

Collective Bargaining Agreement
between
Community College of Allegheny County
and
Service Employees International Union
Local 668
September 1, 2009
to
August 31, 2012

Community College of Allegheny County
hereinafter
referred to as the "EMPLOYER"
and
Service Employees International Union
Local 668,
hereinafter
referred to as the "UNION"

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ARTICLE I RECOGNITION

1.1 Scope of Recognition

A. Recognition

The College hereby recognizes the Union as the sole and exclusive collective bargaining representative of the Unit employees with respect to rates of pay, wage, hours of employment and other terms and conditions of employment covered by this Agreement, for employees in occupations covered by the certification issued by the Pennsylvania Labor Relations Board at No. PERA-R-1264-W.

This recognition applies only to those employees within occupations (or similar occupations) in which employees were permanently employed when the eligibility list for the certification election in Case No. PERA-R-1264-W was prepared and approved.

However, the College agrees that regular part-time employees, that is employees who are hired indefinitely on a part-time basis, shall be covered by this recognition clause.

B. Excluded Persons

Seasonal, irregular, temporary replacements and temporary full-time employees are excluded from this Article, as are other occupations which are dissimilar from those set forth in A above.

C. The College shall not employ persons defined in Para. B of this Article in a manner to subvert the contract standards and/or requirements.

The College shall have the right to use temporary employees for any of the following purposes or circumstances:

1. For a period of three months or less. The College will not re-cycle different temporary employees in the same job position, in order to avoid this limitation.
2. For special projects, which is work of a non-routine nature, the College will notify the Union of the job. Temporary employees may be used for a period of up to six months which may be extended for up to an additional six months with the consent of the Union.
3. To replace a full-time or regular part-time employee who is on a leave of absence for the duration of the leave of absence. Regular part-time employees system-wide shall have a five day opportunity to bid on positions which are temporarily vacant as a result of a leave of absence of a regular full-time or part-time employee, prior to filling the vacancy with a temporary employee. Temporary postings will follow policy of Article XI Seniority, 11.2 Permanent Vacancies.

At the time the College employs a temporary employee, the College will give the Campus Steward a copy of the Request for Temporary Staff form relating to the temporary employee. This also includes persons who are provided through a temporary employment agency; provided, that the Union's agreement to allow the College to contract with temporary employment agencies, as set forth herein, does not constitute a waiver of the subcontracting of any other bargaining unit work. The Request for Temporary Staff form shall include the name of the person, the hours of work, the reasons for the temporary employment, the nature of any special project, the department and the employee replaced (if applicable).

The College and the Union shall have a labor-management meeting on not less than a quarterly basis to review issues relating to the College's use of temporary employees.

If a temporary employee works more than 1,000 hours in a calendar year, the position will be reclassified as a regular part-time position and it will be posted system-wide. This provision shall not apply to a temporary employee who is replacing a full-time or regular part-time employee on a leave of absence or to temporary employees who are working on a special project.

D. The Union retains the right to grieve violations of the provisions of this Agreement relating to the Phone-In Center, temporary employees, and temporary employment agencies.

- E. The parties agree they will provide each other with non-confidential information which relates to the administration of this agreement.

1.2 Grant and Student Development Funded Positions

- A. In the event the College receives money from a granting agency in a grantor-grantee relationship and if such grant requires personnel procedures or payments differing from those contained in this Agreement, then provisions in this Agreement to the contrary notwithstanding the grant requirements shall apply.
- B. An employee who fills a grant-funded position (with fringe benefits) or student development funded position (with fringe benefits) shall be covered by all of the seniority provisions of Article 11; but shall not be entitled to utilize the provisions of Sections 11.3 and 11.4.

ARTICLE II DEFINITIONS

2.1 Definitions

For the purpose of this Agreement, the following words shall have the meaning set forth below:

- A. **College** - is a "public employer" as defined in Section 301 (1) of Act 195 and shall specifically mean the Community College of Allegheny County or its duly designated representative.
- B. **Employee** - is an individual employed by the College in the unit defined below.
- C. **Union** - is an "employee organization" as defined in Section 301 (3) of Act 195 and shall specifically mean Service Employees International Union (SEIU), Local Union 668.
- D. **Unit** - a group of College employees, comprised of clerical, technical, maintenance and custodial employees; excluding all management-level employees, supervisors, first level supervisors, confidential employees and guards as defined in Act 195.
- E. **Gender** - whenever any words are used in this Agreement in the masculine gender, they shall be construed as though they were also used in the feminine gender.

ARTICLE III GRIEVANCE PROCEDURE

3.1 Grievance Procedure Definitions

- A. **Grievance** - An alleged breach or violation of this Agreement or a dispute arising out of the interpretation or application of the provisions of this Agreement.
- B. **Grievant** - Any employee or group of employees claiming the alleged breach or violations of this agreement or claiming a dispute has arisen out of the interpretation or application of the provisions of this Agreement.

3.2 Scope of Grievance Procedures

Any matter not specifically covered by any provisions of this Agreement or any matter which is not a dispute arising out of the interpretation or application of the provisions of this Agreement is not a grievance and will not be construed as a grievance.

3.3 Levels of Grievance Procedure

Informal Resolution - The College and the Union agree that a number of potential grievances may be avoided if the employee and his/her supervisor are able to discuss and resolve problems orally. This discussion may include, at the option of the employee, the employee's steward.

In the event these discussions do not result in a satisfactory solution, or the parties are unable to discuss the matter within five (5) working days of the time the grievant knew or should have known or been aware of the existence of the situation, a formal grievance may be initiated using the procedures listed below.

Level One - All grievances must be initiated within fifteen (15) working days from the time the grievant reasonably should have known or been aware of the existence of the situation giving rise to the alleged grievance, or within five (5) working days from the date of an attempted informal resolution. The alleged grievance shall be reduced to writing by the grievant and/or steward and given to the employee's immediate supervisor. The supervisor must give an answer within ten (10) working days.

Level Two - If a satisfactory settlement is not reached in Level One, the grievant must give or send a copy of the written grievance to the Director of Business Affairs within five (5) working days after receipt of the Level One answer. The Director of Business Affairs (or designee) and the appropriate steward shall meet in an attempt to settle the dispute. A written answer must be given by the employer within five (5) working days after such meeting.

Level Three - If the grievance is not settled in Level Two, the Union's Campus Chief Steward and the Executive Dean (or designee) shall meet and attempt to settle the grievance within five (5) working days after receipt of the Level Two answer. A written answer must be given by the employer within five (5) working days after such meeting.

Level Four - If the grievance is not settled in Level Three, the Union's Business Agent and the Personnel Director of the College (or other designated person) shall meet and attempt to settle the grievance within five (5) working days after the receipt of the Level Three answer. A written answer must be given by the employer within five (5) working days after such meeting.

Level Five - In the event no agreement is reached at Level Four, the Union may, upon written notice, appeal the grievance to arbitration within five (5) working days after receipt of the Level Four answer. The employer and the Union shall develop a list of seven (7) impartial arbitrators mutually agreeable to both parties. The parties shall then select an available arbitrator from this list of arbitrators within five (5) working days after the notice of appeal to arbitration.

