions for approval, maintenance and continuance of the program.

**Dismissal-** the discharge of any unit member for just cause prior to the expiration of that unit member's appointment.

**Employer-** the Board of Higher Education or any College Board of Trustees as defined in General Laws, Chapter 15A or successor as amended or superseded, whichever the case may be as provided in Article XXVII.

**Faculty-** unit members occupying full-time positions as instructor, assistant professor, associate professor or professor.

**Field-Based Type Work-** off-campus educational experience where the faculty member is not responsible for delivering instruction but is responsible for ensuring that instruction is delivered.

**Grievance-** an allegation by a unit member(s) or by the Association that a specific provision of the Agreement has been breached in its application to the unit member(s) or the Association.

**Grievant-** a unit member(s) or the Association who seeks a resolution of a grievance pursuant to Article X.

**HR/CMS-** the term HR/CMS shall mean the Human Resources/Compensation Management System implemented by the Commonwealth of Massachusetts.

**Lay Off Status-** the status of a unit member who has been retrenched pursuant to Article XIX.

**Part-time Faculty-** a unit member whose responsibilities may include teaching credit courses during any part of the academic year. Absent exceptional circumstances, no part-time faculty member shall be assigned more than three three-credit courses or their equivalent during any single semester.

**Part-time Professional Staff Member-** a unit member employed for any part of the fiscal year including employees holding the job classifications listed in Article I- Appendix A whose primary duties are other than teaching and who are employed to work less than thirty-seven and one-half (37 1/2) hours a week.

**Professional Judgment-** every decision to renew or fail to renew a professional appointment, to terminate any such appointment, to grant or refuse to grant academic tenure, promotion, professional leave, sabbatical leave, educational needs/professional development awards, performance-based salary adjustments, and evaluation results shall be deemed to have been made pursuant to an exercise of professional judgment; and every grievance that, explicitly or by implication, questions the merits of any such decision, but of no other decision, shall be deemed to be a grievance that questions an exercise of professional judgment. In matters of professional judgment, said decision is limited by the specific terms of this Agreement.

**Professional Staff Member-** a unit member whose primary duties are other than teaching.

**Recall**- the removal for cause of a person from that person's position as department chairperson but not the separation of said person from the service of the College.

**Retrenchment**- the discontinued employment of a unit member prior to the expiration of that unit member's term of appointment through no fault or delinquency of that unit member, pursuant to Article XIX.

**Salary Recommended**- means either "Range/Step" or "Proposed Salaries" in the Study.

**Seniority**- continuous full-time and part-time service by a unit member at that unit member's College, which is deemed to commence with the unit member's effective date of employment as a unit member. For salary purposes only, seniority is based upon the sum of the seniorities which a unit member has earned, without a break in service, at all of the Massachusetts Community Colleges and/or at a unit of a public institution of higher education that was merged with a Massachusetts Community College.

**Spending Plan**- as listed by the Commonwealth of Massachusetts' expenditure code, the College's projected expenditures for the current fiscal year compiled after notification by the Employer of the College's allocations.

**Temporary Employee**- one employed as a unit member to substitute for a unit member holding a regular, multiple year, or tenured appointment for a period of one (1) year or less for the purpose of replacing a unit member on leave or whose employment ended prior to the completion of the fiscal or academic year.

**Tenure**- an appointment which vests a right to continued employment at a College without limit of time subject to dismissal for just cause in accordance with Article XIII A and XV and retrenchment in accordance with Article XIX.

**Termination**- the non-renewal of a contract of a non-tenured unit member.

**Transfer** - the appointment by the Employer of a unit member to a faculty or professional staff position at the same rank or classification in the same or another College in the Community College System.

**Unit Member**- an employee of the Employer occupying a position as defined in Article I and as delineated in Article I-Appendix A.

**Vacancy**- a position for which funding is available and which the administration intends to fill.

**Work Area**- those specific work areas designated by the administration as work areas.

### **1.03 New Positions Added**

The Employer recognizes its obligation under the provisions of General Laws, Chapter 150E, to bargain in good faith over the addition of any professional positions within the bargaining unit in excess of the total number of existing bargaining unit positions at a College.

### **1.04 Jurisdiction**

During the term of this Agreement, the Employer agrees not to negotiate with any unit member(s) or with any employee organization other than the Association.

## ARTICLE I—APPENDIX A

The bargaining unit contains the following positions as described in Article 1.01:

### Position

Instructor	Coordinator Student Assessment
Assistant Professor	Coordinator Television Programming
Associate Professor	Disabilities Counselor
Professor	Enrollment Counselor
	ESL Skills Specialist
	Financial Aid Assistant
Academic Coordinator	Financial Aid Counselor
Academic Counselor	Fitness Center Coordinator
Admissions Counselor	Grants Writer
Admissions Coordinator	Health Care Counselor
Assessment Assistant	Help Desk Technician
Assessment Officer	Instructional Support Technician
Assistant Coordinator Student Activities	Lead Teacher
Assistant Librarian	Learning Disabilities Specialist/Transition
Assistant Registrar	Learning Specialist
Biology Laboratory Technician	Learning Specialist Disability Services
Career Development Counselor	Librarian
Career Development/VA Counselor	Literacy Specialist Adult Education
Career Placement Counselor	Programmer/Analyst
Career Services Representative	Publications Coordinator
Community/Outreach Counselor	Recruitment Counselor
Coordinator Academic Computing	Reference Librarian
Coordinator Alternative Studies	Senior Academic Counselor
Coordinator Athletics	Senior Admissions Counselor
Coordinator Career Planning/Placement	Senior Community/Outreach Counselor
Coordinator College Graphics	Senior Learning Specialist/Critical Thinking
Coordinator Cooperative Education	Senior Programmer
Coordinator Disability Services	Senior Financial Aid Counselor
Coordinator Financial Aid	Senior Staff Assistant
Coordinator Fine Arts Center	Senior Special Programs Coordinator
Coordinator Forensic Laboratory	Special Programs Coordinator
Coordinator Health Services	Senior Technical Specialist
Coordinator Instructional Technology	Staff Assistant
Coordinator Learning Resources	Student Activity Officer
Coordinator Library Services	Teacher
Coordinator Multi-Cultural Center	Technical Services Librarian
Coordinator Returning Adults Center	Technical Specialist
Coordinator Student Activities	Transfer Counselor
	Travel Agent Program Coordinator

Article I-Appendix A will be revised as a result of further negotiations between the parties during the term of this Agreement.

## ARTICLE II – RELATIONSHIP BETWEEN ASSOCIATION AND EMPLOYER

### **2.01 Fair Practices**

The Employer and the Association recognize and affirm their commitment to the policy of non-discrimination with regard to race, color, creed, religion, national origin, ancestry, age, gender, disability, sexual orientation, family status, gender identity, gender expression, genetic information, veteran or military status and membership in any other class protected by law.

### **2.02 Complaints**

The administration shall within fourteen (14) calendar days send or communicate to a unit member any written complaint or material which the administration believes would adversely affect that unit member's employment status.

### **2.03 Safety**

In accordance with applicable state or federal law, unit members shall not be required to work under unsafe conditions whenever such conditions have been brought to the attention of the President of the College or the President's designee by the unit member(s) and the College has failed to exercise reasonable efforts to redress the complaint.

### **2.04 Individual Contracts**

All rights, benefits, duties and obligations of unit members as set forth in the Agreement shall during its term be expressly incorporated by reference into and made part of any contract of employment that has been or shall be entered into between the Employer and a unit member and no such contract shall be contrary, in whole or in part, to the terms and conditions as set forth herein.

### **2.05 Association Representatives**

- A. The President of the Association shall furnish the Commissioner or Commissioner's designee with a written list by September 15 of each year of officers and representatives of the Association and their terms of office. It is clearly understood that in the implementation of this section, there shall not be more than one (1) Association representative from each College; provided, however, that if a designated representative is unavailable, the President of the Association shall notify the Commissioner or Commissioner's designee as to who shall be that representative's alternate.
- B. The President of the Association shall notify by July 1 of each year the Commissioner or Commissioner's designee and the Presidents of the affected Colleges or their designees of the names of unit members who have been certified to have been approved by the President of the Association for a workload reduction. The Employer shall provide each Chapter President with a workload reduction of one (1) course section per semester without cost to the Association. The Association shall pay for an additional fifteen (15) course sections per semester at the Level 2 rate of pay under the Association's Division of Continuing Education collective bargaining agreement. Colleges will be permitted, but shall not be required, to enter into agreements granting additional reassigned time. Such additional reassigned time shall be paid for by the Association at the Level 2 rate of pay under the Association's Division of Continuing Education collective bargaining agreement.

Unit members who receive a workload reduction shall teach at least one (1) course per semester. No College shall be required to provide more than three (3) sections of unpaid workload reduction in any semester. Unit members who receive a workload reduction under this Article shall receive a proportional reduction in office hours in accordance with Article XII, 12.03.C.1 and Appendix A, Section B.

For purposes of this Article, seven (7) clock hours reassigned time per week shall be considered one (1) section of reassigned time for professional staff. The provisions of Section 2.05.B shall not apply to part-time unit members.

- C. The Association shall also notify the Presidents of Colleges by July 1 of each year of the names of each Chapter President or Chapter President's designee who has been certified for a workload reduction. Such workload reduction shall be subject to the approval of the President of the College or the President's designee. Each College shall make every reasonable effort to schedule such unit members to the maximum opportunity to participate in the workload reduction provided herein. The provisions of Section 2.05.C shall not apply to part-time unit members.
- D. No part-time unit member shall receive reassigned time with pay.

## **2.06 Relevant Information**

The Employer shall provide to the Association President or the President's designee in accordance with Chapter 150E such information as is necessary for the proper discharge of its duties as the exclusive bargaining agent. Such information shall be provided by October 15 of each year and shall include, but not be limited to,

- A copy of the college payroll(s) at each College,
- The number of vacant and filled full-time positions at each College,
- The enrollment figures by program at each College,
- A list of all new full-time unit members and specific course assignments for the fall semester. (Due February 28 for the Spring semester) Such list shall include name, starting salary, funding source, and rank, address and home telephone number.
- Copies of job postings.
- A list of all part-time unit members and specific course assignments for the fall semester. (Due February 28 for the spring semester) Such list shall include name, salary, anticipated number of hours worked or percent of full-time equivalent appointment, address and home telephone number, and benefit status.

The President of the College or the President's designee shall provide to the Chapter President copies of:

- The tentative class schedule for all full-time faculty members for the subsequent semester no later than the dates by which the faculty members must be notified of these tentative schedules as provided in Article XII, and
- The class schedules of all faculty members whose class schedules differ from their tentative class schedules no later than the end of the first week of classes each semester.

In accordance with Article XVI, the President of the College or the President's designee shall provide to the President of the Association or the President's designee and the Chapter President copies of

- All unit vacancies within three (3) days after the President of the College or the President's designee determines that a vacancy exists.

The implementation of this Article shall not require the College to compile such information in the form requested unless already compiled in that form. The information provided by the Employer to the Association, pursuant to this collective bargaining agreement, shall be sent by the Employer to an electronic address to be designated by the Association.

## **2.07 Association Leave**

- A. All meetings referred to in this section shall be scheduled so as to provide the least disruption of classes. No meetings referred to in this section which a part-time unit member is required to attend shall be scheduled during the part-time unit member's work time unless the President of the College or designee has approved an alternate work schedule; no part-time unit member shall receive reassigned time with pay.
- B. When it is necessary, pursuant to the Grievance Procedure in Article X of this Agreement, for a representative designated by the Association to attend a hearing during a work day, that representative shall upon notice to that representative's immediate supervisor be released without loss of pay as necessary in order to participate in the

foregoing activities. Any person whose appearance in such hearings as a witness is necessary shall, when possible, obtain coverage for that person's classes satisfactory to the President of the College.

- C. When the Board of Directors' meetings of the Association are scheduled during normal working hours of a work day, unit member representatives to such meetings shall be relieved from all regular duties without loss of pay; provided, however, that such release from duties shall be limited to no more than ten (10) meetings. The President of the Association shall notify the Commissioner or Commissioner's designee and the Presidents of the affected Colleges of the names of the Board of Directors and the dates of the ten (10) scheduled Board of Directors' meetings prior to September 1. Whenever it becomes necessary to schedule additional meetings of the Association's Board of Directors, such members may be released; provided, however, that they first obtain coverage for their classes satisfactory to the President of the College.
- D. Leave of absence with pay may be granted for officers, delegates or alternates of employee organizations for the purpose of attending conventions of their organizations; this shall not apply to part-time unit members.

### **2.08 Grievance Meetings**

See Article 10.02.G.

## **ARTICLE II-A — SPECIAL JOINT STUDY COMMITTEE**

There shall be established under this Agreement a Special Joint Study Committee according to the following provisions:

- 2A.01** There shall be appointed eight (8) members: the Employer shall appoint three (3) Community College Presidents and the Board of Higher Education Director of Employee and Labor Relations; the President of the Massachusetts Community College Council shall appoint three (3) officers of the Council and a representative or officer of the Massachusetts Teachers Association.
- 2A.02** The Committee shall meet no less than six (6) times per year, unless mutually agreed otherwise.
- 2A.03** The Committee may ask a neutral to join them on occasion as a useful catalyst in creating a problem solving atmosphere; either management's representatives or the Association's representatives may invite resource persons to attend committee meetings.
- 2A.04** The Committee shall make rules of order within which to operate.
- 2A.05** All fees and expenses of the Committee (including those necessary to retain a neutral) shall be divided equally between the parties to this Agreement.  
The Committee during the life of this Agreement shall:
  1. Resolve matters of mutual concern between the parties to this Agreement.
  2. Address issues which require in-depth study and discussion.
  3. Explore and identify root causes of current problems between the parties with a view of resolving all such problems.

All reports, findings and recommendations of the Special Joint Study Committee shall be expeditiously given to the Commissioner of the Board of Higher Education and the President of the Massachusetts Community College Council.

## **ARTICLE III – USE OF EMPLOYER FACILITIES**

### **3.01 Facility Use**

Upon request in writing made to the President of a College or to the President's designee, the Association or any College-based chapter thereof shall have the right to meet at such College, if appropriate facilities are available. All requests must be received at least twenty-four (24) hours prior to the time requested for the meeting.

### **3.02 Bulletin Boards**

The President of each College or the President's designee shall assign at least two (2) bulletin boards for the exclusive use and responsibility of the Association for the purpose of posting Association notices concerning the administration of the provisions of this Agreement.

### **3.03 Intra-College Mail**

The Association shall be permitted to use the intra-college mail system for the distribution of Association communications. All notices so placed shall bear the signature of the President of the Association or the President's designee(s).

### **3.04 Unit Facilities and Services**

The Employer shall make reasonable efforts to maintain at each College:

1. Office space currently being used or office space that may become available for the Association for on-campus contract administration;
2. Existing furnished employee lounges, restroom and eating facilities;
3. Existing assigned space and necessary equipment to carry out their assigned duties;
4. Existing parking facilities;
5. Existing telephones where currently operating;
6. Existing custodial, secretarial and technical assistance.

The President of the College or the President's designee shall consult with the Chapter President of the Association or the President's designee prior to altering the level of existing facilities or services listed herein and currently in use by unit members.

### **3.05 Access to College Facilities**

The Employer agrees to make available to unit members access to their work areas and offices on the same basis and to the same extent as such facilities are made available to other College employees, subject, however, to applicable Board of Higher Education policy, rules and regulations governing access to College facilities.

## **ARTICLE IV – THE RIGHTS & RESPONSIBILITIES OF THE EMPLOYER**

- 4.01** All management's rights and functions, except those which are clearly and explicitly abridged by the specific terms of this Agreement, shall remain vested with the Employer. These exclusive rights include, but are not limited to, the following:
1. To the executive management and administrative control of its Colleges and their properties and facilities;
  2. To hire all employees, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion, and to promote and transfer all such employees;
  3. To establish courses of instruction, including special programs and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Employer;

4. To decide upon the means and methods of instruction; the duties, responsibilities, and assignment of teachers and other employees with respect to administrative and non-teaching activities; and the terms and conditions of employment;
5. To establish the standards of productivity of its employees; and
6. To establish policies, rules and regulations and practices in carrying out its responsibilities.

**4.02** The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Employer, 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 to the specific and express terms of this Agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the Commonwealth of Massachusetts and the Constitution and laws of the United States. Nothing contained in this Agreement shall be deemed or construed to impair or limit the powers and duties of the Employer under the laws of the Commonwealth.

**4.03** It is understood that the matters contained in this Article are not subject to the grievance and arbitration procedures in this Agreement, except as to the limitation stated in this Agreement or unless it can be shown that in the exercise of these rights the Employer acted unreasonably and to the detriment of employee rights.

#### **ARTICLE IV-A – COLLEGE GOVERNANCE**

**4A.01** The Employer recognizes the importance of the advisory role of unit members in matters of College governance, including the improvement and development of academic programs and resources. The Employer and the Association recognize that advisory organizations currently exist within the Community College System and that the structures and procedures established by such bodies vary among the Colleges in response to differing conditions, interests and needs of each College. Such advisory organizations or similar organizations shall be maintained or created at each College, after consultation with the Association, to insure advisory comment from unit members and other constituencies of the College. A governance structure shall provide for an open forum for discussion and information sharing for the purpose of providing the President of the College with advisory input prior to the promulgation of College policy.

**4A.02** The Employer recognizes the importance of the role of unit members in the selection process of unit members; provided, however, that unit members shall also participate in the selection process of administrators where they are currently allowed to do so pursuant to an established and continuous college-wide past practice or written College rule; provided further that the President of the College shall select unit members to serve on selection committees for these purposes after first consulting with the members of the appropriate division/department/work area. This section (4A.02) shall not apply to part-time unit members.

#### **ARTICLE V – MAINTENANCE OF RECORDS**

**5.01** Each Community College shall maintain an official personnel file for each unit member, which shall be the personnel file consulted when making all personnel decisions and recommendations. Any and all material contained in this personnel file concerning the unit member shall be open to the unit member with a right to copy at that unit member's expense, upon written request and by appointment during regular business hours.

The unit member shall be responsible for supplying the administration with all of the necessary documents requested by the administration in order to complete the unit member's file. The cost of supplying any materials after the unit member has complied with the aforementioned request shall be paid by the Employer.



If any additional material is included within a unit member's file after the effective date of this Agreement, the unit member shall be sent a copy of such material within seven (7) calendar days thereafter.

The unit member shall have the right to file a statement in response to any written documents placed in that unit member's files.

**5.02** Each College shall maintain a grievance file separate from the official personnel file.

**5.03** The Colleges shall maintain the confidentiality of these files in accordance with state and federal law.

**5.04** Whenever any individual or individuals inspect the official personnel file of a unit member, the date and name of the individual or individuals conducting such investigation shall be noted in the file.

## **ARTICLE VI – DEDUCTION OF DUES AND AGENCY FEES**

### **6.01 Dues Deductions**

- A. Payroll deductions for membership dues of the Association or voluntary contributions to VOTE pursuant to the process agreed to by the Joint Study Committee shall be authorized pursuant to applicable laws of the Commonwealth.
- B. The Association shall, at least thirty (30) days prior to the beginning of the academic year or within thirty (30) days of the effective date of this Agreement, give written notice to the Employer of a schedule of the amount of dues which are to be deducted on behalf of the Association and the names of the treasurers of the chapters of the Association, provided that, with respect to part-time unit members, the Employer shall make reasonable efforts to provide payroll deductions and shall implement a payroll mechanism when administratively feasible.
- C. The schedule of the amount of dues which are to be deducted on behalf of the Association for unit members shall stipulate the amount based on the first HR/CMS payroll with which the deductions begin, part-time status and agency fee payer status.

### **6.02 Agency Service Fee**

As a condition of employment during the term of this Agreement, every member of the bargaining unit who is not also a member of the Association shall pay or by payroll deduction shall have paid to the said Association an agency service fee that shall be one hundred percent (100%) of the then current rate of dues payable by a member of the said Association; provided, however, that no such payment or deduction shall include any amount that represents a cost not related by the provisions of Section 3 of Article IX of the Rules and Regulations Relating to the Administration of Chapter 150E of the General Laws as such rules and regulations have been promulgated, and as they may be amended from time to time by the Department of Labor Relations (DLR). Such fee so required to be paid shall be payable on or after the thirtieth (30th) day next following the beginning of employment of such member of the bargaining unit or on or after the thirtieth (30th) day next following the effective date of this Agreement, whichever shall be later.

Such fee may be paid by payroll deduction if so authorized pursuant to an Agency Service Fee Deduction Authorization; provided, however, that such authorization shall be deemed to have effect only with respect to such sum as is herein provided.

Any other provisions of this Agreement to the contrary notwithstanding, every unit member who shall have failed to fulfill the condition of employment as is herein prescribed shall be subject to immediate dismissal and shall be so dismissed by

the Employer with effect no later than the end of the semester during which the Employer shall have acted to dismiss the unit member in accordance with the provisions of this Article; provided, however, that such dismissal shall be effected by notice promptly issued by the Employer or its designee to such unit member after the Association shall have notified the President that such unit member has not fulfilled the condition herein prescribed. The said notice shall be sent by registered mail, return receipt requested, and shall give such unit member fourteen (14) days from the date of its receipt to fulfill the said condition. Within the said fourteen (14) days, the Employer or its designees shall grant such unit member such opportunity to respond to the said notice as the Employer may from time to time prescribe for the purposes of this provision.

Whenever such unit member shall not have fulfilled the condition herein prescribed within the said fourteen (14) days, the Employer shall act to dismiss the unit member at its meeting next following the expiration of the said fourteen (14) days; provided, however, that the Employer need not so act if such unit member fulfills the said condition prior to the date of such meeting.

The Association shall reimburse the Employer for any expenses incurred as a result of being ordered to reinstate an employee terminated at the request of the Association for not paying the agency fee. The Association shall intervene in and defend any administrative or court litigation with respect to any unit member's refusal or failure to pay the agency service fee, including, but not limited to, actions or claims arising from an employee's termination or dismissal. In such litigation, the Employer shall have no obligation to defend the Association and the Association shall indemnify and hold the Employer harmless from any loss occasioned by such litigation.

Any unit member who pays an agency service fee may on request obtain a rebate of part of that unit member's agency service fee in accordance with General Laws, Chapter 150E, Section 12, and Association procedures.

## **ARTICLE VII – ACADEMIC FREEDOM AND RESPONSIBILITY**

### **7.01 *Academic Freedom***

The Employer and the Association endorse the principles and standards of academic freedom and academic responsibility as generally and traditionally accepted in institutions of higher education. The parties agree to promote public understanding and support of academic freedom and agreement upon procedures to assure academic freedom in Colleges and Universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research.

Academic freedom is the right of scholars in institutions of higher education freely to study, discuss, investigate, teach, exhibit, perform and publish. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning.

The teacher is entitled to full freedom in research and in the exhibition, performance and publication of the results of the instructor's research, to full freedom in the classroom in discussing the instructor's subject, and, most specifically, in the selection of the instructor's classroom materials, including the selection of texts. The instructor is entitled to discuss controversial issues. As both an instructor and scholar, the instructor recognizes the instructor's professional obligation to present various scholarly opinions and to avoid presenting totally unrelated materials, that being fundamental to the advancement of truth.

A faculty member has the right to determine the amount and character of the work and other activities the faculty member pursues outside the College, provided such work and other activities do not interfere with the discharge of the faculty

member's responsibilities under the terms of this Agreement. Unit members are entitled to freedom of expression of political belief or affiliation.

## **7.02 Academic Responsibilities**

Academic freedom carries with it correlative responsibilities.

The faculty member has the responsibility to the faculty member's colleagues and the College community to preserve intellectual honesty in the faculty member's teaching and research. The faculty member respects the free inquiry of the faculty member's associates and avoids interference in their work.

The parties recognize that adherence to the complementary concepts of academic freedom and academic responsibility will most nearly ensure that the greatest contributions to the several Colleges will be made by their most valuable resource, the faculty. The college or university teacher is a citizen and a member of a learned profession affiliated with an educational institution. When the instructor speaks or writes as a citizen, the instructor should be free from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning, affiliated with an educational institution, the instructor should remember that the public may judge the instructor's profession and the instructor's utterances. Hence, the instructor should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate when the instructor is not an institutional spokesperson.

Institutions of higher education are committed to the search for truth and knowledge and to contributing to the solution of problems and controversies by the method of rational discussion.

## **ARTICLE VIII – AFFIRMATIVE ACTION**

- 8.01** The Employer and the Association recognize and affirm their commitment to the policy of nondiscrimination, equal opportunity and affirmative action in all aspects of employment, including, but not limited to, recruitment, selection, placement, tenure, wages, training, retrenchment, promotion and termination. The Employer and the Association recognize that the realization of equal opportunity shall be based on their mutually cooperative good faith efforts to achieve full and prompt utilization of women and minorities through the Employer's Affirmative Action Policy.
- 8.02** The Employer agrees that it will not alter or change any provision of this collective bargaining agreement by the implementation of any Affirmative Action Policy.
- 8.03** The Employer and the Association agree to cooperate in the administration of the Employer's Affirmative Action Policy and in the implementation of any Affirmative Action Policy as may be adopted by the Employer based on or mandated by federal or state law; the Employer further agrees that any Affirmative Action Policy which may be developed by it shall be subject to the provisions of Chapter 150E. The Employer agrees further to bargain with the Association concerning any impact an Affirmative Action Policy required by federal or state law may have on matters covered by Chapter 150E as it relates to the Association as the exclusive collective bargaining representative for all categories of employees described in Article I-Appendix A of this Agreement.

## ARTICLE IX – SUPPLEMENTAL BENEFITS<sup>1</sup>

### 9.01 Authorized Leaves with Pay

#### A. Sick Leave

##### 1. Entitlement

All faculty members shall be entitled to seventy-five (75) hours [ten (10) days] of sick leave for each academic year of service. All professional staff members shall be entitled to one hundred twelve and one half (112.5) hours [fifteen (15) days] of sick leave for each year of service. Sick leave credit shall begin with the first (1st) full month of employment and accumulate hourly as follows:

- a. Faculty members shall accumulate at the rate of 0.051230 hours of sick leave per hour of employment [one and one-ninth (1 1/9) days of sick leave for each full month of employment].
- b. Professional staff members shall accumulate at the rate of 0.057692 hours of sick leave per hour of employment [one and one-quarter (1 1/4) days of sick leave for each full month of employment].

Credits for periods of less than one (1) full month's employment shall not be allowed. Sick leave not used in any year may be accumulated. No person shall be entitled to a leave of absence with pay on account of sickness in excess of the accumulated sick leave then due, except as provided under Section 9.01.A.4 - Sick Leave Bank.

##### 2. Reinstatement

Unit members who are reinstated shall be credited with sick leave credits as have accrued at the termination of their previous service. No credit for previous service may be allowed where reinstatement occurs after an absence of three (3) years or more from the date of termination of their previous service unless approval of the Employer is secured for any of the following reasons:

- a. Illness of such person and not because of illness of that person's immediate family;
- b. Dismissal through no fault or delinquency attributable to such person; or
- c. Injury while in the service of the Commonwealth in the line of that person's duties for which such person would be entitled to receive Worker's Compensation benefits.

##### 3. Use of Sick Leave

Sick leave shall be granted at the sole discretion of the President of the College under the following conditions:

- a. When a unit member cannot perform that unit member's duties because that member is incapacitated by personal illness or injury;
- b. When, through exposure to contagious disease, the presence of the person at that individual's post of duty would jeopardize the health of others;
- c. In case of serious illness of husband, wife, child, parent of either spouse or of any other person subject to these rules, or of any person living in the immediate household of a person subject to these rules, that person may be granted sick leave with pay not to exceed fifty two and one-half (52.5) hours within the fiscal year [seven (7) working days within the fiscal year].

Notification of absences shall be given as early as possible on the first (1st) day of absence. If such notification is not made, such absence may, at the discretion of the College President or the President's designee, be applied to absence without pay. For any period of absence on account of sickness, the College President or the President's designee may require a physician's certificate proving the necessity of such absence. If such certificate is not filed within seven (7) calendar days after a request therefor, such absence may be applied at the discretion of the College President or the President's designee to absence without pay.

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<sup>1</sup> Note: HR/CMS tracks employee time in hours only. In Article IX many units of time are shown in an hourly rate and in the equivalent daily/weekly/monthly units. The equivalent daily/weekly/monthly units are shown in brackets “[ ]”.

#### 4. Sick Leave Bank

- a. Upon the date of execution of this Agreement, there shall be established, or continued in the case of those Colleges having previously so established, a Sick Leave Bank.
- b. During the term of this Agreement, a unit member who is not a member of the Sick Leave Bank will automatically become so during the month of October. Seven and one-half (7.5) hours [one (1) day] of that unit member's personal sick leave accumulation will be assigned to the sick leave bank. If a unit member does not want to be a member of the sick leave bank, that unit member shall provide by October 30 written notice to the President of the College or the President's designee that the unit member is not assigning to the Employer seven and one-half (7.5) hours [one (1) day] of that unit member's personal sick leave accumulation.
- c. The President of the College or the President's designee shall maintain a register of the membership and the number of sick leave days accumulated in the Bank.
- d. Five (5) working days after the exhaustion of a sick leave bank member's personal sick leave accumulation, compensatory time, and personal leave accumulation, every member of the Sick Leave Bank shall be entitled to draw upon the Sick Leave Bank, effective thereafter upon notice to the President of the College. The granting of such sick leave shall be subject to the same criteria as regular sick leave days and shall be in all other respects consistent with Employer policy; provided, however, that such sick leave shall be available only for the illness of the employee and not for the illness of the family.
- e. Whenever the accumulation of sick leave days in the Sick Leave Bank shall have fallen to three hundred seventy-five (375) hours [fifty (50) days], the President of the College or the President's designee shall notify all members. Thereafter, seven and one-half (7.5) hours [one (1) personal sick leave day] from each member's accumulated sick leave shall be assigned to the Bank unless a member notifies the President of the College or the President's designee in writing within five (5) days of receipt of said notice that that member does not wish to remain a member; provided, however, that any member of the Sick Leave Bank wishing to remain a member thereof and who shall have exhausted that member's personal sick leave accumulation on the date of the giving of such notice, shall assign such additional days within fifteen (15) days after the date on which such member is entitled to personal sick leave and shall retain all rights in the Bank until such period of assigning an additional day shall have expired.

No unit member may draw upon the Sick Leave Bank in excess of the number of days to which that unit member is entitled as determined by the administration.

A unit member who receives disability compensation provided by statute and who is entitled to any personal sick leave allowance may take so much of that unit member's personal sick leave allowance payment which, when added to the amount of disability compensation provided by statute, shall result in the payment to that unit member of that unit member's full salary. The Sick Leave Bank shall not be used for this purpose.

#### 5. Certification and Notification of Sick Leave Status

Unless otherwise provided on a regular basis by HR/CMS, the President of the College or the President's designee shall notify every unit member on or before September 15 of each year of the number of sick leave hours accumulated to that unit member's credit as of September 1.

Unit members shall be paid twenty percent (20%) of the value of their unused accrued sick leave at the time of their retirement; provided, however, that such payment shall not enlarge or diminish those pension benefits for which a unit member would otherwise be entitled. Upon the death of a unit member an amount equal to twenty percent (20%) of the value of that unit member's unused accrued sick leave shall be paid to that unit member's estate.

Whenever because of prolonged illness, the accumulated sick leave of a unit member is expended, the unit member may request from the Employer an extension of sick leave benefits for the purposes provided in this Article.

6. Sick Leave for Part-time Faculty and Professional Staff

Part-time faculty and professional staff members who are non-benefitted will receive paid sick leave benefits on a prorated basis as follows:

- a. Part-time faculty members shall accumulate leave at the hourly rate listed in 9.01.A.1.a.
- b. Part-time professional staff members shall accumulate leave at the hourly rate listed in 9.01.A.1.b.
- c. Sick leave shall begin accruing at the above rates upon the date of hire.

**B. Bereavement Leave**

Upon notification to the President of the College or the President's designee of the death of the spouse, domestic partner, child or step-child of a unit member subject to this Agreement, leave of absence with pay may be granted for a period not exceeding seven (7) consecutive work days. Upon notification to the President of the College or the President's designee of the death of the grandparents, parent of either spouse, grandchildren, stepparent, stepbrother, stepsister, brother, sister, of a unit member subject to this Agreement, or of a person living in the immediate household of a unit member subject to this Agreement, a leave of absence with pay may be granted for a period not exceeding four (4) consecutive work days. Upon notification to the President of the College or the President's designee of the death of a brother-in-law or sister-in-law of a unit member subject to this Agreement, a leave of absence with pay may be granted for a period not exceeding two (2) consecutive work days. In the event that the internment of, or memorial service for, any of the above-named relatives is to occur at a time beyond the bereavement leave granted, the employee may request to defer one of the days to the later date. Such request shall be made at the time of notification of the death of one of the above named relatives, and may be granted at the discretion of the College.

**C. Military Leave**

1. Every unit member shall be entitled, during the term of that unit member's service in the armed forces of the Commonwealth, under Sections 38, 40, 41, or 60 of Chapter 33 of the General Laws, or during that unit member's annual tour of duty, not exceeding seventeen (17) days as a member of a reserve component of the armed forces of the United States, to receive pay therefor, without loss of that unit member's ordinary remuneration and shall in addition be entitled to all leaves of absence provided under this Agreement.
2. Any unit member who is a member of a reserve component of the armed forces of the United States and who is called for duty other than the annual tour of duty not exceeding seventeen (17) days shall be subject to the provisions of Chapter 708 of the Acts of 1941, as amended, or of Chapter 805 of the Acts of 1950, as amended.
3. Any unit member, who on or after January 1, 1980, shall have tendered that unit member's resignation or otherwise terminated that unit member's employment for the purpose of service in the military or naval forces of the United States, and who does or did serve or was or shall be rejected for such service, shall, except as otherwise provided by Chapter 708 of the Acts of 1941, as amended, be deemed to be or to have been on military leave, and no such unit member shall be deemed to have resigned or to have terminated said unit member's employment until the expiration of two (2) years from the termination of said military or naval service by the unit member.

**D. Court Leave**

1. Unit members who are called for jury duty or are summoned to appear as witnesses on behalf of any town, city, county, state or federal government shall be granted court leave. Notice of service shall be filed with the President of the College or the President's designee upon receipt of summons.
2. If jury or witness fees received by a unit member amount to more than that unit member's rate of compensation, that unit member may retain the excess of such fees and shall submit the regular rate of compensation together with a court certificate of service to the Employer or its designee, and shall be deemed to be on leave of absence with pay. If the jury or witness fees amount to less than the unit member's regular rate of compensation, the unit member shall be deemed to be on leave of absence with pay and shall remit said fees to the Employer or its designee with a court certificate of service.
3. Expenses submitted by the court for travel, meals and room hire shall be retained by the unit member and shall not be considered part of the jury or witness fees.

4. Whenever a unit member is called for jury duty or summoned to appear as a witness and such jury duty or appearance occurs during that unit member's vacation, there shall be no necessity to account to the Employer or the College for any fees received during such period.
5. When a unit member has been granted court leave for jury or witness service, and is excused by proper court authority, the unit member shall report back to that unit member's official place of duty whenever the interruption in jury or witness service will permit four (4) or more consecutive hours of employment.
6. Court leave shall not affect employment rights of unit members.
7. Court leave shall not be granted when a unit member is the defendant or is engaged in personal litigation.

**E. Other Leaves**

Such other leaves as are herein authorized shall also be available to unit members, provided that whenever the granting of any such leave is discretionary, such discretion shall be exercised by the President of the College or the President's designee. Leave of absence with pay may be granted for the following reasons:

1. Unit members who are veterans may be granted leave to pay tribute at the funeral in Massachusetts of dead veterans. The President of the College or the President's designee shall grant leave of absence with pay to veterans who are members of firing squads, color details, pall bearers, buglers or escorts participating in such service.
2. Unit members shall be entitled to leave of absence with pay to allow for loss of time due to prophylactic inoculation required as a result of their employment. If such absence with pay exceeds one (1) week, the Employer or its designee shall, if legally appropriate and as soon as practicable, initiate a Worker's Compensation claim and further payments because of such prophylactic inoculation shall cease.
3. Unit members shall be entitled to leave of absence with pay to allow for the period of absence due to quarantine because of exposure to contagious disease in the regular performance of duty.
4. Unit members may receive a leave to make Red Cross blood donations.
5. Unit members may receive leave for oral, written and physical examination for state service conducted by the Division of Civil Service or the Division of Registration; and physical examination for state retirement.
6. Unit members may be granted leave to attend hearings in Industrial Accident cases as the injured person or as a witness therein. Any witness fees received by such injured person or witness shall be paid to the Employer.
7. Unit members may be granted leave to attend, as delegates or alternates, state or national conventions such as: Vietnam Veterans, Persian Gulf, American Legion, AMVETS or World War II, Disabled American Veterans, Legion of Valor, Marine Corps League, Order of the Purple Heart, Veterans of Foreign Wars, Reserve Officers Association of the United States.
8. Unit members shall be granted leave of absence with pay not to exceed two (2) hours, if they make application therefore to permit them to vote in the voting precinct, ward or town in which they are entitled to vote; provided that the hour of opening and the hour of closing of the polls at such place would otherwise preclude their traveling to or from the polls.

**F. Vacation Leave for Professional Staff Members**

1. Entitlement

- a. All professional staff members who work a twelve (12) month year shall be entitled to an annual vacation leave of one hundred sixty-five (165) hours [twenty-two (22) days].
- b. The vacation year shall be for the period of July 1 to June 30 inclusive.
- c. Professional staff members having an aggregate of more than seven and one-half (7.5) hours [one (1) day] of leave without pay and/or absence without pay in any calendar month shall not receive a vacation credit for that month.

2. Accrual of Vacation Leave

All professional staff members shall be credited with vacation leave subject to the following:

- a. For less than one (1) year of service beginning July 1 and ending on June 30, vacation leave of 0.084615 hours per hour of employment not to exceed one hundred sixty-five (165) hours [two (2) days for each full month of service not to exceed twenty-two (22) days].