The decision of the impartial arbitrator shall be final and binding in accordance with the terms of Section 903 of Act 195 of 1970.

The arbitrator is hereby authorized only to clarify and interpret the express terms, provisions, or clauses of this Agreement, and the arbitrator, shall not have the authority to enlarge, alter, modify, delete or change the express terms, provisions or clauses of this Agreement.

In a discipline case, the arbitrator shall have the authority to sustain the discipline, or if she/he finds that the discipline was not proper, she/he shall have the authority to order reinstatement and compensation for time lost in whole or in part, or to find that the penalty imposed upon the employee was too severe and award a less severe penalty.

3.4 Miscellaneous Provisions

- A. It is agreed that any grievance must be presented under the provisions of this article promptly and within the prescribed time limitations. Any grievance not presented within the time limitations of each level shall be considered settled on the basis of the decision in the last level to which the grievance was carried and shall not be further appealed or filed as a new grievance. Time limits in the appeal steps may be extended by mutual consent of the parties.

In the event the College does not hold meetings or provide responses within the time limitations provided, the grievance shall be automatically advanced to the next step as though such meetings and/or responses has been held.

- B. Conferences, meetings and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
- C. The Union shall inform the College in writing of all persons authorized to settle grievances on a level or advance grievances to the next level. Only such persons shall settle and/or advance such grievances. All answers to grievances in and from Level One and above shall be in writing with reasons.
- D. Forms for filing grievances shall be prepared by the College and given appropriate distribution so as to facilitate the operation of the grievance procedure.
- E. Attendance at meetings and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses and/or resource people required by either party, and counsel for either party. These meetings shall be scheduled at a time and place mutually agreeable to the College and the Union. No employee entitled to be present shall suffer loss of pay because of participation in this grievance procedure.
- F. The Union and the College will each bear its own costs incurred in the grievance procedure, except that both parties will share the cost of the arbitrator equally.
- G. Nothing in this article shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.
- H. Any grievance settled in Levels One, Two and Three shall not be a precedent.
- I. Grievances must be initiated in Level One on the agreed upon forms, unless otherwise mutually agreed by the parties. Grievances that involve employees of more than one (1) department may be filed at Level Three by the Union.
- J. Employees are entitled to utilize the complaints policy of the College should a matter arise which is not specifically covered by any provision of this Agreement. The existence of the complaints policy will not preclude an employee from utilizing the grievance procedure nor labor-management meetings.
- K. Early dismissal for SEIU employees prior to a holiday will continue to be at the discretion of the President of the College.

**ARTICLE IV
LABOR-MANAGEMENT MEETINGS**

4.1 Monthly Meetings

The parties agree that it is desirable to have matters of joint concern discussed by and between them on a regular basis. Therefore, monthly meetings shall be scheduled to take up matters affecting the good and welfare of the employees and the College. These monthly meetings will occur at each campus and the College Office.

4.2 Agenda

At least three (3) working days prior to such meeting, the designees of the parties shall confer to prepare a mutually acceptable agenda for such meeting.

4.3 Quarterly Meetings

The parties agree that quarterly meetings will be held at the College Office covering issues that affect the total College system. A finalized agenda for those meetings will be distributed to the parties not less than five (5) working days before the meeting.

The agenda should include changes in policies and procedures that may affect the collective agreement.

4.4 Grievances Excluded

It is understood and agreed that grievances will be resolved through the grievance procedure and will not be taken up at these labor-management meetings.

In the event a grievance is improperly placed in this Article IV procedure, and not in the grievance procedure, it shall be transferred to the grievance procedure without prejudice, provided the original filing under this article met the time limits pertaining to the grievance procedure.

ARTICLE V UNINTERRUPTED OPERATION AND CONTINUOUS SERVICE

5.1 Disavowal

During the term on this Agreement, under no circumstances shall the Union cause any strike, sitdown, stay-in or slowdown affecting any site operated by the College or any curtailment of work or restriction of College services or interfere with the operations of the College in any manner. In the event such a stoppage, slowdown or withholding of services occurs the Union shall publicly disavow such action, and use its best efforts to return the situation to normal.

5.2 No Strike

No employee shall cause or take part in any strike, sitdown, stay-in or slowdown affecting any site operated by the College, or any curtailment of work or restriction of College services, or interfere with any of the operations of the College in any manner.

5.3 No Lockout

During the term on this Agreement, the College shall not lockout the employees.

ARTICLE VI RIGHTS OF THE EMPLOYEES

6.1 Inconsistent Agreements

The College shall not enter into any agreement or contract with any employee or employees which conflicts with the terms and provisions of this Agreement. Any such Agreement shall be null and void.

6.2 Release Time

One (1) employee at each of the five (5) College sites shall be provided with a work schedule of four (4) hours less work than the regular full-time schedule for the occupation for the purposes of conducting appropriate Union business. The Union shall certify to the College the employees who are to receive the four-hour per week schedule reduction. The College will give additional release time of four (4) hours per week during any week in which a negotiation meeting takes place.

One (1) person shall be designated by the union as the College wide steward and shall receive an additional five (5) hour per week schedule reduction.

It is understood that the utilization of steward's time will not interfere with the employee's regular work schedule.

6.3 Regional or National Conference

With timely notice, employees may take time off without pay or benefits to attend regular regional or national conferences of the Union, and permission to attend shall not be unreasonably denied.

6.4 Meeting Rooms

With timely notice, the College shall provide meeting rooms for the transaction of Union Business.

6.5 Bulletin Boards

The Union shall have the privilege of using designated bulletin boards for the purpose of informing employees of Union meetings, functions, affairs, and elections. These bulletin boards shall be placed as close as practicable to the time clocks.

6.6 Inter-Campus Mail

Only Steward may send messages relating to labor relations. The Union shall have the right to utilize the College's inter-campus mail for the purpose of informing Union members of matters relating to the administration of this agreement. All material shall be identified as to origin and authorship. Abuse of this privilege will result in its withdrawal.

CCAC E-Mail Policy for Internal SEIU Business

- The stewards as defined in Article 6.2 may use e-mail for the purpose of communicating about internal union business among themselves outside the work day.
- Any notice about internal union business that is to be provided to the membership must be sent by the College wide steward only. Notices will be brief and factual about elections of stewards, where they are held, what time, who are the nominees etc.
- Under no circumstances will this medium be used for campaigning, personal opinions of others, and/or editorializing.

6.7 Political Action Committee

Employees may authorize in writing a voluntary contribution through payroll deduction to COPE. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the College and the Union. The College agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. An employee's contribution to this fund, revocation of such contribution or non-contribution shall not be a condition of employment. The Union shall indemnify and hold the College harmless against any and all claims, suits, orders or judgements brought or issued against the College as a result of any action taken or not taken by the College under these provisions.

ARTICLE VII FAIR PRACTICES

7.1 No Discrimination

The College and the Union shall not discriminate against an employee because of age, race, creed, color, national origin, veteran status, sex, sexual orientation, marital status, political affiliation, handicap, religion or membership in the Union (or lack thereof), or activities on behalf of the union.

ARTICLE VIII SUSPENSION AND DISCHARGE

8.1 Just Cause

The employer shall not discharge, suspend or take any personnel action against any employee except for just cause.

8.2 Notification

The employer agrees that it will mail within two (2) days to the employee and the Union in writing any notification of the personnel action and the reasons therefore. If there is any question or dispute regarding any personnel action, suspension or discharge, the grieving employee must file a written grievance regarding the same within seven (7) days from the date of such suspension or discharge and a copy of such grievance must be given to the employer. This grievance shall then be handled in accordance with the grievance procedure set forth in this Agreement starting with Level Two.

8.3 Written Reprimands

The College shall not utilize written reprimands to support a personnel action, suspension or discharge unless the employee and the Union were provided copies when issued.

ARTICLE IX PERSONNEL FOLDERS

9.1 Review of File

Employees shall have the right, upon written request, to review the contents of their own personnel file, and may submit statements concerning any material contained in the file. Employees may request an appointment from Human Resources during non-working hours to review such file. Any statements so submitted by an employee shall be made a part of the file, and shall remain in the file for as long as the material, giving rise to the employee's response, remains in the file.

9.2 Removal

Written warnings and reprimands for minor disciplinary offenses, including but not limited to tardiness and absenteeism, shall be removed from the employee's personnel folder after a period of one year, provided that there has not been any reoccurrence of the conduct, or similar conduct, which was the subject of the written warning or reprimand. Suspensions for tardiness and absenteeism shall be removed from the employee's personnel folder after a period of two years, provided that there has not been any reoccurrence of the conduct, or similar conduct, which was the subject of the suspension. This section shall not apply to any other disciplinary suspensions.

The official personnel file of the employee shall be located in the Human Resources Department.

9.3 Challenges and/or Grievances

The employee may challenge any material in his file through the grievance procedure; and should the challenge be sustained, the material shall be removed from the file.

ARTICLE X SAFETY AND HEALTH

10.1 Safety and Health Process

No employee shall be required to work under conditions that are unsafe or hazardous. However, the employee shall perform the work as required or directed and may grieve the requirement to perform unsafe work, unless the work is a clear and present danger to the employee's safety.

In the event any employee refuses to perform any such work under this section, she/he shall receive no pay for work not performed, unless the work is found to be unsafe. In the event the work is found to be unsafe either

through the grievance procedure or by an arbitrator, the employee shall receive pay for all time lost as a result of not performing such work.

No employee shall utilize this provision for the purpose of causing any concerted activity to refuse to perform work or withdrawal of services.

ARTICLE XI SENIORITY

11.1 Accrual of Seniority

Each employee shall have collegewide, group and classification seniority. Seniority shall be based on the length of continuous service with the College, the length of continuous service within the group and the length of continuous service within the job classification respectively. Seniority shall be accumulated during absence due to illness, layoff, or leave of absence, as long as said seniority is not terminated in accordance with the other provisions of this Agreement.

11.2 Permanent Vacancies

- A. In the event there is a permanent new job or the employer needs additional employees in an existing job, such vacancies shall be posted on bulletin boards at locations accessible to all employees in the bargaining unit, and on the CCAC web-site, if available, for a period of ten (10) consecutive work days. The job bidding announcement shall provide at least the location of the job, a general description of the duties, minimum requirements, the rate of pay, and the shift (if required).
- B. Regular bargaining unit qualified employees bidding for such vacancy with the most collegewide seniority shall be given the first opportunity to be considered for such vacancy. The job will be awarded to the senior employee bidding, only if she/he meets the following criteria:
 1. Is at least relatively equal in qualifications and ability.
 2. Meets any special physical requirements of the job.
 3. Demonstrates a satisfactory attendance record.
 4. Submits a Request for Internal Transfer or Promotion.
 - a) Original to Campus Business Office
 - b) First copy to Chief Union Steward
 - c) Second copy to bidding employee
 5. Submits a CCAC application for employment.
 6. Submits a resume and cover letter.

However, the determination of the qualifications of any job shall rest with the employer subject to the grievance procedure set forth in this agreement. The College will notify the successful bidder of the award of the position.

- C. In the event the senior qualified employee bidding for such vacancy is already classified and working in the same classification as the vacancy, such employee's bid shall not be unreasonably denied. Any employee who successfully bids within his/her same classification shall not be permitted to bid for an additional job within his/her same classification for one (1) year.
- D. Any employee who successfully bids into a higher or equal paying position shall receive the appropriate rate of pay based on years of service and the employee's hire date for the new position. Any employee who was red-circled in his/her previous position and who successfully bids into an equal or higher paying classification, shall be entitled to keep his/her red-circled rate, if it is higher than the standard rate for his/her new job.
- E. The College shall have the right to request job-related assessment for all internal and external applicants in connection with filling a permanent vacancy. An internal applicant who refuses to be assessed may be denied the job for that reason.

11.3 Layoff or Reduction in Force

- A. In case of layoffs occasioned by reduction of force or on account of employees returning from military service; skill, ability to perform the work, physical fitness and seniority shall be determining factors. When all factors are relatively equal, then seniority shall govern. The College shall first displace the most junior employee in the classification in a particular department.
- B. Any employee so laid off shall have the right to exercise his seniority and bump a junior employee as provided for below, provided however, said senior employee has at least relative equal ability with the junior employee and the senior employee's placement does not interfere with any special needs of the department and/or campus involved.
- C. An employee must first exercise his classification seniority and shall have the right to bump the least senior employee within the same classification in any other department on the same campus. If the laid-off employee is already the least senior on the campus, then that employee may exercise his/her seniority rights within the same classification on a college-wide basis.
- D. In the event such a bump in "C" above is unavailable for any reason, or the employee does not wish to transfer to another campus, then that employee may exercise his/her job group seniority (See Appendix B) and bump the least senior person in the same grade level (See Appendix A) for which that employee has at least relative equal ability with that of the least senior employee and the senior employees placement does not interfere with any special needs of the department and/or campus involved.
- E. In the event such a bump in "D" above is unavailable for any reason, then that employee may exercise his/her seniority rights in descending grade level order (See Appendix A) within his/her job group. In no case shall any employee bump an employee in a higher paying classification.
- F. In the event the employee has been unable to utilize the above procedure, to bump, on his/her campus, said employee may then exercise his/her seniority rights as outlined in "D" and "E" above on a college-wide basis.
- G. No employee shall be required to bump into a lower paying classification or to another campus and may elect to accept the layoff instead.
- H. In no case will an employee who bumps another receive more than the standard rate for that particular position. However, should a red-circled employee successfully bump laterally, that employee shall suffer no loss in pay.
- I. An employee who successfully bumps into another position shall be given thirty (30) days in which to prove his ability to hold the position.