- b. For one (1) full year's service through six (6) full years of service beginning on the first (1st) working day of July and ending on June 30, vacation leave of 0.084615 hours per hour of employment [1.83 days for each full calendar month].
- c. For seven (7) full year's service through sixteen (16) full years of service beginning on the first (1st) working day of July and ending on June 30, vacation leave of 0.088461 hours per hour of employment [1.92 days for each full calendar month shall be granted].
- d. For seventeen (17) full year's service through twenty-four (24) full years of service beginning on the first (1st) working day of July and ending on June 30, vacation leave of 0.096153 hours per hour of employment [2.08 days for each full calendar month shall be granted].
- e. For a professional staff unit member who has completed twenty-five (25) years or more of service on June 30 of any vacation year shall be granted 0.115384 hours per hour of employment for a total of 225 hours of vacation leave [2.50 days for each full calendar month for a total of thirty (30) days of vacation leave].

### 3. Scheduling of Vacation Leave

Vacation leave shall normally be scheduled and taken during the vacation year in which it becomes available; provided, however, that a professional staff member may, at that professional staff member's discretion, carry over up to four hundred eighty (480) hours [sixty-four (64) vacation days] from year to year; provided further that in no event shall vacation credits in excess of four hundred eighty (480) hours [sixty-four (64) days] be carried over for more than one (1) year unless otherwise approved by the Employer. Unused vacation days in excess of four hundred eighty (480) hours [sixty-four (64) days] shall be converted to sick leave as of the accruals at the end of the last pay period in April and October of each year.

Persons who are eligible for vacation under these rules, whose services are terminated by dismissal through no fault or delinquency of their own, by retirement, or by entrance into the armed forces, shall be paid an amount equal to the vacation allowance as earned but not granted in the vacation year prior to such dismissal, retirement, or entrance into the armed forces, and in addition that portion of the vacation allowance earned in the vacation year during which such dismissal, retirement, or entrance into the armed forces occurred, up to the time of separation; provided that no monetary or other allowance had already been made therefor.

Vacation leave may be used in fractions of three and three-quarter (3.75) hours [one-half (1/2) day].

### 4. Vacation Status Report

Unless otherwise provided on a regular basis by HR/CMS, the President of the College or the President's designee shall notify each professional staff member on or before July 15 of the number of vacation hours accumulated to that professional staff member's credit as of the preceding July 1.

### **G. Holiday Pay**

All unit members during the term of this Agreement shall be entitled to the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas



Whenever any holiday falls on a Sunday, such holiday shall be deemed to fall on the day following. Whenever any holiday falls on a Saturday, unit members shall, where possible, be given the preceding Friday off without loss of pay, or if said day off cannot be given due to the operational needs of the college, the unit member shall be given the Monday following the Saturday off without loss of pay. In making assignments related to any Saturday holidays, the President or President's designee will take into account unit member preferences. Where two or more unit members have expressed the same preference, unit seniority will determine the day worked. Holiday assignments under this provision may be adjusted by mutual agreement between the College President or his or her designee, and the Chapter President.

## **H. Personal Leave**

### **1. Entitlement**

Each faculty member hired on or after July 1, 2012 shall be entitled to fifteen (15) hours [two (2) personal days] per calendar year beginning on January 1 of each year. Each faculty member hired before July 1, 2012 shall be entitled to twenty-two and one-half (22.5) hours [three (3) personal days] per calendar year beginning on January 1 of each year. A faculty member with an initial employment date after July 1 of any year shall be allotted seven and one-half (7.5) hours [one (1) personal day] for the remainder of the calendar year.

Each professional staff member hired on or after July 1, 2012 shall be entitled to twenty-two and one-half (22.5) hours [three (3) personal days] per calendar year beginning on January 1 of each year. Each professional staff member hired before July 1, 2012 shall be entitled to thirty-seven and one-half (37.5) hours [five (5) personal days] per calendar year beginning on January 1 of each year. Those professional staff members with initial employment dates between January 1 and March 31 shall be allotted twenty-two and one-half (22.5) hours personal leave [three (3) days], professional staff member with an initial employment date between April 1 and June 30 shall be allotted fifteen (15) hours personal leave [two (2) days], and those with initial employment dates on or after July 1 shall be allotted one seven and one-half (7.5) hours personal leave [one (1) personal day] for the remainder of the calendar year.

### **2. Usage**

A unit member who wishes to use a personal day shall, whenever practicable, submit a request no later than three (3) days in advance. Such request shall not be unreasonably denied. Each faculty member using a personal leave day shall obtain coverage for that faculty member's classes or, where appropriate, assign a self-directed learning experience.

Personal leave days may not be accumulated beyond the termination of the calendar year for which they are allotted.

## **I. Sabbatical Leave**

### **1. Purpose**

The purpose of a sabbatical leave shall be for professional growth, research, or study which may involve travel and which benefits the unit member and the College.

### **2. Criteria for Sabbatical Leave**

The following criteria shall be considered in determining who should be granted sabbatical leave.

- a. That the objectives of the sabbatical leave, if attained, would substantially contribute to the professional growth of the unit member.
- b. That the objectives of the sabbatical leave, if attained, would assist the unit member in substantially contributing to institutional needs and attainment of institutional purposes.
- c. That the unit member has the ability to achieve the goals of the project or plan based on that unit member's past experience and formal educational background.
- d. That the attainment of the objectives of sabbatical leave as proposed are realistic in terms of time, costs and other related variables.
- e. That there exists independent financial support from other funding sources concerned with the proposed plan or project where College Funding sources are otherwise unavailable.

### 3. Eligibility

- a. Unit members must have completed six (6) years of continuous full-time service to the College to be eligible for consideration for sabbatical leave. Time granted for other types of professional leaves shall not apply to the six (6) year period required for sabbatical leave eligibility. In addition, a unit member must have received a summary evaluation of other than unsatisfactory on that unit member's most recent evaluation to be considered eligible.
- b. A unit member who may have previously received a sabbatical leave shall be eligible for consideration of a subsequent leave after six (6) years of continuous service upon returning from the original sabbatical leave.

### 4. Limitation

Sabbatical leave is not an inherent right of the unit member and there is no obligation on the part of the Employer to approve any and all sabbatical leave requests made by unit members. No more than six (6) percent of the full-time unit members at a given College shall be granted sabbatical leave in any academic year unless otherwise approved by the Employer.

### 5. Length of Sabbatical

A unit member granted sabbatical leave may be granted one-half (1/2) year of leave at full or half salary, one (1) full year at half salary, or one-half (1/2) year or full year at half workload at full or half salary. A year is defined by the duration of the unit member's contract in the year prior to sabbatical.

### 6. Limitations on Sabbatical Stipend/Outside Employment

The Employer encourages unit members to seek additional funds which would enhance directly the purpose of the sabbatical leave.

- a. Non-salary funds (travel, materials, and such other types of expenses) obtained from outside sources directly related to the purpose of the sabbatical leave shall not reduce the sabbatical leave stipend.
- b. Salary funds obtained from outside sources which directly relate to the attainment of the specific objectives of the sabbatical leave shall not reduce the sabbatical leave stipend unless the total amount of outside salary funds and sabbatical stipend exceed the current annual salary of the unit member or its prorated equivalent in the case of a half-year sabbatical leave. In no instance shall any activity required to earn or receive this outside salary interfere directly or indirectly with the purpose of time available for which the sabbatical leave was granted.
- c. Salary funds derived from outside source(s) which in addition to the sabbatical stipend exceed the current salary or its proration and which interfere with the purpose of the sabbatical leave shall result in the sabbatical stipend being reduced an equal amount so as to result in an amount equal to the current salary or its prorated equivalent.
- d. Failure to report additional outside salary shall result in the immediate reduction in a like amount of the sabbatical stipend if the leave is still in process. Should funds remaining in the sabbatical stipend be inadequate to liquidate the additional unreported remuneration or should the sabbatical leave have been completed, the unit member shall return a like amount to the College within six (6) months of the discovery of the unreported forms of remuneration above.

### 7. Post-Sabbatical Service

Prior to the granting of such leave, said unit member shall enter into a written agreement with the Employer that upon the termination of such leave the unit member shall return to the service of the Employer and serve as a unit member within the System for a period of one (1) year, and that in default of completing such service, the unit member shall refund to the Commonwealth, unless excused therefrom by the Employer for reasons satisfactory to it, an amount equal to such proportion of the salary as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

## 8. Process

- a. The applicants for sabbatical leave shall submit their proposed plan on a standard form to their immediate supervisor. Applications must be submitted no later than June 1 for sabbaticals beginning January 1 for professional staff or beginning in the Spring semester for faculty, and no later than December 1 for sabbaticals beginning July 1 for professional staff or beginning the Fall semester for faculty.
- b. The President of the College shall appoint annually a Sabbatical Leave Committee. The President of the College shall annually invite recommendations for appointment to the Sabbatical Leave Committee. In determining the membership of the Sabbatical Leave Committee, the President of the College shall appoint, insofar as possible, unit members who have successfully completed sabbatical leaves and who represent the unit membership. Unit membership on said Committee shall be proportionally representative of the faculty and professional staff members eligible to apply for sabbatical leave. The Committee size should be of an uneven number not to exceed seven (7) nor be less than five (5). A unit member shall not serve on the Committee during a year in which the unit member applies for sabbatical.
- c. The President of the College or the President's designee shall forward all applications for sabbatical leave to the Sabbatical Leave Committee no later than June 15 for sabbaticals beginning January 1 for professional staff or beginning in the Spring semester for faculty, and no later than December 15 for the Fall semester or July 1. The Committee shall rank each eligible candidate who has applied for sabbatical leave in terms of the criteria stated for sabbatical leave. The recommendations of the Sabbatical Leave Committee in rank order shall be concurrently submitted to the Dean(s) and the applicants no later than July 15 for the Spring semester or January 1, and no later than January 15 for the Fall semester or July 1. The immediate supervisor shall forward that supervisor's recommendation to the appropriate Dean with a plan for coverage of the sabbaticant's classes, services, or other professional responsibilities by other unit members and, where appropriate, an estimate of the cost of replacement relative to existing budgeted salaries. Said recommendations shall be forwarded no later than July 15 for the Spring semester or January 1, and no later than January 15 for the Fall semester or July 1.
- d. The Dean(s), acting as a committee, shall consider the recommendations of the Sabbatical Leave Committee and the immediate supervisor and recommend to the President of the College candidates for sabbatical leave with a plan for coverage of the sabbaticant's classes, services, or other professional responsibilities by unit members and, where appropriate, a final estimate of the replacement costs. Copies shall be transmitted to the applicant, the applicant's immediate supervisor and the Chairperson of the Sabbatical Leave Committee.
- e. The President of the College shall evaluate the recommendations of the Sabbatical Leave Committee and the Dean and recommend sabbatical leave for those unit members who the President deems rank highest on the criteria; provided, however, that if the President's recommendation differs from that of the Sabbatical Leave Committee, the President of the College shall in addition attach the President's recommendation and written statement of reasons therefore which shall be based on applicable criteria established for the granting of sabbatical leaves. Said recommendations shall be forwarded to the Board of Trustees no later than August 31 for the Spring semester or January 1, and no later than February 1 for the Fall semester or July 1.
- f. The College shall notify an applicant, where practicable, no later than October 31 for the Spring semester or January 1, and no later than May 1 for the Fall semester or July 1, whether that applicant's application has been approved.

## 9. Report of Activity and Accomplishment

A unit member who is granted sabbatical leave shall submit a report of the results of the sabbatical leave within ninety (90) days of the expiration of said leave on such form as may be promulgated by the President. The report shall include:

- a. An account of activities during the leave, including travel, itineraries, institutions visited and persons consulted.
- b. A statement of progress made on the sabbatical leave as proposed in the application and an explanation of any significant changes made in the program.
- c. An appraisal of the relationship between the results obtained and those anticipated in the sabbatical leave program statement.

- d. A final account of all sources and kinds of salary support, other than the sabbatical stipend, with a description of the sabbaticant's activity, if any, necessary to receive each such type of fund.

#### 10. Impact of Sabbatical on Conditions of Employment

- a. Unit members shall fully participate in the following fringe benefits during the sabbatical year and continue to contribute to those requiring employee contributions:
  - 1. Sick leave accumulation
  - 2. Leave for death or illness in immediate family
  - 3. Term insurance
  - 4. Medical insurance
  - 5. Retirement based on actual salary paid for year
  - 6. Membership in the Health and Welfare Fund.
- b. Unit members shall participate in vacation day accumulation on a prorated basis, determined by their non-sabbatical period of employment during the contractual year.
- c. Unit members may use their sabbatical year as a year of service of eligibility requirements and may be considered for evaluation purposes in promotion and tenure decisions; provided, however, that a unit member shall not be promoted during the year the unit member is on sabbatical leave.
- d. This section shall not be applicable to non-state appropriated funded unit members; provided, however, that service rendered by such unit members shall be counted on a one (1) year for one (1) year basis in determining eligibility for sabbatical leave after such unit member becomes an "AA" employee.

### **FORM SUPPLEMENT**

#### IX-1 Application for Sabbatical Leave

#### **J. Child Care Leave (moved to 9.08.B.1)**

#### **K. Domestic Violence Leave**

The parties agree to comply with the Massachusetts Domestic Violence Leave Act of 2014 as the same may be amended. The parties recognize and agree that should the Domestic Leave Act of 2014 be amended or repealed in whole or in part by any Act of the General Court and signed by the Governor, then the following provisions shall be amended or repealed, in whole or in part, in accordance with the Act passed by the General Court and signed by the Governor.

#### 1. Definitions

For the purposes of this section the terms below shall have the following meanings:

- a. "Abuse" –(i) attempting to cause or causing physical harm; (ii) placing another in fear of imminent serious physical harm; (iii) causing another to engage involuntarily in sexual relations by force, threat, or duress or engaging or threatening to engage in sexual activity with a dependent child; (iv) engaging in mental abuse, which includes threats, intimidation or acts designed to induce terror; (v) depriving another of medical care, housing, food or other necessities of life; or (vi) restraining the liberty of another.
- b. "Abusive behavior"-(i) any behavior constituting domestic violence; (ii) stalking in violation of applicable state law; (iii) sexual assault as prohibited by state law; and (iv) kidnapping.
- c. "Domestic violence"- abuse against a unit member or the unit member's family member by (i) a current or former spouse of the unit member or the unit member's family member; (ii) a person with whom the unit member or the unit member's family member shares a child in common; (iii) a person who is cohabitating with or has cohabitated with the unit member or the unit member's family member; (iv) a person who is related by blood or marriage to the unit member; or (v) a person with whom the unit member or unit member's family member has or had a dating or engagement relationship.
- d. "Family member"- (i) persons who are married to one another; (ii) persons in a substantive dating or engagement relationship, (iii) persons having a child in common regardless of whether they have ever married

or resided together; (iv) a parent, step-parent, child, step-child, sibling, grandparent or grandchild; or (v) persons in a guardianship relationship.

## 2. Notice to Employer

- a. Except in cases of imminent danger to the health or safety of the unit member, a unit member must give the College appropriate advance notice of their leave from work.
- b. In cases of imminent danger to the health or safety of the unit member or the unit member's family member, a unit member shall not be required to provide advance notice of their domestic violence leave. However, the unit member must notify the College within three (3) work days that they have taken or are taking Domestic Violence leave. Such notice may be communicated to the College by the unit member, a family member of the unit member, the unit member's counselor, a clergy person, shelter worker, health care worker, legal advocate or any other professional who has assisted the unit member in addressing the effects of the abusive behavior on the unit member or unit member's Family member.
- c. If an unscheduled absence from work of an unit member occurs as a result of abusive behavior towards the unit member or unit member's family member, the College shall not take any negative action towards the unit member if the unit member, within thirty (30) days from the unauthorized absence from work (or within thirty (30) days from the last unauthorized absence from work in the instance of consecutive days of unauthorized absences), provides the College with any of the types of documentation set forth in Subsection 4.

## 3. Leave

- a. Unit members shall be allowed to take Domestic Violence leave in any twelve (12) month period if:
  1. the unit member or the unit member's family member is a victim of abusive behavior;
  2. the unit member is using the leave from work to obtain medical attention, counseling, victim services or legal assistance; secure housing; to obtain a protective order from the courts; appear in court or before a grand jury; meet with a district attorney or other law enforcement official; attend child custody proceedings or address other issues directly related to the abusive behavior against the unit member or unit member's family member; and,
  3. the unit member is not the perpetrator of the abusive behavior against such unit member's family member.
- b. Unit members qualifying for leave under Subsection 3.a above shall be allowed to use the following paid and unpaid leaves:
  1. Three (3) days of paid domestic violence leave, which may be taken in increments of no less than two (2) hours.
  2. Up to an additional twelve (12) days of accrued sick leave. Unit members who do not have enough accrued sick leave to cover the twelve (12) days may access paid sick leave pursuant to the sick leave bank provisions under 9.01A.4. However, the requirements under 9.01.A.4.d shall be waived.
  3. Additional unpaid leave of up to six (6) months may be granted at the discretion of the President or the President's designee. This unpaid leave shall be handled in the same manner as set forth in the first paragraph of Section 9.02 "Unpaid Leaves of Absence."

## 4. Documentation to Employer for Domestic Violence Leave

- a. The College may require unit members to provide documentation evidencing that the unit member or the unit member's family member has been the victim of abusive behavior and that the leave taken by the unit member is consistent with the purposes of the Domestic Policy leave. Within a reasonable period after receiving the request for this documentation, unit members shall provide the College any one of the following documents:
  1. A protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the unit member or unit member's family member.
  2. A document under the letterhead of the court, provider or public agency which the unit member attended for the purposes of acquiring assistance as it relates to abusive behavior against the unit member or unit member's family member.
  3. A police report or statement of a victim or witness provided to police, including a police incident report, documenting the abusive behavior complained of by the unit member or the unit member's family member.

4. Documentation that the perpetrator of the abusive behavior against the unit member or unit member's family member has admitted to sufficient facts to support a finding of guilt of abusive behavior, or has been convicted of (or adjudicated a juvenile delinquent) by reason of any offense constituting abusive behavior and which is related to the abusive behavior that necessitated the unit member's leave under this policy.
  5. Medical documentation of treatment as a result of the abusive behavior complained of by the unit member or unit member family member.
  6. A sworn statement, signed under the pains and penalties of perjury, provided by a counselor, social worker, health care worker, clergyperson, shelter worker, legal advocate or other professional who has assisted the unit member or unit member's family member in addressing the effects of the abusive behavior complained of by the unit member or unit member's family member.
  7. A sworn statement, signed under the pains and penalties of perjury, from the unit member attesting that the unit member or unit member's family member has been a victim of abusive behavior.
- b. All documentation provided to the College by the unit member shall be maintained by the College in the unit member's personnel file but only for as long as required by the College to make a determination as to whether the unit member is eligible for leave under this policy.
  - c. All information related to the unit member's domestic violence leave shall be kept confidential by the employer and shall not be disclosed, except to the extent that disclosure is:
    1. Requested or consented to, in writing, by the unit member;
    2. Ordered to be released by a court of competent jurisdiction;
    3. Otherwise required by applicable federal or state law;
    4. Required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the state attorney general;
    5. Necessary to protect the safety of the unit member or others employed at the College's workplace.

## **9.02 Unpaid Leaves of Absence**

Any unit member granted an unpaid leave of absence shall retain those benefits accrued prior to the period of that unit member's leave, including seniority; but shall not continue to accrue any benefits while on leave. Upon returning from leave, such unit member shall be placed upon the salary schedule at the step and rank the unit member held prior to the leave, as adjusted by the provisions of any collective bargaining agreements between the Employer and the Association. There shall be no promotion nor shall there be any entitlement to any performance-based awards that might have become available during the leave of absence. This clause shall apply to all unpaid leaves of absence subject to the exception cited in Section C below, unless as otherwise provided herein. Unpaid leaves shall not be unreasonably denied.

### **A. Professional Leave**

#### **1. Purpose**

Upon the application of a unit member and a recommendation of the President of the College, the Employer or its designee may grant to such unit member leave without pay for up to three (3) years for professional reasons as provided herein. The purpose for which a unit member may submit an application for such unpaid leave shall include, but shall not be limited to:

- a. Advanced study;
- b. Participation in a program of exchange teaching in accordance with the conditions set forth under the provisions of 9.02.D;
- c. Participation in a program related to that unit member's professional responsibilities;
- d. Service as an officer or staff member of any recognized professional organization;
- e. Service in a public office to which the unit member has been elected or appointed and for such other purposes as may be allowed under the laws of the Commonwealth.

## 2. Eligibility

Unit members shall be eligible for such leave after six (6) years of full-time service. In addition, the unit member must have received a summary evaluation of other than unsatisfactory on that unit member's most recent evaluation to be considered eligible.

## 3. Conditions

The granting of a professional leave shall be subject to the following conditions:

- a. The applicant's professional duties permit that applicant's absence for the period of time requested; and/or
- b. The leave is of value to the individual and to the College as determined by the President of the College or the President's designee.

## 4. Procedure

Applicants shall prepare a proposal which describes the prospective activity and indicates the contribution it will make to the individual concerned and the College. The proposal shall be submitted to the appropriate Dean six (6) months in advance of the requested leave or on March 5 for the Fall semester or July 31 for the Spring semester; provided, however, that the President of the College or the President's designee may waive the six (6) month application period. Prior to making a recommendation to the President of the College, the Dean upon request shall first inform the applicant of the Dean's intended recommendation. The Dean shall forward the Dean's recommendations to the President of the College, with a copy to the unit member within thirty (30) days of receipt. The President of the College shall notify the unit member and the appropriate Dean of the President's decision and shall forward the President's recommendation to the Employer within sixty (60) days of receipt.

## 5. Continuation

Any unit member requesting a continuation of said leave for any succeeding period beyond that initially granted shall do so at least one (1) semester prior to the expiration of said leave.

## **B. Family Leave**

### 1. Entitlement

Upon written application to the President of the College, including a statement of reasons, any full-time unit member who has been employed at least one (1) year and who has given notice at least one (1) semester prior to unit member's anticipated date of departure, unless otherwise approved by the President of the College or the President's designee, shall be granted family leave without pay from such employment for period not exceeding one (1) academic year. The President of the College or the President's designee may grant a unit member a half-time leave with full benefits; provided, however, that such decision shall not be grievable.

### 2. Purposes

The purpose for which a unit member may submit an application for such unpaid leave shall be the need to care for or to make arrangement for the care of an unemancipated minor child of the unit member, spouse of the unit member or parent of the unit member.

### 3. Reinstatement

A unit member shall be restored, subject to retrenchment and any other provisions resulting in faculty or professional staff member reductions, to the same or a substantially similar position with the same salary and fringe benefits which the unit member attained at the time family leave was granted, plus any adjustments made as a result of collective bargaining; provided that the unit member returns within one (1) academic year from the beginning of the leave or within one (1) year of the beginning of any additional leave granted by the President of the College or the President's designee. The President of the College or the President's designee may allow a unit member up to one (1) academic year additional leave; provided, however, that such decision shall not be grievable.

**C. The Employer agrees to comply with the Family Medical Leave Act of 1993 and Small Necessities Leave Act of 1998.**

**FORM SUPPLEMENT**

IX-2 FMLA Instructions and Request Form  
IX-3 Fitness for Duty Form (return to work)

**D. Exchange Teaching**

1. Notwithstanding any other provisions of this Article to the contrary, a leave of absence of up to two (2) years may be granted to any faculty member upon application for the purpose of participation in exchange teaching programs in other states, territories, countries, or an educational or cultural program related to that faculty member's professional responsibilities. On return from such leave, a faculty member shall be placed at the salary held by the faculty member at the time the leave commenced, except as provided in (2) below.
2. In the event there is in the judgment of the President of the College or the President's designee a valid performance evaluation conducted by the host College, the substance of the evaluation shall be considered as evidence of performance qualifying the faculty member for possible award of a performance based award.
3. Each faculty member shall submit a certified statement from the appropriate academic administrator of the host college before the first (1st) semester of that faculty member's return describing in detail the exchange teaching responsibility and/or educational/cultural experience.

**E. Professional Staff Leave**

Professional Staff members may, upon mutual agreement between the professional staff member and the President of the College or the President's designee, be granted professional leave without pay for a continuous period of not less than two (2) weeks nor more than eight (8) weeks during the months of June, July and August; provided, however, that unit members granted such leave shall not be denied eligibility for promotion, sabbatical or professional leave, tenure or performance based awards.

**9.03 Insurance and Other Benefits**

**A. Health and Accident Insurance**

Unit members shall continue to be covered under the State's Group Health and Accident Insurance plan currently in effect pursuant to the provisions of Chapter 32A of the General Laws as amended or as such plan may be made available under applicable law of the Commonwealth.

Pre-tax treatment of group health insurance contributions shall be implemented as soon as is administratively feasible.

Benefits shall not be provided to part-time employees except as required by law; provided that Colleges that decide to provide benefits to part-time employees will discuss that issue with the MCCC prior to implementation; provided further that any part-time employee currently receiving benefits shall not lose those benefits.

**B. Pension**

Unit members shall continue to be covered under the State's Retirement Plan pursuant to the provisions of General Laws, Chapter 32, or such plan as may be made available under applicable laws of the Commonwealth.

**C. Worker's Compensation**

Unit members shall continue to be covered under the provisions of the State Worker's Compensation Act, pursuant to General Laws, Chapter 152.



**D. Tax-Sheltered Annuities**

The Employer shall continue to provide for the purchase of tax-sheltered annuities by unit members pursuant to the provisions of General Laws, Chapter 15, Section 18A, or Chapter 15A.

**E. Tuition Waiver**

The spouse and/or child or children, including any adopted or stepchild or children of any unit member, who after the date of execution of this Agreement, shall have been admitted as a student in the regular day program at any College in the Community College System shall be entitled to matriculate as a student in such program without payment of any tuition and fifty percent (50%) of the fees save as is provided in Massachusetts General Laws; provided, however, said tuition free enrollment within the Community College System shall be limited to the day division only. All credit courses offered before 4 p.m. that are funded by continuing education (DCE) shall be considered to be part of the regular day program for the purpose of tuition and fee reimbursement.

Fees charged to unit members, their spouses and dependents at community colleges shall, during the term of this agreement, not be more than was charged at any community college on September 1, 2009.

In addition, each unit member and the spouse and dependent child or children shall be eligible for system-wide tuition remission as follows:

1. For enrollment in any state-supported course or program at the undergraduate or graduate level at any Community College, State College, or University excluding the M.D. Program at the University of Massachusetts Medical School and the J.D. Program at the University of Massachusetts, full tuition remission shall apply;
2. For enrollment in any non-state supported course or program offered through continuing education, except as provided in 9.03E above, including any community service course or program at any Community College, State College or University, fifty percent (50%) tuition remission shall apply; a fifty percent (50%) fee waiver shall apply to any continuing education course offered at any Community College.
3. Tuition and fee remission shall apply to non-credit as well as credit-bearing courses in accordance with all the provisions and conditions of the System-Wide Tuition Remission Policy for Higher Education Employees issued by the Chancellor on May 21, 1984. This policy shall remain in effect for the duration of this agreement.

**F. Travel and Conference Expenses**

1. Travel expenses, including reasonable charges for hotel rooms and registration fees to all approved conferences, meetings, workshops, student activities and any other business of the College which is required and authorized by the President of the College or the President’s designee in the President’s absence, shall be paid by the Employer.
2. Whenever use of an employee’s private car is necessary and has been authorized by the appropriate administrator, the IRS mileage rate at the time of travel and the costs of parking and tolls shall be reimbursed. Whenever a unit member has been assigned, in writing, a second work location other than that unit member’s principal work location by the President of the College or the President’s designee, travel shall be paid either for the distance from that unit member’s home to the second work location or from that unit member’s principal work location to the second work location, whichever is nearer. If a higher mileage rate is authorized by statute or authorized administratively and of application to the unit, it shall be applied to all unit members.
3. Whenever use of any other mode of transportation is necessary and has been so authorized, the cost of all fares less federal taxes shall be allowed; provided that such receipted bills shall be first submitted for such charges.
4. Reimbursement shall not be made for expenses incurred for the sole benefit of the traveler, such as by way of example valet service, entertainment and laundry service.
5. When an employee on full travel status is engaged in travel, reimbursement shall be allowed for at the approved rate for meals allowance; provided that said expenses shall not exceed the following meals allowance schedule:

<i>Meal</i>	<i>Maximum Allowance</i>	<i>Applicable Period</i>
<i>Breakfast</i>	<i>\$7.50</i>	<i>3:01 a.m. to 9:00 a.m.</i>
<i>Lunch</i>	<i>\$12.50</i>	<i>9:01 a.m. to 3:00 p.m.</i>
<i>Supper</i>	<i>\$20.00</i>	<i>3:01 p.m. to 9:00 p.m.</i>

6. If subsequent to the execution of this Agreement, any Commonwealth collective bargaining unit receives meal allowances in excess of those contained herein, such new rates shall cause this Agreement to be reopened for negotiations on this issue.

**G. Health and Welfare Fund**

1. The Employer and the Association agree to establish a Health and Welfare Fund or Funds which shall be jointly administered by an equal number of trustee members. The Trustees' task, among other things, will be the selection of any additional benefits or the increasing of existing benefits dependent upon the size of the fund.
2. Effective the first pay period of January 2015, the Employer agrees to contribute to the Health and Welfare Fund at the rate of fifteen and a half dollars (\$15.50) each calendar week for each full-time equivalent bargaining unit member.
3. No dispute over a claim for any benefits extended by this Health and Welfare Fund shall be subject to Article X - Grievance Procedure.
4. It is expressly agreed and understood that the Employer does not accept, nor is the Employer to be charged with hereby, any responsibility in any manner connected with the determination of liability to any bargaining unit member claiming under any of the benefits extended by the Health and Welfare Fund; such liability shall be limited to the contributions indicated in this section.
5. The provisions of this section shall be reopened if any other union negotiates higher rates than agreed to above.

**9.04 Early Retirement Incentive**

**A. Eligibility**

Any unit member who has served at least ten (10) years in the Community College System, who is eligible to retire under the retirement system of the Commonwealth of Massachusetts, and who is at least fifty-five (55) years of age as of the anticipated date of retirement shall be eligible to receive an early retirement incentive subject to notification provisions below.

**B. Notification**

A Retiree must apply by notifying the President of the College in writing of the Retiree's intent to retire not less than one (1) year in advance of the Retiree's retirement date; provided, however, that this notice requirement may be waived for those who intend to retire within one (1) year after the execution of this agreement who are otherwise eligible and have applied in writing; provided further that this requirement shall be waived for unit members who have been notified that they will be retrenched or unit members who will retire because of medical reasons consistent with Article 9.01A.3 who are otherwise eligible and have applied in writing.

**C. Compensation**

An eligible unit member who retires in accordance with the foregoing conditions shall receive an early retirement incentive equal to the applicable percentage of that unit member's salary as of the date of retirement in accordance with the following schedule:

Age on Date of Retirement	Retirement Date Last Fiscal Day of				
	<u>May-August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>Dec.-April</u>
55-60	30.0%	25.0%	20.0%	15.0%	10.0%
61	25.0%	20.8%	16.7%	12.5%	8.3%
62	20.0%	16.7%	13.3%	10.0%	6.7%
63	15.0%	12.5%	10.0%	7.5%	5.0%
64	10.0%	8.3%	6.7%	5.0%	3.3%

Payment shall be made after the date of retirement and may be spread over a period not to exceed twelve (12) months as determined by the President of the College or the President's designee.

**D. Maximum Payment**

The early retirement incentive and the amount payable to the Retiree in accordance with Article 9.01.A.5 together shall in no case exceed seventy percent (70%) of the Retiree's salary as of the date of the Retiree's retirement.

**E. Retrenchment**

Any unit member who is retrenched at the age of sixty-five (65) or older shall be accorded the same rights under this Article as an employee who is sixty-four (64) years old.

**9.05 Unit Member Resources, Assistance, and Protection**

The parties are aware that substance abuse is detrimental to the integrity of the College community. In the event unit members are in need of assistance for substance abuse, the parties agree each College campus shall have one unit member designated by the Association to assist and counsel any member seeking assistance. The College administration shall assist the Association where practicable to expedite implementation of any applicable contract provisions and to bring to the attention of the unit member other assistance offered to public employees.

No unit member seeking assistance from an Employee Assistance Program provided by a Community College shall be deprived of employment or any contractual benefits solely as a result of seeking such assistance.

No materials relative to treatment for a substance abuse problem may become part of a unit member's personnel file unless the parties mutually agree otherwise.

**9.06 Dependent Care Assistance Plan**

**A. Dependent Care Assistance Plan**

The Employer agrees to enable Association members, who so elect, to participate in any Dependent Care Assistance Plan that is generally made available to employees of the Commonwealth.

**B. Non-Grievability**

No dispute over a claim for any benefits extended by this plan shall be subject to the grievance procedure established in any collective bargaining agreement between the Employer and the Union.

**C. Employer's Liability**

It is expressly agreed and understood that the Employer does not accept, nor is the Employer to be charged with hereby, any responsibility in any manner connected with the determination of liability to any employee claiming under any benefit extended by the Plan.

**9.07 All Purpose Paid Leave for Hourly Part-Time Unit Professional Staff Members**

A. Commencing on July 1 of each year, and based upon the previous fiscal year running from July 1 through June 30, each part-time unit professional staff member who is paid on an hourly basis shall be credited with all-purpose paid leave hours according to the following schedule, based on the total number of hours worked in one or more Day Division unit positions during the previous fiscal year.

Hours Worked Previous Fiscal Year	Hours Credited on July 1 Next Fiscal Year
0-224	0
225-900	15
More than 900	22.5

1. Such all-purpose paid leave hours may be taken with the prior written approval of the supervisor, except that in the case of unforeseen circumstances the unit member shall notify the supervisor as early as practicable. All such leave must be taken in a minimum amount of two hours.
  2. Requests for all-purpose paid leave hours shall not be unreasonably denied.
  3. Any all-purpose paid leave hours credited on July 1 of each fiscal year must be used by the end of that fiscal year (the succeeding June 30).
  4. Should the unit member's employment with the College end for any reason subsequent to the July 1 when the all-purpose paid leave hours have been credited, the unit member shall be paid for any unused hours.
- B. Whenever a College is closed due to inclement weather or other emergency situations, a part-time professional staff member will be paid for the hours that the unit member missed due to the closure; unless, for grant-funded employees, the terms of the grant do not permit such payment.

## **9.08 Parental and Childcare Leave**

### **A. Entitlement**

A unit member who is employed by the Board and who has given notice, when possible, at least fourteen (14) days prior to the unit member's anticipated date of departure for the purposes of 1) the birth of a child, or 2) the placement of a child in foster care with a unit member, or 3) the placement of a child under the age of eighteen, or under the age of 23 if the child is mentally or physically disabled, for adoption with the unit member who is adopting or intending to adopt the child, is entitled to the leave provisions below.

### **B. Leave Provisions**

1. During the first ten (10) workdays subsequent to the birth of a child or the placement in the home of a child through adoption or foster care, the unit member shall receive his or her regular weekly salary. Where an eligible employee and his/her eligible spouse are both employees of the College they shall jointly be entitled to a combined total of not more than ten (10) days paid leave under the provisions of this section. This ten (10) day period shall be included as part of, and not in addition to, the 8 week period provided in 9.08.B.3 and the 12 month period provided in 9.08.B.4. Scheduling of such leave shall be done to insure that, where possible, such leave is as least disruptive of the instructional progress of students as possible, and shall not be unreasonably denied.
2. Disabilities caused or contributed to by pregnancy, abortion, miscarriage, childbirth, and recovery therefrom shall be treated like any other temporary disability. A unit member who is employed by the Board is entitled to be absent from such employment for a period certified by the unit member's physician due to disabilities caused or contributed to by pregnancy and recovery therefrom. Sick leave, including qualifying leave under the sick leave bank provisions of this agreement, may be utilized for any period of disability provided that the President of the College or the President's designee may require that the unit member's physician certify that any period in excess of thirty seven and one-half (37.5) hours [five (5) days] to which sick leave is applied is medically necessary as a result of or to recover from said disability.
3. Under applicable state law, as may be amended, a unit member will be allowed a minimum of eight (8) weeks of leave subsequent to the birth of a child or the placement of a child in a home through adoption or foster care. If an unit member does not have sufficient paid leaves accumulated by the date of departure for these purposes, the balance of the eight (8) weeks shall be in unpaid status.

4. After all employee-designated sick and vacation have been exhausted, a parental leave of up to the remainder of the twelve (12) month-period following the birth or placement of a child with a unit member without salary shall be granted for the purposes outlined in 9.08.A, except that adjustments in the duration of the leave may be made by the President of the College or the President's designee to insure that such leave is least disruptive of the instructional progress of students. A unit member may choose to reserve up to two weeks of paid sick or vacation leave. The President of the College or the President's designee may grant a unit member a half-time leave with full benefits, provided, however, that such decision shall not be grievable.

### **C. Reinstatement**

The unit member shall be restored, subject to retrenchment and any other provisions resulting in faculty or professional staff member reductions, to the same or substantially similar position with the same salary and fringe benefits which the unit member had attained at the time parental leave was granted, plus any adjustments made as a result of collective bargaining; provided that the unit member returns to full-time service within twelve (12) months from the beginning of the leave or within twelve (12) months from the beginning of any additional leave granted by the President of the College or the President's designee. The President of the College or the President's designee may allow a unit member up to twelve (12) months additional leave; provided, however, that such decision shall not be grievable. For up to twelve (12) months from the beginning of parental leave, part-time return to service may be arranged by approval of the President of the College or the President's designee when such can be reasonably accommodated; provided however that in the case of an employee holding a terminal appointment, a leave shall not extend beyond and provisions for re-employment shall not apply beyond the termination date of the appointment unless the employer agrees in writing to such extension; provided further that such decision to allow part-time return shall not be grievable.