11.4 Recall and Re-employment

Recall of employees will be made in the inverse order of the layoff procedure, provided the recalled employee has the skill and ability to perform the work and physical fitness required to perform the job.

Any notice of re-employment to an employee who has been laid off shall be made by certified or registered mail to the last known address of such employee. The employee must notify the College within three (3) working days of receipt of the letter, of his acceptance or refusal to return to work. If an employee accepts recall, he must report to work within ten (10) working days of receipt of the certified or registered letter. Failure to respond to the letter, or to report to work shall be considered as termination of continuous service.

11.5 Probationary Employees

All regular employees shall be considered probationary employees for a period of 90 days of continuous employment from date of hire, during which period they shall have no seniority and may be discharged without recourse to the grievance and arbitration procedure, but shall enjoy, and be bound by, all other provisions of this Agreement. Any employee retained beyond the probationary period shall be considered as a regular employee, and his/her seniority shall date back to the date of original employment.

11.6 Seniority Lists

The employer shall supply the Union a seniority list of all employees setting forth the date of hire and the job classification of such employees. This list should be maintained by the employer and brought up to date every six (6) months. The employer shall also provide the Union, every six (6) months, a complete list of employees with addresses and dates who were laid off, discharged, hired or rehired during the prior six (6) months. The employer shall supply the Union monthly a list of all employees newly hired into positions covered by this bargaining unit, those terminating from the bargaining unit, or those promoted to positions within the bargaining unit.

11.7 Continuous Service

Continuous service shall be broken by:

- A. Quit or resignation;
- B. Discharge during the probationary period or discharge for just cause after successful completion of the probationary period;
- C. Absence due to layoff for two (2) years; or failure to report within ten (10) days after recall from layoff;
- D. Absence due to a disability which is not compensable under workers' compensation for one (1) year.
- E. Absence due to a disability which is compensable under worker's compensation if any employee does not report himself/herself available for work within ten (10) days after final payment of statutory worker's compensation for the disability or after the end of the period used in calculating a lump sum payment.

11.8 Students

The College may continue to employ students on a temporary or part-time basis; however, employment of students shall not cause the discharge, layoff or any failure to fill a vacant or newly-created position.

11.9 SEIU Classification Groups

See Appendix "B" for seniority groups and classifications.

11.10 Return to Unit

An employee who is offered a position and accepts such position outside of the bargaining unit with the College shall be permitted to return to the bargaining unit, without loss of seniority, within four (4) years of the effective date of the transfer.

ARTICLE XII SCHEDULING AND OVERTIME

12.1 Scheduling

- A. The normal work day for regular full-time employees shall continue to be either seven and one-half (7 1/2) or eight (8) hours exclusive of lunch time. Regular part-time employees may be scheduled for less than the normal work day, but not less than 4 hours.
- B. The work day shall consist of twenty-four (24) hours in a pre-established work schedule, and the work week shall consist of seven (7) days in a pre-established work schedule.

Such pre-established schedules may not be permanently changed without posting the job for bid. The bidding process shall be the same as in Article 11.2 with the exception that only employees on the campus involved shall be entitled to bid. An employee whose schedule was permanently changed shall not be required to bid

on such new job and shall have the right to accept a layoff; however, such employee shall not have the right to bump.

12.2 Work Week

The work week shall consist of a period of seven (7) consecutive days beginning at 12:01 A.M. Monday.

12.3 Break Period

There shall be two (2) break periods during the work day consisting of five (5) minutes before the lunch period and five (5) minutes after the lunch period, for regular employees.

12.4 Lunch Period

The lunch period for full-time shall be fifty (50) minutes in length. It is recognized employees are paid for twenty (20) minutes of the lunch period, but shall not be required to be at their work stations during the lunch period.

12.5 Split Shifts

At the present time the College does not require split scheduling either on a daily or weekly basis. In the event new circumstances arise, the College may schedule employees on daily or weekly split schedules if the new operation requires such scheduling. Senior employees occupying positions in the area affected by the change in schedule shall be given preference in the selection of work schedules.

12.6 Overtime

A. Scheduling of Overtime

A twenty-four (24) hour notice shall be given by the College to all employees who shall be required to work overtime, except during periods of time when overtime has been traditionally required. If notification is not given to an employee, overtime will be voluntary. The College will not unreasonably require an employee to work overtime should another employee within that department be an acceptable replacement with requisite skills and ability.

However, the College shall have the right to require an employee to work unscheduled overtime in the case of an unforeseen emergency.

B. Overtime Pay

Employees who are regularly scheduled for a thirty-seven and one-half (37 1/2) hour or forty (40) hour work week shall, when authorized to work overtime, receive pay at the rate of time and one-half (1 1/2) for all hours worked over forty (40) hours in any work week.

C. Overtime opportunities for all employees shall be distributed in a reasonable and equitable manner.

D. There shall be no pyramiding of overtime with any other premium pay arrangement.

E. Holidays, bereavement leave days and pre-scheduled vacation, (paid time off effective September 1, 1995), personal and bonus days shall be treated as time worked for the purpose of computing overtime in a work week. Pre-scheduled shall be defined as at least one (1) week advance notice for vacation, (paid time off effective September 1, 1995), personal, or bonus days.

12.7 Call-In Pay

- A. In the event an employee is called back to work after the completion of his scheduled work period, or on his/her day(s) off, such employee shall receive no less than four (4) hours pay at the appropriate rate.
- B. If an employee is scheduled to work and is not informed not to report by the College, such employee shall receive no less than four (4) hours pay.
- C. These provisions shall not apply to employees whose regular hours of work are less than seven and one-half (7 1/2) per day.

12.8 Temporary Transfers

- A. Except for temporary transfers caused by paid time off, an employee temporarily transferred by the College to a classification with a higher pay rate for a period of at least one (1) work day shall receive the corresponding rate for the particular classification in lieu of his regular rate for the period so transferred. In the event the College assigns the employee to a lower-paying classification, the employee will suffer no loss in pay.
- B. The employee will be notified by the College that the transfer is temporary. A temporary transfer will not ordinarily exceed a one-month period. Should it be necessary to extend the transfer, mutual agreement between the College and the Union will be necessary to extend the time limit beyond the one-month period. The only exception to this will be during the summer months of June, July and August when it is sometimes necessary to transfer employees who provide support for the faculty.

**ARTICLE XIII
COMPENSATION AND
JOB CLASSIFICATION**

13.1 Revised Classification System

The College and the Union have agreed to a job classification system. This system modified the 1975 job classification program.

The new system contains nine factors:

- (1) knowledge/experience.
- (2) on-the-job training.
- (3) responsibility.
- (4) judgement and initiative.
- (5) accountability,
- (6) communications,
- (7) physical dexterity,
- (8) supervision given, and
- (9) working environment/physical demands

This nine-factor system was used to measure the content of each job from which positions were relatively ranked and slotted into one of nine grade levels.

New or substantially revised positions shall be evaluated using this system to determine the appropriate job ranking and grade level.