## **ARTICLE X – GRIEVANCE PROCEDURE**

### **10.01 Intent of the Parties**

It is the intent of the parties to this Agreement to use their best efforts to encourage the informal and prompt settlement of grievances which may arise between the Association or a member or members of the bargaining unit and the Employer. In recognition of this intent, the parties agree that they shall use the procedure set forth in this Article for the resolution, strictly pursuant to the terms of this Agreement, of all disputes involving the application of this Agreement; provided, however, that disputes involving the application of Article XIII A (Post-Tenure Review) shall be governed by the provisions of that Article. For issues involving affirmative action and/or discrimination a unit member is encouraged to proceed under the Employer's Affirmative Action Policy, which contains a separate grievance procedure in a forum devoted exclusively to those issues. Filing a grievance under the Affirmative Action Grievance Procedure shall not abrogate the right of a unit member to file a complaint with the appropriate government agency which handles affirmative action and/or discrimination matters, i.e. Massachusetts Commission Against Discrimination, Equal Employment Opportunity Commission, etc. The Association further agrees that it shall not initiate proceedings in any other forum in respect of any matter that is or may become the subject of a grievance as hereinbefore defined until it shall have first exhausted the procedures provided herein.

### **10.02 General Provisions**

- A. Any member(s) of the bargaining unit may initiate and pursue a grievance through the first (1st) two (2) steps of the grievance procedure without intervention of the Association, provided that a representative of the Association shall be afforded the opportunity to be present at any conferences held; and provided further that any disposition made of any grievance under this Article shall not be inconsistent with the terms of this Agreement.  
Any member of the bargaining unit may be represented by the Association at any step of the grievance procedure.

- B. Failure of a grievant(s) to comply with any of the provisions of this Article shall be deemed to be a waiver of the right to seek resolution of the grievance under the terms of this Article. In determining whether there has been any such failure to comply with any of the provisions of this Article, time shall be of the essence and any failure of the grievant to comply with any of the time limits prescribed herein shall be deemed to be a waiver of the right to seek resolution of the grievance under this Article; provided, however, that the time limits prescribed herein may be extended in any specific instance by mutual agreement of the parties or by oral agreement confirmed in writing.
- C. In the event that the administration fails to comply with any of the provisions of this Article, including time limits, the grievant(s) may add this allegation as an additional count if the grievance is appealed to Step Two. If the grievant(s) chooses not to appeal the original grievance to Step Two, the grievant(s) may file a procedural grievance at Step Two. The decision of the Commissioner or Commissioner's designee regarding the alleged procedural violation shall be final.
- D. The resolution of a grievance at any step shall not be deemed to be an admission by the Employer or the Association of any violation or breach of the terms of this Agreement, or that such grievance is judicially cognizable or legally sufficient pursuant to any applicable provisions of the laws of the Commonwealth nor shall it establish any precedent nor grant to the Association or any unit member standing to initiate proceedings or pursue a remedy in any other forum.
- E. A grievance may be withdrawn without prejudice at any level.
- F. The Employer agrees not to interfere, restrain, or coerce any unit member because of that unit member's filing a grievance and/or that unit member's participation in any of the grievance proceedings.
- G. Whenever possible grievance meetings shall be scheduled so as not to interfere with professional responsibilities of individuals involved. If it is necessary to meet with the employer during working hours, the grievant, one (1) Association representative who is a member of the bargaining unit, and necessary witnesses may attend without loss of time or compensation for such meetings. No grievance meetings to which a part-time unit member is a party or a witness shall be scheduled during the part-time unit member's work time unless the President of the College or the President's designee authorizes such a meeting or has approved an alternate work schedule. The decision to authorize such a meeting during the part-time unit member's work time shall be made by the President or a President's designee whose actions are not the subject of the grievance. No part-time unit member shall receive reassigned time with pay.

### **10.03 Disposition of Grievances**

#### **A. Informal Adjustments - Immediate Supervisor**

Whenever possible, unit member(s) and the Association shall first attempt in good faith to adjust their grievances with the immediate supervisor or within the College's administrative structure up to the level of the President of the College or the President's designee.

#### **B. Formal Adjustments**

All complaints shall be filed on a standard form. If the grievance involves an action by the Board or a matter of general system-wide applicability, the complaint shall be filed at Step Two within thirty (30) calendar days after the grievant knows, or should have known, of the alleged acts or condition on which the grievance is based; provided, however, that the President of the Association or the President's designee must first certify in writing that the grievance is of general system-wide applicability.

Within ten (10) calendar days of receipt of said certification, the Commissioner or the Commissioner's designee shall determine whether or not the grievance is of system-wide applicability or applies to the Employer. If the Commissioner or the Commissioner's designee determines that the grievance is of system-wide applicability or applies to the Employer, the

Commissioner or the Commissioner's designee shall meet and confer with the grievant for the purpose of resolving the grievance and shall render a written decision within fifty (50) calendar days after receipt of certification.

If determined not to be of system-wide applicability or applicable to the Board, the unit member(s) or the Association shall have fourteen (14) calendar days from receipt of the hearing officer's determination in which to file the grievance at Step One. The Commissioner or the Commissioner's designee may upon mutual consent consolidate at Step Two multiple grievances which involve the same issue. All other grievances shall be processed in accordance with the following procedures:

#### **10.04 Step One - President of the College or the President's designee**

Within thirty (30) calendar days after the grievant knows or should have known of the alleged act or omission on which the grievance is based, the grievant shall present the complaint and all evidence upon which the grievant relies or intends to rely as supporting the grievant's claim for relief to the President of the College or the President's designee. The Complaint shall state all issues and contract violations upon which the grievance is based. The President of the College or the President's designee shall meet with the grievant for the purpose of resolving the grievance and shall, within thirty (30) calendar days of receipt of the written complaint and evidence, render a decision and reasons therefor in writing to the grievant.

#### **10.05 Step Two - Mediation**

If the grievance is not resolved at Step One or the written decision of the President of the College or the President's designee is not rendered within the time specified, mediation of a grievance may be initiated in accordance with the following provisions:

- A. The grievant may appeal the Step One decision in writing to the Commissioner or the Commissioner's designee for mediation (on a standard form) with a copy to the President of the College or the President's designee. The appeal shall be filed within ten (10) calendar days of receipt of the decision of the President, or the President's designee or the end of the time specified in Step One for said decision, whichever is sooner. Upon receipt of the appeal, the President of the College or the President's designee shall submit to the Commissioner or the Commissioner's designee the grievance form filed at Step One, all evidence introduced to date, and copies of all decisions. No further issues or contract violations may be added subsequent to the conclusion of mediation; provided, however, that the grievant shall have the opportunity to provide rebuttal evidence. If new issues or contract violations are presented by either party at Step Two, a party may have the mediation of that grievance continued until another date; provided, however, this does not preclude either party from concluding mediation in accordance with Article 10.05G.
- B. Failure to so file with the Commissioner or Commissioner's designee within the time specified shall be deemed to be acceptance of the decision rendered at Step One.
- C. Within forty (40) calendar days of receipt of the appeal, the parties shall meet for the purpose of mediation. The mediations shall take place at Massasoit (Canton Campus), Bunker Hill, or Quinsigamond. The parties agree to maintain a list of mutually agreed upon mediators to be assigned grievances on a rotating basis. The parties agree to review their list annually, or more often if requested by either party, and adjust the list as mutually agreed upon by said parties.
- D. The mediator selected by the parties shall be assigned to mediate on the same day a minimum of four grievances unless otherwise agreed by the parties. If no settlement is reached in the mediation conference, the grievance may be appealed to arbitration pursuant to 10.06 below. If one of the above mediators is unable to schedule a mediation conference within forty (40) days from the receipt of the appeal, it will be referred to the next mediator in line. If one of the above arbitrators can no longer serve as a mediator, the parties will mutually agree to a replacement. The fees and expenses of the mediators shall be shared equally by the parties.

- E. Mediation is an informal, off-the-record process in which the parties are free to disclose to the mediator the essence of the dispute without injuring their case if mediation is unsuccessful and the case goes on to arbitration. Confidential information disclosed to a mediator in the course of the mediation shall not be divulged by the mediator. All records, reports, or other documents received by the mediator while serving in that capacity shall be confidential. The mediator shall not be compelled to divulge such records or to testify in regard to the mediation in any adversary proceeding or judicial forum. The parties shall maintain the confidentiality of the mediation and shall not rely or introduce as evidence in any arbitral, judicial, or other proceeding:
  - 1. Views expressed or suggestions made by another party with respect to a possible settlement of the dispute;
  - 2. Admissions made by another party in the course of the mediation proceedings;
  - 3. Proposals made or views expressed by the mediator; or
  - 4. The fact that another party had or had not indicated willingness to accept a proposal for settlement made by the mediator.
- F. The mediator does not have the authority to impose a settlement on the parties but will attempt to help them reach a satisfactory resolution of their dispute.
- G. Mediation shall conclude in one of the following ways:
  - 1. By the execution of a settlement agreement by the parties; or
  - 2. By a written declaration of the mediator, a party, or the parties to the effect the mediation proceedings are concluded.
- H. Either party may terminate this mediation procedure and revert to the appended Step Two provisions of the 1990-1993 Agreement upon thirty (30) days' notice to the other party on or after one year following the execution date of this Contract. The former Step Two provisions shall be applicable to grievances filed at Step Two on or after the expiration of the thirty (30) days' notice.

### **10.06 Step Three - Arbitration**

- A. Within forty (40) calendar days after mediation has been concluded in accordance with 10.05.G.2, arbitration of a grievance may be initiated in accordance with the following provisions:
  - 1. The Association shall have the exclusive right to initiate arbitration of a grievance. The decision or award of the arbitrator shall be final and binding for the Association, the employee and the Employer in accordance with applicable provisions of state law.
  - 2. The Association may initiate arbitration of a grievance only if the resolution of the grievance has been duly authorized by the Association and so certified by the President of the Association or the President's designee.
  - 3. The Association shall initiate arbitration by filing a demand for arbitration with the American Arbitration Association and with the Commissioner or Commissioner's designee within forty (40) calendar days of receipt of the notice pursuant to 10.05.G.2.
  - 4. Such arbitration shall be conducted in accordance with the rules and regulations of the American Arbitration Association in effect on the date of said submission, unless otherwise provided herein; provided, however, that the jurisdiction of the arbitrator to inquire into any issue or to render any award is governed solely by the provisions of this Agreement.
- B. **Limit of the Arbitrator's Jurisdiction**  
Subject to the provisions of this Agreement, the arbitrator shall have no authority or jurisdiction to:
  - 1. Arbitrate such portion of any grievance which is removed from the jurisdiction of the Arbitrator by the express terms of this Agreement.
  - 2. Add to, alter or amend any terms or conditions of this Agreement.
  - 3. Inquire into or arbitrate any issue not presented by the original complaint as amended at Step Two.



C. Authority of the Arbitrator

Unless otherwise provided in this Agreement, the arbitrator shall have the authority to make a final and binding award on any dispute concerning the interpretation or application of this Agreement. The arbitrator's authority in matters which are arbitrable is limited to a determination as to whether the provisions set forth in this Agreement were violated; provided that in matters of professional judgment, the arbitrator shall determine whether the application of such to the grievant has been arbitrary, capricious or unreasonable. Beyond such determination, the arbitrator shall be without power, right or authority to make a decision or to substitute the arbitrator's judgment for that of the Employer or its representatives, except as otherwise provided in this Agreement.

The arbitrator shall have no authority to arbitrate:

1. Any incident which occurred or failed to occur prior to the ratification date of this Agreement.
2. The failure or refusal by the Employer to renew the contract of or to reappoint a unit member in the first (1st) four (4) years of regular appointments.
3. Affirmative Action/Discrimination.
4. Basis for retrenchment.

D. Award of Arbitrator

If the arbitrator determines no express provision of this Agreement has been breached in its application to the grievant as claimed, the arbitrator shall dismiss the grievance. If the arbitrator determines that this Agreement has been so breached, the arbitrator may, subject to the provisions of this Article and except as hereinafter provided, provide an appropriate remedy for the breach; provided, however, that in making any monetary award, the arbitrator shall only provide compensation for actual damages directly attributable to such breach, and shall in no event make any award by way of penal damages.

E. Dismissal and Retrenchment

If a unit member's employment is discontinued as a result of dismissal or retrenchment, and the arbitrator determines based on clear and convincing evidence that the decision of the President of the College or the President's designee was arbitrary, capricious or unreasonable, the arbitrator shall remand the matter for reassessment by the President of the College or the President's designee of the original decision but shall not have the result or effect of granting any binding award, provided however, that a part-time unit member shall have no right to grieve or arbitrate retrenchment decisions. After remand, the President of the College or the President's designee shall have thirty (30) days to render a new decision. If the grievant believes the decision of the President of the College or the President's designee on remand is arbitrary, capricious or unreasonable, the grievant may file an appeal to the original arbitrator (if the original arbitrator is unable to hear the case, the parties shall choose a new arbitrator according to the terms of this Agreement) in accordance with the provisions of this Article. On appeal, if the arbitrator determines based on clear and convincing evidence, that the decision of the President of the College or the President's designee is arbitrary, capricious or unreasonable, the arbitrator shall have the power to make the grievant whole; provided, however, that any monetary award shall be reduced by way of mitigation by an amount equal to the total income received by the grievant during the period for which monetary damages are so awarded. If the arbitrator determines that the Step One or Two decision was not issued within the applicable time limits contained in this Article, the arbitrator may in the arbitrator's first decision provide a binding award in accordance with the foregoing procedures.

F. The granting or failure to grant tenure shall be arbitrable but any award is not binding.

G. Notwithstanding any rule of the American Arbitration Association to the contrary, in making a decision, the arbitrator shall apply the express provisions of this Agreement and shall not alter, amend, extend or revise any term or condition hereof.

H. All fees and expenses of the arbitrator shall be divided equally between the parties. Each party shall bear the cost of preparing and presenting its own case.

**ARTICLE X - APPENDIX A: RELEASE OF CONFIDENTIAL MATERIALS FOR GRIEVANCE ADMINISTRATION**

In accordance with the responsibility of the Employer to provide to the Massachusetts Community College Council/Massachusetts Teachers Association (MCCC/MTA) such information as may be necessary to the discharge of its duties as the exclusive bargaining agent under Chapter 150E and to maintain the confidentiality of personal data in accordance with state and federal law, the Employer and the Association agree:

1. Whenever the MCCC/MTA Grievance Coordinator or the Grievance Coordinator's designee needs personnel file information from a College in order to intelligently evaluate and prepare a grievance involving evaluations, promotions or performance-based awards, the MCCC/MTA Grievance Coordinator or the Grievance Coordinator's designee shall make a written request for such information to the President of the College from where the grievance originated.
2. Within ten (10) calendar days of receipt of such information request, the President or the President's designee shall give written notice to all bargaining unit members involved that materials contained in their personnel files and/or evaluative materials are being released to the Union for purposes of grievance administration.
3. The President of the College or the President's designee shall mail the requested information within sixty (60) calendar days of receipt of the request for information to the MCCC Grievance Coordinator.
4. The time limits prescribed herein may be extended in any specific instance by mutual agreement of the parties or by oral agreement confirmed in writing.
5. The college may charge the MCCC/MTA a reasonable sum to cover the cost of reproduction of the materials requested.
6. The Grievance Coordinator or the Grievance Coordinator's designee shall maintain the confidentiality of file materials in accordance with state and federal law.

**ARTICLE X - APPENDIX B: STEP TWO GRIEVANCE PROCEDURE**

**10.05 Step Two- Commissioner**

If the grievance is not resolved at Step One or the written decision of the President of the College or the President's designee is not rendered within the time specified, the grievant may then appeal the decision in writing to the Commissioner or the Commissioner's designee (on a standard form) with a copy to the President of the College or the President's designee. The appeal shall be filed within ten (10) calendar days of receipt of the President's or the President's designee's decision or the end of the time specified in Step One for said decision, whichever is sooner. Upon receipt of the appeal, the President of the College or the President's designee shall submit to the Commissioner or the Commissioner's designee the grievance form filed at Step One, all evidence introduced to date, and copies of all decisions. No further issues or contract violations may be added subsequent to the Step Two hearing; provided, however, that the grievant shall have an opportunity to provide rebuttal evidence.

Failure to so file with the Commissioner or the Commissioner's designee within the time specified shall be deemed to be acceptance of the decision rendered at Step One. The Commissioner or the Commissioner's designee shall meet with the grievant for the purpose of conducting a hearing and shall render a written decision within forty (40) calendar days of receipt of the appeal.

**FORM SUPPLEMENT**

- |      |                                             |
|------|---------------------------------------------|
| X-G1 | Step One Complaint                          |
| X-G2 | Association Evidence                        |
| X-G3 | Management Evidence                         |
| X-G4 | Step One Decision                           |
| X-G5 | Step One Appeal to Mediation                |
| X-G6 | Step Two - Notice to Meet with the Mediator |

X-G6	A Postponement of Mediation
X-G7	Step Two - Conclusion of Mediation
X-G8	Arbitration Approval Request

## **ARTICLE XI –APPOINTMENT, REAPPOINTMENT, TERMINATION, TENURE**

### **11.01 Appointments**

#### **A. General**

Except as expressly provided for by Employer policy, the authority to offer and make effective appointments and reappointments rests with the Employer and no employee or agent of the Employer or the Colleges may expressly or by implication make effective any appointment or reappointment.

1. Each unit member's reappointment to a bargaining unit position shall be in accordance with the provisions of this Article.
2. All appointments and reappointments to unit positions at a College shall be made by the Employer upon recommendation of the President of the College. Notification of such appointment shall be in writing as provided in Article XII.
3. Unit members who are temporarily shifted to other than state appropriated funds shall, during and upon their return to state appropriated funds, retain all rights and benefits they would have had if they had not been transferred.

#### **B. Types of Appointment**

1. A regular appointment shall be one which creates an interest in employment for a specified term of one (1) year or less. All employees holding regular appointments shall be subject to non-reappointment without cause.
2. A tenured appointment may be offered only to those faculty members in the ranks of Assistant Professor, Associate Professor and Professor, and to Professional Staff.
3. The appointment year for unit professional staff appointments shall be July 1 – June 30. All appointments which take initial effect subsequent to July 1 shall be deemed to end on the June 30 next following any such appointment.

#### **C. Probationary Period for Unit Professional Staff**

Notwithstanding any other provision of the Agreement to the contrary, unit professional staff shall be subject to a six-month probationary period commencing upon the effective date of their initial appointment. During this probationary period an employee may be terminated without cause. If a fulltime unit professional staff member is terminated prior to the third month anniversary, the member will receive one (1) month notice prior to separation. If terminated on or after the third month anniversary, but prior to the six-month anniversary, the member will receive three (3) months' notice prior to separation.

### **11.02 Reappointment and Non-Reappointment of Regular Appointments**

A. Full-time faculty or professional staff shall be governed by paragraphs A and B below:

1. The non-reappointment of a full-time faculty or professional staff member shall be in accordance with the following procedures:
  - a. Termination at the end of the first (1st) through fourth (4th) year of service; notice provided by March 1 of that year of service;
  - b. Termination at the end of the fifth (5th) year of service or later; notice provided by October 15 of the year of termination.
2. Non-reappointment of a unit member on a regular appointment in the first (1st) four (4) years shall be without cause, except for written notice requirements required in Section 11.02. Reasons may be provided at the discretion of the President of the College; neither the reasons nor the decision shall be subject to the grievance procedure. For the fourth

(4th) year of regular appointment, the notice of non-reappointment of non-tenured unit members shall be subject to the exercise of professional judgment. Such notice shall contain a statement of reasons in writing. Termination in the fourth (4th) year or later of unit members paid from non-state appropriated funds shall be accompanied by a statement of reasons; provided, however, that no statement shall be required if non-reappointment is due to insufficient funds or to the terms and conditions of the non-state appropriated funding source and provided further that said non-reappointment shall be grievable to step two and shall be subject but not arbitrable to the exercise of professional judgment and whether application to the grievant was arbitrary, capricious or unreasonable.

- B. Paragraphs 1, 2, 3 and 4 shall be of application to faculty and professional staff in the foregoing Section A.
  - 1. Termination of a unit member in that unit member's fifth (5th) regular appointment or later shall be for just cause.
  - 2. Notice shall be in writing given by the President of the College or the President's designee. Any unit member holding a regular appointment who does not receive such notice shall be entitled to inquire of the President of the College as to the failure to give notice. The President of the College or the President's designee shall respond to the inquiry within fourteen (14) calendar days.
  - 3. Failure to give notice of reappointment shall not prohibit reappointment of the unit member. Failure to give proper notice shall constitute reappointment of the unit member for one (1) academic or calendar year, whichever is applicable, but shall not thereby entitle the unit member concerned to academic tenure, to any further appointment with or without academic tenure, or to further notice of non-reappointment.
  - 4. Each unit member holding a regular appointment shall notify the President of the College in writing of that unit member's intent to accept or reject a reappointment within thirty (30) days after receipt of notice of reappointment. Failure by the unit member to notify the President of the College of acceptance shall constitute a rejection of reappointment.

### **11.03 Tenure of Full-time Unit Members**

- A. Tenure may be granted by the Employer on recommendation of the President of the College and shall relate only to the specific College and not the entire Community College System.
- B. Eligibility - Tenure Contracts
  - 1. The unit member must have served at least six (6) full years as a unit member, at least three (3) of which have been in that unit member's current job function.
  - 2. The unit member must have received other than unsatisfactory on that unit member's most recent summary evaluation.
- C. Procedures
  - 1. There shall be established by November 21 of each year a Unit Personnel Practices Committee elected by members of the unit. The size and composition of this Committee shall be determined by the President of the College or the President's designee and shall reflect, whenever possible, the ratio of teaching faculty to professional staff in the unit; provided, however, that a unit member shall not serve on the Committee during the year the unit member is a candidate for tenure. The Committee shall elect a chairperson.
  - 2. The appropriate Dean(s) shall notify all eligible unit members by October 1 of their sixth (6th) or later regular appointment that they may be considered for tenure during the academic year if otherwise eligible; provided that copies shall be forwarded to the immediate supervisor and to the Unit Personnel Practices Committee.
  - 3. The immediate supervisor and the Unit Personnel Practices Committee shall review all relevant material within the individual's official personnel file and shall forward recommendations for either tenure or a one (1) year terminal appointment to the appropriate Dean(s) by March 15.
  - 4. The appropriate Dean(s) shall review the recommendations of the immediate supervisor and the Unit Personnel Practices Committee; and whenever practicable consult with the immediate supervisor and the Chair of said Committee; and thereafter shall forward the Dean's recommendations to the President of the College by April 15.

5. The President of the College shall review the recommendations of the appropriate Dean(s) and shall forward the President's recommendation to the Employer by May 1. The unit member shall be notified of the President's recommendation within twenty (20) calendar days thereafter.
6. A recommendation for a one (1) year terminal contract shall be accompanied by a statement of reasons.

#### **11.04 Protection of Bargaining Unit Upon Appointment of Returning Administrators**

Any unit member who assumes administrative duties outside the bargaining unit and subsequently returns to faculty or professional staff unit member status, shall, at the option of the President of the College or President's designee either: (1) be classified based upon the criteria used to classify newly hired unit members, taking into account: all previously accrued unit seniority; all relevant experience to date; current academic credentials and licensure; and rank achieved prior to assuming the administrative appointment; or (2) shall relinquish all prior accrued unit seniority and be placed upon the salary schedule at a salary and rank to be determined by the President of the College or designee; provided, however, that a unit member who accepts an acting administrative appointment shall upon turn to the unit retain be placed upon the salary schedule in accordance with (1) above provided that the salary shall not be less than the salary of the unit member prior to that unit member's acting administrative appointment. If an acting administrative appointment is converted to a regular administrative appointment, no rights of return provided under (2) above shall be accorded to the acting appointee unless the regular position has been posted and awarded to the acting appointee. It is agreed that the return of an administrator to the unit under either of the options stated above will have no adverse effect on present unit members.

#### **11.05 Appointment of Part-time Faculty Members**

- A. The provisions of sections 11.01 through 11.04, inclusive, shall not apply to part-time faculty.
- B. Part-time faculty shall be given a contract specifying the instructional or non-instructional work assigned.
  1. A part-time faculty member who has taught credit courses during any part of the last three (3) consecutive academic years or who is currently teaching in the faculty member's third consecutive academic year and who has received a satisfactory evaluation in a work area(s) shall be eligible for a reappointment in that work area(s)/department(s)/program(s).
  2. A tentative appointment will be offered first to those eligible faculty members as defined above with the greatest seniority in that department/work area/program, except under the following conditions:
    - a. The faculty member receives an unsatisfactory evaluation;
    - b. There are insufficient assignment(s) available within the work area/department/ program of the faculty member;
    - c. If, in the professional judgment of the President or the President's designee, reasons exist which preclude such reappointment, the President or the President's designee shall provide the faculty member with a written statement of the reason or reasons for the non-reappointment. The reasons for non-reappointment shall not be arbitrary or capricious.
  3. For every academic year in which the faculty member teaches or has taught at least two (2) courses, one (1) year of service shall accrue for purposes of seniority. If the two courses are in different work areas, one year of service shall accrue in each work area / department / program. Where a part-time faculty member covered by this Agreement is assigned to work in an area funded by the Division of Continuing Education or its equivalent, such service shall not be treated as a break in service but the unit member also shall not accrue seniority for purposes of this Agreement.
  4. If a faculty member does not teach at least one (1) course during two consecutive academic years, said faculty member will lose previously accrued seniority unless on authorized leave approved by the President of the College or the President's designee. Except as provided in 11.05 (B) (3) above, when determining seniority earned prior to this agreement any period of two years or more during which the unit member taught no course will constitute a break in service and no service prior to said break will accrue to a faculty member's seniority.
  5. If a faculty member is offered and accepts a course which is subsequently canceled, there will be no break in previously accrued seniority or credit towards eligibility for reappointment.
  6. By forty-five calendar days prior to the first semester in which seniority is considered for appointment, and by August 15 of each year, the MCCC/MTA shall be provided with the official list of eligible faculty members, including

seniority by work area(s)/ department(s)/ program(s). When the initial list is published, faculty members shall have thirty days to challenge their relative placement on the list and, upon providing documentation acceptable to the College, the list shall be adjusted appropriately.

7. The provisions of paragraphs 11.05.B.1 through and including 11.05.B.6 shall not apply to faculty members teaching one student in a directed/independent study.

### **11.06 Appointment of Part-time Professionals**

- A. The provisions of sections 11.01 through 11.04, inclusive, shall not apply to part-time professionals.
- B. Part-time professionals shall be given a contract specifying the non-instructional work assigned.
  1. A part-time daytime professional who has been employed for any part of the last three (3) consecutive fiscal years or who is currently employed in the professional staff member's third consecutive fiscal year holding the job classifications listed in Article I- Appendix A and who has received a satisfactory evaluation in a work area(s) shall be eligible for a reappointment in that work area(s).
  2. A tentative appointment will be offered first to those eligible professionals as defined above with the greatest seniority in that work area/department/program, except under the following conditions:
    - a. The professional receives an unsatisfactory evaluation;
    - b. There are insufficient assignment(s) available within the work area of the professional;
    - c. If, in the professional judgment of the President or the President's designee, reasons exist which preclude such reappointment, the President or the President's designee shall provide the professional with a written statement of the reason or reasons for the non-reappointment. The reasons for non-reappointment shall not be arbitrary or capricious.
  3. For every fiscal year in which the professional works 0-224 hours, no seniority shall be credited. A part-time professional staff unit member who works 225 to 900 hours during a fiscal year shall be credited with one-half (1/2) year of seniority. A part-time professional staff unit member who works more than 900 hours during a fiscal year shall be credited with one (1) year of seniority. Where a part-time professional works in two or more work areas in any fiscal year, seniority for the total hours worked at the College shall be credited to each, provided that the unit member works a minimum of 225 hours in each.<sup>2</sup> Where a part-time professional covered by this Agreement is assigned to work in an area funded by the Division of Continuing Education or its equivalent, such service shall not be treated as a break in service but the unit member also shall not accrue seniority for purposes of this Agreement.
  4. Except as provided in 11.06 (B) (3) above, when determining seniority earned prior to this agreement any period of two years or more during which the unit member failed to work 225 hours will constitute a break in service and no service prior to said break will accrue to a professional's seniority.
  5. By forty-five calendar days prior to the first semester in which seniority is considered for appointment, and by August 15 of each year, the MCCC/MTA shall be provided with the official list of eligible professionals, including seniority by work area(s). When the initial list is published, part-time professional unit members shall have thirty (30) days to challenge their relative placement on the list and, upon providing documentation acceptable to the College, the list shall be adjusted appropriately.
- C. In accepting an appointment, a part-time unit member agrees that said member will be available for the duration of the appointment.

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<sup>2</sup> For example, a part-time professional unit member who works 225 hours in area A and 700 hours in area B would be credited with one (1) year of seniority in each area. A unit member who works 700 hours in area A but only 50 hours in area B would be credited with one half (1/2) year of seniority in area A and no seniority in area B for that year. A unit member who works 200 hours in area A and 25 hours in area B would be credited with no seniority for that year.

## ARTICLE XII – WORKLOAD, WORK ASSIGNMENT AND WORKING CONDITIONS

### 12.01 General Provision

Unit members shall be given a contract stating the subjects or functions to which the unit member is to be assigned. There shall be included a job description which shall define the duties to be performed.

### 12.02 Faculty Work Assignment

- A. The President of the College or the President's designee shall consider as advisory written notice from each faculty member and/or department chairperson/curriculum coordinator as to the preferred schedule and courses to be taught. Such written notice must be received by the President of the College or the President's designee by February 28 for the fall semester and by September 30 for the spring semester. The President of the College or the President's designee shall notify in writing each faculty member of that faculty member's tentative schedule and courses by March 31 for the fall semester and by October 31 for the spring semester.
- B. Whenever changes in the tentative class schedule or subject matter are necessary, the President or the President's designee shall notify the affected faculty member(s) in writing at that faculty member's official residence or temporary address supplied by the faculty member on leave. The change in the tentative class schedule or subject matter preparation shall be consistent with Section 12.01.

### 12.03 Workload of Full-Time Faculty

#### A. Faculty workload shall consist of:

1. Instructional workload, which includes:
  - a. teaching in both traditional and non-traditional learning modes;
  - b. instructional preparation;
  - c. assessment of student performance.
2. Non-instructional workload shall consist of:
  - a. student assistance/advisement
  - b. office hours;
  - c. college service, which includes:
    1. serving as advisor to student activities;
    2. serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor-management committees;
    3. preparing grant proposals;
    4. participating in college, division, department or other related college meetings and/or activities;
    5. participation in the improvement and development of academic programs and resources, including recruitment.
  6. serving as a department chair.
  - d. college recognized community service, provided that such service is not compensated by an outside funding sources;
  - e. professional development activities, which include:
    1. related graduate study;
    2. related in-service training;
    3. research and other college recognized contributions to a faculty member's area of competence;
    4. participation in college recognized professional associations, including teachers' organizations.

#### B. Instructional Workload

1. The standard faculty instructional workload shall be a minimum of twenty-nine (29) instructional hours per week and a maximum of thirty-five (35) instructional hours per week with no more than three (3) preparations per semester and no more than five (5) preparations per year.

- a. If a faculty member agrees to an increase in the number of course preparations beyond three (3) per semester or five (5) per year, the President of the College or the President's designee and the faculty member shall mutually agree as to the corresponding decrease in advisees and/or office hours and/or college service.
  - b. Any provision to the contrary notwithstanding, any faculty member may request, in accordance with the applicable procedure, a course schedule which results in a number of course preparations beyond three (3) per semester or five (5) per year. A faculty member whose request is approved shall mutually agree to the corresponding decrease in advisees and/or office hours, and/or college service unless the faculty member voluntarily agrees to waive the corresponding decrease. This agreement must be in writing according to Form XII-1 in the Appendix.
2. Faculty teaching only didactic courses with more than thirty-one (31) instructional hours per semester and faculty teaching other than didactic courses with thirty-four (34) or more instructional hours per semester will receive an adjustment in non-instructional workload. The President or the president's designee may project the instructional workload requirement over two (2) academic semesters rather than on a semester basis based upon the unique college or program needs after discussion with the affected faculty member. The instructional workload shall not exceed thirty-five (35) hours in any one semester, without the agreement of the faculty member; provided, however, the instructional workload shall not exceed seventy (70) hours for any academic year.
3. Schedule
- a. The workload for faculty members shall include instructional workload and non-instructional workload as defined below. The faculty customary work week shall be Monday through Friday, but in no case shall a faculty member be required to work more than five (5) days in any seven (7) consecutive day period. In exceptional cases, if it is necessary to schedule faculty for days other than Monday through Friday, the President or the President's designee shall meet with the affected faculty member(s) to discuss such change in schedule.
  - b. Upon written mutual agreement between the faculty member and the College President or President's designee, a faculty member may be assigned courses that have start times commencing on or after 4 p.m. and as late as 5:00 p.m. as part of the faculty member's day unit workload.
  - c. To meet bona fide programmatic needs, such as accreditation, and upon written mutual agreement between the faculty member and the College President or President's designee, a faculty member may be assigned courses that have start times commencing on or after 4 p.m. as part of the faculty member's day unit workload.
  - d. Within two (2) weeks of assignment, the MCCC Chapter shall be notified whenever a faculty member is scheduled to teach a course that commences on or after 4 p.m. as part of the faculty member's day unit workload.
4. In no case shall any change under 12.03.B.3.a above be implemented without at least one semester prior notification to the affected faculty member(s). The affected faculty member(s) shall have access to the grievance procedure as provided in Article X.
5. The instructional workload shall contain all faculty activity directly related to the preparation and/or conduction of instruction.
- a. Preparation includes content and pedagogical research, the creation of instructional materials, development of student evaluation instructions and procedures, the evaluation of student performance and any activity related to the instructional process. It is understood that faculty members at their option need to utilize off-campus resources in fulfilling their preparation time.
  - b. Contact time is the actual time the instructor spends with students in an instruction method. For laboratory-like and clinical courses, every fifty (50) minutes of class time shall be calculated as one (1) contact hour. Notwithstanding the preceding, there shall be no change to the treatment of contact hours for didactic courses.
  - c. The instructional workload shall be a minimum of twenty-nine (29) hours per week and a maximum of thirty-five (35) hours per week.
  - d. In determining the instructional workload, actual contact hours shall be added to the preparation time allotted on the following basis:



## Allocation of Preparation Time

### 1. Non-Laboratory-like Courses

For the first (1st) section or part thereof of such a course offered each week, the faculty member shall be allotted one and one-third (1 1/3) hours of preparation time for each credit hour or its proration which that course contains.

### 2. Laboratory-like and Clinical Courses

For the first (1st) section of part thereof of a course offered each week:

The faculty member shall be allotted one and one-third (1 1/3) hours of preparation for each credit hour of didactic instruction. The faculty member shall be allotted two (2) hours of preparation for each credit hour of equivalent laboratory or clinical instruction requiring two (2) or more contact hours.

### 3. Seminar-like Courses

For the first (1st) section or part thereof of seminar-like instruction whether within a laboratory or non-laboratory type course where the instructor is in direct interaction with students, such as small group discussions, clinical conferences, the faculty member shall be allotted one and one-third (1 1/3) hours of preparation time of each credit hour or its proration which that course contains.

### 4. Additional Sections of Original Preparation

- a. For the second (2nd) or subsequent section or part thereof of a course offered each week, the faculty member shall be allotted one-half (1/2) the preparation time credited in either (1) or (3) of this 12.03.B.5.d.
- b. For the second (2nd) or subsequent section or part thereof of a course offered each week, the faculty member shall be allotted an equal amount of preparation time credited in (2) of this 12.03.B.5.d, unless an employee of the College is assigned to assist with the laboratory preparations, in which case the provisions of 4.a above shall apply.
- c. When a second section of a traditional (face-to-face) course is taught online (fully online or hybrid), the faculty member shall receive one hour of preparation time for each credit hour. For subsequent on-line sections of an online course, the faculty member shall receive 2/3 of an hour of preparation time for each credit hour.

5. Where team teaching involves multiple faculty, each faculty member shall be allotted preparation time in accordance with B. (1), (2), (3) and (4) above except that it shall be based on one-half (1/2) the credit hour or proration which that course contains regardless of the number of faculty involved in teaching.

6. One hour of preparation will be allotted per each three (3) credit hour course or its prorated equivalent where the faculty member is using material of a mediated or programmed nature wherein the faculty member has neither primary responsibility for adapting or preparing materials nor is primarily responsible for the evaluation of student progress.

7. The President or the president's designee shall at the end of "add/drop" period of each semester compute the actual instructional workload for each full-time faculty member according to the above formula. The President or the President's designee will, on basis of the faculty member's instructional and reassigned workload:

- a. Reduce the non-instructional workload in writing proportionately for any faculty member whose instructional and reassigned hours per week exceeds thirty-one (31) instructional and reassigned hours for faculty teaching only didactic courses or thirty-four (34) or more instructional and reassigned hours for faculty teaching other than only didactic courses;
- b. Determine in writing after discussing alternatives with the affected faculty members whose load is below the twenty-nine (29) instructional and reassigned hour minimum:
  1. Whether additional course section(s) shall be taught by the faculty member; and/or

2. Whether the faculty member shall provide activities related to course, program or curriculum development; and/or
  3. Whether the faculty member shall provide activities such as independent study, contract learning, learning resources development, assessment of prior learning or similar instructional activities; and/or
  4. Whether the faculty member shall provide activities such as additional office hours, advise more students, engage in additional college/ community service, or professional development activities; and/or
  5. Whether the faculty member shall provide activities of an administrative nature for which the faculty member is deemed qualified; and/or
  6. Whether the faculty member will provide additional tutorial laboratory instruction, where a faculty member is teaching two or more sections of courses designed to develop basic skills, whether remedial or supplemental, credit or non-credit or their equivalent in time and/or content as determined by the President or the President's designee.
6. Faculty members shall not be expected to generate more than four hundred eighty (480) student credit hours per semester within the applicable workload requirement except that this may be reduced by mutual agreement between the unit member and the immediate supervisor to four hundred twenty (420) student credit hours per semester for writing and/or critical thinking intensive courses and except that faculty members shall not be expected to generate more than three hundred thirty (330) student credit hours per semester for instruction of English Composition, English as a Second Language, introductory foreign language courses, and remedial and/or developmental courses; to be determined by the number of students enrolled at the end of add/drop period; provided that if the total number of student credit hours generated exceeds these limits, there shall be a proportional adjustment in the succeeding semesters, consistent with the provisions of 12.03.B.
7. New faculty hired shall be assigned an instructional workload consistent with the existing workload assignments of other faculty members within their respective academic department, work area or division.

**C. Reassigned Time**

1. Where faculty members are given reassigned time within the instructional workload for any activity other than teaching, the number of hours required for the activity will be equal to twice the credit hour reduction with the proportional reduction in office hours of one hour per three credit hour equivalent. The President of the College or the President's designee may upon mutual agreement assign a faculty member non-instructional activities such as course, program or curriculum development, professional development activities or administrative duties; provided that the faculty member is qualified to perform such activities in lieu of a proportional number of instructional hours.
2. A department chair/curriculum coordinator (program and work area/discipline) shall be granted an adjustment in instructional workload, provided that the adjustment shall not exceed eighty (80) percent nor be less than twenty (20) percent of the unit member's normal instructional workload. The amount of workload reassignment shall be solely determined by the President of the College or the President's designee. Such reassignment shall not be made in an arbitrary, capricious or unreasonable manner.

**D. Non-Instructional Workload**

1. Faculty shall provide seven (7) hours per week or equivalent on a semester basis or its annual equivalent in student advisement and/or college and/or community service as determined by the President or the President's designee consistent with Article XIII (Evaluation).
2. Student Assistance/Advisement  
A faculty member shall be responsible for advising 18 students assigned by the President of the College or the President's designee. A unit member may schedule student advisement time during the unit member's office hours. It is understood that the administration has the obligation to assist the unit member in contacting student advisees and that the administration cannot determine the scheduling of this advisement time.

- a. Each faculty member shall hold a group meeting with that faculty member's advisees at the beginning of the academic year and shall be available to meet with each advisee at least once each semester and at such other reasonable times as requested by the advisee. If in the judgment of the President of the College or the President's designee after consultation with the faculty member the number of students should be more than or fewer than eighteen (18), the faculty member's non-instructional workload may be adjusted.
- b. Student advisement shall equate to the following hours per week of the non-instructional requirement

<b>Assigned Student</b>	<b>Equated Hours per Week</b>
Less than 8	1
8-13	2
14-19	3
20-25	4
26-31	5
32-37	6
38-43	7

### 3. Office Hours

- a. Each faculty member shall provide such hours on campus (off campus at an instructional site, if approved) to assist students in the students' courses and to provide student advising service.
- b. During the academic year, faculty members shall maintain at least four (4) posted office hours per week on at least four (4) days. Office hours shall be scheduled in accordance with the following procedure:
  1. A faculty member shall submit a preferred office hours' schedule to the President of the College or the President's designee at the commencement of the academic year.
  2. The President of the College or President's designee shall either approve or disapprove the schedule.
  3. In the event the President of the College or designee shall disapprove the schedule, the faculty member shall be given an opportunity to review and discuss their preferences with the President of the College or the President's designee.
  4. If a faculty member is assigned one (1) or more online course(s) as part of the faculty member's day unit workload, the faculty member may, at his or her discretion, conduct one (1) weekly office hour online. Notwithstanding the above, faculty members may be allowed to conduct one or more office hour(s) online upon the approval of the College President or President's designee in his or her sole discretion.
  5. Such schedule shall be posted by faculty members by the end of the first (1st) week of classes.

### 4. College Service

In addition to posted office hours, a faculty member shall be on campus and available on any day during the academic year at such times as required by the President of the College or the President's designee to participate in scheduled activities consistent with 12.03.A.2.c.

### 5. Community Service and Professional Development

A faculty member shall be responsible for such community service and professional development activities as mutually agreed by the President of the College or the President's designee and the faculty member.

### 6. Professional Days

The President of the College or the President's designee may assign any faculty member up to seven (7) days during the academic year for scheduled orientation and registration programs, commencement and convocation activities and such other College sponsored activities the Present deems appropriate. Professional days shall be assigned no earlier than three (3) days prior to the first (1st) day of classes in the fall semester and no earlier than four (4) days prior to the first (1st) day of classes in the spring semester. Such duties and responsibilities may be assigned to individual faculty members in blocks in one-half (1/2) day or more; and provided further that a faculty member shall not be required to discharge these responsibilities over more than fourteen (14) days during the academic year.

## E. Academic Year

1. The academic calendar shall be a period of time encompassing two (2) semesters, beginning no earlier than September 1 and ending no later than May 31, exclusive of Commencement. Classes shall begin no earlier than the day after

Labor Day and end no later than December 24 for the Fall semester; provided, however, that the President of the College and the President of the Chapter may by mutual agreement set other dates for the academic calendar, including beginning classes prior to the day after Labor Day. When first (1st) semester classes begin after September 5, the President of the College may, after consultation with the local MACER, increase the class time from fifty (50) minutes to fifty-five (55) minutes for that semester consistent with the established past practice. Not later than March 1st of any academic year the college MACER committee may make recommendations to the President regarding the length of the break between the fall and spring semesters.

2. In those instructional programs that are required by outside accrediting agencies to run beyond the academic year, it may be necessary for faculty to perform duties beyond the academic year. When such work is assigned by the President of the College or the President's designee, the faculty member shall receive a salary adjustment in direct proportion to the duties assigned, in accordance with the provisions of Article XXI. All such faculty will be placed on nine (9) month contract with all rights and benefits under this Agreement.
3. No faculty member who is not at the time of the execution of this Agreement required to work beyond the academic year may be required to do so without that faculty member's consent. Any faculty member may accept such additional responsibilities upon the specific request of the President of the College or the President's designee and will receive compensation in accordance with the provisions of Article 21.02.
4. Nothing in this agreement shall preclude the President of a College from requiring such additional responsibilities of new hires in such programs as are referenced in paragraph 2 above.
5. Notwithstanding any provision in this agreement to the contrary, no College shall be required to establish or maintain any instructional programs offered outside the academic year such that they are subject to Article 12.03.E.2 above or Article XXI nor shall any College be precluded from establishing or maintaining any such programs which similarly are not subject to the terms of this agreement.
6. Section 12.03.E.2 programs that currently extend beyond the academic year include:
  - Diagnostic Medical Sonography
  - ESL Clinical Assistant Program
  - ESL Electronics Program
  - Licensed Practical Nurse
  - LPN Update
  - Medical Laboratory Technician
  - Medical Radiography
  - Nuclear Medicine Technology
  - Radiation Therapy Technology
  - Radiologic Technology
  - Respiratory Therapy
  - Surgical Technology
7. Prior to the implementation of programs not listed in paragraph 6 above which would require faculty member(s) to work beyond the academic year, the President of the College shall notify the President of the Association and the President of the Chapter and shall meet and confer with the President of the Association or the President's designee regarding said programs. Accurate information, statistics or financial data related to such programs shall be made available by the President of the College or the President's designee for inspection and/or copying upon request of the President of the Association or the President's designee; provided, however, that this shall not require the College to compile such information, statistics or financial data in the form requested unless already compiled in that form. Nothing in this provision shall be regarded as an abridgment of the rights and responsibilities of the Employer provided in Article IV.

#### **F. Outside Employment**

Full-time employment by the Employer shall be considered the primary employment of each faculty member. Outside employment is work for which compensation is received and which is not the normal duties and responsibilities assigned to a faculty member as an employee of the Employer. Outside employment which requires a faculty member's absence from the College during that faculty member's normally scheduled working hours is presumed to interfere with the performance of the duties and responsibilities of that faculty member and is hereby prohibited.

## **12.04 Workload of Professional Staff**

### **A. Professional Staff workload shall consist of:**

1. Professional duties as contained in a letter of appointment and position description E-7 Form. At the beginning of a professional staff member's appointment and by July 1 of subsequent appointments, the President of the College or the President's designee shall meet with the affected professional staff member for the purpose of developing or updating that professional staff member's position description E-7 form, which shall contain a list of duties and responsibilities and may include mutually agreeable work objectives, if appropriate.

Within 30 days of a professional staff member's initial appointment and by July 31 of subsequent appointments, the President of the College or the President's designee shall forward the E-7 Form dated for the current work year to the professional staff unit member. During the work year, if there are proposed changes in the position description, duties and/or responsibilities, and/or objectives of the E-7, the President of the College or the President's designee shall meet with the professional staff member. If substantive and ongoing duties are modified and/or added, the E-7 shall be rewritten within 30 days of this meeting. Changes to the E-7 may be requested by the unit member or the President or President's designee.

2. Student advisement, if assigned;
3. College service, which includes:
  - a. Service as advisor for college-approved student activities;
  - b. Service on governance, ad hoc, college standing committees, system-wide task forces or committees; or labor-management committees;
  - c. Preparing grant proposals;
  - d. Participating in college, division, department or other related college meetings and/or activities as the President of the College or the President's designee may deem appropriate;
  - e. Participation in the improvement and development of academic programs and resources, including recruitment.
4. College recognized community service, provided that such service is not compensated by an outside funding source and professional development; provided that such community service and professional development activities are mutually agreed to by the President of the College or the President's designee and the professional staff member.
5. Assigned instructional responsibilities and related preparation; provided that customarily professional staff members shall not be assigned traditional academic discipline responsibilities; and provided further that no professional staff member shall be required to teach subject matter which is beyond the scope of that professional staff member's academic and/or professional competency and experience as determined by the President of the College or the President's designee.
6. Any "other duties as assigned" as designated in the E-7 shall be related to the duties of the position as defined in the E-7.

### **B. Work Year**

All professional staff employees shall work a twelve (12) month year.

### **C. Work Schedule**

The President of the College or the President's designee shall consider as advisory written notice from the professional staff member as to that professional staff member's preferred work assignment if received on or before June 1st prior to the fiscal year(s) covered by this Agreement. The President of the College or the President's designee shall notify the professional staff member in writing of that professional staff member's work assignment no later than July 1. Such work assignment shall be consistent with the needs of the College.

1. The workload of each professional staff member shall consist of such duties and responsibilities in accordance with that professional staff member's respective work schedules as may be assigned by the President of the College or the President's designee.
2. During the term of this Agreement, the normal workweek for professional staff members shall be 37 1/2 hours per week.
3. During the term of this Agreement, the normal workday shall not exceed 7 1/2 hours, excluding lunch.

4. Whenever a professional staff member is required to work more than 37 1/2 hours in a particular week, the staff member shall receive compensatory time of 1 1/2 hours for each hour worked over 37 1/2 hours. The use of this time shall be subject to mutual agreement between the professional staff member and the President of the College or the President's designee. The parties recognize the need to grant requests for use of compensatory time. Requests for the use of compensatory time shall be granted unless the college president or the president's designee determines that it is impractical to do so because of work schedules, emergencies, or the operational needs of the college. The President or the President's designee shall use reasonable efforts to ensure that an employee requesting compensatory leave is granted such leave.
5. The customary work week for professional staff members shall be Monday through Friday, within the hours of 8:00 a.m. to 5:00 p.m. but in no case shall a professional staff member be required to work more than five (5) days in any seven (7) consecutive day period; provided that a professional staff member who is assigned to teach may request a revised work schedule. The unit member shall be given a minimum of fourteen (14) calendar days advance notice of a regular and ongoing change in their work schedule.
6. Upon request of a professional staff member, the President of the College or the President's designee may assign up to three (3) days during the fiscal year in half-day segments or greater for participation in off-campus activities outside those assigned under the provisions of 12.04; one of these days shall be granted for the day following the Thanksgiving holiday. Such requests shall not be unreasonably denied.
7. All time spent in student advisement (if assigned), in attendance at conferences, meetings and student activities when such attendance is required during the workdays shall be counted in the professional staff member's weekly and daily hours.
8. Upon request of a professional staff member the President of the College or the President's designee may, where practicable, grant a flexible schedule; provided, however, that the President's decision shall be final and non-grievable.
9. Upon request of a professional staff member, the President of the College or the President's designee may, where practicable, grant a ten (10) month year option at 10/12 of pay and benefits.
  - a. The unit member shall apply to that unit member's immediate supervisor.
  - b. The decision of the immediate supervisor may be appealed to the President of the College who shall cause to be convened a Committee composed of two appointees of the President of the College and one appointee of the President of the Association.
  - c. The recommendation of the Committee may be appealed by the applicant to the President of the College, whose decision shall be non-grievable.

### **12.05 Workload of Part-time Faculty**

- A. The provisions of sections 12.01 through 12.04 shall not apply to part-time unit members.
- B. Workload shall consist of:
  1. Instruction in both traditional and non-traditional/learning modes;
  2. Instructional preparation;
  3. Assessment of student performance;
- C. A unit member has full freedom in the selection of textbooks in accordance with Article VII, except in instances of late hiring and where past practices of the College provide for the department selection of texts; provided, however, that part-time unit members have the right to participate at their initiative in the departmental selection of texts, wherever possible.
- D. The College shall notify the unit member of tentative assignments within four (4) weeks prior to the beginning of classes where practicable.
- E. Confirmation of course assignments shall be made with as much notice as practicable, and shall be followed up in writing in accordance with the provisions of Article XI.

- F. In the event classes are canceled due to inclement weather, other emergency, or whenever a regularly scheduled class is not held for whatever reason, the unit member will be responsible for completing the obligations of the employment contract and subject matter content with the prior approval of the College.
- G. Unit members shall not be expected to teach more than thirty-two (32) students per course in each class, except that this may be reduced by mutual agreement between the unit member and immediate supervisor to twenty-eight (28) students per course for writing intensive and/or critical thinking intensive courses, or more than twenty-two (22) students per course for the instruction of English Composition, English as a Second Language, Introductory Foreign Languages, and remedial and/or developmental courses; to be determined by the number of students enrolled at the end of the add/drop period. The President of the College or the President's designee reserves the right to exceed these limits if the assistance of teacher aides is provided, in non-traditional/learning modes or with the consent of the unit member.

**12.06 Workload of Part-time Professional Staff**

- A. The workload of a part-time professional staff unit member shall be consistent with a letter of appointment and position description, which may be amended from time to time upon mutual agreement of the parties.
- B. The College shall notify the professional unit member of tentative assignments within four (4) weeks prior to the beginning of the assignment where practicable.
- C. Confirmation of assignments shall be made with as much notice as practicable, and shall be followed up in writing in accordance with the provisions of Article XI.

**ARTICLE XII – APPENDIX A**

- A. Student advisement shall equate to the following hours per week of the non-instructional requirement:

Assigned Student	Equated Hours per Week
Less than 8	1
8-13	2
14-19	3
20-25	4
26-31	5
32-37	6
38-43	7

**B. Load Reduction**

Where faculty members are given load reduction within the instructional workload for any activity other than teaching, the number of hours required for the activity will be equal to twice the credit hour reduction with the proportional reduction in office hours of one hour per three credit hour equivalent load reduction.

**ARTICLE XIII - EVALUATION**

**13.01 Evaluation Objectives**

The evaluation of unit members is directed to the following objectives:

1. Assessment of the professional performance of the unit member.
2. Improvement of performance and quality of instruction.

3. To provide a basis upon which decisions shall be made concerning the reappointment, promotion, performance-based salary adjustments, tenure, sabbatical and professional leaves, and termination, dismissal and discipline of a unit member.

### **13.02 Evaluation of Full-Time Faculty Members**

#### **A. Faculty Evaluation Criteria**

Evaluation of faculty members shall be uniformly applied and based upon total performance with primary emphasis on teaching effectiveness, including consideration of the following criteria:

1. Development and improvement of instructional methodology;
2. Establishment of course objectives, course content and instructional activities;
3. Establishment of appropriate and fair procedures and instruments for student evaluation;
4. Student advising competency and accessibility; including the observance of established office hours;
5. College service, including:
  - a. Serving as advisor to student activities; and/or
  - b. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, and labor/management committees; and/or
  - c. Preparing grant proposals; and/or
  - d. Participating in college, division, department or other related College meetings and/or activities; and/or
  - e. Participation in the improvement and development of academic programs and resources, including recruitment; and/or
  - f. Serving as a department chair/coordinator pursuant to Article XX.

#### **B. Procedure**

The procedure for evaluating faculty members shall consist of six (6) processes: (1) student evaluation; (2) course materials evaluation; (3) classroom observation evaluation; (4) student advisement and college service evaluation; and (5) personnel file review and (6) summary evaluation. The foregoing procedure shall be implemented on an annual basis except as provided in 13.04.

##### **1. Student Evaluation**

- a. The President of the College or the President's designee shall be responsible for administering the student evaluation process.
- b. Student evaluation packets for each class containing instruments and instructions shall be distributed to each faculty member by the first week of December.
- c. It is expressly agreed that the faculty member being evaluated shall not be present in the classroom when the student evaluation is being administered and that all instruction to students with regard to such student evaluation shall be included in writing on the instrument, provided further that the designated unit or non-unit professional shall return the student evaluation directly to the President of the College or the President's designee. The administering of the student evaluation shall be the responsibility of the President of the College or the President's designee who shall determine who among unit or non-unit professionals shall administer such student evaluation.
- d. The data from the student evaluation shall be tabulated and copies sent to the President of the College or the President's designee except that in a non-evaluation year, the tabulated data shall be sent only to the tenured faculty member by January 23. The raw data shall be retained by the College for a period of one (1) year during which time the faculty member shall have access thereto upon written request.
- e. The President of the College or the President's designee shall review the tabulated data and shall prepare a student evaluation as part of the summary evaluation.
- f. Evaluation of faculty by students shall use the University of Washington evaluation process including statistical analysis of first four (4) questions, using median scores. In the Summary Evaluation referred to in 13.02.B.6, the President of the College or the President's designee may comment on questions 1-22 on the



University of Washington forms in use, except on Form J where the President of the College or the President's designee may only comment on questions 1- 13. The "Decile Rank" columns on all University of Washington forms may not be used by the College for any purpose.

## 2. Course Materials

- a. The faculty member shall distribute the course materials to each student and forward a copy to the President of the College or the President's designee prior to the conclusion of the add/drop period in each semester. The course materials shall include all materials listed on the Checklist for Course Materials. (Form XIII-E2). The confidentiality of these materials shall be maintained.
- b. Upon request of the affected unit member the President of the College or the President's designee shall consider advisory input from the appropriate department chairperson/curriculum coordinator relating to the unit member's course materials.
- c. The President of the College or the President's designee shall review the course materials and, except for tenured faculty during a non-evaluation year, evaluate them as part of the summary. In reviewing said materials the President of the College or the President's designee may seek additional information from other sources the President or the President's designee may deem appropriate, including but not limited to the department chair.
- d. The President of the College or the President's designee shall return all course materials to the faculty member by the end of the fifth (5th) week of classes in each semester. If items on the checklist are missing or if the evaluator has concerns, the faculty member will be advised in writing and will be given fourteen (14) calendar days to submit the missing items and respond to the concerns.

## 3. Classroom Observation

- a. The President of the College or the President's designee shall conduct at least one (1) classroom observation per academic year, except for tenured faculty during a non-evaluation year.
- b. Each faculty member shall be advised of a two (2) week period during which the President of the College or the President's designee shall conduct classroom observation; provided that each faculty member shall be given at least twenty-four (24) hours' notice of the date of classroom observation; provided, however, that a one (1) time postponement may be requested by a faculty member, if requested twenty-four (24) hours in advance. Each faculty member may submit to the President of the College or the President's designee supplementary course materials regarding the planned classroom activities during said two (2) week period.
- c. Pre- and Post-Observation Conferences: For each classroom observation conducted by the President of the College or the President's designee there shall upon request of the affected unit member occur a pre-observation and post-observation conference between the unit member and the President of the College or the President's designee. The post-observation conference shall occur not later than two (2) weeks after the classroom observation unless otherwise mutually agreed.
- d. The President of the College or the President's designee shall within fourteen (14) days of observation prepare an evaluation of the classroom observation in accordance with the criteria set forth in 13.02A and shall forward a copy to the faculty member and shall attach the evaluation to the summary evaluation.
- e. The faculty member shall have seven (7) working days in which to respond to the evaluation and attach the response to the summary evaluation.

## 4. Student Advisement and College Service

- a. The President of the College or the President's designee shall evaluate, except for tenured unit members during a non-evaluation year, the performance of the unit member's assigned duties and responsibilities consistent with the criteria established in this Article. The procedure for evaluating performance shall be as hereinafter described.
- b. A faculty member shall submit a log of student advisement to the President of the College or the President's designee by the last day of classes in each semester. No later than October 15 for the fall semester and February 15 for the spring semester, a faculty member shall submit a list of College service activities to be performed during the semester. No later than the last day of classes, a faculty member shall submit a log of

College service activities performed during the semester to the President of the College or the President's designee. A tenured faculty member shall be required to submit only the log of student advisement, the list of College service activities to be performed and the log of College service activities performed during a non-evaluation year.

- c. The President of the College or the President's designee shall review the document(s) and may seek additional information from other sources the President deems appropriate. The President of the College or the President's designee shall prepare an evaluation of student advisement and college service performed since the last such evaluation as part of the summary evaluation.

#### 5. Personnel File Review

Only material placed in the file since the unit member's last summary evaluation can be used toward the current summary evaluation. As part of the summary evaluation, the personnel file shall be reviewed and the information therein considered.

#### 6. Summary Evaluation

The President of the College or the President's designee shall after receipt and review of all the foregoing evaluation components develop a summary evaluation of each faculty member in an evaluation year. A copy of the summary evaluation shall be forwarded to the faculty member by February 1, and if requested, the President of the College or the President's designee shall meet and confer with the faculty member to discuss the reasons therefore. The faculty member shall have seven (7) working days to respond to the summary evaluation. The results of the components shall be applied in a uniform manner and shall be assigned the following weights:

Student Evaluation	25%
Course Materials Evaluation	15%
Classroom Observation Evaluation	25%
Student Advisement Evaluation	10%
College Service Evaluation	10%
Personnel File Review	15%

### **13.03 Evaluation of Full-Time Professional Staff Members**

#### **A. Professional Staff Evaluation Criteria**

Evaluation of professional staff shall be uniformly applied and based on total job performance, including the following criteria:

1. Professional performance including:
  - a. Conformance with assigned workload as established by the appropriate administrator in accordance with Article XII; and
  - b. The rendering of effective assistance to students, faculty and staff of the College, individually and/or collectively in accordance with Article XII.
2. Student advising competency and accessibility, if appropriate.
3. College service, including:
  - a. Service as advisor to student activities; and/or
  - b. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor/management committees; and/or
  - c. Preparing grant proposals; and/or
  - d. Participating in college, division, department or other related college meetings and/or activities as the President of the College or the President's designee may deem appropriate; and/or
  - e. Participation in the improvement and development of academic programs and resources, including recruitment.
4. Assigned instructional responsibilities and related preparation in accordance with Article XII.

## **B. Procedure**

1. The President of the College or the President's designee shall annually evaluate each professional staff member, except as provided in Article 13.04, and shall consider only the components listed below. The results of the evaluation shall be applied in a uniform manner and shall be assigned the following weights:

Work Performance	75%
College Service	10%
Personnel File Review	15%

2. Pre-Evaluation Conference

At the beginning of a professional staff member's appointment and by July 1 of subsequent appointments, the President of the College or the President's designee shall meet with the affected professional staff member for the purpose of developing or updating that professional staff member's position description E-7 Form which shall contain a list of duties and responsibilities and may include mutually agreeable work objectives, if appropriate.

The basis for evaluation of job duties and responsibilities shall be the annual E-7 Form or Forms if an employee had more than one E-7 during the evaluation year.

The President of the College or the President's designee shall upon request meet with a professional staff member during the evaluation year to discuss the professional staff member's progress.

3. Evaluation of Student Advisement and College Service

- a. The professional staff member shall submit to the President of the College or the President's designee documentation relating to performance of that professional staff member's duties and responsibilities, including but not limited to a log of student advisement, if appropriate, and college service activities by December 30 and May 30. A tenured professional staff member shall be required to submit only a log of student advisement and a list of college service activities performed during a non-evaluation year.
- b. The President of the College or the President's designee shall review the document(s) and prepare an evaluation of student advisement and college service as part of the summary evaluation, except for tenured professional staff members in a non-evaluation year. This individual may seek additional information from other sources.

4. Personnel File Review

Only material placed in the file since the unit member's last summary evaluation can be used toward the current summary evaluation. As part of the summary evaluation, the personnel file shall be reviewed and the information therein considered.

5. The President of the College or the President's designee shall complete the summary evaluation by February 1 of the first appointment and by June 1 of the first and subsequent appointments, except for tenured professional staff members during a non-evaluation year. The professional staff member shall receive a copy of the summary evaluation and shall have seven (7) working days in which to respond to the evaluation.

6. Post-Evaluation Conference

The President of the College or the President's designee shall upon request meet and confer with the professional staff member to discuss the reasons for that professional staff member's evaluation within fourteen (14) days following the completion of said evaluation.

### **13.04 Evaluation of Tenured Unit Members**

- A. Upon receiving tenure, a unit member shall be evaluated in all components and receive a summary evaluation every third year; provided, however, that any unit member who is granted tenure shall not be evaluated during that unit member's first year of tenure, and provided further that a tenured unit member who receives an unsatisfactory

summary evaluation shall again be evaluated in all components the subsequent year. An evaluation may be conducted for any unit member in a non-evaluation year for just cause.

- B. If a tenured faculty member is on leave status of any kind during the fall semester in a year in which the faculty member is scheduled to be evaluated, or if a tenured professional staff member is on leave status of any kind for more than six (6) months during a fiscal year in which the professional staff member is scheduled to be evaluated, that member shall be evaluated during the next year in which that member returns to the College and every third year thereafter.
- C. In accordance with Article 13.02, in each semester of a tenured unit member's non-evaluation year, and in the spring semester in a tenured unit member's evaluation year, the unit member shall forward to the President or the President's designee course materials, a list of college service activities, and log of student advisement. These materials shall not be evaluated and shall be returned to the unit member.

### **13.05 Reallocation of Weights Assigned to Evaluation Components**

The weights assigned to evaluation components shall be reallocated proportionally as determined by the President of the College or the President's designee, if the workload assignments of a unit member have been adjusted by assigning non-instructional activities to a faculty member pursuant to Article 12.03.

### **13.06 Written Reasons**

Upon request, a unit member shall be provided with written reasons for that unit member's evaluation(s).

### **13.07 Evaluation of Part-Time Faculty Members**

#### **A. Faculty Evaluation Criteria**

Evaluation of part-time faculty members shall be uniformly applied and based upon total teaching including consideration of the following criteria:

1. Development and improvement of instructional methodology;
2. Establishment of course objectives, course content and instructional activities;
3. Establishment of appropriate and fair procedures and instruments for student evaluation;

#### **B. Procedure**

The procedure for evaluating part-time faculty members shall consist of five (5) processes: (1) student evaluation; (2) course materials evaluation; (3) classroom observation evaluation; (4) personnel file review; and (5) summary evaluation. Student evaluations and course materials evaluations shall be implemented once for each period of appointment. The classroom observation shall be implemented only once during every three (3) appointment periods, provided that, the summary evaluation shall be completed during the third (3rd) appointment period.

##### **1. Student Evaluation**

- a. The President of the College or the President's designee shall be responsible for administering the student evaluation process.
- b. Student evaluation packets for each class containing instruments and instructions shall be distributed to each faculty member by the first week of December during the fall semester and by the last week in April during the spring semester.
- c. It is expressly agreed that the faculty member being evaluated shall not be present in the classroom when the student evaluation is being administered and that all instruction to students with regard to such student evaluation shall be included in writing on the instrument, provided further that the designated unit or non-unit professional shall return the student evaluation directly to the President of the College or the President's designee. The administering of the student evaluation shall be the responsibility of the President of the College or the President's designee who shall determine who among unit or non-unit professionals shall

administer such student evaluation. Student evaluations shall be valid only if signed by the student; provided, however, that faculty members shall not be entitled to the identity of the student responding unless such student evaluation is used as a basis for dismissal or other disciplinary action and such will be communicated to the students.

- d. The data from the student evaluation shall be tabulated and copies sent to the President of the College or the President's designee. The raw data shall be retained by the College for a period of one (1) year during which time the faculty member shall have access thereto upon written request.
- e. The President of the College or the President's designee shall review the tabulated data and shall forward a data summary to the faculty member by January 23 for the fall semester and by June 15 for the spring semester.
- f. The faculty member shall have seven (7) working days in which to respond to such data.

## 2. Course Materials

- a. The faculty member shall distribute the course materials to each student and forward a copy to the President of the College or the President's designee prior to the conclusion of the add/drop period in each semester. The course materials shall include all materials listed on the Checklist for Course Materials. (Form XIII-E2) The confidentiality of these materials shall be maintained.
- b. Upon request of the affected unit member the President of the College or the President's designee shall consider advisory input from the appropriate department chairperson/curriculum coordinator relating to the unit member's course materials.
- c. The President of the College or the President's designee shall review the course materials and evaluate them as part of the summary evaluation. In reviewing said materials the President of the College or the President's designee may seek additional information from other sources this individual may deem appropriate, including but not limited to the department chair.
- d. The President of the College or the President's designee shall return all course materials to the faculty member by the end of the fifth (5th) week of classes in each semester. If items on the checklist are missing or if the evaluator has concerns, the faculty member will be advised in writing and will be given fourteen (14) calendar days to submit the missing items and respond to the concerns.

## 3. Classroom Observation

- a. The President of the College or the President's designee shall conduct a classroom observation once during every three (3) appointment periods.
- b. Each faculty member shall be advised of a two (2) week period during which the President of the College or the President's designee shall conduct classroom observation; provided that each faculty member shall be given at least twenty-four (24) hours' notice of the date of classroom observation; provided, however, that a one (1) time postponement may be requested by a faculty member, if requested twenty-four (24) hours in advance. Each faculty member may submit to the President of the College or the President's designee supplementary course materials regarding the planned classroom activities during said two (2) week period.
- c. Pre- and Post-Observation Conferences: For classroom observation conducted by the President of the College or the President's designee there shall upon request of the affected unit member occur a pre-observation and post-observation conference between the unit member and the President of the College or the President's designee. The post-observation conference shall occur not later than two (2) weeks after the classroom observation unless otherwise mutually agreed.
- d. The President of the College or the President's designee shall within fourteen (14) days of observation prepare an evaluation of the classroom observation in accordance with the criteria set forth in 13.07A and shall forward a copy to the faculty member and attach the evaluation to the summary evaluation.
- e. The faculty member shall have seven (7) working days in which to respond to the evaluation and attach the response to the summary evaluation.

4. Personnel File Review

Only material placed in the file since the unit member's last summary evaluation can be used toward the current summary evaluation. As part of the summary evaluation, the personnel file shall be reviewed and the information therein considered.

5. Summary Evaluation

During every third (3rd) appointment, the President of the College or the President’s designee shall develop a summary evaluation of each part-time faculty member by February 1 following the fall semester and by June 30 following the spring semester and shall consider only the foregoing four (4) evaluation components which have been completed since the last summary evaluation or the first appointment, whichever is more recent. A copy of the summary evaluation shall be forwarded to the part-time faculty member and if requested, the President of the College or the President's designee shall meet and confer with the faculty member to discuss the reasons therefor. The faculty member shall have seven (7) working days to respond to the summary evaluation.

**13.08 Evaluation of Part-Time Professional Staff Members**

**A. Professional Staff Evaluation Criteria**

Evaluation of part-time professional staff shall be uniformly applied and based on total job performance, including the following criteria:

1. Professional performance including:

- a. Conformance with assigned workload as established by the appropriate administrator in accordance with Article XII, and
- b. The rendering of effective assistance to students, faculty and staff of the College, individually and/or collectively in accordance with Article XII.

2. Student advising competency and accessibility, if appropriate.

3. College service, including:

- a. Serving as advisor to student activities; and/or
- b. Serving on governance, ad hoc, college standing committees, system-wide task forces or committees, or labor/management committees; and/or
- c. Preparing grant proposals; and/or
- d. Participating in college, division, department or other related college meetings and/or activities as the President of the College or the President’s designee may deem appropriate; and/or
- e. Participation in the improvement and development of academic programs and resources, including recruitment

4. Personnel File Review

**B. Evaluation of Work Performance**

1. The President of the College or the President’s designee shall annually evaluate each professional staff member and shall consider only the following evaluation components: (1) work performance; (2) student advisement and college service; and (3) personnel file review. The results of the evaluation shall be applied in a uniform manner.

2. By the end of the second week of a part-time professional staff unit member's appointment, that unit member shall receive one job description which shall specify a list of duties and responsibilities for purposes of evaluation.

3. Evaluation of Student Advisement and College Service

- a. The part-time professional staff member shall submit to the President of the College or the President’s designee documentation relating to performance of that professional staff member’s duties and responsibilities if so assigned, including but not limited to a log of student advisement and college service, as appropriate, no later than two months prior to the completion of the unit member's appointment.
- b. The President of the College or the President's designee shall review the document(s) and may seek additional information from other sources that individual deems appropriate. The

President of the College or the President's designee shall prepare an evaluation of student advisement and college service performed since the last such evaluation as part of the summary evaluation.

4. **Personnel File Review**

Only material placed in the file since the unit member's last summary evaluation can be used toward the current summary evaluation. As part of the summary evaluation, the personnel file shall be reviewed and the information therein considered.

5. The President of the College or the President's designee shall complete the work performance evaluation as part of the summary evaluation no later than one (1) month prior to the completion of the unit member's appointment.

6. If requested, the President or the President's designee shall meet and confer with the professional staff member to discuss the reasons for the evaluation. The professional staff member shall have seven (7) working days to respond to the summary evaluation.

**FORM SUPPLEMENT**

- XIII-E1 Student Evaluation of Instructor
- XIII-E2 Checklist for Course Materials
- XIII-E3 Classroom/Instructional Evaluation
- XIII-E4 Student Advisement Log
- XIII-E5 College Service Evaluation
- XIII-E6 Full-Time Faculty Summary Evaluation
- XIII-E7 Professional Staff Position Description
- XIII-E8 Professional Staff Summary Evaluation
- XIII-E9 Part-Time Faculty Summary Evaluation
- XIII-E10 Part-Time Professional Staff Summary Evaluation

**ARTICLE XIII A – POST-TENURE REVIEW**

**13A.01 Post-Tenure Review**

The Association and the faculty and professional staff at the fifteen (15) community colleges are committed to the continual improvement of the quality of education at their respective institutions and renew their commitment to the periodic evaluation of tenured unit members that has been an integral element of the parties' agreement over the years. In furtherance of this objective, the parties agree to this post-tenure review professional development plan procedure. The Employer and the Association agree that the goals of the post-tenure review professional development procedure are to:

- A. Uphold the integrity of tenure and academic freedom;
- B. Assess the professional performance of tenured unit members;
- C. Improve performance and quality of instruction and service to students.

**13A.02 Post-Tenure Review Professional Development Plan Procedure**

A tenured unit member who has received an unsatisfactory summary evaluation pursuant to all relevant objectives, criteria, and procedures set forth in Article XIII – Evaluation, shall be deemed as “needs improvement” and required to undertake a plan of post-tenure review professional development for a period of at least one academic year.

A tenured unit member who submits binding resignation effective no later than August 31 of the year in which the unsatisfactory evaluation is issued will not be required to undertake a professional development plan. The post-tenure review professional development plan will address itself to the tenured unit member's performance since the end of the last review period. The post-tenure review professional development plan shall primarily address those areas of

performance identified in the summary evaluation as unsatisfactory and therefore needing improvement. The post-tenure review professional development plan shall set forth, in writing, the activities that a tenured unit member should undertake to improve his/her professional work performance. The post-tenure review professional development plan shall contain measurable outcomes and shall specify the criteria that will be used to determine whether or not the tenured unit member's performance still needs improvement. The college acknowledges its responsibility in to insure that all necessary resources and institutional support needed by a tenured unit member to meet the stated goals and outcomes of the post-tenure review professional development plan shall be readily available. The college shall bear any cost associated with the completion of the post-tenure review professional development plan (e.g., tuition reimbursement, materials, travel, workload reductions). The college will provide the necessary institutional support to complete the plan.

The post-tenure review professional development plan will be created no later than May 1 of the evaluation year by his/her immediate supervisor, after consultation with the tenured unit member and advisory input from a Post-Tenure Review Professional Development Plan Committee (PTR Committee), and subject to the approval of the Chief Academic Officer.

The Post-Tenure Review Committee shall be made up of the immediate supervisor, a tenured unit member, when available, of the department/division elected by the full-time unit members of that department/division for a term of one year, and an individual appropriate to the circumstances appointed by the President of the College for one year from within or without the institution:

The functions of the Post-Tenure Review Committee are:

- A. To offer advisory input in the development of the plan.
- B. To act as a resource to both parties throughout the post-tenure review professional development plan year.

Before the post-tenure review development plan is approved by the Chief Academic Officer, the tenured unit member may submit a detailed statement of objections to any proposed provisions of the post-tenure review professional development plan to his/her Chief Academic Officer within ten (10) working days after receiving it. If the tenured unit member refuses to participate in a post-tenure review professional development plan, the Chief Academic Officer may recommend a personnel action, which may include suspension without pay for up to one year, dismissal or other disciplinary action.

### ***13A.03 Evaluation of Post-Tenure Review Professional Development Plan Activities***

By September 15 of the year following completion of the post-tenure review professional development plan, the tenured unit member shall submit to the Chief Academic Officer a statement of his/her accomplishments/activities completed pursuant to the post-tenure review professional development plan and any and all documentation relevant in evaluating his/her accomplishments/activities pursuant to the post-tenure review professional development plan. A copy of these materials along with the original post-tenure review professional development plan will be placed in the tenured unit member's personnel file.

### ***13A.04 Post-Tenure Review Summary Evaluation***

A tenured unit member who has participated in a post-tenure review professional development plan shall not be subject to any disciplinary actions related to the post-tenure review development plan until a summary evaluation has been completed pursuant to all the relevant objectives, criteria and procedures set forth in Article XIII – Evaluation. If the tenured unit member receives an unsatisfactory rating, the Chief Academic Officer may recommend to the President a further period of professional development or a personnel action, which may include suspension without pay for up to one year, dismissal or other disciplinary action.

If the President accepts the recommendation of the Chief Academic Officer, and the recommendation is to dismiss the tenured unit member, the tenured unit member shall be advised of the right to review the action with the President of the College. Such review shall take place prior to the effective date of the action.