13.2 Job Description and Classification Manual

- A. The Job Description and Classification Manual, as amended, is available through the Union Steward, the Human Resources Department or the Campus Business Office.
- B. The Job Reclassification & Related Grievance Procedures which are included in the Job Description and Classification Manual are attached as Appendix "C".

13.3 Wage Rate Inequities Prohibited

There shall be no wage rate inequity grievances.

13.4 Compensation

Compensation for regular full-time employees is set forth in Appendix "A".

13.5 Regular Part-Time Employees

Regular part-time employees shall receive the hourly rate set forth in Appendix "A".

13.6 Compensation, Direct Deposit

Effective Dec. 1, 2006 direct (bank) deposit of pay checks will be required of all new hires in SEIU bargaining unit positions. This includes all full-time and regular part-time SEIU bargaining unit employees. The Direct Deposit Authorization Form that must be used to accomplish is online on the Payroll Department webpage on CCAC's website. All new hires in SEIU bargaining unit positions shall be permitted to work after a properly executed Direct Deposit Authorization Form is on file with the Payroll Department. Those hiring new Employees are responsible for seeing to it that this form is completed and submitted by the new hire, along with a voided check (in order to provide an accurate bank routing information) before any work is performed.

ARTICLE XIV BENEFIT PROGRAMS

14.1 Hospitalization-Surgical Benefits

Effective January 1, 2007, the College and the Union agree to change health insurance plans to the plan offered by the Allegheny County Schools Health Insurance Consortium. The College will pay 90% of the cost for each participating Employee. Any Employee who elects to participate in the plan shall contribute 10% of the cost of the plan.

14.2 Prescriptions

Effective January 1, 2007, the College will contribute 90% of the total premium due per Employee for the prescription drug coverage provided by the Allegheny County Schools Health Insurance Consortium.

14.3 Retirement

- A. An employee shall elect enrollment in one (1) of the four (4) retirement plans in effect immediately prior to this Agreement or other retirement plans made available by the College during the term on this Agreement.
- B. Retirement plans in effect immediately prior to this Agreement are: Teachers Insurance Annuity Association/College Retirement Equity Fund-TIAA/CREF; Fidelity Investments; State Employees Retirement System-SERS; and Public School Employees Retirement System-PSERS. An employee shall be provided with appropriate information on retirement options available.
- C. Employees enrolled in TIAA/CREF or Fidelity Investments may choose a one (1%) percent or five (5%) percent contribution rate. If the one (1%) percent option is selected, the College shall be required to match only this deduction. Employee and College contributions in SERS and PSERS are governed by Pa. State Legislation.
- D. For employees who contribute five (5%) percent to the retirement program, the College shall match five (5%) percent on the first \$6,000 of annual base salary and ten (10%) percent on the balance of base salary.

14.4 Accident Insurance

Accident insurance in the amount of \$100,000 is provided for full-time employees traveling on authorized College business.

14.5 Disability Insurance

A. Short Term Disability (Effective September 1, 1995)

Short term disability is 67% of employees wage after the first (8) eight consecutive calendar days up to 31st calendar day with full base pay for the second month of absence. For 8 days, employee shall use sick leave, personal days, vacation or, effective September 1, 1995, paid time off. Short term disability requires a certified physician's excuse or other health practitioner's statement of disability condition and anticipated dates of absence. The employee is guaranteed medical coverage during short term disability.

B. Long Term Disability

The College shall continue to provide and wholly contribute to long-term disability insurance coverage for full-time and regular part-time employees with more than one (1) year's service. Disability insurance benefits are effective on the sixty-first day of certified disability. Disability payment is sixty percent (60%) of the employee's base monthly salary.

Employees may use either accumulated sick days or receive disability insurance benefits, but may not collect both for the same time period.

Employees who anticipate that the disability will extend beyond sixty (60) days should contact the benefits department, College Office, to obtain necessary disability insurance application forms.

14.6 Group Life Insurance

A. The College shall continue to provide and wholly contribute to the life insurance program for full-time employees in effect immediately prior to the execution of this Agreement.

B. The College shall provide group life insurance coverage to provide benefits of two (2) times the base salary of an employee, with a limit of Sixty Thousand (\$60,000.00) Dollars.

The life insurance benefit will include a provision for accidental death and dismemberment coverage with double indemnity.

C. The College shall provide and wholly contribute towards a life insurance program to provide the spouse, a Five Thousand (\$5,000) Dollar life insurance policy; and a One Thousand (\$1,000) Dollar life insurance policy on each dependent, up to age 19 or a full-time student up to age 23.

14.7 Dental Insurance

Effective January 1, 2007, the College will contribute 90% per Employee of the total monthly premium for the dental insurance plan offered by the Allegheny County Schools Health Insurance Consortium. Enrollment in the plan is subject to the rules of the Allegheny County Schools Health Insurance Consortium.

14.8 Vision Insurance

Effective January 1, 2007, the College will contribute 90% of the total premium per Employee for the vision insurance plan offered by the Allegheny County Schools Health Insurance Consortium. Enrollment in the plan is subject to the rules of the Allegheny County Schools Health Insurance Consortium.

14.9 Uniform Allowance

Upon completion of the probationary period, each custodial and maintenance employee shall be provided with six (6) uniforms. Orders for uniforms may begin on July 1 of each year. Reorders may occur on an as needed

basis.

Provided the employee possesses at least four (4) uniforms in satisfactory condition, the employee may select a combination of uniforms(s) and alternative option(s) as listed below as long as the cost does not exceed the average annual contract cost of six (6) uniforms.

- One (1) pair of safety shoes;
- One (1) outer coat; or
- Other items that may become necessary and identified by the College.

All maintenance employees are required to wear safety shoes. Safety shoes are defined as those with steel toe or equal protection.

The College reserves the right to require these uniforms and safety shoes be worn by the employee while on the job.

14.10 Meal Allowance

Employees shall be entitled to a meal allowance for work after ten (10) hours and where no meal is provided by the College in accord with College policy. The allowance shall be no less than the current Six Dollars (\$6.00) limit, and any improvements in the allowance will automatically be paid to the employee.

14.11 Mileage Reimbursement

Employees are entitled to mileage reimbursements when traveling on assigned College business. The reimbursement rate shall be in accord with College policy.

14.12 Tuition

A. Tuition Waiver at CCAC

As of January 1, 1993, full-time and regular part-time employees, after completing the 90 day probationary period with the College, are eligible for tuition waiver, for each employee, spouse, and his/her dependent(s). (Dependents as defined by the Internal Revenue Service.) This waiver does not include fees, books, or other incidental expenses. The College fee of 10% is waived for the employee, spouse, or dependent(s).