### **13A.05 Expedited Arbitration**

- A. Decisions made in the course of the post-tenure review professional development plan and procedure and the subsequent mandated summary evaluation pursuant to Article XIII – Evaluation, shall not be grievable by the Association unless and until a tenured unit member receives a suspension, dismissal, or other disciplinary action pursuant to this Article. Such challenges shall be included as part of the any grievance concerning the suspension, dismissal or other discipline received as a result of the post-tenure professional development procedure and shall be in accordance with Article 13A.05.C.
- B. No unit member shall be suspended, dismissed or otherwise disciplined in connection with the post-tenure professional development procedure without just cause.
- C. If, within ten (10) days of receiving notice of the suspension, dismissal, or other discipline, the Association wishes to appeal the decision, the Association may do so by filing a complaint and all evidence upon which the Association and tenured unit member relies or intends to rely as supporting the Association’s claim for relief to the President of the College and by simultaneously filing a demand for arbitration with the American Arbitration Association, with a copy of to the Office of the Community College Counsel. Within sixty (60) days an expedited arbitration hearing on the issue will be held. The arbitrator shall issue his or her decision within thirty (30) days of the close of the hearing.

#### **NOTE FOR PROFESSIONAL STAFF:**

In the case of professional staff unit members who do not report to an Academic Division, the Chief Academic Officer will be replaced by the appropriate administrator. The post-tenure review professional development plan will be created no later than August 1 of the evaluation year. Wherever department/division is mentioned, the words “work area” will be substituted; in all other respects, the foregoing language will apply to tenured professional staff as well as tenured faculty.

## **ARTICLE XIV – CRITERIA/PROCESS FOR CHANGE OF RANK OF FACULTY AND PROFESSIONAL STAFF MEMBERS**

### **14.01 Faculty and Professional Staff Rank**

- A. There shall be four (4) ranks for faculty members:
  - 1. Instructor
  - 2. Assistant Professor
  - 3. Associate Professor
  - 4. Professor
- B. There shall be four (4) ranks for professional staff unit members employed as of June 14, 2000:
  - 1. Professional Staff I
  - 2. Professional Staff II
  - 3. Professional Staff III
  - 4. Professional Staff IV

### **14.02 Eligibility for Change of Rank**

- A. Faculty and eligible professional staff unit members as referenced in 14.01B, who meet the following minimum qualifications shall be considered for change to a higher rank.
  - 1. The unit member must have served at least two (2) years in that unit member’s present faculty rank at that unit member’s College as of September 15 or professional staff rank as of July 15.

2. The unit member must have been deemed other than unsatisfactory on that unit member's most recent summary evaluation.
3. Qualifications for change of rank hereinafter set forth are not to be construed to limit the right of the recommending authorities to specify additional criteria when such criteria are customarily required for specialized or professional areas.

**B. Minimum Qualifications for Consideration for Change of Rank for Faculty**

1.

Rank	Degree*	Time in Rank	Experience
Assistant Professor	Doctorate	2 years	4 years
	Master's + 15-30 gr. cr. hrs.	2 years	5 years
	Master's or equivalent	2 years	6 years
Associate Professor	Doctorate	2 years	6 years
	Master's + 15-30 gr. cr. hrs.	2 years	7 years
	Master's or equivalent	2 years	8 years
Professor	Doctorate	2 years	8 years
	Master's + 15-30 gr. cr. hrs.	2 years	9 years
	Master's or equivalent	2 years	10 years

\*Degrees must be from regionally accredited institutions.

2. Faculty hired after the date of execution of the 1999-2002 Agreement must meet the following additional requirements for change of rank.

<b>Rank</b>	<b>Degree*</b>
Instructor	Bachelor's Degree
Assistant Professor	Bachelor's Degree
Associate Professor	Master's Degree
Professor	Master's plus 30, or Double Masters, or C.A.G.S.

\*Degrees must be from regionally accredited institutions.

Faculty with less than a Bachelor's degree may meet this requirement through an equivalency of two (2) years of directly related full-time experience for each additional year of college. For example, an Associate's Degree and four (4) years of directly related experience would be deemed as equivalent to a Bachelor's Degree for the purposes of this Article.

**3. Computation of Total Experience for Faculty Change of Rank**

For purposes of determining total experience, prior experience shall be credited as follows:

- a. One (1) year of credit for each year of teaching experience within the Community Colleges or at a community college outside the System;
- b. One (1) year of credit for each year of prior full-time post-secondary teaching at other than a community college;
- c. One-half (1/2) year of credit for each year of prior related work experience to a maximum of ten (10) years of credit;
- d. One-half (1/2) year of credit for each year of full-time directly related professional staff responsibilities at the college level;
- e. One-half (1/2) year of credit for each year of full-time elementary or secondary school directly related teaching experience to a maximum of ten (10) years of experience.
- f. A Master's Degree plus fifteen (15) - thirty (30) graduate credit hours shall be the equivalent of one (1) year of experience.
- g. A Doctorate shall be the equivalent to two (2) years of experience.

C. Minimum Qualifications for Consideration for Change of Rank for Professional Staff

Rank	Degree*	Time in Rank	Experience
Professional Staff II	Doctorate	2 years	4 years
	Masters +15-30 gr. cr. hrs.	2 years	5 years
	Masters or equivalent	2 years	6 years
Professional Staff III	Doctorate	2 years	6 years
	Masters +15-30 gr. cr. hrs.	2 years	7 years
	Masters or equivalent	2 years	8 years
Professional Staff IV	Doctorate	2 years	8 years
	Master's + 15-30 gr. cr. hrs.	2 years	9 years
	Master's or equivalent	2 years	10 years

\*Degrees must be from regionally accredited institutions.

2. Computation of Total Experience

- a. One (1) year of credit for each year of experience in a directly related professional staff function within the Community College System or at a community college outside the System;
- b. One (1) year of credit for each year of prior post-secondary experience in a directly related professional staff function at other than a community college;
- c. One-half (1/2) year of credit for each year of prior related work experience to a maximum of ten (10) years of credit;
- d. One-half (1/2) year of credit for each year of full-time college teaching experience;
- e. One-half (1/2) year of credit for each year of full-time elementary or secondary school directly related professional staff function to a maximum of ten (10) years of credit;
- f. A Master's Degree plus fifteen (15) - thirty (30) graduate credit hours shall be the equivalent of one (1) year of experience.
- g. A Doctorate shall be the equivalent of two (2) years of experience.

D. Additional Provisions

1. Part-time work and/or teaching experience shall be credited proportionally on the aforementioned criteria. No fractional total shall be credited.
  2. No credit shall be given for summer session or evening division employment.
  3. The Employer may in its discretion waive the degree and/or experience criteria.
  4. Degree requirements shall not apply to any unit member presently employed who does not have a Master's Degree.
- E. Fulfillment of the minimum formal requirements for change to a higher rank and/or recommendations by the President of the College creates no right to change in rank by implication and such authority remains within the sole discretion of the Employer.

F. The President of the College may waive the time in rank and/or education and experience criteria requirement.

### **14.03 Procedures**

A. The President of the College shall not impose or use any quotas of any kind by rank, college, department, division, or work area and no such quota shall govern the eligibility for the change in rank of any unit member.

B. Unit members who meet the eligibility criteria in 14.02.A.1, 2 and 3 shall automatically be considered for change in rank. The appropriate Dean shall determine who meets the above-referenced eligibility criteria and shall then forward to the President of the College by March 15 each year that Dean's recommendation for a change in rank or no change based upon the additional criteria provided in 14.04.

C. The President of the College shall review the recommendations of the Deans and shall announce the President's decision by April 15.

D. Change in rank for professional staff shall not affect salary.

### **14.04 Additional Qualifications**

Eligible unit members who also meet at least one of the following four criteria since the last change in rank or date of hire, whichever is later:

A. Evidence of significant relevant professional development;

B. Significant contribution to the College or community service;

C. Falling in the top 20% of the College faculty in that unit member's most recent two successive student evaluations;

D. Highly effective instructional performance of a faculty member or highly effective performance of a professional staff member in the professional judgment of the President of the College; shall be accorded a change in rank.

### **14.05**

It is expressly agreed that the implementation of this Article shall not result in the reduction of rank of any unit member.

## **ARTICLE XV –DISMISSAL, DISCIPLINE & RESIGNATION**

### **15.01 Dismissal**

A. Dismissal is defined as the discharging of a unit member for just cause prior to the expiration of that unit member's appointment and shall not be invoked except through due process.

B. Prior to making a determination regarding the dismissal of any unit member, the President or the President's designee shall notify the unit member in writing of the reasons dismissal is being considered. The President or the President's designee shall provide the unit member an opportunity to meet in person so the unit member may present any information he/she wishes the President or the President's designee to consider. If the unit member does not wish to meet in person he/she may provide any written material he/she wishes the college to consider within twenty (20) calendar days of the receipt of the notice dismissal is being considered. If the decision is for dismissal, the unit member shall be notified in writing within twenty (20) calendar days, unless extended by mutual agreement, of either the receipt of material or the twenty (20) day timeline expires. A dismissed unit member may file a grievance pursuant to Article X, Step Two (Mediation).

**15.02 Discipline**

Nothing in this Article shall preclude the Employer or its representatives from disciplining unit members by means less than discharge, including but not limited to suspension with or without pay, provided that such discipline shall be for just cause; and provided further that a unit member who is suspended without pay shall upon written request be entitled to a hearing within fourteen (14) calendar days after receipt of such request and to back pay in the event the suspension is reversed.

**15.03 Resignation**

A unit member shall give notice of resignation at least thirty (30) calendar days prior to the effective date of resignation, unless otherwise mutually agreed by the unit member and the President of the College or the President’s designee.

**15.04**

Unless otherwise specifically modified herein, the provisions of Article X shall be applicable to this Article. Discipline of a Unit Member pursuant to Article XIII A shall be governed by the provisions of Article XIII A and not Article XV.

**ARTICLE XVI – FILLING OF VACANCIES IN THE BARGAINING UNIT**

**16.01**

A notice of vacancy in the bargaining unit shall be dated and shall include a statement of duties, position title, salary range for the position, anticipated effective date, closing date of application and all qualifications for said position as determined by the President of the College or designee and shall indicate the unit status of the position.

All notices of said vacancies shall be posted on bulletin boards customarily used to notify unit members. In addition, the Employer shall administer Article XVI in a manner consistent with Article VIII and the Employer’s Affirmative Action Policy.

Copies of all unit vacancies as described above shall be forwarded to the President of the Association or designee and the local Chapter President as provided in Article 2.06.

**16.02**

Vacancies as defined shall be filled by unit members within the College at which the vacancy occurs when in the professional judgment of the President of the College or designee such unit members are the best-qualified applicants. If the President of the College or designee determines that two (2) or more applicants are equally best qualified, priority of consideration shall be given in the following order:

1. To the retrenched unit member within the Community College System;
2. To the unit member within the department where the vacancy occurs;
3. To the unit member at the College where the vacancy occurs;
4. To the unit member employed at another College in the Community College System.
5. To a DCE unit member who has taught at least five (5) courses over three (3) consecutive fiscal years in the Division of Continuing Education at the college where the vacancy occurs.
6. To the former unit member whose source of remuneration is derived from non-state appropriated funds and whose position was eliminated or who left the position due to the college reducing the unit member’s work hours within the four (4) months prior to the vacancy posting date.

Any appointments to a vacancy shall be consistent with the affirmative action goals and in accordance with the Employer’s Affirmative Action Policy.

## ARTICLE XVII – TRANSFER

### **17.01 Transfer Procedures**

In the event the transfer is initiated by the unit member, application for transfer shall be made directly to the President of the College or the President's designee to which or within which transfer is desired; provided, however, that applicants shall inform the President of the College from which transfer is desired of any such application at the time application is made. Candidates for transfer are subject to the same selection procedures as any other applicant for an available position. It is expressly understood that transfer is not automatic and is subject to the discretion of the receiving College; provided that if the President of the receiving College or the President's designee determines that two (2) or more applicants are equally best qualified, priority of consideration shall be given in the following order:

1. To the unit member within the department where the vacancy occurs;
2. To the unit member at the College where the vacancy occurs;
3. To the unit member employed at another College in the Community College System.

### **17.02**

A unit member who is tenured at the time of that unit member's transfer to another Community College shall retain that unit member's tenure. A unit member with a regular appointment which provides a just cause standard for termination shall retain such standard upon that unit member's transfer to another Community College.

### **17.03**

For salary purposes only, seniority is based upon the sum of the seniorities which a unit member has earned, without a break in service, at all of the Massachusetts Community Colleges and/or at a unit of a public institution of higher education that was merged with a Massachusetts Community College.

## ARTICLE XVIII – NOTICES

### **18.01 Written Notices, Communications, Etc.**

All notices, recommendations, reports and official communications required by this Agreement shall be in writing and shall be deemed to be given if delivered by hand; if mailed certified mail, return receipt requested first class mail; if emailed to the unit member's College email address, return receipt requested or, by facsimile transmission, and addressed to the person concerned at the address as shown on the records of the College or if to administrators of the College or the Employer to their regular place of official business. Unit members shall be allowed to opt-out of email communications pursuant to this Section through written notice to the Director of Human Resources and the Unit member's immediate supervisor for periods outside of the fall and spring semesters, when off contract, or when on leave; provided, however, part-time professional staff and faculty can opt out of email communications for any duration.

### **18.02 Notice of Class Cancellations**

If classes are canceled all faculty and professional staff shall be notified in accordance with the notification procedure established at each College that they need not report to work; provided, however, that during the semester break, when classes are not in session, professional staff unit members shall be notified in accordance with the same procedure. Such procedure shall provide for either radio, email, or telephone notice. Any use of email for notifications under this provision will be accompanied by either radio or telephone notice. This notice will be given as soon as possible, but no later than at least one (1) hour prior to the beginning of the first (1st) scheduled class. In emergency situations, notice shall be given as soon as is practicable thereafter.

## ARTICLE XIX – RETRENCHMENT<sup>3</sup>

### 19.01 *Basis for Retrenchment*

- A. The Employer may from time to time retrench one (1) or more members of the bargaining unit whenever in the exercise of its sole discretion it shall have determined that such retrenchment is required due to bona fide financial reasons or where there occurs within an institution a bona fide discontinuance, reduction or shift in academic emphasis or professional service needs or for other related bona fide programmatic reasons.
- B. The provisions of this Article shall exclusively govern the discontinued employment of a member(s) of the bargaining unit prior to the expiration of a member's term of appointment through no fault or delinquency on the member's part. It is clearly understood that the non—reappointment of unit members pursuant to the provisions of Article XI is not covered by the terms of this Article.
- C. The President of the College shall notify both the President of the Association and the Chapter President in writing of the impending retrenchment of unit member(s) and the reasons therefore, including any available documentary evidence pertaining thereto. The President of the Association or the President's designee may respond in writing to the President of the College as to that person's judgments and recommendations based upon the contents of the initial notification letter and/or subsequent to the consultation process described in 19.02.
- D. Notification  
In addition to the notification given to the President of the Association under Article 19.01C, notice of retrenchment to affected unit member(s) shall be made pursuant to the following terms and conditions:
  - 1. Whenever the President of the College shall have determined that any unit member shall be retrenched under this Article, the President of the College or the President's designee shall give notice of retrenchment to the affected unit member and the effective date of such retrenchment.
  - 2. Such notice shall be sent to the unit member affected as soon as practicable recognizing that, where circumstances permit, it is desirable that the effective date of said notice be sixty (60) days prior to the semester in which the employment of said retrenched unit member(s) shall be discontinued.

### 19.02 *Consultation*

- A. In addition to notifying the President of the Association and the President of the Chapter as hereinbefore provided, the President of the College or the President's designee shall meet and confer with the President of the Association or the President's designee regarding the administration's plans for the retrenchment of unit members and the reasons therefore.
- B. Accurate information, statistics or financial data related to any change or plan shall be made available by the President of the College or the President's designee for inspection and/or copying upon request of the President of the Association or the President's designee; provided, however, that this shall not require the College to compile such information, statistics or financial data in the form requested unless already compiled in that form.
- C. In adopting a plan of retrenchment, the judgment of the Employer upon recommendation of the College shall be final; provided, however, that said retrenchment shall not be made in an arbitrary, capricious or unreasonable manner.
- D. If and when retrenchment is to occur and it is otherwise financially practicable, the College shall make reasonable efforts to utilize attrition in order to effect the required reductions of unit members.

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<sup>3</sup> Article XIX- Retrenchment of the MCCC Contract shall apply to all faculty and professional staff unit work assigned before 4:00 p.m., and all work assigned under the provisions of 12.03.B.3.

### **19.03 Reassignment**

Whenever it shall have been determined to be necessary to retrench any unit member, the College shall reassign an affected unit member to a position within another division, department/work area or professional service area within the College at which the retrenchment occurs; provided, however, that such reassignment shall only be made to a then existing vacancy in such department/work area or professional service area. No such reassignments shall be made unless such unit member is qualified for such reassignment as determined by the President of the College or the President's designee. A unit member shall be deemed to be qualified by the President of the College or the President's designee if the unit member has taught at least eight (8) sections at the College in the work area to which the reassignment is to occur, or, if the provisions of the retraining Article, Article 19.08, apply. Such reassignment shall not be made without the assent of the unit member.

### **19.04 Retrenchment Procedure**

- A. The President of the College shall make reasonable efforts to effect the required retrenchment by exhausting attrition and reassignment.
- B. Once a determination has been made to retrench unit members within a particular division, department, work area or professional service area the order of retrenchment shall be:
  - 1. Part-time employees in the affected work area;
  - 2. Temporary employees in the affected work area;
  - 3. Unit members in the affected work area according to reverse seniority.
- C. In selecting among and between full-time unit members, the seniority of each unit member within any department/work area/program, whichever is appropriate, at a College shall determine the order in which the unit member shall be retrenched from that department/work area/program area, whichever is appropriate, so that the most senior such member shall be last retrenched and the least senior such member shall be first retrenched; provided, however, that such order of retrenchment shall govern only insofar as, pursuant to its initial application, those unit members to be retained are by training, academic credentials, and/or experience as determined by the President of the College or the President's designee qualified to teach the remaining courses offered by such department or within such program area; provided further that if a unit member is qualified to teach in more than one work area according to the criterion of having taught eight (8) sections in that work area, then college-wide seniority in the professional staff work unit and the faculty work unit shall prevail in the event of retrenchment.
- D. A unit member who is aggrieved by the order of retrenchment shall upon request be notified of the reasons for such retrenchment as it relates to that unit member's employment being discontinued.

### **19.05 Seniority**

- A. Seniority shall mean a unit member's length of continuous full-time unit service in the professional staff work unit and the faculty work unit at that unit member's College; provided, however, that seniority for returning administrators shall be calculated pursuant to the provisions of Article 11.04. Continuity of service shall not be broken by a leave of absence, whether paid or unpaid, unless otherwise provided in this Agreement. Seniority shall accrue during a paid leave but shall not accrue during an unpaid leave.
- B. Seniority of a unit member who was on non-state appropriated funds shall be counted on a one (1) year to one (1) year basis in the event that such unit member becomes an "AA" employee; provided, however, there is no break in service.
- C. By October 15 of each year, the President of the College or the President's designee shall forward to the President of the Association or the President's designee seniority lists, which shall indicate a unit member's college-wide seniority in the professional staff work unit and the faculty work unit and the unit member's seniority in that unit member's department(s)/program area(s)/work area(s) whichever is appropriate.



### **19.06 Lay-Off Status**

- A. If a unit member is retrenched, no one shall be appointed to perform the released unit member's function within a period of four (4) years from the date of retrenchment; provided, however, that on or before June 10 of each calendar year subsequent to the date of retrenchment the released unit member shall give written notice by certified mail, return receipt requested, to the President of the College or the President's designee of the released unit member's intention to be available on the recall list. Subject to the notice requirement as hereinbefore provided, such released unit member shall remain on the recall list until (1) the released unit member has been offered reappointment to the released unit member's former function with equivalent tenure and no loss of benefits, or (2) said unit member has failed to meet said unit member's obligations under the provisions of this Article, (3) but not longer than four years after the effective date of retrenchment.
- B. Notice of vacancies shall be sent to the President of the Association or the President's designee by the President of each College or the President's designee.

### **19.07 Recall**

- A. Whenever during the term of this Agreement it shall be determined to fill in whole or in part any unit position in any work area in which retrenchment has earlier taken place, the President of the College shall recall in inverse order of retrenchment the appropriate unit member who shall have been retrenched from such work area; provided that the unit member is qualified by training and/or experience to perform the duties of the position. Whenever an offer to recall has been extended and refused by a unit member, the offer to recall shall be extended to the next unit member on the recall list. For any unit member who accepts a recall appointment to that unit member's College, all previously accrued seniority and other contract rights shall be retained.
- B. In addition, a unit member who is retrenched and is deemed qualified by that unit member's training, academic credentials and/or experience as determined by the President of the receiving College or the President's designee for any available vacant unit position at the receiving College shall be given priority of consideration. A unit member who is tenured at the time of that unit member's hire at another Community College shall retain tenure. A unit member with a regular appointment which provides a just cause standard for termination shall retain such a standard upon that unit member's hire at another Community College.

### **19.08 Retraining**

- A. Any unit member facing retrenchment shall be eligible for consideration for sabbatical leave regardless of that unit member's length of service and, if recommended by the President of the College or the President's designee to retrain for a suitable position which would be available concurrent with the date of retrenchment, such sabbatical leave shall be granted subject to the approval of the Employer.
- B. No later than sixty (60) days after execution and ratification of this Agreement, the Joint Study Committee shall establish a retrenchment retraining subcommittee which shall study and report on the feasibility of providing retraining opportunities for retrenched unit members.
- C. A unit member who is retrenched or who shall foreseeably be retrenched may request the approval of the President of the College or the President's designee to enter a retraining program without cost to the College and if such approval is granted the unit member shall be extended priority of consideration for any position which the President of the College or the President's designee deems the unit member is qualified for subject to the availability of a position. Said retrenched unit member shall, upon acceptance in the regular day program at a public college or university within the Commonwealth, be granted a full tuition remission for the purposes of retraining subject to the approval of the Employer or their designee.

## ARTICLE XX – DEPARTMENT CHAIRS/CURRICULUM COORDINATORS/PROGRAM COORDINATORS

### **20.01 Department Chairs/Curriculum Coordinators/Program Coordinators**

The President of the College or the President's designee may appoint on an annual basis a unit member as a department chair to assist in the coordination and/or supervision of instruction. Each such department chairperson shall have a job description specifying duties and responsibilities consistent with this Article and the needs of the College and the department chairperson shall be responsible to the President of the College or the President's designee for performing such.

### **20.02 Appointment**

The department chair/curriculum coordinator/program coordinator shall be appointed by the President of the College in accordance with the procedures described in this Article. The term of the department chairperson shall be for a renewable term of one (1) year unless a vacancy is declared by the President of the College as hereinafter provided or unless the department chairperson is unable to serve.

### **20.03 Withdrawal from Duties**

Notification of at least one (1) semester shall be given by a department chair whenever the department chair does not wish to continue in the position of department chair. A department chairperson who is the only full-time faculty member in a department or work area cannot resign the department chairperson's responsibilities without also resigning that faculty member's faculty position.

### **20.04 Jurisdiction**

The provisions of this Article shall be applicable to all unit members performing the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator.

### **20.05 Department Chairperson/Curriculum Coordinator (Work Area)**

A Department chair (work area) may be responsible for the following duties:

- A. The submission of the preferred subject matter preparation and preferred class schedule of unit members within the department chair's department consistent with Article XII.
- B. Implementing the process of evaluation of course materials contained in Article XIII. The department chair (work area) shall not be involved in whole or in part in any other evaluation process and shall not participate in any personnel action recommendations.
- C. Advise on the discipline competency of all applicants for vacancies within the department after consultation with members of the department.
- D. Other duties may be assigned to a department chairperson (work area) if specifically contained in a job description and such duties are consistent with the needs of the College and the provisions of this Article.

### **20.06 Department Chair/Curriculum Coordinator (Program)**

The department chair (program) may be responsible for the following duties:

- A. Assist in the recruitment and orientation of new instructional staff;
- B. Advise on the instructional competency of all applicants for vacant positions within the program after consultation with members of the program unit;

- C. Submit the preferred subject matter preparation and class schedule of unit members within the department chair's program consistent with Article XII;
- D. Supervise the development of instructional materials and assist in conducting research on the effectiveness of the instructional program consistent with the philosophy and objectives of the College, the requirements of external and/or regulatory agencies and Article VII of this Agreement;
- E. Instruct courses or portions thereof within the program as appropriate;
- F. Assist in the implementation of the following evaluation processes as contained in Article XIII:
  - 1. The process of evaluation of course materials.
  - 2. The process for classroom observation in a clinical or laboratory-like setting wherein the student is developing a variety of occupational and/or pre-professional skills fundamental to the students' performance after completion of designated programs. The Department Chair (program) shall not implement the process for evaluation by students nor the process for classroom observation where didactic instruction is involved.
- G. Encourage faculty to develop new methods of instruction;
- H. Develop and prepare for submission all reports and accreditation materials required by governing or accrediting agencies;
- I. Participate in the formulation of the program's budget and administer it within the prescribed limits established by the College;
- J. Evaluate and make recommendations for any employees not in the faculty/professional staff unit assigned to the department chair's program area;
- K. Cooperate with the President of the College or the President's designee in the development, dissemination and implementation of Board of Higher Education/College policy, regulations and procedures;
- L. Meet with the Advisory Committees which support or influence the instructional program in cooperation with the department chair's supervisor. Establish liaison and cooperation with external agencies essential to the implementation of the program particularly where use of external facilities or resource personnel is required;
- M. Cooperate and facilitate cooperation with other program areas and/or departments, learning resources, student services and administrative services within the College;
- N. The designated administrator shall implement all evaluation processes for the department chairperson and the coordinator, if said coordinator does not report to a department chair. If the coordinator reports to a department chair, the process for the evaluation of course materials shall be performed by the department chair;
- O. Other duties may be assigned if specifically contained in a job description and such duties are consistent with the needs of the College and the provisions of this Article.
- P. The department chair (program) shall be responsible for the total implementation of a college program and/or curriculum defined as a series of diverse courses usually leading to a certificate of associate degree and which require multiple faculty in order to provide core courses and where accreditation, licensure or other external governing agencies require a member defined within the unit to perform supervisory functions for approval, maintenance or continuance of the program.

### **20.07 Procedure for the Selection of Department Chair<sup>4</sup>**

At least two (2) months prior to the expiration of a term of office of a department chair, or upon a declaration of a vacancy, the President of the College shall notify the members of the department/ discipline/work area/program of the need to select a chair. The following procedures shall be followed in the selection of a department chair:

- A. The President of the College will post the job description for seven (7) calendar days within the College;
- B. The members of the department/discipline/work area/program have seven (7) calendar days to make application;
- C. At the expiration of this period of time, if the President of the College or the President's designee determines that there are no applicants qualified for the position, the President of the College or the President's designee may post outside the College;
- D. When a department chair (department/discipline/work area) is to be selected, the process shall be:  
At the conclusion of the posted period, members of the department shall meet to review the applicants for the position. Thereafter, the members of the department/program will by secret ballot elect one (1) person from the applicants and thereafter make a recommendation to the President of the College or the President's designee. If acceptable, the President of the College shall within ten (10) working days of receipt of such nomination recommend appointment of such nominee to the Employer.

If unacceptable, the department shall recommend an additional candidate. If the second nominee is unacceptable, the duties of evaluation of course materials shall be assigned to a non-unit member and the balance of responsibilities contained herein shall be performed by the department/work area member originally recommended to the President of the College or the President's designee.

- E. When a department chair (program) is to be selected, the process shall be:  
At the conclusion of the posted period whether by internal or external recruitment processes, members of the department/program shall meet to review all applicants for the position. Thereafter, the members of the program area will by secret ballot determine whether each applicant is qualified according to the qualifications criteria in the job description and certify without ranking them to the President of the College or the President's designee. The President of the College or the President's designee shall recommend the appointment of the department chair (program) to the Employer.
- F. When a coordinator (college-wide) is to be selected, the process shall be in accordance with Article XVI of the Agreement.

### **20.08 Evaluation of Department Chair**

- A. Each department chair shall be evaluated annually by the President of the College or the President's designee in writing not later than March 30 of each contract year. The evaluation shall be based upon the accomplishment of tasks which have been established and agreed upon between the department chair and the President of the College or the President's designee.

The evaluation shall also include the evaluation by each unit member within the work area/program, the results of which shall be recorded on a form (See Department Chair Evaluation Forms XX-1 or XX-2 in Form Supplements); provided, however, that any changes made on the form by the Employer shall be preceded by consultation with the Joint Study Committee. The President of the College or the President's designee shall administer the evaluation form in a manner to insure the anonymity of the unit member responding; provided, however, that a department chair who is non-reappointed based on these evaluations may, upon request, have direct access to the evaluations and the

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<sup>4</sup> Program Coordinator shall be included in the process.

identity of the authors thereof. The evaluations by unit members shall be used for the sole purpose of the recommendation to appoint/non-reappoint the department chair.

- B. The President of the College or the President's designee shall notify the department chairperson in writing of the President's recommendation for appointment/non-reappointment based upon the evaluation process. The department chairperson may respond within seven (7) working days to the evaluation. After the recommendation is implemented the department chair evaluations completed by unit members shall be removed from the personnel file of the evaluated unit member.

### **20.09 Recall**

The parties recognize that the recall of a department chair by discipline/work area/program members is an unusual occurrence and that such recall should be based upon extraordinary circumstances. The parties agree, therefore, that the following procedures for the recall of a department chair by discipline/work area/ program members shall not be used until a department chair has served at least one (1) academic year from the date of appointment.

#### **A. Informal Procedures**

Within five (5) working days of the receipt of a statement setting forth specific complaints signed by one-third (1/3) of all full-time department members, the department chair shall meet to confer with all members of the department work area. This meeting shall be for the purpose of attempting to find an informal resolution of any complaints set forth in the signed statement.

If the complaints are not resolved to the satisfaction of one-third (1/3) of the full-time department/ work area members, the concerned members should next meet informally with the Academic Dean to discuss the matter and obtain, if possible, the Dean's assistance in reaching an informal settlement of said complaints. Failing this the department/work area members may then proceed to the formal recall procedures hereinafter described.

#### **B. Formal Procedures**

1. Upon presentation to the academic Dean of a petition signed by one-third (1/3) of the full-time members of the department/work area, excluding the department chair, stating specific reasons for recalling the department chair, the academic Dean shall promptly give fourteen (14) calendar days' written notice to all department/work area members setting forth the time, date and place of a meeting to consider the recall petition and to vote on either a motion that the department/work area chair continue in office or a motion to recommend to the President of the College that the President declares a vacancy to exist in the department/work area. The department chairperson/work area may be present at this meeting.
2. The academic Dean and an impartial person from the faculty at large, who shall be elected by members of the department/work area, shall conduct the recall meeting, and if the academic Dean and the members of the department/work area shall have so decided, shall conduct successor meetings for the same purpose. The academic Dean and such impartial person from the faculty at large shall record any subsequent vote(s) taken within the department/work area on this matter.
3. A vote by secret ballot of the majority of all full-time department/work area members shall be required to recommend to the President of the College or the President's designee that the President declares a vacancy to exist in the department chair position. If a majority of the department/work area members so vote, the results of the balloting with reasons shall be forwarded to the President of the College or the President's designee. The President of the College shall determine the recall or continuance within ten (10) calendar days and so notify the department/work area with reasons. The President's decision shall be final.

### **20.10 Workload Reduction**

Any full-time unit member who performs the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator/college-wide coordinator as contained in this Article shall receive a workload

reduction of at least one (1) section in accordance with Article XII, Section 12.03.C.2, whether or not the unit member holds such title. Part-time unit members may be assigned duties and responsibilities of a department chair or curriculum coordinator as contained in this Article but shall not be eligible for a workload reduction in accordance with Article XII, Section 12.03.C.2.

### **20.11 Compensation**

In addition to the workload reduction specified in 20.10, a unit member who performs the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator/college wide coordinator may receive either an additional workload reduction or be compensated at a rate of \$1000 per credit; or may receive a combination of both an additional workload reduction and compensation. Any unit member who agrees to perform the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator/college-wide coordinator as contained in this Article shall be compensated at the hourly rate of \$35 during the duration of the Agreement, if the unit member agrees to perform such duties between Commencement and the first day of Fall classes, during Winter intersession, and during Spring vacation; provided, however, that such compensation shall not be paid for duties performed on assigned professional days as provided in Article 12.03.D.6. It is expressly understood that the President of the College or the President's designee shall inform the department chair or curriculum coordinator/work area/program coordinator/college-wide coordinator in a timely fashion should the employer desire to secure the services of the aforementioned unit member consistent with this Article.

### **FORM SUPPLEMENT**

XX-1 Department Chair/Curriculum Coordinator Evaluation Form

XX-2 Department Chair/Work Area Evaluation Form

## **ARTICLE XXI – SALARY ADJUSTMENT**

### **21.01 Salary Rate Increases**

No unit member shall be eligible to receive the following base rate increases if the unit member's performance has been rated as unsatisfactory pursuant to Article XIII of the Agreement.

A. Salary Rate Increases for full-time faculty and full-time professional staff for FY 2016 and 2017.

1. Effective July 1, 2015 each full-time bargaining unit member on the payroll as of June 30, 2015 will receive a 2.0% salary increase. The base salary for new hires shall also increase by 2.0% effective July 1, 2015. (See New Hire Tables 1 and 2 in Forms Section of Contract.) This increase shall be paid retroactively.
2. Effective July 1, 2016 each full-time bargaining unit member on the payroll as of June 30, 2016 will receive a 2.5% salary increase. The base salary for new hires shall also increase by 2.5% effective July 1, 2016. (See New Hire Tables 1 and 2 in Forms Section of Contract.)

B. Salary Increases for part-time faculty and part-time professional staff for FY 2016 and 2017.

1. Effective July 1, 2015 each part-time bargaining unit member on the payroll as of June 30, 2015 will receive a 2.0 % salary increase. The minimum hourly rate for part-time professional staff and faculty members shall also be increased by 2.0% so that no part-time professional staff or faculty member shall be compensated at a rate lower than \$26.93 per hour.
2. Effective July 1, 2016 each part-time bargaining unit member on the payroll as of June 30, 2016

will receive a 2.5 % salary increase. The minimum hourly rate for part-time professional staff and faculty members shall also be increased by 2.5% so that no part-time professional staff or faculty member shall be compensated at a rate lower than \$27.60 per hour.

C. Salary Rate Increases for all faculty and professional staff for FY 2018

Effective July 1, 2017, the parties will, upon agreement, implement a salary grid(s) that shall be valued at 2.5% above the total bargaining unit salary base in effect on July 1, 2016. See the Salary Grid(s) Appendix B for the details regarding the development, structure and approval for the grid(s).

1. If the parties do not mutually agree upon a grid(s) for full-time faculty and staff by June 1, 2017, the following salary increases shall apply effective July 1, 2017:
  - a. Each full-time bargaining unit member on the payroll as of June 30, 2017 will receive a 2.5% salary increase.
  - b. The base salary for new hires shall also increase by 2.5%. (See New Hire Tables 1 and 2 in Forms Section of Contract.)
  
2. If the parties do not mutually agree upon a grid(s) for part-time faculty and staff by June 1, 2017, the following wage increases shall apply effective July 1, 2017:
  - a. Each part-time bargaining unit member on the payroll as of June 30, 2017 will receive a 2.5 % salary increase.
  - b. The minimum hourly rate for part-time professional staff and faculty members shall be increased by 2.5% so that no part-time professional staff or faculty member shall be compensated at a rate lower than \$28.29 per hour.

**21.02 Classification Adjustments**

**A. Academic Credentials:** Full-time bargaining unit members who earn new academic credentials shall receive a salary increase on either September 1 or January 15 consistent with the point values for New Academic Credentials listed in the grid for Initial Classification Placement for New Full Time Faculty and Faculty Transfers, or the grid for Initial Classification Placement for Full Time Unit Professionals, Reclassifications, and Transfers. (See New Hire Tables 1 and 2 in Forms Section of Contract, respectively)

**B. Professional Staff Tenure:** Effective June 30, 2016, all professional staff unit members who have achieved tenure, or who will receive tenure after June 30, 2016 shall receive, as part of their classification placement, an amount added to their salary in accordance with the schedule below. Professional staff who are granted tenure after June 30, 2016 shall receive the salary adjustment effective the July 1 following the grant of tenure:

<b>Professional Staff Grade</b>	<b>Amount</b>
Grades 2, 3	\$650
Grades 4, 5	\$850
Grades 6, 7	\$950

**C. Faculty Rank Change:** Effective June 30, 2016, all faculty unit members who achieved a change of academic rank between July 1, 2013 and June 30, 2016, or who will receive a rank change after June 30, 2016 shall receive, as part of their classification placement, an amount added to their salary in accordance with the schedule below. Faculty who receive a rank change after June 30, 2016 shall receive the salary adjustment in the first payroll of the academic

year in which the rank change becomes effective:

<b>Faculty Rank Change</b>	<b>Amount</b>
Instructor to Assistant Professor	\$650
Assistant Professor to Associate Professor	\$850
Associate Professor to Professor	\$950

For the purposes of the 2015-2018 agreement:

If a faculty member achieved two rank changes between July 1, 2013 and June 30, 2016, the faculty member shall receive one adjustment under this provision, and it shall be paid at the highest applicable amount.

**D. Post-tenure Evaluation:** Effective June 30, 2016, all eligible tenured faculty who did not receive an unsatisfactory post-tenure evaluation between July 1, 2013 and June 30, 2016, or who do not receive an unsatisfactory post-tenure evaluation in accordance with Section 13.04.A after June 30, 2016, shall receive, as part of their classification placement, five-hundred dollars (\$500) added to their salary. Faculty who do not receive an unsatisfactory post-tenure evaluation after June 30, 2016 shall receive the salary adjustment effective the July 1<sup>st</sup> following the evaluation.

For the purposes of the 2015-2018 agreement:

1. Only eligible members shall receive this adjustment. Eligible unit members shall only include tenured faculty members who have not received amounts under Subsection 3 above for Faculty Rank Change.
2. Each eligible faculty member shall be allowed to receive this adjustment one time over the life of the agreement.

### **21.03 Additional Compensation**

- A. In those Colleges where faculty are currently required to perform duties beyond the academic year as defined in Article 12.03E1 or may be required to do so in accordance with the provisions of Article 12.03E2, those faculty members shall receive a salary adjustment in direct proportion to the additional duties assigned, as provided in paragraphs B and C below.
- B. In those programs with an instructional component extending beyond the academic year for which the faculty member is responsible for providing direct instruction, such additional compensation shall be based on 1/160 (0.00625) of the faculty member's annual salary for each day worked and shall be in remuneration for both instructional and non-instructional workload in accordance with Article XII.  
To the extent that a faculty member's assigned instructional summer workload exceeds the faculty member's average instructional workload during the academic year, that member shall receive an additional 0.00084 of the faculty member's annual salary for each instructional hour beyond that average.
- C. Where faculty are only required to perform occasional hours of field-based work, the number of hours shall be determined by the President of the College or the President's designee after consultation with the faculty member before such additional duties are scheduled to commence. Additional compensation shall be computed by multiplying 0.00084 by the faculty member's annual salary by the number of hours assigned.
- D. Faculty who are requested to and agree to perform work covered by this agreement beyond the academic year in the programs listed in 12.03E6 shall be compensated in accordance with paragraphs B and C above.



#### **21.04 Maintenance**

- A. All full-time professional staff hired after the effective date of this Agreement shall be assigned a salary which conforms to the criteria of the classification study as it may have been amended by the parties to this Agreement.
- B. All full-time faculty hired after July 1, 2000 shall be assigned a salary which conforms to the criteria of the classification study as it may have been amended by the parties to this Agreement.

#### **21.05 Reopener**

In the event that during the term of the Agreement a collective bargaining agreement is submitted by either the Governor or the Secretary of Administration and Finance and funded by the Legislature, and in the event that such agreement contains provisions for across-the-board salary increases in excess of those contained in this Memorandum of Agreement, the parties agree, at the request of the MCCC, to re-open their collective bargaining agreement for further negotiations.

#### **21.06 Classification Appeal Process**

The following Classification Appeals Process is hereby agreed to by and between the Massachusetts Board of Higher Education; the Massachusetts Community Colleges; and the Massachusetts Community College Council.

The objective of this proposal is to achieve timely classification and compensation decisions through placement of responsibility for the classification process at the local college and to provide for timely resolution of any appeal of those decisions.

##### Section 1. Class Specifications

###### A. Classification Placement

The class specification system in place at the time of this agreement shall form the foundation of the classification system. It is the responsibility of the College to determine the initial placement into the classification system.

###### B. Full-Time Faculty Point Calculation

Within ten calendar days after the first day of employment, each full-time faculty member shall complete and submit a faculty data form, to be developed by the Classification Appeals Committee and approved by the Board of Higher Education. Within 30 days after the first day of employment, each full-time faculty member shall be provided with a copy of the faculty member's point calculation, on a form to be developed by the Classification Appeals Committee and approved by the Board of Higher Education. A copy of the point calculation form will be forwarded electronically to the Board of Higher Education and the Union.

###### C. Full-Time Professional Staff Class Specification and Point Calculation

Within ten calendar days after the first day of employment, each full-time professional staff member in the bargaining unit shall complete and submit a professional staff data form to be developed by the Classification Appeals Committee and approved by the Board of Higher Education. Within 30 days after the first day of employment or change in the job classification, each full-time professional staff member in the bargaining unit shall be provided with a copy of the professional staff member's class specification and point calculation on a form to be developed by the Classification Appeals Committee and approved by the Board of Higher Education. A copy of the point calculation form will be forwarded electronically to the Board of Higher Education and the Union.

##### Section 2. Reclassification

#### A. Full-Time Unit Member Appeal of Initial Point Calculation

Within sixty (60) days of notice of a point calculation, a full-time unit member may request a review of the points assigned through the point calculation process conducted by the college to establish the salary rate upon hire. Such request for review shall be on a form to be developed by the Classification Appeals Committee and approved by the Board of Higher Education. The college shall issue a response within 14 days of receipt of a review request. The effective date of any change shall be the date of hire. Faculty change in rank decisions are not subject to this appeals process.

#### B. Individual Request for Reclassification - Inadequate reflection of job duties

A full-time professional staff member may request an audit of their position only if substantive changes have occurred since the last classification/appeal or if the full-time professional staff member has had no prior opportunity to appeal. The employee shall file said request, on a form to be developed by the Classification Appeals Committee and approved by the Board of Higher Education, with the President or designee and shall forward a copy to the Union. Within 90 days of the receipt of the request, the college shall conduct a job audit, utilizing a job audit questionnaire to be developed by the Classification Appeals Committee and approved by the Board of Higher Education, and issue a decision. Upon request of the unit member, a Union representative may be present at the job audit. In the event the request for reclassification is denied, the decision shall include a complete copy of all documents relied upon in making the determination.

#### C. Individual Appeal of Reclassification Decision

Within 10 days of receipt, the decision of the college on an individual request for Reclassification may be appealed.

Appeal of the college's decision, including points assigned for salary purposes, shall be requested on the form to be developed by the Classification Appeals Committee and approved by the Board of Higher Education. The form shall be submitted to the Classification Appeals Committee and shall include a complete copy of all documents relied upon in making the determination. A copy of the appeal shall be forwarded to the Board of Higher Education, the President or designee and the Union. The Committee shall render a decision as soon as possible, normally within 90 days of the receipt of an appeal. The Classification Appeals Committee's decision is not subject to the grievance procedure and shall be final and binding.

#### D. Classification Appeals Committee

The Classification Appeals Committee shall be composed of eight (8) members; one (1) appointee by the Board of Higher Education; three (3) appointees by the Council of Presidents; and, four (4) appointees by the Union for a period of two (2) years. Release time for Union appointees must be approved by the appropriate College President or designee. The parties agree that the unit member's primary responsibility is to the College and recognize that changes to the Committee structure may be required. The charge of the Committee shall be to review and issue decisions on all faculty and unit professional staff unit classification appeals. Committee members shall serve without loss of compensation and/or benefits. The parties recognize that, if it is deemed appropriate, a second committee may be formed to hear faculty or unit professional staff appeals.

The goal of the Classification Appeals Committee is to reach decisions by consensus. In the event consensus cannot be reached, decisions of the Classification Appeals Committee shall be approved by no less than five (5) committee members.

#### Section 3. Effective Date - Reclassification

When a reclassification request is granted, such reclassification shall be effective at the beginning of the payroll period next following the date of the request for reclassification to the College President or designee.

Section 4. Compensation Rate Assigned As The Result of An Appeal

The unit member's salary will be calculated using the point system in place at the time of this agreement, or as modified by the parties. In no event shall an appeal decision result in a lower salary.

Section 5. Global/Open Issues

In the event that a matter under consideration by the Classification Appeals Committee has application to more than the individual whose appeal is under review, or to faculty and/or unit professional staff as a whole, the Classification Appeals Committee shall forward this issue to the Committee on Global/Open Issues for consideration and review. In forwarding any such issue to the Committee on Global/Open Issues, the Classification Appeals Committee shall transmit any and all information that it deems appropriate, including a proposed recommendation regarding the disposition of the issue.

The purpose of the Committee on Global/Open Issues is to review issues now pending or forwarded to it by the Classification Appeals Committee which impact the basic assumptions and the structure of the Classification Study, the resolution of which will affect a class of faculty or unit professional staff or the unit as a whole.

The Committee on Global/Open Issues shall comprise a Chairperson, appointed by the Employer, and equal numbers of members appointed by the Presidents of the Community Colleges and the Massachusetts Community College Council. The Committee on Global/Open Issues shall meet every other month and may meet more frequently based upon the workload before it and/or mutual agreement of its members. It is recognized that upon the approval of funding for this purpose, the services of a consultant may be utilized by the Committee. The recommendations of the Committee on Global/Open Issues shall be forwarded to the Commissioner of the Board of Higher Education for review. Within thirty (30) days after receipt, the Commissioner shall indicate the acceptance or rejection of any recommendations made by the Committee on Global/Open Issues.

Section 6. New Specifications

When a College determines a new classification specification is necessary, the parties agree that new classification specification proposals shall be submitted for system review and approval through the Classification Appeals Committee. The request for such review shall be submitted on a form to be developed by the classification Appeals Committee and approved by the Board of Higher Education. Upon approval of funding the services of a consultant may be utilized.

**FORM SUPPLEMENT**

- XXI-1 New Hire Notice to Unit Members
- XXI-2 Request for Review by HR Department
- XXI-3 Appeal to Classification Appeals Committee
- XXI-4 Professional Staff Request for Audit Review

## ARTICLE XXII – MANAGEMENT ASSOCIATION COMMITTEE ON EMPLOYEE RELATIONS

### 22.01 College Level

There shall be established a committee at the College level to be known as the Management Association Committee on Employee Relations. Such Committee shall be comprised of six (6) members: three (3) representing the local College administration and three (3) representing the Association. Such representatives shall be respectively appointed by the President of the College and the President of the Chapter. In addition, the President of the College shall designate the Chairperson for the College and the President of the Chapter shall designate the chairperson for the Association.

The purpose of said Committee shall be to discuss matters of mutual concern to the employee and the employer.

There shall be at least one (1) meeting per month during the academic year with the chairpersonship alternating between the College and the Association; provided, however, that whenever the parties mutually agree there is no need for a meeting during a month there shall not be a meeting.

Both parties may submit items for the agenda to the chairperson at least two (2) weeks in advance of any scheduled Committee meetings. The agenda shall be distributed one (1) week in advance of any scheduled committee meetings. It is understood that said Committee shall have no power to negotiate, alter, or amend the terms of this Agreement.

## ARTICLE XXIII– PART–TIME UNIT MEMBERS

Except as otherwise specifically provided in this Agreement, the following Articles shall apply to part–time faculty and professional unit members:

Preamble

Article I	Recognition and Definitions
Article II	Relationship between the Association and the Employer
Article II–A	Special Joint Study Committee
Article III	Use of Employer’s Facilities
Article IV	The Rights and Responsibilities of the Employer
Article V	Maintenance of Records
Article VI	Deduction and Agency Fees
Article VII	Academic Freedom and Responsibility
Article VIII	Affirmative Action
Article IX	Benefits*
Article X	Grievance Procedure
Article XI	Appointment, Reappointment, Termination, Tenure
Article XII	Workload, Work Assignment, and Working Conditions
Article XIII	Evaluation
Article XV	Dismissal, Discipline, Resignation
Article XVI	Filling of Vacancies in the Bargaining Unit
Article XVIII	Notices
Article XXI	Salary Adjustments
Article XXII	MACER
Article XXIV	No Strike or Lock Out Pledge
Article XXV	Savings Clause
Article XXVI	Holdover
Article XXVII	Duration and Successorship

\* Benefits shall not be provided to part-time unit members except as designated in Sections 9.03 and 9.07 of this agreement or as required by law; provided that Colleges that decide to provide additional benefits to part-time employees will discuss that issue with the MCCC prior to the implementation; provided further that any part-time employee currently receiving benefits shall not lose those benefits.

## **ARTICLE XXIV – NO STRIKE OR LOCKOUT PLEDGE**

### **24.01**

The Employer agrees that it shall not lock out any or all of its employees for any cause during the term of this Agreement and the Association and its agents agree that they shall not engage in, induce or encourage any strike, work stoppage, slow down or withholding of services by said members.

Nothing contained in this Article shall be deemed to waive, impair or restrict the right of the Board or the Association to seek or pursue any remedy at law or equity provided by the laws of the Commonwealth in the event of a violation of this Article.

## **ARTICLE XXV – SAVINGS CLAUSE**

### **25.01**

If any of the provisions of this Agreement shall in any manner conflict with or contravene any federal or state law, statute or the rules and regulations promulgated thereunder, such provisions shall be considered null and void and shall not be binding on the parties.

The Employer and the Association acknowledge that during the negotiations which resulted in this Agreement each had the ultimate right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the applicable areas of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement and shall constitute the sole Agreement between the parties.

In recognition of this fact the Employer and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right and agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not in this Agreement even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they signed this Agreement; provided, however, that nothing in this Article shall prohibit the parties from conducting negotiations during the term of this Agreement regarding the impact on terms and conditions of the Employer or its successor to close any College or to merge any College with another educational institution to consolidate, discontinue, or transfer existing functions, educational activities and programs.

The provisions of this Article notwithstanding, the parties may by mutual agreement upon the request of one (1) or both parties reopen negotiations on the provisions of this Agreement prior to the expiration date provided in Article XXVII.

## **ARTICLE XXVI – HOLDOVER**

### **26.01**

In the event that the Employer and the Association shall fail to secure a successor Agreement as hereinafter provided in Article XXVII prior to the termination of this Agreement, then this Agreement shall remain in full force and effect until a successor agreement is executed or an impasse in negotiations is reached.

## ARTICLE XXVII – DURATION AND SUCCESSORSHIP

### **27.01**

This Agreement shall be in full force and effect from July 1, 2015 through June 30, 2018; provided, however, that nothing herein contained shall be deemed to impose on the Employer any obligation the discharge of which may be required to be sought pursuant to General Laws, Chapter 150E, Section 7, until such time as such appropriation shall have been duly made by the General Court pursuant to said provision of the General Laws; provided further that notwithstanding the foregoing, whenever the General

Court shall not have acted pursuant to said provision and the Employer shall have monies allocable to the discharge of any obligation herein contained and any such monies shall at the sole discretion of the Board of Higher Education have been so allocated such obligation shall be discharged in such measure as such monies so allocated shall permit.

If, in respect to this Agreement, the Governor shall have failed to act pursuant to General Laws, Chapter 150E, Section 7, the Association shall have the right upon thirty (30) days' written notice to the Employer to require that the parties to this Agreement shall resume collective bargaining pursuant to the provisions of General Laws, Chapter 150E.

In accordance with applicable provisions of Section 10 of Chapter 15A of the General Laws, each local Board of Trustees for each College covered under this Agreement shall appoint, transfer, dismiss, promote, and award tenure to all personnel of said College, subject to policies promulgated or agreements entered into by the Employer.


To the extent permitted by law, the Employer may delegate its authority or any portion thereof to the local Board of Trustees for each College whenever in its judgment such delegation may be necessary or desirable.

**Signature Page**


WHEREFORE, cognizant of the covenants entered into, the parties hereby set their signs and seals hereunder:

**Board of Higher Education**


**Massachusetts Community College Council/MTA/NEA**

  
\_\_\_\_\_  
Carlos Santiago  
Commissioner of Higher Education


10/21/16  
Date

  
\_\_\_\_\_  
Diana Yohe  
President


10/24/16  
Date

  
\_\_\_\_\_  
John Cox  
Chair  
Council of Community College of Presidents

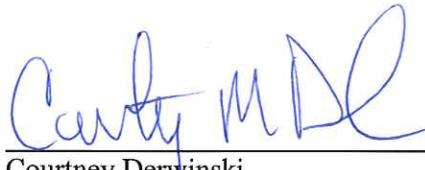
21 OCT 16  
Date

  
\_\_\_\_\_  
Claudine Barnes  
Chair  
Negotiations Team


10/19/16  
Date

  
\_\_\_\_\_  
Daniel M. Asquino  
Chair  
Labor Relations Committee of the  
Council of Community College Presidents

10/17/16  
Date

  
\_\_\_\_\_  
Courtney Derwinski  
Consultant  
Massachusetts Teachers Association

10/19/16  
Date

  
\_\_\_\_\_  
Michael J. Murray  
Director of  
Employee and Labor Relations  
Department of Higher Education

10/19/16  
Date

Based on the February 15, 2016 Memorandum of Agreement between the parties.

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IX-1 APPLICATION FOR SABBATICAL LEAVE

Name \_\_\_\_\_

College \_\_\_\_\_ Work Area \_\_\_\_\_

Number of years of seniority in the collective bargaining unit \_\_\_\_\_

Number of years since last previous sabbatical \_\_\_\_\_

Check the type of sabbatical for which you are applying:

- Half year leave at full salary
- Half year leave at half salary
- Full year leave at half salary
- Full year leave at half workload at full salary
- Full year leave at half workload at half salary

Date on which proposed sabbatical would begin \_\_\_\_\_

Use the rest of this form and/or a separate sheet appended to this form to answer the following questions:

- A. What activities will you do during the proposed sabbatical leave and what goals are these intended to achieve?
- B. How will the proposed sabbatical meet the following criteria listed in section 9.01I2 of the collective bargaining agreement?  
 The following criteria shall be considered in determining who shall be granted for sabbatical leave:
  - (a) That the objectives of the sabbatical leave, if attained, would substantially contribute to the professional growth of the unit member.
  - (b) That the objectives of the sabbatical leave, if attained, would assist the unit member in substantially contributing to institutional needs and attainment of institutional purposes.
  - (c) That the unit member has the ability to achieve the goals of the project or plan based on the unit member's past experience and formal educational background.
  - (d) That the attainment of the objectives of sabbatical leave as proposed are realistic in terms of time, costs, and other related variables.
  - (e) That there exists independent financial support from other funding sources concerned with the proposed plan or project where College funding sources are otherwise unavailable.

## IX-2 FMLA INSTRUCTIONS AND REQUEST FORM

### Request for Medical Leave that may be protected as FMLA or as a request for contractual sick leave

**Potential FMLA Leave** - The Human Resources Office has been informed that you have a medical need for leave that may be due to a serious health condition of an employee. Accordingly, if you believe that you may be eligible for FMLA leave designation and/or are requesting FMLA leave, Form WH-380-E is located at <http://www.dol.gov/whd/forms/WH-380-E.pdf>. If you would like the college to mail a copy of the form to you, please let us know. In lieu of the WH-380-E form, you may also use the attached abbreviated form entitled “Instructions to Health care Provider”.

To request FMLA leave, Form WH-380-E, or the attached abbreviated form entitled “**Instructions to the Health Care Provider**” (which was agreed to as a substitute by the MCCC and the Employer) should be provided to your Health Care Provider for completion and return. You have fifteen (15) calendar days to return one of the completed forms. Your Health Care Provider will either complete one of the two forms or provide appropriate medical documentation to support any request for FMLA leave. Note there are other forms available on the Federal website for different types of leave such as that for a family member or for leave related to military service: <http://www.dol.gov/whd/fmla/2013rule/militaryForms.htm>

**Contractual Medical Leave Requirement** – Even if you do not believe your sick leave request would qualify as FMLA protected leave, please have your health care provider complete the attached physician's certificate entitled “**Instructions to the Health Care Provider**”, proving the necessity of such absence for the medical leave you are seeking. As set forth in Article 9.01, the certificate must be filed within seven (7) calendar days of this request, or your absence may be applied at the discretion of the College as absence without pay.

If you need additional time for your health care provider to complete the required information, please contact the Human Resources department to request an extension of time to provide the information.

Please note, the FMLA allows employers to charge your leave concurrently to sick leave under the collective bargaining agreement and to FMLA if you are entitled to the twelve-week unpaid leave allowed for certain employees under FMLA for a “serious health condition.” If FMLA applies, an employee must first use all accrued sick leave and then, if eligible, available sick leave bank days, as part of their twelve-week FMLA leave prior to being placed on unpaid FMLA leave for the remainder of their 12 week FMLA leave period, if any.

**INSTRUCTIONS to the HEALTH CARE PROVIDER:**

Your patient \_\_\_\_\_ has requested leave from \_\_\_\_\_ Community College. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can, terms such as "lifetime", "unknown", or "indeterminate" may not be sufficient to determine FMLA Coverage. Limit your responses to the condition(s) for which the employee is seeking leave. Please be sure to sign the form.

Provider's name: \_\_\_\_\_  
Type of Practice/Medical Specialty: \_\_\_\_\_  
Provider's signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Approximated date condition commenced and probable duration:** \_\_\_\_\_

Overnight Admission? No \_\_\_ Yes, \_\_\_ If yes dates \_\_\_\_\_

Dates of treatment \_\_\_\_\_

Will patient need treatment at least twice per year? \_\_\_\_\_

Referral to other healthcare provider for evaluation or treatment? No \_\_\_ Yes \_\_\_

If yes, nature of treatments and expected duration: \_\_\_\_\_

**Is the patient incapacitated and unable to perform the essential job functions of \_\_\_\_\_ position (see attached job description and/or contractual workload requirements) due to the condition:** No \_\_\_ Yes \_\_\_ If yes identify job functions unable to perform: \_\_\_\_\_

Is medical condition pregnancy? No \_\_\_ Yes \_\_\_ expected delivery date: \_\_\_\_\_

Describe other relevant medical facts related to the condition for which the patient is incapacitated and seeks medical leave (diagnosis, symptoms, or any regimen of continuing treatment such as the use of specialized equipment): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of Leave needed:**

Incapacitated for single continuous period? No \_\_\_ Yes \_\_\_ Estimate beginning and ending dates \_\_\_\_\_

Follow-up treatment appointments medically necessary or part-time or reduced schedule needed for leave? No \_\_\_ Yes \_\_\_ If yes, estimate treatment schedule including dates, length and recovery period for appointments and if leave request is for part-time or reduced schedule specify beginning and ending date and specific limitations on hours and/or days: \_\_\_\_\_

**If request is for intermittent leave specify length and duration of anticipated leave:**

Will condition cause episodic flare ups preventing employee from performing job functions? No \_\_\_ Yes \_\_\_ If yes, is it medically necessary for employee to be absent from work? No \_\_\_ Yes? \_\_\_ If yes, explain and estimate frequency and duration over next 6 months : \_\_\_ episodes every \_\_\_ week(s) \_\_\_ month(s) lasting \_\_\_ hours or days per episode. \_\_\_\_\_

**Date patient is reasonably anticipated to be able to return to the position able to perform the essential functions of his/her position with \_\_\_ or without \_\_\_ reasonable accommodation(s):** \_\_\_\_\_ If reasonable accommodation(s) are requested, list requested accommodation(s) in order for College to dialogue with employee. For your convenience, requested accommodations may be listed on the attached Fitness-For-Duty Certification necessary to be completed prior to returning to work.



COMMONWEALTH OF MASSACHUSETTS

FITNESS-FOR-DUTY CERTIFICATION

**DIRECTIONS TO EMPLOYER:**

1. Please attach the employee's job description to this form, including the essential functions of his/her position.
2. Give this form and the job description to the employee to obtain the requisite medical certification.

**DIRECTIONS TO EMPLOYEE:**

1. You may use this form to obtain a certification from your health care provider certifying that you are able to return to work.
2. Please have your physician fill out this form.
3. Please return this form to Human Resources before you return to work.

**TO BE COMPLETED BY EMPLOYEE: (please print or type)**

1. Name
2. Department / Agency
- 3 Date condition began
4. Date condition ended (or is expected to end)
5. Date set for return to work

I understand that if I do not provide a requested fitness-for-duty certification to return to work, my employer may delay restoration until I submit the certification.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYEE'S HEALTH CARE PROVIDER: (please print or type)**

7. I certify that I have read the job description enclosed with this form, concur with the information provided by the employee above or note any changes below, and that the above-named employee is able to meet the essential functions of the position as listed in the description **with** or **without** (please circle one) reasonable accommodation and is able to return to work on \_\_\_\_\_.

Please note that if a reasonable accommodation is requested, the Employer will also **require** certain information to show that the employee is a qualified individual with a disability and thus, entitled to a workplace accommodation and that the accommodation requested is reasonable. **This information should be included below or attached to this form and includes the following:**

- the specific nature of the employee's disability;
- signs of manifestation of the employee's disability;
- identification of all other life activities or tasks (i.e.; personal hygiene, household chores, other professional work activities, caring for family members, exercise, etc.) the employee is unable to perform or is inhibited in performing due to the employee's disability;
- identification of those essential functions of the employee's position that the employee is currently unable to perform due to the disability;
- a detailed and specific explanation of the accommodation(s) requested; and
- a reasonable assurance that the employee will be able to perform all essential functions of the position, with the requested accommodation upon the employee's return to work.

**Health Care Provider Remarks:**

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Signature of Health Care Provider

Date

Name of Health Care Provider (typed or printed)

Address

Telephone

Area of Practice/Specialty (if any):

Please return this form to

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**FOR OFFICE USE ONLY**

Confirm Return Date: \_\_\_\_\_

Notified Payroll On: \_\_\_\_\_

Initials: \_\_\_\_\_

X-G1 STEP ONE COMPLAINT

For Board Use:
Year:
Board No.:

TO PRESIDENT \_\_\_\_\_

GRIEVANT \_\_\_\_\_  
(last) (first) (middle)

WORK AREA \_\_\_\_\_

DATE(S) OF ALLEGED CONTRACT VIOLATION \_\_\_\_\_

\_\_\_\_\_

Statement of Grievance (State all known facts pertaining to the alleged breach on which the grievance is based. All evidence supporting your claim must be attached hereto. If additional space is needed, please attach additional pages, appropriately captioned.):

**Specific Contract Provisions Alleged to Have Been Violated:**

**Remedy Requested:**

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Home Address (include zip code)

\_\_\_\_\_  
Telephone

cc: Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
Consultant for Higher Education/MCCC-DAY, MTA, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171

(optional address) President's Designee, c/o of College Human Resources Department

N.B. This complaint must be filed within 30 calendar days.

**X-G2 ASSOCIATION EVIDENCE**

For Board Use:
Year:
Board No.:

1. List on this cover sheet all documentary evidence you intend to use to support your grievance.
2. Attach copies of all evidence to this sheet and identify each document with the number assigned below.

Description of Evidence

(Include Dates of Correspondence)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



**X-G3 MANAGEMENT EVIDENCE**

For Board Use:
Year:
Board No.:

1. List on this cover sheet all documentary evidence you intend to use to support your finding.
2. Attach copies of all evidence to this sheet and identify each document with the number assigned below.

Description of Evidence

(Include Dates of Correspondence)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

X-G4 STEP ONE DECISION

For Board Use:
Year:
Board No.:

GRIEVANT \_\_\_\_\_

COLLEGE \_\_\_\_\_

After reviewing the complaint and supporting evidence attached thereto and after meeting with the grievant for the purpose of resolving the grievance on \_\_\_\_\_, 20\_\_\_\_, I make the following decision:

1. Statement of facts:
  
2. Issue(s) presented by the grievant, including specific contract provisions alleged to have been breached:
  
3. Decision and Reason(s) for Decision:
  
4. Remedy offered, if appropriate:



\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Date (must be issued within thirty (30) days after receipt of grievance)

cc: Consultant for Higher Education/MCCC-DAY, MTA, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171  
Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952

N.B. You have the right to appeal this Decision to Step Two by filing an appeal on Form G5 within ten (10) calendar days after receipt of this Decision.

X-G5 STEP ONE APPEAL TO MEDIATION

For Board Use:
Year:
Board No.:

TO: Office of the General Counsel  
 Massachusetts Community Colleges  
 c/o Middlesex Community College  
 591 Springs Road, Building 2  
 Bedford, MA 01730

FROM: Grievant \_\_\_\_\_

Grievance Issues \_\_\_\_\_

\_\_\_\_\_

I hereby appeal the Step One Decision of the President of \_\_\_\_\_ Community College.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Home Address (include zip code)

\_\_\_\_\_  
 Telephone Number

cc: Consultant for Higher Education/MCCC-DAY, MTA, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171

Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
 College President

N.B. This appeal must be filed within ten (10) calendar days after receipt of the Step One Decision.



**STEP TWO**

**X-G6a POSTPONEMENT OF MEDIATION**

For Board Use:
Year:
Board No.:

Grievant: \_\_\_\_\_  
(last) (first) (middle)

College: \_\_\_\_\_

Issue: \_\_\_\_\_

This is to acknowledge that the parties agree to extend the time limits for mediating the above-referenced grievance until:

Mediation Date: \_\_\_\_\_

For the Employer

For the Association

\_\_\_\_\_  
Labor Counsel

\_\_\_\_\_  
Dennis Fitzgerald  
MCCC Grievance Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

X-G7 CONCLUSION OF MEDIATION

For Board Use:
Year:
Board No.:

Grievant \_\_\_\_\_ College \_\_\_\_\_

Issue \_\_\_\_\_

**Mediation shall conclude in one of the following ways:**

1. By the execution of the attached settlement agreement by the parties.		
2. By declaration of the mediator:	_____	_____
	Mediator	Date
3. By declaration of the MCCC:	_____	_____
	MCCC Grievance Coordinator	Date
4. By declaration of the employer:	_____	_____
	Commissioner's Designee	Date
5. By declaration of both parties:	_____	_____
	MCCC Grievance Coordinator	Date
	_____	_____
	Commissioner's Designee	Date

cc: Consultant for Higher Education/MCCC-DAY, MTA, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171

Dennis Fitzgerald, MCCC Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
Office of the General Counsel, Massachusetts Community Colleges, c/o Middlesex Community College, 591 Springs Road, Building 2, Bedford, MA 01730

N.B. Only the MCCC/MTA has the right to certify a grievance to arbitration. An arbitration approval request (Form G8) must be submitted to the MCCC Grievance Coordinator within ten (10) calendar days after mediation has been concluded without a settlement agreement.

X-G8 ARBITRATION APPROVAL REQUEST

To be completed by the grievant and forwarded to the Grievance Coordinator within ten (10) calendar days after receipt of the Conclusion of Mediation.

TO: Dennis Fitzgerald  
MCCC Grievance Coordinator  
170 Beach Road #52  
Salisbury, MA 01952

FROM: Grievant \_\_\_\_\_  
College \_\_\_\_\_

Please be advised that I am hereby submitting notice of my election to proceed to Step three of the grievance procedure. I am requesting that my grievance be approved for arbitration by the MCCC/MTA Executive Committee.

REASONS FOR THE DECISION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Home Address (include zip code)

\_\_\_\_\_  
Telephone Number

cc: Consultant for Higher Education/MCCC-DAY, MTA, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171

N.B. This appeal must be filed within ten (10) calendar days after the conclusion of mediation.

**XII - 1 WORKLOAD REDUCTION WAIVER FORM**

Pursuant to Article 12.03.B.1.b, I have requested and voluntarily agree to teach more than three (3) preparations per semester or more than five (5) preparations per year without a corresponding workload reduction for the \_\_\_\_\_ (semester/year).

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_



WORKLOAD COMPUTATION FORM			
		To calculate workload, enter values into the BLUE shaded cells before printing or saving (Save as .xlsx file )	Totals Automatically Calculated in Yellow Cells
Name:			
Department:			
Semester:			
Contact time is the actual time the instructor spends with students in an instructional method For Laboratory-like and clinical courses, every fifty (50) minutes of class time shall be calculated as one (1) hour. Notwithstanding the preceding, there shall be no change to the treatment of contact hours for didactic courses			

Compute Instructional hours for 1st sections of DIDACTIC or SEMINAR courses and ON-LINE or HYBRID courses.

DIDACTIC/SEMINAR/ON-LINE/HYBRID	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
			x 1 1/3	0.0			0.00
<b>TOTAL</b>						<b>0.00</b>	

Compute Instructional hours for SUBSEQUENT sections of DIDACTIC & SEMINAR courses.

DIDACTIC/SEMINAR	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
<b>TOTAL</b>						<b>0.00</b>	

Compute Instructional hours for 2nd sections of fully ON-LINE or HYBRID course.

ON-LINE OR HYBRID	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours
			x 1	0.0		
<b>TOTAL</b>						<b>0.00</b>

Compute Instructional hours for 3RD OR GREATER sections of fully ON-LINE or HYBRID.

ON-LINE OR HYBRID	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
			x 2/3	0.0			0.00
<b>TOTAL</b>						<b>0.00</b>	

Compute Instructional hours for FIRST sections of LAB-LIKE & CLINICAL

LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
<b>TOTAL</b>						<b>0.00</b>	

Compute Instructional hours for SUBSEQUENT sections of LAB-LIKE & CLINICAL-NO ASSISTANT

LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep Time	Contact	Instructional Hours	
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
			x 2 =	0			0.00
<b>TOTAL</b>						<b>0.00</b>	

**Compute Instructional hours for SUBSEQUENT sections of LAB-LIKE & CLINICAL-WITH ASSISTANT**

LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep Time	Contact	Instructional Hours
			x 1 =	0		0.00
			x 1 =	0		0.00
			x 1 =	0		0.00
			x 1 =	0		0.00
<b>TOTAL</b>						<b>0.00</b>

**Compute Instructional hours for TEAM TEACHING courses.**

TEAM TEACHING	Course Section	Credits	Preps and Type	Multi Factor	Prep Time	Total Contact	Instructional Hours
			First Didactic	1/2 of 4/3	0.00		0.00
			First Didactic	1/2 of 4/3	0.00		0.00
			Subsequent Didactic	1/2 of 2/3	0.00		0.00
			Subsequent Didactic	1/2 of 2/3	0.00		0.00
			First Lab	1/2 of 2	0.00		0.00
<b>TOTAL</b>						<b>0.00</b>	

**Instructional hours for individualized instruction, mediated learning, or other non-traditional modes of instruction**

NON-TRAD	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact Time	Instructional Hours
			x 1/3 =	0.00	0	0.00
			x 1/3 =	0.00	0	0.00
			x 1/3 =	0.00	0	0.00
<b>TOTAL</b>						<b>0.00</b>

**Reassignment for department chairperson, curriculum coordinator, or for any other purpose.** (Where faculty are given load reduction within the instructional workload for any activity other than teaching, the number of hours required for the faculty will be equal to twice the credit hour reduction with the proportional reduction in office hours of one hour per three credit hour equivalent load reduction.)

REAS. TIME	Assignment	Course Credit	Multi. Factor			Reassigned Time
			x 2		=	0
			x 2		=	0
			x 2		=	0
<b>TOTAL REASSIGNMENT HOURS:</b>						<b>0</b>

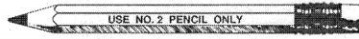
**TOTAL INSTRUCTIONAL AND REASSIGNMENT HOURS: 0.0**

Subject to the provisions of Article 12, the standard faculty instructional and reassignment workload shall be a minimum of 29 instructional and reassigned hours per week and a maximum of 35 instructional and reassigned hours per week. An assignment of more than 31 Total Instructional and Reassignment Hours for faculty teaching only didactic courses or for 34 or more Total Instructional and Reassignment Hours for faculty teaching other than only didactic courses, will require an adjustment in the 11 hours of non-instructional workload.

		Standard	Total # of Advisees Assigned	Total # Hours From Table for Assigned Advisees
ADVISING		3		
1-7 advisees = 1 hr.	26-31 advisees = 5 hrs.			
8-13 advisees = 2 hrs.	32-37 advisees = 6 hrs.			
14-19 advisees = 3 hrs.	38-43 advisees = 7 hrs.			
20-25 advisees = 4 hrs.				
OFFICE HOURS (Reduced For Reassigned Time)		4		
COLLEGE SERVICE		4		
<b>TOTAL NON-INSTRUCTIONAL</b>				<b>0</b>
<b>TOTAL WORKLOAD</b>				<b>0.0</b>

XIII-E1 Student Evaluation Form A: Small Lecture/Discussion Course

*I*nstructional  
*A*ssessment  
*S*ystem



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM  
**A**

Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_

Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.

	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The course as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The course content was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor's contribution to the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Course organization was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Clarity of instructor's voice was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Explanations by instructor were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Instructor's ability to present alternative explanations when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Instructor's use of examples and illustrations was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Quality of questions or problems raised by instructor was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Student confidence in instructor's knowledge was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Instructor's enthusiasm was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Encouragement given students to express themselves was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Answers to student questions were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Availability of extra help when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Use of class time was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Instructor's interest in whether students learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Amount you learned in the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Relevance and usefulness of course content were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Evaluative and grading techniques (tests, papers, projects, etc.) were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Reasonableness of assigned work was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Clarity of student responsibilities and requirements was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Relative to other college courses you have taken:**

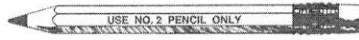
	Much Higher	Average			Much Lower
23. Do you expect your grade in this course to be:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The intellectual challenge presented was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The amount of effort you put into this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The amount of effort to succeed in this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Your involvement in this course (doing assignments, attending classes, etc.) was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. On average, how many hours per week have you spent on this course, including attending classes, doing readings, reviewing notes, writing papers and any other course related work?	<input type="radio"/> Under 2 <input type="radio"/> 2 - 3 <input type="radio"/> 4 - 5	<input type="radio"/> 6 - 7 <input type="radio"/> 8 - 9 <input type="radio"/> 10 - 11	<input type="radio"/> 12 - 13 <input type="radio"/> 14 - 15 <input type="radio"/> 16 - 17	<input type="radio"/> 18 - 19 <input type="radio"/> 20 - 21 <input type="radio"/> 22 or more	
29. From the total average hours above, how many do you consider were valuable in advancing your education?	<input type="radio"/> Under 2 <input type="radio"/> 2 - 3 <input type="radio"/> 4 - 5	<input type="radio"/> 6 - 7 <input type="radio"/> 8 - 9 <input type="radio"/> 10 - 11	<input type="radio"/> 12 - 13 <input type="radio"/> 14 - 15 <input type="radio"/> 16 - 17	<input type="radio"/> 18 - 19 <input type="radio"/> 20 - 21 <input type="radio"/> 22 or more	
30. What grade do you expect in this course?	<input type="radio"/> A (3.9-4.0) <input type="radio"/> A- (3.5-3.8) <input type="radio"/> B+ (3.2-3.4)	<input type="radio"/> B (2.9-3.1) <input type="radio"/> B- (2.5-2.8) <input type="radio"/> C+ (2.2-2.4)	<input type="radio"/> C (1.9-2.1) <input type="radio"/> C- (1.5-1.8) <input type="radio"/> D+ (1.2-1.4)	<input type="radio"/> D (0.9-1.1) <input type="radio"/> D- (0.7-0.8) <input type="radio"/> E (0.0)	<input type="radio"/> Pass <input type="radio"/> Credit <input type="radio"/> No Credit

31. In regard to your academic program, is this course best described as:

<input type="radio"/> In your major?	<input type="radio"/> A distribution requirement?	<input type="radio"/> An elective?
<input type="radio"/> In your minor?	<input type="radio"/> A program requirement?	<input type="radio"/> Other?

## Student Evaluation Form B: Large Lecture Course

*I*nstructional  
*A*ssessment  
*S*ystem



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM  
**B**

Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_

Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.