B. Tuition Reimbursement at Outside Institutions

1. As of January 1, 1993, full-time and regular part-time employees, after completing 270 days of service with the College, shall be eligible for initial tuition reimbursement of \$1,000/year for full-time employees and \$500/year for regular part-time employees per academic year for credit or authorized non-credit courses (or their equivalent in professional or occupational training) taken at another institution to improve effectiveness.
2. The courses or training must be relevant to the employee's occupation, special education purposes, or degree objective and must have approval of the appropriate Administrator. The courses or training must be satisfactorily completed prior to reimbursement request.
3. If the courses or training can be taken at the Community College, CCAC enrollment will be required and thereby preempt outside enrollment.
4. The benefits of the Section shall apply only to non-profit or other training specifically approved by the College.
5. An annual fund of \$20,000 per academic year (9-1 through 8-31) shall be set aside for this program.

6. No later than September 15, all requests for tuition reimbursement, professional training, or their equivalent in professional training for the previous September 1 through August 31 period must be submitted.
7. Not later than November 1, whatever monies remain in the tuition reimbursement fund from the previous September 1 through August 31 period shall be prorated amount Employees to pay up to one hundred (100%) percent of the tuition for the first two (2) courses or their equivalent in professional training. Any monies which remain at that time shall be prorated among all Employees who took more than two courses or their equivalent in professional training, up to one hundred (100%) percent of their tuition.
8. Monies remaining unspent in the tuition fund at the end of all disbursements shall be carried over to the next academic year.

In the event all of the \$20,000 is spent prior to all employees receiving their initial \$1,000 or \$500 reimbursement, then that deficit shall be carried into the next academic year.

14.13 Ten-Month Employees

Regular full-time employees employed on a ten (10) month basis shall not have participating health benefits and life insurance interrupted during the 2-month non-work period provided the salary is prorated over twelve (12) months.

14.14 Continuation of Benefits for Occupationally Disabled

Any employee who is injured on the job, and is in receipt of worker's compensation, shall continue to receive the College's participation in the benefits set forth in Article 14.1, 14.2, 14.3, 14.5, 14.6, 14.7, 14.8, and 14.19, for a period of twelve (12) months after the month in which the injury occurred, but shall only receive vacation (paid time off effective September 1, 1995) and sick leave accruals ending August 31, 1994 for a two (2) month period after the month in which the injury occurred.

14.15 Attendance Pay

In lieu of sick days, regular full-time and part-time employees may choose to be paid for unused sick days based on the following:

- A. A full-time employee may choose to be paid for such unused sick days according to Appendix "D" - CCAC Purchase of Sick Days.

Regular part-time employees may request pro-rata sick days per year to be paid according to the employee's pro-rata hours per day times the rate times the number of days purchased according to Appendix "D" - CCAC Purchase of Sick Days.

- B. The employee may request payment for accumulated sick days once each year in writing to the Campus Business Office (Campus employees) or to the Budget Department (College Office employees) no later than November 1 for payment on November 30.
- C. Sick leave accrual ends August 31, 1995. The current sick leave buy-back program ends on November 30, 2001.
- D. Service Bonus

Effective September 1, 1995, employees who leave the College with ten (10) years of service or more, may choose to be paid for unused sick days at August 1, 1994 rates.

Effective September 1, 1996, Employees who leave the College with five (5) or more years of service will be paid for unused sick days at August 30, 1994 rates.

14.16 Tax Shelter Options

A. Tax Sheltered Insurance Premiums

Effective January 1, 1990, the College shall provide tax sheltered deductions for employee contributions of premiums paid for medical, dental and vision insurance.

B. Flexible Spending Account

Effective January 1, 1990, the College shall provide, at the employee's option, a flexible spending account in accordance with I.R.S. Section 125 and 129 administered through an outside agency for payment of I.R.S. allowable expenses including, but not limited to, medical, dental, vision, and child and dependent care expenses not covered by the College insurance program. By March 31, the remaining money from the previous calendar year shall be returned to the participants in equal proportional shares.

The College may cancel the establishment or continuance of the flexible spending account at each enrollment period pending sufficient employee enrollment to cover administrative costs.

14.17 Continuation of Health Benefits While on Long-Term Disability Leave

A. Effective September 1, 1992, the College will provide and wholly contribute to health insurance premiums in effect for an employee while on long-term disability leave not to exceed one (1) year.

B. An employee shall be eligible for continuation of health benefits as stated above upon approval on long-term disability benefits by the insurance carrier; or at the expiration of all earned sick leave days during the long-term disability elimination period (sixty (60) calendar days) with the appropriate medical disability certification approved by the College.

C. An employee must complete one (1) year of service to be eligible for this provision.

14.18 Health Insurance Protection for Dependents of Deceased Employees

The College shall provide and wholly contribute to three (3) months hospitalization - (surgical and major medical) premiums for dependents of a deceased employee who has participated in such programs.

14.19 Licenses, Certifications, and Permits

Employees who, as a condition of employment in their job classification, are required to renew a license, certification, and/or a permit required by the state, county, or a municipality shall have such fee paid by the employer upon presentation of a Payment Voucher and Invoice of the fee in accordance with usual College procedures. The employer will designate which positions/job classifications meet these requirements and how many employees are needed to meet those standards.

ARTICLE XV PAID TIME OFF

15.1 Accrual-Paid Time Off

A. Less than 5 Years of Service

An employee must be continuously employed by the College for a minimum of six (6) consecutive calendar months to be eligible to use paid time off.

Employees with less than 5 years of service will receive 16 days paid time off. An employee will accrue paid time off at 1 1/3 days per month.

B. Completion of 5 Years of Service and Less than 10

Employees with 5 complete years but less than 10 years of service will receive 21 days paid time off. An employee will accrue paid time off at 1 3/4 days per month.

C. Completion of 10 Years of Service or More

Employees who have completed their 10th year of service will receive 26 days paid time off. An employee will accrue paid time off at 2 1/6 days per month.

D. Accrual and Scheduling

Paid time off will accrue on an anniversary year basis, but shall be taken and scheduled on a calendar year basis.

E. Ten-Month Employees

Ten-month employees shall be granted pro-rata paid time off at ten-twelfths (10/12) of the full-time allocation.

F. Scheduling

The College shall schedule paid time off giving preference based upon continuous service with the College. Paid time off requests shall be honored unless efficient operations require a change in the scheduling. Any employee who fails to submit a paid time off request prior to the time requested shall be scheduled without regard to continuous service. Paid time off requests shall be submitted no later than January 31, and each employee shall be notified of his paid time off schedule no later than March 1.

Paid time off will be "scheduled" if the employee requests the time off in writing anytime during the work day (excluding weekends and holidays) in advance of the time off and if the time off is approved in writing by the employee's immediate supervisor or designee. If an employee calls off sick, the first sick day is "unscheduled" paid time off. However, subsequent, consecutive sick days will be considered "scheduled" paid time off, provided that the employee notifies his or her immediate supervisor on a daily basis, whether the employee will be returning to work the next day.

G. Length

Paid time off need not be consecutive, but must be taken in at least one-week periods. However, an employee may utilize up to five (5) days for unscheduled absences due to illness and five (5) days for single day absences for personal reasons with the approval of the College.

Additional single days of paid time off may be granted by the Employee's supervisor if there is no disruption of the requirements of the department.