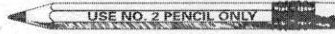
	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The course as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The course content was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor's contribution to the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Course organization was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Sequential presentation of concepts was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Explanations by instructor were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Instructor's ability to present alternative explanations when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Instructor's use of examples and illustrations was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Instructor's enhancement of student interest in the material was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Student confidence in instructor's knowledge was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Instructor's enthusiasm was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Clarity of course objectives was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Interest level of class sessions was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Availability of extra help when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Use of class time was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Instructor's interest in whether students learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Amount you learned in the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Relevance and usefulness of course content were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Evaluative and grading techniques (tests, papers, projects, etc.) were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Reasonableness of assigned work was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Clarity of student responsibilities and requirements was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Relative to other college courses you have taken:**

	Much Higher		Average		Much Lower
23. Do you expect your grade in this course to be:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The intellectual challenge presented was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The amount of effort you put into this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The amount of effort to succeed in this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Your involvement in this course (doing assignments, attending classes, etc.) was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. On average, how many hours per week have you spent on this course, including attending classes, doing readings, reviewing notes, writing papers and any other course related work?	<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19	
	<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21	
	<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more	
29. From the total average hours above, how many do you consider were valuable in advancing your education?	<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19	
	<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21	
	<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more	
30. What grade do you expect in this course?	<input type="radio"/> A (3.9-4.0)	<input type="radio"/> B (2.9-3.1)	<input type="radio"/> C (1.9-2.1)	<input type="radio"/> D (0.9-1.1)	<input type="radio"/> Pass
	<input type="radio"/> A- (3.5-3.8)	<input type="radio"/> B- (2.5-2.8)	<input type="radio"/> C- (1.5-1.8)	<input type="radio"/> D- (0.7-0.8)	<input type="radio"/> Credit
	<input type="radio"/> B+ (3.2-3.4)	<input type="radio"/> C+ (2.2-2.4)	<input type="radio"/> D+ (1.2-1.4)	<input type="radio"/> E (0.0)	<input type="radio"/> No Credit
31. In regard to your academic program, is this course best described as:	<input type="radio"/> In your major?	<input type="radio"/> A distribution requirement?	<input type="radio"/> An elective?		
	<input type="radio"/> In your minor?	<input type="radio"/> A program requirement?	<input type="radio"/> Other?		

## Student Evaluation Form C: Seminar/Discussion Course

*Instructional  
Assessment  
System*



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM  
**C**

Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_

**Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.**

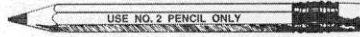
	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The course as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The course content was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor's contribution to the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Course organization was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Instructor's preparation for class was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Instructor as a discussion leader was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Instructor's contribution to discussion was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Conduciveness of class atmosphere to student learning was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Quality of questions or problems raised was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Student confidence in instructor's knowledge was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Instructor's enthusiasm was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Encouragement given students to express themselves was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Instructor's openness to student views was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Interest level of class sessions was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Use of class time was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Instructor's interest in whether students learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Amount you learned in the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Relevance and usefulness of course content were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Evaluative and grading techniques (tests, papers, projects, etc.) were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Reasonableness of assigned work was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Clarity of student responsibilities and requirements was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Relative to other college courses you have taken:**

	Much Higher		Average		Much Lower
23. Do you expect your grade in this course to be:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The intellectual challenge presented was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The amount of effort you put into this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The amount of effort to succeed in this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Your involvement in this course (doing assignments, attending classes, etc.) was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. On average, how many hours per week have you spent on this course, including attending classes, doing readings, reviewing notes, writing papers and any other course related work?	<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19	
	<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21	
	<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more	
29. From the total average hours above, how many do you consider were valuable in advancing your education?	<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19	
	<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21	
	<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more	
30. What grade do you expect in this course?	<input type="radio"/> A (3.9-4.0)	<input type="radio"/> B (2.9-3.1)	<input type="radio"/> C (1.9-2.1)	<input type="radio"/> D (0.9-1.1)	<input type="radio"/> Pass
	<input type="radio"/> A- (3.5-3.8)	<input type="radio"/> B- (2.5-2.8)	<input type="radio"/> C- (1.5-1.8)	<input type="radio"/> D- (0.7-0.8)	<input type="radio"/> Credit
	<input type="radio"/> B+ (3.2-3.4)	<input type="radio"/> C+ (2.2-2.4)	<input type="radio"/> D+ (1.2-1.4)	<input type="radio"/> E (0.0)	<input type="radio"/> No Credit
31. In regard to your academic program, is this course best described as:	<input type="radio"/> In your major?	<input type="radio"/> A distribution requirement?	<input type="radio"/> An elective?		
	<input type="radio"/> In your minor?	<input type="radio"/> A program requirement?	<input type="radio"/> Other?		

## Student Evaluation Form E: Skill Acquisition Course

*Instructional  
Assessment  
System*



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM  
**E**

Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_

**Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.**

	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The course as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The course content was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor's contribution to the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Opportunity for practicing what was learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Sequential development of skills was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Explanations of underlying rationales for new techniques or skills were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Demonstrations of expected skills were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Instructor's confidence in students' ability was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Recognition of student progress by instructor was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Student confidence in instructor's knowledge was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Freedom allowed students to develop own skills and ideas was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Instructor's ability to deal with student difficulties was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Tailoring of instruction to varying student skill levels was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Availability of extra help when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Use of class time was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Instructor's interest in whether students learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Amount you learned in the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Relevance and usefulness of course content were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Evaluative and grading techniques (tests, papers, projects, etc.) were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Reasonableness of assigned work was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Clarity of student responsibilities and requirements was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Relative to other college courses you have taken:**

	Much Higher			Average			Much Lower
23. Do you expect your grade in this course to be:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The intellectual challenge presented was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The amount of effort you put into this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The amount of effort to succeed in this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Your involvement in this course (doing assignments, attending classes, etc.) was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. On average, how many hours per week have you spent on this course, including attending classes, doing readings, reviewing notes, writing papers and any other course related work?

<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19
<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21
<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more

29. From the total average hours above, how many do you consider were valuable in advancing your education?

<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19
<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21
<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more

30. What grade do you expect in this course?

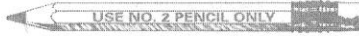
<input type="radio"/> A (3.9-4.0)	<input type="radio"/> B (2.9-3.1)	<input type="radio"/> C (1.9-2.1)	<input type="radio"/> D (0.9-1.1)	<input type="radio"/> Pass
<input type="radio"/> A- (3.5-3.8)	<input type="radio"/> B- (2.5-2.8)	<input type="radio"/> C- (1.5-1.8)	<input type="radio"/> D- (0.7-0.8)	<input type="radio"/> Credit
<input type="radio"/> B+ (3.2-3.4)	<input type="radio"/> C+ (2.2-2.4)	<input type="radio"/> D+ (1.2-1.4)	<input type="radio"/> E (0.0)	<input type="radio"/> No Credit

31. In regard to your academic program, is this course best described as:

<input type="radio"/> In your major?	<input type="radio"/> A distribution requirement?	<input type="radio"/> An elective?
<input type="radio"/> In your minor?	<input type="radio"/> A program requirement?	<input type="radio"/> Other?

# Student Evaluation Form H: Lab Course

*Instructional  
Assessment  
System*



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM  
**H**

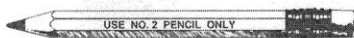
Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_

**Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.**

	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The lab section as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The content of the lab section was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The lab instructor's contribution to the course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The lab instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Explanations by the lab instructor were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Lab instructor's preparedness for lab sessions was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Quality of questions or problems raised by the lab instructor was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Lab instructor's enthusiasm was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Student confidence in lab instructor's knowledge was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Lab instructor's ability to solve unexpected problems was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Answers to student questions were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Interest level of lab sessions was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Communication and enforcement of safety procedures were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Lab instructor's ability to deal with student difficulties was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Availability of extra help when needed was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Use of lab section time was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Lab instructor's interest in whether students learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Amount you learned in the lab sections was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Relevance and usefulness of lab section content were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Coordination between lectures and lab activities was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Reasonableness of assigned work for lab section was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Clarity of student responsibilities and requirements was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Relative to other college courses you have taken:</b>		<b>Much Higher</b>		<b>Average</b>		<b>Much Lower</b>
23. Do you expect your grade in this course to be:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. The intellectual challenge presented was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. The amount of effort you put into this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. The amount of effort to succeed in this course was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. Your involvement in this course (doing assignments, attending classes, etc.) was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28. On average, how many hours per week have you spent on this course, including attending classes, doing readings, reviewing notes, writing papers and any other course related work?	<input type="radio"/> Under 2 <input type="radio"/> 2 - 3 <input type="radio"/> 4 - 5	<input type="radio"/> 6 - 7 <input type="radio"/> 8 - 9 <input type="radio"/> 10 - 11	<input type="radio"/> 12 - 13 <input type="radio"/> 14 - 15 <input type="radio"/> 16 - 17	<input type="radio"/> 18 - 19 <input type="radio"/> 20 - 21 <input type="radio"/> 22 or more		
29. From the total average hours above, how many do you consider were valuable in advancing your education?	<input type="radio"/> Under 2 <input type="radio"/> 2 - 3 <input type="radio"/> 4 - 5	<input type="radio"/> 6 - 7 <input type="radio"/> 8 - 9 <input type="radio"/> 10 - 11	<input type="radio"/> 12 - 13 <input type="radio"/> 14 - 15 <input type="radio"/> 16 - 17	<input type="radio"/> 18 - 19 <input type="radio"/> 20 - 21 <input type="radio"/> 22 or more		
30. What grade do you expect in this course?	<input type="radio"/> A (3.9-4.0) <input type="radio"/> A- (3.5-3.8) <input type="radio"/> B+ (3.2-3.4)	<input type="radio"/> B (2.9-3.1) <input type="radio"/> B- (2.5-2.8) <input type="radio"/> C+ (2.2-2.4)	<input type="radio"/> C (1.9-2.1) <input type="radio"/> C- (1.5-1.8) <input type="radio"/> D+ (1.2-1.4)	<input type="radio"/> D (0.9-1.1) <input type="radio"/> D- (0.7-0.8) <input type="radio"/> E (0.0)	<input type="radio"/> Pass <input type="radio"/> Credit <input type="radio"/> No Credit	
31. In regard to your academic program, is this course <u>best</u> described as:	<input type="radio"/> In your major?	<input type="radio"/> In your minor?	<input type="radio"/> A distribution requirement?	<input type="radio"/> A program requirement?	<input type="radio"/> An elective?	<input type="radio"/> Other?

## Student Evaluation Form J: Clinical/Studio Course

*Instructional  
Assessment  
System*



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM <b>J</b>
------------------

Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_

Clinical Site (if appropriate) \_\_\_\_\_ Date \_\_\_\_\_

**Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.**

	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. The rotation/studio as a whole was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The procedures/skills taught were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The instructor's contribution to the rotation/studio was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor's effectiveness in teaching was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

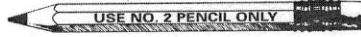
**Rate your instructor on each of the following:**

5. Knowledgeable and analytical	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Clear and organized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Enthusiastic and stimulating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Challenging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Established rapport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Actively involved me in learning experiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Provided direction and feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Demonstrated clinical/professional skills and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Accessible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Your involvement with the instructor:	<input type="radio"/> Extensive	<input type="radio"/> Considerable	<input type="radio"/> Moderate	<input type="radio"/> Slight		
15. On average, how many hours per week have you spent on this rotation/studio?	<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19		
	<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21		
	<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more		
16. From the total average hours above, how many do you consider were valuable in advancing your education?	<input type="radio"/> Under 2	<input type="radio"/> 6 - 7	<input type="radio"/> 12 - 13	<input type="radio"/> 18 - 19		
	<input type="radio"/> 2 - 3	<input type="radio"/> 8 - 9	<input type="radio"/> 14 - 15	<input type="radio"/> 20 - 21		
	<input type="radio"/> 4 - 5	<input type="radio"/> 10 - 11	<input type="radio"/> 16 - 17	<input type="radio"/> 22 or more		
17. Year in program:	<input type="radio"/> First	<input type="radio"/> Second	<input type="radio"/> Third	<input type="radio"/> Fourth or more		
18. Your program (choose one):	<input type="radio"/> Baccalaureate	<input type="radio"/> Professional		<input type="radio"/> Other		
	<input type="radio"/> Masters	<input type="radio"/> Resident				
	<input type="radio"/> PhD	<input type="radio"/> Post-doctoral fellow				



# Student Evaluation Form L: English as a Second Language Course

*Instructional  
Assessment  
System*



Fill in bubbles darkly and completely.  
Erase errors cleanly.

FORM  
**L**

Instructor \_\_\_\_\_ Course \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_

**Completion of this questionnaire is voluntary. You are free to leave some or all questions unanswered.**

**The course**

	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
1. This course is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The content of this course is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The amount I have learned in this course is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The usefulness of assignments (class projects OR homework, etc.) is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The usefulness of the materials (handouts OR media, etc.) is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**The instructor**

6. This instructor's teaching is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Explanations by the instructor are:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The instructor's knowledge of the subject is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The instructor's interest in helping students learn is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The feedback the instructor gives me is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The interaction between the instructor and students is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The presentation of the lessons is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The opportunity to ask questions I have in this class is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The organization of the lessons is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The instructor's use of class time is:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**About you**

	AGREE		DISAGREE	
	Strongly	Somewhat	Somewhat	Strongly
16. I do my work for this class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. This course is a good level for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. I wanted to take this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Your age:       21 or younger       22-24       25-27       28 or older

20. Your gender:       Male       Female

21. The level of education you have completed (choose one):

<input type="radio"/> High school	<input type="radio"/> 2-year college degree	<input type="radio"/> PhD degree
<input type="radio"/> Vocational/technical school	<input type="radio"/> 4-year college degree	<input type="radio"/> Professional degree
<input type="radio"/> Currently in college or university	<input type="radio"/> Masters degree	<input type="radio"/> Other

22. How long have you studied English?       0-2 years       3-5 years       6-10 years       11+ years

23. What world region do you come from (choose one)?

<input type="radio"/> Africa	<input type="radio"/> Indian Subcontinent	<input type="radio"/> Pacific Islands
<input type="radio"/> East Asia	<input type="radio"/> Latin America	<input type="radio"/> Southeast Asia
<input type="radio"/> Central Asia	<input type="radio"/> Near and Middle East	<input type="radio"/> Europe

24. What is your native language (choose one)?

<input type="radio"/> Amharic	<input type="radio"/> Hebrew	<input type="radio"/> Polish	<input type="radio"/> Thai
<input type="radio"/> Arabic	<input type="radio"/> Hindi	<input type="radio"/> Portuguese	<input type="radio"/> Tigrina
<input type="radio"/> Bulgarian	<input type="radio"/> Hungarian	<input type="radio"/> Romanian	<input type="radio"/> Turkish
<input type="radio"/> Cambodian	<input type="radio"/> Indonesian	<input type="radio"/> Russian	<input type="radio"/> Urdu
<input type="radio"/> Chinese	<input type="radio"/> Italian	<input type="radio"/> Scandinavian language	<input type="radio"/> Vietnamese
<input type="radio"/> Czech/Slovak	<input type="radio"/> Japanese	<input type="radio"/> Serbian/Croatian	<input type="radio"/> Wolof
<input type="radio"/> English	<input type="radio"/> Korean	<input type="radio"/> Spanish	<input type="radio"/> Zulu
<input type="radio"/> French	<input type="radio"/> Malay	<input type="radio"/> Swahili	<input type="radio"/> Other
<input type="radio"/> German	<input type="radio"/> Pashto	<input type="radio"/> Tagalog	
<input type="radio"/> Greek	<input type="radio"/> Persian	<input type="radio"/> Tamil	

25. How did you learn about this language program?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A friend or relative	The Internet	An advertisement	My school	Other

## XIII-E2 CHECKLIST FOR COURSE MATERIALS

Faculty Member: \_\_\_\_\_

Course Title and section: \_\_\_\_\_

Year and Semester: \_\_\_\_\_

- \_\_\_\_\_ 1. Instructor's Name, office location, email address, and telephone number (either college, administrative assistant, or office)
- \_\_\_\_\_ 2. Course Title/Number
- \_\_\_\_\_ 3. Meeting days and times
- \_\_\_\_\_ 4. General course description and prerequisites (according to College catalogue)
- \_\_\_\_\_ 5. All required course readings (whether written or electronic), including information on publisher and edition used or website address or link
- \_\_\_\_\_ 6. Student Learning Outcomes (list)\*
- \_\_\_\_\_ 7. Teaching procedures (briefly describe)
- \_\_\_\_\_ 8. Course topics and/or assignments and/or required and/or supplemental reading
- \_\_\_\_\_ 9. Tentative test schedule/assignment(s) schedule
- \_\_\_\_\_ 10. Basis for student grading and calculation of final grade as well as criteria for evaluating student performance
- \_\_\_\_\_ 11. Attendance policy
- \_\_\_\_\_ 12. Institutional Disability Services statement

If any of the above are missing or if the evaluator has concerns, the unit member will be notified and given an opportunity to submit the missing materials and respond to the concerns within fourteen (14) calendar days.

\*See #6 in the "Principles Statement on Student Learning Outcomes and Assessment" (Appendix A in the contract).

---

 Evaluator's Signature

---

 Date

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E3 PROCESS FOR CLASSROOM/INSTRUCTIONAL OBSERVATION**

Instructor: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Department: \_\_\_\_\_

Class to be observed:

Course \_\_\_\_\_ Pre-Conference (if appropriate) \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time: \_\_\_\_\_ Post-Conference (if appropriate) \_\_\_\_\_

Room: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

---

1. Relationship of class content to instructional objectives of course:

---

2. Appropriateness of instructor's teaching methods to attainment of the stated instructional objectives:

---

3. Effectiveness of the instructor's teaching methods:

---

4. Instructor's ability to develop and maintain appropriate student interest:

---

---

5. Instructor's ability to organize and present course content and material:

---

6. Instructor's ability to respond to student questions:

---

7. Evaluator's summary of instructional performance:

---

Faculty Member's Comments (if any):

---

I have read and received a copy of this  
evaluation:

---

Evaluator

---

Faculty Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If the faculty member wishes to respond to this evaluation, he/she must do so within seven (7) days.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E4 STUDENT ADVISEMENT LOG**

Advisor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Department/Program: \_\_\_\_\_ Division: \_\_\_\_\_

<u>Student's Name</u>	<u>Program</u>	<u>Date of Conference</u>	<u>Recommendation/ Purpose</u>

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E5 COLLEGE SERVICE ACTIVITIES**

Unit Member: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Division: \_\_\_\_\_

Evaluator: \_\_\_\_\_

1. No later than October 15<sup>th</sup> for the fall semester and February 15<sup>th</sup> for the spring semester, list the college service activities assigned pursuant to Article XIII, Section 13.02B4 and 13.03B3.

2. Activities Completed and Brief Summary of Work	Date(s) of Participation (if applicable)
---------------------------------------------------	---------------------------------------------

3. Attach any documentation which evidences participation in the college service activities set forth above (if requested).

I hereby certify that I have participated in the college service activities as set forth above.

\_\_\_\_\_  
Unit Member

Date: \_\_\_\_\_

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E6 FULL-TIME FACULTY SUMMARY EVALUATION**

Faculty Member: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Division: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

---

1. Overall Student Evaluation Scores for each Class:

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Average Score for all Classes: \_\_\_\_\_

---

Student Evaluation - Evaluator's Comments:

---

Course Materials - Evaluator's Comments:

---

College Service - Evaluator's Comments:

---

Student advising or recruitment activities (if any): - Evaluator's Comments:

---

Classroom/instructional performance - Attached

---

Personnel File Review - Evaluator's Comments:

---

Evaluate the Overall Performance of the Instructor:

---

Faculty Member's Comments (If any):

---

I have read and received a copy of  
this evaluation.

---

Evaluator

---

Faculty Member

---

Date

---

Date

Note: A faculty member deemed unsatisfactory is ineligible for sabbatical leave, professional leave, tenure, promotion, performance-based awards and certain salary increases.



**XIII-E7 PROFESSIONAL STAFF POSITION DESCRIPTION  
Shall Be Updated Annually\***

Page \_\_\_ of \_\_\_

Period Covered by this E-7: July 1, 20\_\_\_ to June 30, 20\_\_\_ (Due July 1)

Professional Staff  
Member: \_\_\_\_\_

Job  
Title: \_\_\_\_\_

Department/Work  
Area: \_\_\_\_\_

President or  
Designee: \_\_\_\_\_

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III, ...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C, ...]

Activities/Methods Item(s) [are 1, 2, 3,

College Service:

\_\_\_\_\_  
President or Designee

\_\_\_\_\_  
Professional Staff Member

Date \_\_\_\_\_

Date \_\_\_\_\_

\*Per 12.04.A.1, if substantive and ongoing duties are modified and/or added, the E-7 shall be rewritten.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E8 PROFESSIONAL STAFF SUMMARY EVALUATION**

Professional Staff Member: \_\_\_\_\_

Department/Work Area: \_\_\_\_\_

Job Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Period covered by this evaluation \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
College service - Evaluator's Comments:

\_\_\_\_\_  
Student advising or recruitment activities (if any) - Evaluator's Comments:

---

Work performance evaluation - Evaluator's Comments:

---

Personnel File Review - Evaluator's Comments:

---

Evaluate Overall Performance of Professional Staff Member:

---

Professional Staff Member's Comments (If any):

---

I have read and received a copy of  
this evaluation.

---

Evaluator

---

Professional Staff Member

---

Date

---

Date

Note: A professional staff member deemed unsatisfactory is ineligible for sabbatical leave, professional leave, tenure, promotion or performance-based awards.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E9 PART-TIME FACULTY SUMMARY EVALUATION**

Faculty Member: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Division: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

1. Overall Student Evaluation Scores for each Class - **FIRST APPOINTMENT**:

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.

Average Score for all Classes: \_\_\_\_\_

\_\_\_\_\_  
Student Evaluation - Evaluator's Comments:

\_\_\_\_\_  
Course Materials - Evaluator's Comments:

\_\_\_\_\_  
Personnel File Review - Evaluator's Comments:

\_\_\_\_\_  
Faculty Member's Comments (If any)

1. Overall Student Evaluation Scores for each Class - **SECOND APPOINTMENT:**

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.

Average Score for all Classes: \_\_\_\_\_

---

Student Evaluation - Evaluator's Comments:

---

Course Materials - Evaluator's Comments:

---

Personnel File Review - Evaluator's Comments:

---

Faculty Member's Comments (If any):

Overall Student Evaluation Scores for each Class - **THIRD APPOINTMENT:**

<u>Class and Section</u>	<u>Score</u>
1.	1.
2.	2.
3.	3.
4.	4.

Average Score for all Classes: \_\_\_\_\_

---

Student Evaluation - Evaluator's Comments:

---

Course Materials - Evaluator's Comments:

---

Personnel File Review:

---

Classroom/Instructional Performance - **SEE ATTACHMENT:**

---

Evaluate overall performance of instructor:

---

Faculty Member's Comments (If any):

---

I have read and received a copy of this evaluation.

---

Evaluator

---

Faculty Member

---

Date

---

Date

If the faculty member wishes to respond to the evaluation, the faculty member must do so within seven (7) working days.

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E10 PART-TIME PROFESSIONAL STAFF SUMMARY EVALUATION**

Professional Staff Member: \_\_\_\_\_

Department/Work Area: \_\_\_\_\_

Job Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Period covered by this evaluation \_\_\_\_\_ to \_\_\_\_\_

---

College service - Evaluator's Comments:

---

Student advising or recruitment activities (if any) - Evaluator's Comments:

---

Work performance evaluation - Evaluator's Comments:

---

Personnel File Review:

---

Evaluate Overall Performance of Professional Staff Member:

---

Professional Staff Member's Comments (If any):

---

I have read and received a copy of  
this evaluation.

---

Evaluator

---

Professional Staff Member

---

Date

---

Date



**XX-1 DEPARTMENT CHAIR/CURRICULUM COORDINATOR (PROGRAM) EVALUATION FORM**

Name of Department Chair/Curriculum Coordinator Being Evaluated:

\_\_\_\_\_

Date:\_\_\_\_\_

Directions: The evaluations by unit members shall be used for the sole purpose of the recommendation to appoint/non-reappoint the Department Chair. The evaluation of the Department Chair/Program Coordinator shall include the evaluation by each unit member within the work area/program. If the question does not apply, write "not applicable."

1. Does the Department Chair (Program) assist in the recruitment and orientation of new instructional staff and if yes, how effectively?
  
2. Does the Department Chair (Program) advise in the instructional competency of all applicants for vacant positions after consultation with members of the program unit and if yes, how effectively?
  
3. Does the Department Chair (Program) submit the preferred subject matter preparation and class schedule of unit members within the Department Chair's program consistent with Article XXI and if yes, how effectively?
  
4. Does the Department Chair (Program) supervise the development of instructional materials and assist in conducting research on the effectiveness of the instructional program consistent with the philosophy and objectives of the College, the requirements of external and/or regulatory agencies and Article VII and if yes, how effectively?
  
5. Does the Department Chair (Program) assist in the implementation of the evaluation process as stated in Article XIII relative to:
  - a. The process of evaluation of course materials and if yes, how effectively?
  - b. The process for classroom observation in a clinical or laboratory-like setting wherein the student is developing a variety of occupational and/or pre-professional skills fundamental to the students' performance after completion of designated program and if yes, how effectively?

6. Does the Department Chair (Program) encourage faculty to develop new methods of instruction and if yes, how effectively?
7. Does the Department Chair (Program) cooperate and facilitate cooperation with other program areas and/or departments, learning resources, student services and administrative services within the College and if yes, how effectively?
8. Does the Department Chair (Program) assist in the development, dissemination and implementation of Board/ College policies, regulations and procedures which affect the department/program and if yes, how effectively?
9. Are liaisons with external agencies that are essential to the implementation of the program effective and if yes, how effective?
10. Does the Department Chair (Program) convene department meetings when needed and if yes, how effectively?

---

Faculty Member's Comments (if any):

Tear Off

-----  
Unit Member will sign before returning to President's designee

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign this form in the space at the bottom. Unsigned forms cannot be used. When you have completed this form and signed it, tear the signature section from the sheet along the dotted line and hand the two parts separately to the President or the President's designee who will make sure that one of the matching sequence numbers is on each part you hand in.

**XX-2 DEPARTMENT CHAIR (WORK AREA) EVALUATION FORM**

Name of Department Chair/Work Area Being Evaluated:

\_\_\_\_\_

Date:\_\_\_\_\_

Directions: The evaluations by unit members shall be used for the sole purpose of the recommendation to appoint/non-reappoint the Department Chair. The evaluation of the Department Chair/Work Area Coordinator shall include the evaluation by each unit member within the work area/Work Area. If the question does not apply, write "not applicable."

1. Does the Department Chair (Work Area) assist in the recruitment and orientation of new instructional staff and if yes, how effectively?
  
2. Does the Department Chair (Work Area) advise in the instructional competency of all applicants for vacant positions after consultation with members of the Work Area unit and if yes, how effectively?
  
3. Does the Department Chair (Work Area) submit the preferred subject matter preparation and class schedule of unit members within the Department Chair's Work Area consistent with Article XXI and if yes, how effectively?
  
4. Does the Department Chair (Work Area) assist in the implementation of the evaluation process as stated in Article XIII relative to relative to the process of evaluation of course materials and if yes, how effectively?
  
5. Does the Department Chair (Work Area) assist in the development, dissemination and implementation of Board/ College policies, regulations and procedures which affect the department/Work Area and if yes, how effective?

6. Does the Department Chair (Work Area) convene department meetings when needed and if yes, how effectively?

---

Faculty Member's Comments (if any):

Tear Off

---

Unit Member will sign before returning to President's designee

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign this form in the space at the bottom. Unsigned forms cannot be used. When you have completed this form and signed it, tear the signature section from the sheet along the dotted line and hand the two parts separately to the President or the President's designee who will make sure that one of the matching sequence numbers is on each part you hand in.

**XXI-1-CLASSIFICATION APPEALS  
NEW HIRE  
NOTICE TO UNIT MEMBERS**

Date  
Unit Member  
Home Address

RE: Classification Points Allocated to Your Position

Enclosed is your completed data form (MOO2/MOO4) that reflects the points allocated to your current position at the time of your hire. The points are calculated as part of the classification system and resulted in the salary level determination for your current position.

As part of the classification system you are afforded an opportunity to review the point calculation and have that calculation reviewed should you believe there is some error. In the event you want the Human Resource office to review your point calculation you must file the Point Calculation Request for Review form with the Human Resource office within sixty (60) days.

The Human Resource office must issue a decision of its review in writing to you no later than fourteen (14) days from receipt of your request for review. You then have the right to appeal the decision of the Human Resource office to the Classification Appeals Committee by no later than ten days of receipt of the Human Resource office decision. Should you decide to file such an appeal you may do so by completing the Classification Appeal Form and mailing it to the MCCC address shown on the appeal form (the form will be mailed to you along with the review decision of the Human Resource Office).

**XXI-2-CLASSIFICATION APPEALS**  
**Request for review by Human Resources Department**

**MCCC UNIT MEMBER**

**POINT CALCULATION REQUEST FOR REVIEW FORM**  
**MASSACHUSETTS BOARD OF HIGHER EDUCATION**  
**MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

MCCC Faculty and Professional Staff may request a review of their initial classification point calculation determined by the college to calculate salary rate.

**All requests must be submitted within sixty (60) days of notice of a point calculation.**

The following materials should be consulted by the unit member in completing this request for a point calculation review form:

- a) Faculty or Professional Staff Data Form (MOO2/MOO4)
- b) Compensation Structure Form (Salary Grid Calculation Form)

*Be sure to complete every question:*

Unit Member Name: \_\_\_\_\_ College: \_\_\_\_\_  
Please print

College Email: \_\_\_\_\_ College Tel: \_\_\_\_\_

College Address: \_\_\_\_\_

Please indicate the basis of your request for a review:

The points in the faculty or professional staff data form (MOO2/MOO4) form, are not consistent with the Compensation Structure Form (Salary Grid Calculation Form). *Please provide a summary of the problem(s) you have identified and attached a corrected Compensation Structure Form.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request for review form must be submitted to your Human Resource office within sixty (60) days receipt of your new/updated data form (MOO2/MOO4).

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach additional evidence or responses as necessary.

**XXI-3-CLASSIFICATION APPEALS**  
***Appeal to Classification Appeals Committee***

**MCCC UNIT MEMBER**  
**POINT CALCULATION AND/OR CLASSIFICATION**  
**APPEAL FORM**

**MASSACHUSETTS BOARD OF HIGHER EDUCATION**  
**MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

MCCC Unit Members may appeal the decision on an initial point calculation and/or job classification rendered by the college Human Resource office within ten (10) calendar days of receipt of the decision. All documents submitted with the original Request for Review and the decision rendered by the College Human Resource office must be submitted with this appeal.

Submit this appeal form and all related documents to:

1. Community College Appeals Committee  
c/o MCCC Office  
27 Mechanic Street, Suite 104  
Worcester, MA 01608-2402

With a complete copy to:

2. College Human Resources Office

**This Appeal Form must be filed  
within ten (10) days upon receipt  
of the decision by the Campus Human  
Resource Office**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**XXI-4-CLASSIFICATION APPEALS**  
**Professional Staff Request for Audit Review**

**MCCC UNIT MEMBER CLASSIFICATION PLACEMENT  
 REQUEST FOR REVIEW FORM**

**MASSACHUSETTS BOARD OF HIGHER EDUCATION  
 MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

Professional staff unit members may request an audit of their position from the campus Human Resource Director only if substantive changes have occurred since the last classification or appeal or if the unit member has had no other prior opportunity to appeal.

The College shall conduct an audit of your position and render a written decision within ninety (90) days.

The following materials should be consulted and included in this packet by the unit member in completing this request for an appeal form:

- c) Current Classification Specification (Job Position Description)
- d) Proposed Classification Specification (on reserve in college library or on line at the Board of Higher Education website: <http://www.mass.edu/hr/home.asp?id=12&iid=12.3> or the MCCC website at: <http://mccc-union.org/Appeals/index.html>) or New Classification Specification proposal
- e) Most current completed E7

*Be sure to complete every question:*

Name: \_\_\_\_\_ College: \_\_\_\_\_  
Please print

College Email: \_\_\_\_\_ College Tel: \_\_\_\_\_

College Address: \_\_\_\_\_

Current Classification Specification: \_\_\_\_\_ Classification Specification Appealing To: \_\_\_\_\_

My current job description it is not a true reflection of those job duties/responsibilities I am currently assigned.

*Please indicate those job duties that have been added or altered since your original date of hire and what you believe to be a more accurate job title/description.*



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*Please provide any other specific facts/information or rationale you would like reviewed in consideration of this appeal.*

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**This request for review form must be submitted to your Human Resource office.**

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Name (Please Print)

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Signature

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Date

**New Hire Table 1:**

**Initial Classification Placement for New Full Time Faculty and Faculty Transfers**

<b>Minimum Salaries</b>					
<b>Bachelor's Degree (or equiv):</b> July 1, 2015- \$40,606; July 1, 2016- \$41,621; July 1, 2017 (if no grid)- \$42,662					
<b>Master's Degree:</b> July 1, 2015- \$43,779; July 1, 2016- \$44,874; July 1, 2017 (if no grid)- \$45,996					
<b>Academic Credentials</b>	* Masters + 30 graduate credit hours or Double Masters or C.A.G.S., Master of Fine Arts, Master of Social Science, Master of Arts in Clinical Mental Health Counseling		* Masters + 45 graduate credit hours		Doctorate
Max 75 points	40 points		50 points		75 points
<b>Professional Ranking</b>	Instructor	Assistant Professor		Associate Professor	Professor
Max 60 points	0 points	20 points		40 points	60 points
<b>MCCS Experience</b>	Teaching Position Full-time		Non-Teaching Position Full-time		Teaching Position Part-time
Max 320 points	1 year = 8 points Maximum years = 40		1 year = 8 points maximum years = 20		Each 3 hour course earns 1 point Maximum credits = 48
<b>Outside Experience</b>	Elementary (K-6)	Secondary (7-12)	College Level Teaching		Non-teaching Experience
	Full-time Must be directly related to the teaching field	Full-time	Full-time	Part-time prior to full-time employment	Full-time Must be directly related To the teaching field
Max 160 points	1 year = 4 points Maximum years = 3	1 year = 4 points Maximum years = 8	1 year = 8 points Maximum years = 20	3 credit hours = 1 point Maximum credits = 48	1 year = 4 points Maximum years = 20
<b>Seniority</b> Max 320 points	1 Seniority Year = 8 points Maximum years = 40				
<b>Performance Evaluation</b>	Each successful post tenure 3rd year evaluation as defined by the current evaluation process.				
<b>Max 100 points</b>	10 points (per evaluation) Maximum Allowed = 100 points				
<b>Professional Development</b>	Each 120 Professional Continuing Educational Units or Equivalent 0 points			Eligible for incentive every two years	
<b>Licensure/Certification</b>	Points awarded = 3 times the unit value in the licensure and certification report			Maximum Allowed = 30 points	

\*Must be part of an academic program of study.

**Point Value for New Academic Credentials earned after hire = \$57.68**

**For Faculty New Hires and Transfers- The minimum salaries listed at the top of this grid and the point value of \$53.95 shall be used to calculate new faculty member and transfer salaries.**

**New Hire Table 2:**

**Initial Classification Placement for Full Time Unit Professionals, Reclassifications & Transfers**

Academic Credentials Max 75 points	Associates 0 points	Bachelors 15 points	Masters 30 points	* Masters + 30 graduate credit hours or Double Masters or C. A.G. S., Master of Fine Arts, Master of Social Science, Master of Arts in Clinical Mental Health Counseling 40 points	Masters+45 50 Points  Doctorate 75 points
MCCS Experience Max 320 points	Unit Professional Position Full-time 1 year = 8 points Maximum years = 40	Teaching Position Full-time 1 year= 8 points Maximum years = 20		Unit Professional Position Part-time 250 hours= 1 point Maximum hours = 4,000	
External Experience Max 160 points	Related Experience Full-time 1 year = 8 points Maximum = 20 Years	Elementary (K-6) Full-time 1 year = 4 points Maximum = 3 Years	Secondary (7-12) Full-time 1 year = 4 points Maximum = 8 Years	College Level Teaching Full-time 1 year = 8 points Maximum = 8 Years	
Seniority Max 320 points	1 Seniority Year = 8 points				
Performance Evaluation Max 100 points	Each successful post tenure 3rd year evaluation as defined by the current evaluation process. 10 points (per evaluation) Maximum Allowed = 100 points				
Professional Development	Each 120 Professional Continuing Educational Units or Equivalent 0 points		Eligible for incentive every two years --- --		
In-field Licensures Certifications	Points awarded = 3 times the unit value in the licensure and certification report		Maximum Allowed = 30 points		

\*Must be part of an academic program of study.

**New Hires, Reclassifications, and Transfers of Unit Professional Staff**

**Point Values for Academic Credentials earned after hire**

	Pay Grade	Minimum 7/1/2015	Minimum 7/1/2016	Minimum 7/1/2017 (if no grid)	Point \$ Value	Pay Grade	Point \$ Value
	These are the base salary and point values to be used for new hires, reclassifications and transfers.	2	\$38,597	\$39,562	\$40,551	\$20.91	2
3		\$43,758	\$44,852	\$45,973	\$23.70	3	\$25.34
4		\$48,499	\$49,711	\$50,954	\$26.27	4	\$28.08
5		\$53,615	\$54,956	\$56,330	\$29.04	5	\$31.05
6		\$58,477	\$59,939	\$61,437	\$31.64	6	\$33.83
7		\$63,572	\$65,161	\$66,790	\$34.43	7	\$36.81

## **MEMORANDUM OF AGREEMENT NO. 1: COST SAVINGS OPTIONS**

This Agreement is entered into by and between The Board of Higher Education, the Community Colleges (Colleges), and the Massachusetts Community College Council/Massachusetts Teachers Association (the Association), and has system-wide applicability. The parties hereby agree as follows:

This agreement consists of a menu of cost-saving options (each option containing at a minimum several mandatory components) from which individual colleges can pick and choose to offer MCCC unit members. No college is obligated to offer any of these options.

These are one-time options which will be made available to employees for a "window" period to be determined at each College; no proposals will be accepted after the deadline. All options are, therefore, at the employee's instigation. The parties have not closed the door on offering these and/or other options in the future, subject to further negotiations.

Any option that allows College discretion in determining, for example, amount of bonus, must be offered uniformly either in terms of dollars or in terms of a formula to all unit members at the College.