H. Carryover

Employees may carryover up to twenty (20) paid time off days from one calendar year to the next calendar year.

I. Regular Part-time Employees

Regular part-time employees shall accrue paid time off on a pro-rata basis, and shall be paid for paid time off days according to their regular scheduled hours per day. Regular part time employees may carryover up to twenty (20) paid time off days from one calendar year to the next calendar year on a pro-rata basis.

J. Certification

If the College has reasonable basis to believe that an employee is abusing unscheduled paid time off

provisions, the College may require the employee to furnish a physician's or other health practitioner's certification for each absence in question, or to require certification from a College designated physician that said employee was unable to perform his/her duties during the period of absence for which compensation is paid.

K. Paid Time Off and Worker's Compensation Claims

If an absence is due to an occupational (worker's compensation) injury or disease, the employee shall file a worker's compensation claim. Paid time off for any such absence shall be paid except as set forth below.

An employee may utilize paid time off days and receive payment from the College for the first five (5) work days of an alleged occupational (worker's compensation) leave only if the absence does not exceed fourteen (14) consecutive calendar days.

An employee may request payment of earned personal, bonus, or paid time off days during the eligibility period.

An employee, whose claim for worker's compensation is rejected, may retroactively and prospectively utilize paid time off leave with appropriate medical certification.

L. Attendance Control Committee

The College and the Union, in a mutual and cooperative effort to reduce unnecessary sick leave use, or unscheduled paid time off, hereby creates Attendance Control Committees at each campus and at College Office.

1. Each committee will consist of two (2) individuals, one (1) appointed by the College and one (1) by the Union. This committee will meet semi-annually during March and August. Additional meetings may be scheduled by either the College or the Union on an as needed basis.
2. Any employee who has been absent on more than four separate occurrences, (August 31, 1994 through August 31, 1995) or whose absenteeism suggests a pattern of abuse, shall be referred to this committee for review.
3. In the event the committee recommends remedial action for the employee, the employee shall be required to meet these remedial requirements.
4. The College continues to retain all rights to discipline employees for just cause notwithstanding the actions of this committee. Discipline may be reviewed by the committee before action is taken.

**ARTICLE XVI
HOLIDAYS**

16.1 Holidays

Employees shall normally not be required to work on the following holidays:

Good Friday	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Thanksgiving Friday
Martin Luther King's Birthday	

16.2 Full-Time Employees

All full-time employees shall be entitled to be paid for the holiday.

16.3 Work on Holidays

In the event an employee is required to work on one of the holidays designated above, the employee shall receive his/her regular pay for the holiday and shall be granted time and one-half (1 1/2) pay for hours worked on the holiday.

16.4 Eligibility

In order to qualify for holiday pay an employee must work his/her scheduled work day preceding and his scheduled work day subsequent to the holiday, unless she/he was unable to work because of illness, is on vacation, or paid time off effective September 1, 1995. Vacation or paid time off must be pre-scheduled (except for the five (5) unscheduled paid time off days for illness) to maintain holiday pay eligibility.

16.5 Holiday During Vacation

If a holiday occurs during an employees regularly scheduled vacation, scheduled paid time off effective September 1, 1995 such employee shall be granted another day off.

16.6 Celebration

Holidays falling on a Sunday will be observed on the following Monday, and any holiday occurring on a Saturday will be observed on the preceding Friday.

16.7 Qualifications

An employee must be at work, on vacation, scheduled paid time off, or within the five (5) unscheduled day limit for illness effective September 1, 1995, or on a College paid sick leave in the semi-monthly pay period in which the holiday occurs in order to receive the benefits of this Article. An employee who is collecting disability insurance shall not be eligible for holiday pay from the College while on the disability leave.

16.8 No Pyramiding

There shall be no pyramiding of holiday premium compensation with overtime, call-in, or call-back premium.

16.9 Regular Part-time Employees

Regular part-time employees shall receive holiday pay on a pro-rata basis.

ARTICLE XVII LEAVES

17.1 Sick Leave (Accrual ends to August 31, 1995)

- A. Sick leave is defined as time not worked due to illness or disability which is not compensable under worker's compensation and shall not be considered to be a right of taking such time as vacation. Sick leave days may be utilized for physician's visits related to an illness or physical condition, but not for routine checkups such as yearly physicals or six-month dental checkups. (For routine visits, vacation or personal leave time may be utilized and should be scheduled in advance with the supervisor.)

- B. Effective September 1, 1994 to August 31, 1995, regular full-time employees shall be eligible for eight (8) sick days on the first anniversary date of employment.

Regular full-time employees with more than one (1) year service shall accrue sick leave at the rate of 10/12 day per month.

Regular part-time employees shall accrue sick leave on a pro-rata basis, and shall be paid for sick days according to their regular scheduled hours per day.

- C. No more than four (4) sick leave occurrences of one (1), two (2) or three (3) days may be taken per year, from 9-1-94 through 8-31-95, unless the employee provides a physician's or other health practitioner's certification for the additional days. Certified absences will be excluded from the initial count of four (4) occurrences. Failure to provide the required certification for each absence beyond four (4) uncertified sick leave occurrences shall result in a pay docking.

An absence beginning before a weekend and continuing after a weekend is considered one occurrence, i.e., an absence that begins on Friday and ends on the following Monday is one occurrence (two-day), and a medical excuse is not required (unless it is the fifth occurrence); or an absence that begins on Thursday and ends on the following Tuesday is one occurrence (four-day), and a physician's excuse is required.

- D. If it is anticipated that the absence will be for an extended period of time (more than eight (8) calendar days), an initial medical certification is required immediately following the eighth calendar day of absence and additional certification is required on a regular basis.

Medical certification should clearly state that the employee has been under physician's or health practitioner's care and include the dates of illness and medical appointments (dates on the excuse must agree with dates of absence), a verification of fitness to return to work, and the physician's or health practitioner's signature or authorized facsimile. Failure to provide the above certification shall result in a pay docking. The College may assist the employee in obtaining medical certification when necessary.

- E. If the College has reasonable basis to believe that an employee is abusing sick leave provisions, or unscheduled paid time off, the employee may be reviewed by the Attendance Control Committee.

- F. If an absence is due to an occupational (worker's compensation) injury or disease, the employee shall file a worker's compensation claim. No sick leave for any such absence shall be paid except as set forth below.

An employee may utilize sick leave days and receive payment from the College for the first five (5) days of an alleged occupational (worker's compensation) leave only if the absence does not exceed fourteen (14) consecutive calendar days.

An employee may request payment of earned personal, bonus or vacation days during the eligibility period.

An employee, whose claim for worker's compensation is rejected, may retroactively and prospectively utilize earned sick leave with appropriate medical certification.

- G. Effective September 1, 1995, employees may utilize banked sick leave days after five (5) unscheduled paid time off days and two (2) personal days are used. Use of more than one day from the sick leave bank per year shall require a written certification from a medical practitioner.