All of these options are fully grievable and arbitrable in accordance with Article X of the MCCC/MTA collective bargaining agreement.

### **Early Retirement Incentives**

If a College chooses to offer this option, the option must contain the following components:

1. Colleges waive the one year notice requirements for the contractual early retirement incentive as well as the 70% cap on the combination of incentive and sick leave buy back and the requirement of 10 years of service in the community college system.
2. Some bonus above contractual incentive is offered, e.g., 10% of salary, payment of some number of sick days. In computing this bonus, unit members not eligible for the contractual early retirement incentive because they are 65 or over will be offered as part of their bonus an amount equal to the early retirement they would have been entitled to if they were 64; similarly, employees who are under 55 will be offered as part of their bonus an amount equal to the early retirement they would have been entitled to if they were 55.
3. In addition to or in lieu of #2, Colleges will offer a consideration or a guarantee of reemployment, whichever best suits the needs of the College.
4. Colleges may consider deferral of payment to employees for tax purposes after consultation with them.
5. Any unit member who applies for tuition remission certification prior to the effective date of retirement will be so certified in accordance with the tuition remission policy.

6. Funding of any portion of this option that is over and above the contractual benefit must come from non-state appropriated funds.
7. The unit member must be otherwise eligible to retire under the State Retirement system.
8. Any unit member who has already given notice of early retirement under the terms of the collective bargaining agreement whose retirement will be effective in the fiscal year after the option has been made available at a College will be offered the same terms as under this option.

### **Unpaid Leaves Of Absence**

If a College chooses to offer this option, the option must contain the following components:

1. The College will waive the contractual requirement of length of service.
2. The College will set the duration of the leave and can offer leaves of 6 months, one year, or more than one year. A College can offer one or more of those durations.
3. Colleges may not offer an unpaid leave of absence for a period other than those listed above.
4. Regardless of the length of the leave, such leave may be extended by mutual agreement of the parties once. A request to extend the leave must be received in writing by the College (the College shall designate the person to whom such request must be sent) no later than 60 days prior to the expiration of the leave; the College will respond thereto within 30 days prior to the expiration of the leave.
5. The College will pay some defined bonus such as paying an amount equal to the entire group rate of the unit member's health benefits for six months or an amount equivalent to the number of sick days or vacation days that would otherwise accrue in six months.
6. Any unit member who applies for tuition remission certification prior to the effective date of the leave of absence will be so certified in accordance with the tuition remission policy.

### **Cost-Saving Sabbaticals**

If a College chooses to offer this option, the option must contain the following components:

1. The College will waive contractual provisions regarding length of service for eligibility, notice requirements and the Committee recommendation process.
2. The College retains the contractual right (through the Board of Trustees) to waive the return requirement. The College agrees to waive the report requirement if the unit member retires at the end of the sabbatical.
3. The College has complete discretion in awarding sabbaticals.
4. It is understood that the purpose for offering these sabbaticals is to effect cost savings.
5. These sabbaticals are over and above any sabbaticals for which unit members apply through the normal contractual process, over which the College retains complete discretion.

### **Reduced Work Week**

If a College chooses to offer this option, the option must contain the following components:

1. For the purposes of this agreement, such a schedule shall consist of less than 37.5 hours but at least 20 hours per week.
2. Seniority accrues as if the employee were working full-time.
3. Sick and vacation leave accrual and usage is pro-rated.
4. Salary is pro-rated.
5. Employees continue to receive health benefits.
6. Arrangement for a reduced work week must be for a time certain, and is renewable for a time certain at the College's discretion upon the written request of the unit member at least 60 days prior to the expiration date of the arrangement. The College must respond to the request no later than 30 days prior to the expiration date. The College may also renew this option an indefinite number of times under this agreement upon mutual agreement of the unit member and the College.
7. Colleges have the discretion to refuse proposals in the exercise of professional judgment.

**Ten Month Contracts**

If a College chooses to offer this option, the College will make every effort, when approving this option, to pay the professional staff unit member's salary over a twelve month period at the unit member's request.

**Calendar Changes**

If a College chooses to explore this option, the following principles will be observed and the following procedure followed:

1. Any such calendar change(s) will not cause a reduction in pay or benefits of any unit member.
2. Unit members and the local chapter leadership at the college will be consulted regarding the calendar change.
3. The College President or designee will contact the President of MCCC, to set up a meeting at the College regarding this matter. If no meeting is required, President of the MCCC will so notify the President of that College.
4. The College's proposals for making-up lost time should be flexible to accommodate needs of individual employees.

=====:

Note: Originally executed on May 4, 1994, by George Traicoff and Cynthia S. Denehy, Labor Counsel, for the Employer, and Dennis Fitzgerald for the MCCC.

## MEMORANDUM OF AGREEMENT NO. 2: CAS RESOLUTION

### MEMORANDUM OF AGREEMENT: CAS RESOLUTION & MEMBER INTEGRATION PROCESS FOR THE MCCC DAY UNIT

Pursuant to the October 26, 2007 recommendations of mediator Michael C. Ryan, and discussions within the joint committee on CAS Petitions, the following CAS Resolution & Member Integration Process is hereby agreed to by and between the Massachusetts Community College Council/MTA, the Board of Higher Education, and the Massachusetts Community Colleges.

Consistent with Articles 1.01, 1.03, Article I—Appendix A, and all other provisions of the 2006-2009 Agreement by and between the Massachusetts Community College Council/MTA/NEA and the Massachusetts Board of Higher Education, and consistent with Chapter 150E of the Massachusetts General Laws and the Labor Relation Commission's unit determination, the parties agree to utilize the below-listed procedures to resolve disputes over unit placement of faculty and professional staff, with the objective of swiftly, efficiently, and fairly resolving disputes over membership in the bargaining unit. Furthermore, this agreement also contains the format for accreting in new MCCC bargaining unit members and integrating them into the MCCC day unit.

Without waiving statutory rights to process disputes over proper unit classification with the Division of Labor Relations, the parties agree to attempt resolution of as many disputed positions as possible following the procedures outlined in this Agreement.

This Agreement shall become effective upon its execution and shall be in force through June 30, 2012, and shall automatically renew for each subsequent year unless either Party provides written notification of termination prior to anniversary date. Nothing precludes the parties from discussing the terms of this Agreement during the term it is in effect and/or from modifying its terms by mutual agreement.

#### Part-time Grant and Non-State Funded Positions

The parties agree that Articles 11 (Appointment and Reappointment) and 19 (Retrenchment) of the collective bargaining agreement do not apply to part-time grant and non-state funded bargaining unit members.

#### Managerial Employees and Supervision; Professional Status

The parties agree that managerial employees as defined by the Law are excluded. Positions that have full responsibility or authority to supervise, evaluate, and determine discipline of bargaining unit employees, shall not be accreted into the bargaining unit.

The parties agree that, while on the whole, professional bargaining unit positions require a post-secondary degree, in some cases, a particular technical course of study or training and experience shall substitute for a post-secondary degree.

### Seniority and Application of Contract to Full-time Positions

For purposes of the Classification Compensation Structure, seniority and Massachusetts Community College System unit experience shall be calculated for full-time unit members in recently accreted positions from the day that they started in the position now accreted, up to a cap of five years of seniority and five years of MCCS unit experience. For purposes of relative bargaining unit seniority, seniority shall be calculated from the date that their position accreted into the bargaining unit through this agreement. Following implementation of this Memorandum, for newly identified full-time positions, an accreted member's seniority and unit experience for the purposes of this paragraph, shall accrue from the date that the Union initiates the process described under this agreement.

### Salary, Classification Appeals and Grant and Non-State funded Employees

Upon accretion into the bargaining unit, no member shall have a reduction in compensation, an increase in workload or work schedule, nor shall they be prevented from receiving contractual increases to their compensation except as may be limited by application of Article 1.01 to grant funded and non-state funded unit members. All newly accreted full-time bargaining unit members shall receive M002/M004 forms. These forms shall be provided within the timelines specified in the contract.

For bargaining unit employees whose source of remuneration is derived from non-state appropriated funds including, but not limited to, grant funded employees, as per Article 1.01, classification appeals shall be advisory.

### Job Descriptions:

The parties agree that the growing list of existing bargaining unit titles have created confusion across the colleges. Accordingly, the parties agree to meet and discuss the creation, consolidation, and application of particular titles to newly accreted positions.

Within forty-five (45) days of accretion into the bargaining unit, the immediate supervisor shall meet with the newly accreted professional staff bargaining unit member to develop a position description which shall contain a list of duties and responsibilities and, if appropriate and mutually agreeable, work objectives. The Position Descriptions shall be completed as provided in the collective bargaining agreement. For purposes of meeting to determine appropriate descriptions, both Union and Employer representatives of the designated joint committee shall be allowed to participate and shall be allowed to consult with affected parties.



### Union Dues and Agency Fee

The employer shall adhere to the negotiated language regarding Deduction of Dues and Agency Service Fee for all newly accreted bargaining unit members. For purposes of dues or fees, the date of accretion shall be considered the beginning date of employment unless otherwise agreed in writing by the Parties.

### Accretion Process; Moving Forward

The parties agree to the following process to discuss and determine whether positions should be accreted:

1. Process for positions in dispute at the time of the signing of this agreement and prior to that date:
  - A. The Employer agrees to accrete all of the positions on attached list A (Positions the Parties Agree to Accrete) by July 1, 2009.
  - B. The Employer and the Union agree that the positions on attached list B (Positions the Parties Agree Not to Accrete) shall not be accreted into the bargaining unit.
  - C. For the positions on attached list C (Positions Still Under Discussion), the Employer shall have up to 60 days from the implementation date of this agreement to decide whether to accrete the position or whether to decline to accrete the position. For each position on list C that the Employer declines to accrete within 60 days after implementation of this agreement, the Union may submit the position to the process outlined in paragraph 2, below.
2. Process for positions in dispute after the date of this agreement:
  - A. The Union shall present the Employer with a written request to accrete a position or group of positions into the bargaining unit.
  - B. The representative of the Employer shall discuss the status of the position with the Union's representative within thirty (30) calendar days of receiving the request. The parties can agree to extend the timeline for this initial meeting/discussion.
  - C. Should the informal discussion described in step 2(B) not resolve the matter, the parties shall agree to meet in a designated joint CAS committee made up of equal representation from the Employer and the Union. Unless there are no outstanding unit inclusion issues, the CAS committee shall meet twice per year – once in November and once in March - for the purpose of attempting to resolve all outstanding unit inclusion issues.
  - D. Any positions not resolved under steps 2 (A) through (C) shall be submitted to a mediation process in which a neutral mediator shall attempt to resolve all outstanding CAS issues and then render a binding decision for any cases in which

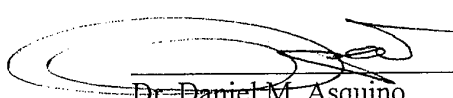
mediation is unsuccessful. The mediator shall be agreed upon by the Employer and the Union. Unless there are no outstanding unit inclusion issues, mediation shall be scheduled twice per year – once in December and once in May – for the purpose of resolving all outstanding unit inclusion issues. During the mediation process, the parties may present all evidence and witnesses necessary to resolve the case.

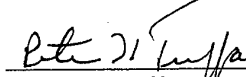
Notice to Newly Accreted Members

The parties agree that upon accretion, newly accreted members shall receive a copy of the joint letter [attachment A]. The Employer shall also ensure enforcement of Article VI – Deduction of Dues and Agency Fees consistent with its obligations under the Law.

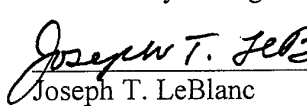
On Behalf of the Community Colleges

On Behalf of the Department of Higher Education/BHE

 Date 6/17/09  
Dr. Daniel M. Asquino  
President, Mount Wachusett Community College

 Date 6/15/09  
Peter H. Tsaffaras  
Deputy Commissioner for Employee Relations and Acting General Counsel

On Behalf of the Massachusetts  
Community College Council

 Date 6/26/09  
Joseph T. LeBlanc  
President, MCCC

## ATTACHMENT A

Dear xxxxxxxxxxxx,

Both the Massachusetts Community College Council (MCCC)–Board of Higher Education (BHE) collective bargaining agreement and Massachusetts labor law determine which positions at public community colleges belong in the MCCC Day bargaining unit (the Union) and which ones do not. To ensure that positions that should belong in the unit are so designated, representatives from the Colleges and the Union have worked jointly to identify these positions. Both parties believe this is an action beneficial to the College, the Union, and the affected employees.

Effective July 1, 2009 [**for those on List A, or insert date for those accreted on a subsequent date**] your position will be accreted into the MCCC Day bargaining unit as a full-time or part-time professional position. The MCCC is an affiliate of the Massachusetts Teachers Association (MTA) and the National Education Association (NEA).

This may impact you in a number of ways.

- ◆ Your position will be officially designated with one of the titles in the MCCC collective bargaining agreement. Your position will be [**fill in the blank**]. In certain cases, grants and other factors require that you also be designated with an additional in-house job title. While your official designation is the Appendix A title in the contract, the College may also assign you an additional in-house designation.
- ◆ Your terms and conditions of employment will be governed by the MCCC-BHE collective bargaining agreement. If your position is not paid directly by the state but rather from a grant or other non-state appropriated funding sources, by contract, some of these terms and conditions can be modified by the College in order to comply with the terms of the grant and/or with the amount of available funds. Accordingly, if your position is funded from a grant or other non-state appropriated funding source you likely will not experience significant changes in your working conditions. Certain provisions of the collective bargaining agreement are not applicable to these positions; Article XI (appointment, re-appointment and tenure) and Article XIX (retrenchment) shall not apply to positions funded by grants or from non-state appropriated funding sources. The grant-funded nature of your position, however, does not prevent the Employer from paying you at a salary according to the contract.

- ◆ If your position is funded from grants or other non-state appropriated funds, you may not see an increase in your compensation. These positions are not subject to the mandatory application of the classification study guidelines contained in the collective bargaining agreement.
- ◆ If your position is a part-time hourly position, your salary is not determined pursuant to the classification calculations. The collective bargaining agreement governs the minimal hourly rate for your position.
- ◆ If your position is a full-time position, the salary for your position will be established following the normal placement structure for unit professional staff as contained in the collective bargaining agreement. However, if the contractual calculation results in a salary that is lower than your current salary, your salary will not be reduced. Within ten calendar days of (insert date of accretion) you will need to complete a full-time professional staff data form to determine your appropriate salary. In addition to the points that you are eligible to receive for prior Community College service, the parties have agreed that you will be eligible to receive up to five (5) years of points for prior service in the position that is becoming a MCCC unit position. Within thirty days after your accretion, the College's Human Resources Department will provide you with a copy of your class specification and the point calculation form.
- ◆ Within forty-five (45) days of accretion into the bargaining unit, your immediate supervisor will meet with you to develop your position description (E-7 form).
- ◆ As a unit member you are subject to mandatory union dues or agency fees. The MCCC will be sending you information about dues and supporting materials in coming weeks. As a unit member you will have access to MCCC personnel and other union resources. Union-related questions should be directed to the local chapter President, xxxxxxx at [PHONE] or to the MCCC office at 1-877-442-MCCC or by email at <office@mccc-union.org>. Another resource is the Union's website: mccc-union.org.

The College Human Resources Office and Union representatives wish to make this transition as easy as possible. They are available to answer your questions and will be happy to provide you with additional information.

We thank you for your understanding and your continued support of the College, our system of public higher education and the community it serves.

Sincerely,

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**XXXXXXXXXX**  
XCC Community College President

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**XXXXXXXXXX**  
MCCC Chapter President, XCC

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Joseph T. LeBlanc  
Statewide President,  
Mass. Community College Council

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**XXXXXXXXXX**  
Director of Human Resources  
**XXXXXXXXXX** Community College

**Attached List A: Positions the Parties Agree to Accrete**

<b>Position</b>	<b>Community College</b>
1. Grant Writer	Berkshire
2. Tech Prep Co-Director	Berkshire
3. Career Specialist	Bristol
4. Career Specialist (JX 59)	Bristol
5. Coordinator of Bristol Information Technology School (BITS)	Bristol
6. FT Director of SMART Program	Bristol
7. MCAS/Job development Coord.	Bristol
8. Staff Associate/Business Office Technology and Adult Learning	Bristol
9. Staff Asst. Adult Learning Center, Wareham	Bristol
10. Staff Asst. Adult Learning Center On-Campus	Bristol
11. Career/Job Counselors (ACCESS) (7-11 hrs/wk, 17 wks)	Cape Cod
12. Citizenship Instructor (ACCESS) (9 hrs/wk, 18 wks)	Cape Cod
13. Educational Coordinator (ACCESS)	Cape Cod
14. GED Instructor (ACCESS) (9 hrs/wk, 18 wks)	Cape Cod
15. Instructor, Modern Office Technology, Project Forward	Cape Cod
16. Part-time Business Recruiter, Schools to Careers Partnership	Cape Cod
17. Part-time Project Coordinator	Cape Cod
18. PT Learner Support Facilitator/ADA Coordinator	Cape Cod
19. Director, Technology in Education Partnership	Greenfield
20. Part-time Tech Prep Coordinator	Greenfield
21. Staff Assistant, Tech Prep Consortium	Greenfield
22. Program Coordinator-Adult Learning Center	Holyoke
23. Assistant to Director/Education Specialist, Lowell Career Pathways for Youth	Middlesex
24. Career/Business Specialist, Lowell Career Pathways for Youth	Middlesex
25. ESL Skills Specialist	Middlesex
26. FT Student Resource Specialist	Middlesex
27. Full-time Academic Specialist/Instructor, Upward Bound	Middlesex
28. GEAR UP Coordinator	Middlesex
29. Instructor, Freshman Seminar, LINKS Program	Middlesex
30. Part-time Program Coordinator, International Studies	Middlesex
31. Part-time Senior Center Coordinator	Middlesex
32. Part-time Student Support Services Coordinator/LINKS	Middlesex
33. TRIO Program Advisor	Middlesex
34. Academic Counselors, Trio/Educational Talent Search (2)	Mount Wachusett
35. Academic Liaison 2 Gear up/CAPP	Mount Wachusett
36. Adult Basic Education Site Coordinator, Fitchburg	Mount Wachusett
37. Assistant Director of Admissions	Mount Wachusett
38. Associate Director of Forest Management & Primary Operations, Forest & Wood Products Education & Development Center	Mount Wachusett
39. Case Manager and Employment Specialist, Dislocated Worker Services	Mount Wachusett
40. Education Specialist, Leominster Campus	Mount Wachusett
41. Education Specialist, TRIO/Educational Talent Search	Mount Wachusett
42. ESL/Basic Reading (2 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
43. GED (4 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
44. GED Academic Instructors, Shriver Job Corps	Mount Wachusett
45. Graded Reading (4 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
46. Graded Reading Academic Instructors, Shriver Job Corps	Mount Wachusett

47. Instructors Workforce Training courses PT	Mount Wachusett
48. Math (4 positions) DEVENS JOB CORPS, Part Time Academic Instructors, Devens Job Corps (20 hours/week)	Mount Wachusett
49. Math Academic Instructors, Shriver Job Corps	Mount Wachusett
50. Part-time Adult Basic Education Instructors	Mount Wachusett
51. Part-time Counselor, Project GO	Mount Wachusett
52. Site Coordinator/Devens Campus, Adult Basic Education	Mount Wachusett
53. Student Resource Specialist, Gateway to College	Mount Wachusett
54. Vocational Training Instructor, Computer Technology (Devens Job Corps)	Mount Wachusett
55. Vocational Training Instructors, Health, Devens Job Corps	Mount Wachusett
56. Workshop Facilitator, Leominster Campus	Mount Wachusett
57. Assistant Director, Gallaudet University Regional Center	Northern Essex
58. Collaboration Specialist, Gallaudet University Regional Center	Northern Essex
59. ESL Skills Specialist	Northern Essex
60. Lead Teacher	Northern Essex
61. Part-time Registered Nurse, Health Education Support Center	Northern Essex
62. Part-time Staff Associate, RN Program	Northern Essex
63. Part-time Staff Asst. Women's Network/Counseling	Northern Essex
64. PT Staff Asst Professional Learning Assistant – Math Generalist	Northern Essex
65. PT Staff Asst. – Science Tutor (2)	Northern Essex
66. PT Staff Asst. – Workforce Development Specialist	Northern Essex
67. Teacher	Northern Essex
68. Computer Skills Instructor, Essex County Correctional Facility	North Shore
69. Low-Level Reading/GED Instructor, Essex County Correctional Facility	North Shore
70. Part-time Title I Instructors, Essex County Correctional Facility and Center for Alternative Corrections in Lawrence	North Shore
71. Tech Prep Coordinator	North Shore
72. Assistant Director, SABES	Quinsigamond
73. Community Planning Specialist, SABES	Quinsigamond
74. FT Staff Associate Instructional Designer	Quinsigamond
75. FT Teacher-Children's School	Quinsigamond
76. Lead Teacher - Full Time	Quinsigamond
77. Lead Teacher – Part Time	Quinsigamond
78. Part-Time "Open Door" Coordinator (30-60 hours/month)	Quinsigamond
79. Project Coordinator, Center for Environmental Education	Roxbury

**Attached List B: Positions the Parties Agree Not to Accrete**

<b>Position</b>	<b>Community College</b>
1. Staff Assistant, International Student Office	(Berkshire?)
2. Laboratory Technician	Berkshire
3. Dormitory Supervisor.	Bristol
4. English/Communications and English/ESL Instructor.	Bristol
5. Foreign Language Instructor.	Bristol
6. Mathematics/Computer Science Instructor.	Bristol
7. Part Time Staff Associate/Kids' College Summer Program (30 hrs/wk)	Bristol
8. Science Instructor.	Bristol
9. Social Studies Instructor.	Bristol
10. Tutor/Counselor.	Bristol
11. Upward Bound Instructors (full-time, six-week summer residential program)	Bristol
12. Program Assistant, Jump Start Certified Nurse Aide/Home Health Aide Program	Holyoke
13. Part-time Testing Room Administrator	Middlesex
14. Program Assistant/LINKS	Middlesex
15. Director of Forest Management & Primary Operations, Forest & Wood Products Education & Development Center	Mount Wachusett
16. Part Time Tutor (20 hrs/wk)	Mount Wachusett
17. Program Assistant, Student Services	Mount Wachusett
18. Part Time Fitness Center Monitor (12 hrs/wk)	Northern Essex
19. Full Time Upward Bound Counselor/Instructors, Summer Residential Program	North Shore
20. Part Time Library Assistant (20 hrs/wk during school sessions)	Quinsigamond
21. Part Time Tutors, Nursing	Quinsigamond

Note: The parties agree to the criteria set by Michael Ryan in his draft mediator's recommendations to exclude Tutors—primarily those who are currently students where they tutor and those who do not have degrees.



**Attached List C: Positions Still Under Discussion**

<b>Position</b>	<b>Community College</b>
1. Adult Basic Education (Attleboro Site ABE & GED Instructors)	Bristol
2. Adult Basic Education (Fall River Site ABE & GED Instructors)	Bristol
3. Connecting Activities Program Developer	Bristol
4. Consulting Psychologist/Mental Health Counselor	Bristol
5. Coordinator of Leisure Services Management	Bristol
6. Coordinator, DRM Human Services Certificate	Bristol
7. Counselor, Adult Basic Education (Attleboro Site Coordinator)	Bristol
8. Director of Learning Commons/Dir. Center for Teaching and Learning	Bristol
9. Director of Television Production Services	Bristol
10. Educational Talent Search Staff Associate	Bristol
11. SABES Assistant Director/Curriculum And Assessment Coordinator	Bristol
12. SABES, SABES SE Associate Coordinator	Bristol
13. Staff Associate for Literacy Volunteers	Bristol
14. Taunton Satellite Coordinator/Assoc Coordinator	Bristol
15. Upward Bound/Staff Associate	Bristol
16. Career Training Program Assistant/Job Developer (ACCESS)	Cape Cod
17. Career Training Program Coordinator (ACCESS)	Cape Cod
18. Community Planner (ACCESS)	Cape Cod
19. Instructors (ACCESS)	Cape Cod
20. Learner Support Specialist (ACCESS)	Cape Cod
21. PACT Program Coordinator (ACCESS)	Cape Cod
22. Technical Coordinator (ACCESS)	Cape Cod
23. Workforce Educational Counselor (ACCESS)	Cape Cod
24. Coordinator of the Ludlow Area Adult Learning Center	Holyoke
25. ESOL Instructor	Holyoke
26. ESOL Specialist	Holyoke
27. Tech. Prep. Consortium Coordinator	Holyoke
28. Upward Bound Teachers	Holyoke
29. Upward Bound/Professional Tutor	Holyoke
30. Tech. Prep. Consortium Coordinator	Greenfield
31. IHE Implementation Specialist	Mass. Bay
32. Nursing Lab Manager	Mass. Bay
33. Alternative Middle School Teacher	Middlesex
34. Disabilities Counselor/Assistant Technical Specialist	Middlesex
35. English Instructor/Advisor Lowell MX Academy Charter School	Middlesex
36. Marine Project Assistant	Massasoit
37. Marine Project Coordinator	Massasoit
38. Academic Facilitator	Mount Wachusett
39. Assistant Director of Adult Basic Education	Mount Wachusett
40. Assistant Director of Fitness Center	Mount Wachusett
41. Assistant To Site Coordinator Adult Basic Education	Mount Wachusett
42. Asst. Coord. of Civic Management	Mount Wachusett
43. CAPP Math Coach	Mount Wachusett
44. Case Manager	Mount Wachusett
45. Developmental Mathematics Instructor Gateway	Mount Wachusett
46. Dir Bilingual Edu & Outreach /ESL	Mount Wachusett
47. Enrollment Specialist	Mount Wachusett
48. Graphic Designer	Mount Wachusett
49. Math Curriculum Coordinator GEAR UP	Mount Wachusett
50. Program Assistant CAPP Program	Mount Wachusett

51.	Program Assistant GEAR UP	Mount Wachusett
52.	Project GO Counselor Trio/Talent Search	Mount Wachusett
53.	Staff Assistant Financial Aid	Mount Wachusett
54.	Assessment Coordinator	Northern Essex
55.	Full time SABES Assistant Director/Curriculum	Northern Essex
56.	Part-time Technical Assistant II Math Center	Northern Essex
57.	Part-time Technical Assistant II Reading Center	Northern Essex
58.	Director, Southeast Regional Support Center, System of Adult Basic Education Support (SABES)	Quinsigamond
59.	Director of Children's School/Campus Childcare	Quinsigamond
60.	Instructional Designer/Trainer (Academic Affairs)	Roxbury
61.	PT Math Tutor	Roxbury

**Written Request to Accrete Position into MCCC Day Unit**

To College Human Resources Officer: \_\_\_\_\_

College: \_\_\_\_\_

Disputed Position(s)/Job Title\*: \_\_\_\_\_

Statement of Petition: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by\*\*: \_\_\_\_\_

Union Representative

Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Request

Please attach job description(s) or posting(s), if available.

The representative of the Employer shall discuss the status of the position with the Union’s representative within thirty (30) calendar days of receiving the request. The parties can agree to extend the timeline for this initial meeting/discussion.

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
MTA Higher Ed. Consultant for MCCC, Massachusetts Teachers Association, 2 Heritage Drive, 8<sup>th</sup> Fl., Quincy, MA 02171.

\* Multiple positions with the same title and duties need only one Request to Accrete form. For ease of tracking, use a separate Request to Accrete form for each title.

\*\* Requests to accrete positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

**College's Response to Written Request to Accrete Position into MCCC Day Unit**

To Union Representative: \_\_\_\_\_

Disputed Position(s)/Job Title\*: \_\_\_\_\_

College: \_\_\_\_\_

\_\_\_\_\_ Parties agreed to extend Step I beyond 30 days?\_  
Date of Request

**Accreted into unit** \_\_\_\_\_ **Not Accreted** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
College Representative Title

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
MTA Higher Ed. Consultant for MCCC, Massachusetts Teachers Association, 2 Heritage Drive, 8<sup>th</sup> Fl., Quincy, MA 02171

- \* Multiple positions with the same title and duties need only one Response form. For ease of tracking, use a separate Response form for each title.
- \*\* Requests to accrete positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

**Accretion Appeal to Joint CAS Committee**

To: MTA Higher Ed. Consultant for MCCC, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171

Office of the General Counsel for the Community Colleges, c/o Middlesex Community College, 591  
Springs Rd., Bldg 2, Bedford, MA 01730

Disputed Position(s)/Job Title\*: \_\_\_\_\_

College: \_\_\_\_\_

Appealed by\*\*: \_\_\_\_\_  
Union Representative Date

The Union Representative shall submit this form with a copy of Written Request (Form A), posting/job description, up to one-page written statement, and other supporting documentation.

The College shall have the opportunity to provide the addressees with a one-page statement and supporting documentation prior to the meeting of the addressees to review the position.

All efforts shall be made to submit this appeal and any statements and documentation to the above-listed addressees prior to the first day of the month that the committee next meets. The J.C.C. meets in committee to decide accretion requests two times a year--once in November and once in March. If the material is not received in advance of the meeting, the committee might not have adequate ability to evaluate the position.

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952

Human Resources Officer \_\_\_\_\_, \_\_\_\_\_

Community College, \_\_\_\_\_

\* Multiple positions with the same title and duties need only one Appeal form. For ease of tracking, use a separate Appeal form for each title.

\*\* Requests to Appeal positions may be made only by the MCCC President, MCCC Chapter President, or specified designee.

**Decision of Joint CAS Committee**

To: Union Representative\*\* \_\_\_\_\_

\_\_\_\_\_  
Human Resources Officer \_\_\_\_\_, \_\_\_\_\_ Community College,

Disputed Position(s)/Job Title\*: \_\_\_\_\_

College: \_\_\_\_\_

Date of Appeal to J.C.C: \_\_\_\_\_

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**DECISION OF J.C.C.:**

**Accreted into unit**       **Not Accreted**       Date: \_\_\_\_\_

**Not Resolved**

\_\_\_\_\_  
On Behalf of College Representatives to the Joint CAS Committee      Title

\_\_\_\_\_  
On Behalf of Union Representatives to the Joint CAS Committee      Title

A decision not resolved by the Joint CAS Committee shall be submitted to binding mediation with Forms A, B and attachments. Mediation shall be scheduled once in December and once in May.

cc: Dennis Fitzgerald, MCCC Day Grievance Coordinator, 170 Beach Road #52, Salisbury, MA 01952  
MTA Higher Ed. Consultant for MCCC, 2 Heritage Drive, 8<sup>th</sup> Floor, Quincy, MA 02171  
Office of the General Counsel for the Community Colleges, c/o Middlesex Community College, 591  
Springs Road, Building 2, Bedford, MA 01730

**MEMORANDUM OF AGREEMENT NO. 3: INDIVIDUALIZED INSTRUCTION SPECIALISTS**

Pursuant to the authority delegated to it by the parties to the 1990-1993 collective bargaining agreement as part of the settlement of that agreement, the Joint Study Committee has agreed to the following resolution of outstanding issues regarding "Individualized Instruction Specialists":

1. The following positions will be considered to be Individualized Instruction Specialists (IIS) for purposes of this Agreement:
  - five (5) positions of Individualized Instruction Specialist at Middlesex Community College;
  - twelve (12) positions of Learning Center Specialist at Massachusetts Bay Community College;
  - two (2) positions of Self-directed Learning Specialist at Bunker Hill Community College; and
  - one (1) position of Coordinator of Self-directed Learning at Bunker Hill Community College.
  
2. No additional IIS positions will be appointed at any Community College without Labor Counsel for the Community Colleges having first given the President of the MCCC notice and, upon request of the MCCC President, an opportunity for the President of the College, or the President's designee, to meet and confer with the MCCC President
  
3. All outstanding charges at the Labor Relations Commission and/or grievance arbitration cases on the issue of IIS shall be withdrawn by the MCCC.

=====

Note: This Memorandum of Agreement was originally executed on January 6, 1994, by George Traicoff and Cynthia S. Denehy, Labor Counsel, for the Employer, and Dennis Fitzgerald for the MCCC.

On July 1, 1999, the title of Individualized Instruction Specialist was changed to the Classification Title of Learning Specialist.

## Appendix A

### Principles Statement on Student Learning Outcomes and Assessment

Fundamental to the mission of the Massachusetts' Community Colleges is a commitment to high quality education and the promotion of student success. One vehicle to promote these objectives is Student Learning Outcomes which may be produced and assessed to plan improvements to courses, programs, and institutional effectiveness.

As the administration and unit members at individual Community Colleges establish Student Learning Outcomes processes to support additional strategies for successful student learning, the parties affirm the following principles as essential to the professional rights and responsibilities of unit members as set forth in the parties' collective bargaining agreement and the governance structures of each college:

- 1) Academic Freedom is a long-held principle in higher education and is defined in Article VII Academic Freedom and Responsibility of the parties' collective bargaining agreement. In acknowledging the core value of academic freedom, and that faculty have the subject matter expertise in their respective fields, the parties affirm that Student Learning Outcomes (SLOs) are faculty-driven and the development, implementation, and assessment of Student Learning Outcomes (SLOs) require the systematic involvement of faculty and appropriate unit professional staff.
- 2) Unit members are responsible for development of the SLOs, as well as methods, instruments and standards of assessment for instructional courses and programs. Faculty shall have primary authority over any dissemination of the assessment data and results at the course section level. Artifacts related to SLOs will be confidential and disassociated from individual unit members.
- 3) The administration of each college shall support and fund SLO training, professional development and ongoing work related to SLOs. As circumstances warrant, this may include, but not be limited to, reassigned time, stipends and other related items.
- 4) The colleges will be cognizant and respectful of the instructional role that part-time day unit faculty and full and part-time professional staff play relative to SLOs. Any work performed by them on SLOs will be performed and compensated per the terms of the collective bargaining agreement.
- 5) New institutional procedures (those that affect more than one discipline) for the development, implementation, and assessment of SLOs will be established with the involvement of the unit members pursuant to each institution's governance procedures and with the initial consultation with representatives of the MCCC Chapter. MCCC Chapter representatives shall be included in such procedures when they affect the terms and conditions of unit members' employment as defined in M.G.L. Chapter 150E.
- 6) Unit members are currently evaluated pursuant to the processes outlined in Article XIII of the collective bargaining agreement. Student learning outcomes and assessment are not in any way intended to measure the effectiveness of any individual faculty or professional staff member of the college community and will not be used to do so. Unit members will not be evaluated on SLOs, including, but not limited to, the content of SLOs, students' achievement of SLOs, the results of SLO assessments, or the methods used to assess the SLOs.
- 7) Unit member rights, as established the by parties' collective bargaining agreement and applicable laws, will be maintained during the production, implementation and assessment of SLOs.



## **Appendix B**

### **Salary Grid(s)**

#### **A. Introduction and Salary Grid Principles**

Whereas, the Board of Higher Education (BHE) and the Massachusetts Community College Council (MCCC) are committed to providing salaries for faculty and professional staff that are appropriately reflective of the contributions that unit members provide to the Community Colleges and Higher Education system in the Commonwealth; and

Whereas, the parties believe that a predictable, user friendly and transparent salary system is an equitable and efficient way to compensate unit members; and

Whereas, the parties appreciate the value of the current Classification Study and seek to build upon its use for the establishment of employee compensation in the Community College system; and

Whereas, the parties agree that certain professional achievements of higher education employees should be recognized in the employees' compensation; and

Whereas, the parties recognize that developing a mutually-agreeable salary grid will require considerable data, analysis, time, and cooperation;

NOW THEREFORE, the parties agree to develop a salary grid(s), through the process and with the features outlined below, to compensate Community College employees under the Day Unit collective bargaining agreement, effective July 1, 2017.

#### **B. Development of the salary grid(s)**

##### **1. Joint Labor-Management Salary Grid Committee**

A Joint Labor-Management Salary Grid Committee will be formed to develop the salary grid(s). This committee will be comprised of eight (8) members. Four (4) members shall be appointed by the President of the Massachusetts Community College Council (MCCC) and/or his/her designee. Four members shall be appointed by the Commissioner of Higher Education and/or his/her designee. The Employer shall provide bargaining unit members serving on this committee with one (1) reassigned time or a stipend of \$3,000 (in the College's discretion) for each semester the committee is active, but not more than \$6,000 total. The Committee will first convene in the spring semester of 2016. The Committee shall meet as needed and in such locations as the committee deems advisable. The Committee shall make its recommendation for salary grids to the approving parties by no later than January 3, 2017, unless extended by the Committee with consent of the Commissioner of Higher Education and the Board of Directors of the MCCC.

##### **2. Grid Approval**

The grid(s) developed and recommended by the Committee will only be implemented upon approval of the Commissioner of Higher Education in consultation with the Community College Council of Presidents Labor Committee and upon ratification by MCCC Day unit members.

**C. Salary Grid(s) Features**

1. The salary grid will be comprised of columns that enable unit members to move horizontally to the right, and intervals that enable members to move down vertically.

<b>Sample</b>	Column A	Column B	Column C	Column D	Column E
Interval 3	Minimum Salary				
Interval 2					
Interval 1...					Maximum Salary

2. The intervals will place an agreed upon value on additional years of service to the College, but may be used to value other achievements at agreed upon values.
3. The columns will place an agreed upon value on educational attainment and other categories provided for in the parties' collective bargaining agreement and/or agreed upon by the Committee. (For illustrative purposes only- Licensures/certifications, continuing education credits, professional development, rank change, receipt of tenure, post-tenure evaluations.)

**D. Transition of existing unit members to the salary grid(s)**

1. Unit members will be placed on the grid in the column that represents unit members' educational attainment and/or other agreed upon equivalencies. (See C.3) The unit members will then be placed on the interval that most closely corresponds to the unit members' salary and guarantees a minimum increase agreed upon by the Committee.
2. There are some unit members who, due to their longevity and other factors, will not be placed on the grid(s). They will be deemed "off-grid." These unit members will be guaranteed a minimum salary increase agreed upon by the Committee.
3. New hires to the bargaining unit will be placed on the salary grid in accordance with the existing Classification Study.
4. The salary for any new hire to the bargaining unit will be determined in accordance with the existing classification study and such new hire's salary will be placed at the interval on the salary grid that most closely corresponds to the new hire's salary, but in no event shall the new hire's salary be less than the amount determined by the classification study.