Effective September 1, 1996, Employees may utilize banked sick leave days after five (5) unscheduled paid time off days are used. Use of more than three (3) days from the sick leave bank per year shall require a written certification from a medical practitioner.

This recommendation is premised on the Agreement between the parties implementing a paid time off program effective September 1, 1995. Under this program, employees may utilize up to five unscheduled paid time off days per year. Additionally, use of any banked sick leave days will disqualify an employee from eligibility for bonus days or attendance pay.

The parties also agree that whole sick leave days may be used in lieu of short term disability payments.

- H. The College and the Union, in a mutual and cooperative effort to reduce unnecessary sick leave use, or unscheduled paid time off effective September 1, 1995, hereby creates Attendance Control Committees at each campus and at College Office.
 - 1. Each committee will consist of two (2) individuals, one (1) appointed by the College and one (1) by the Union. This committee will meet semi-annually during March and August. Additional meetings may be scheduled by either the College or the Union on an as needed basis.
 - 2. Any employee who has been absent on more than four separate occurrences, or whose absenteeism suggests a pattern of abuse, shall be referred to this committee for review.
 - 3. In the event the committee recommends remedial action for the employee, the employee shall be required to meet these remedial requirements.
 - 4. The College continues to retain all rights to discipline employees for just cause notwithstanding the actions of this committee. Discipline may be reviewed by the committee before action is taken.

17.2 Health Leave

Upon appropriate medical certification, an employee may be granted an unpaid leave of absence from work, if required, for reasons of health or rehabilitation. The request for such shall not be unreasonably denied by the College.

17.3 Childbearing and Childrearing Leaves

A. Childbearing (Pregnancy Disability)

- 1. Pregnant employees shall provide at least sixty (60) days prior notice of the anticipated date of the beginning of the pregnancy disability leave, unless all or part of such notice must be waived in the event the employee's physician certifies that said disability maternity leave must begin earlier for reasons of health. A physician's certification stating the beginning date of the pregnancy disability is also required prior to leave.
- 2. When the pregnancy disability ceases, normally after six (6) week check-up and physician's release, the employee shall return to work within fifteen (15) days unless the employee has opted to utilize the Childrearing Leave provisions set forth in Section B below.
- 3. Prior to the return of an employee from a pregnancy disability leave, the employee and the immediate supervisor shall discuss the employee's assignment and return date with the purpose of causing the least disruption.

B. Childrearing Leave

- 1. Childrearing leave shall commence within ninety (90) days of birth, unless another period is agreed upon by the College and the Union. If the leave is for birth, adoption, or foster care placement, the leave must be completed within 12 months of the date of birth or placement to be eligible for Family and Medical Leave.
- 2. Childrearing leave may extend for a limit of six (6) months, or such other period agreed upon by the College and the Union. If an employee does not return to employment after six (6) months or the agreed upon period, employment shall terminate.
- 3. The employee may continue insurance benefits to the extent permitted under the applicable policies, for the period of the childrearing leave by making monthly advance payment of the premium cost of such

insurance. The College shall have no obligation to pay for insurance or other benefits for such employee during such leave, except as provided under the Family and Medical Leave Act.

4. General Conditions:

- a) No salary payment shall be made for the period of the leave.
- b) Sick day bank shall remain during the childrearing leave.
- c) No sick leave (or paid time off effective September 1, 1995) shall accumulate during the time of the childrearing leave.

5. If any situation develops whereby the pregnancy is terminated prior to a full-term birth, the time limits concerning the childrearing leave and earlier return to service may be waived on the recommendation of the attending physician and if requested, in consultation with a designated physician.

6. It is understood the disability pregnancy leave and the childrearing leave may overlap. For the disability pregnancy portions, the regular disability provisions shall apply.

17.4 Bereavement Leave

An employee shall be granted up to five (5) days bereavement leave with pay for death of parent, spouse, child, brother or sister; up to three (3) days for the death of a parent of spouse, son-in-law or daughter-in-law; and up to two (2) days for the death of grandparent, grandchild, brother-in-law or sister-in-law, or any near relative who resides in the same household with the employee, or any person with whom the employee has made his/her home. The days shall be consecutive work days and shall include the day of the funeral.

Regular part-time employees shall be paid for bereavement leave days on a pro-rata basis.

17.5 Leave for Service to the Union

Any employee who is elected or appointed to a full-time position with the Union or its affiliated organizations will, upon written application submitted ninety (90) days, but not less than thirty (30) days prior to the start of the leave, be granted a leave of absence without pay or benefits for a period not to exceed three (3) years, if elected or appointed to a Union office of such term. Upon return to the College, after having completed such service, such employee shall be placed on his or her prior assignment, or as close thereto as possible, with no loss in seniority.

If permitted by the College's health insurance plan, an employee who is on a leave of absence for service to the Union may elect to continue health insurance coverage, at no cost to the College, by paying to the College the amount of the applicable premium in advance of the premium payment due date. The College may use a temporary employee during the period of time that an employee is on a leave of absence for service to the Union.

17.6 Jury Duty

An employee called for jury duty or subpoenaed to attend Court shall be granted leave with pay for such purposes. Evidence in the form of a subpoena or other written notification shall be presented to the employee's immediate supervisor as far in advance as is practicable. The College shall have the right to request appropriate authorities to relieve such employee of jury duty or Court appearance in any manner permitted by law, and the employee is expected to report for regular College duty when his attendance at Court is not required either for the aforementioned jury duty or as a subpoenaed witness.

In the event the employee is paid for such Court attendance, the employee shall receive the difference between his/her regular rate of pay and the amount received for such Court attendance.

This article shall not apply to any situation where the employee is a party to the Court action.

17.7 Military Leave

A. Enlistment/Draft

Whenever an employee enlists or is drafted into active military service of the United States of America (which includes alternate service approved by the Selective Service Commissions), the employee shall be granted a military leave without pay in accordance with the law. An employee on such authorized military leave will be required, within ninety (90) days after severance from such service, to notify the College of availability for employment. The employee shall have the right to return to the same position held before going on military leave or to an equivalent position for which the employee is qualified, with such benefits as required by law.

B. Reserve

Employees who are members of Reserve components of the Armed Forces or members of the Pennsylvania National Guard are entitled to a leave with pay on all working days not exceeding fifteen (15) days in any calendar year during which they are engaged in authorized field training.

C. Pennsylvania National Guard

Employees who are members of the Pennsylvania National Guard are entitled to leaves without pay on all days during which they shall, as members of the National Guard, be engaged in active service for the Commonwealth. For all other purposes, they shall be deemed to be regularly employed by the College.

17.8 Personal Days

- A. An employee shall be granted two (2) personal days each year accrued each September 1 for personal reasons such as business obligations, religious observances or other important personal matters. A third personal day will be granted upon completion of 10 years of the continuous service date which paid time off (PTO) accrual is based upon.
- B. A new employee hired between September 1 and February 29 shall be granted two (2) personal days to be used prior to the following September 1. A new employee hired between March 1 and August 31 shall be granted one (1) personal day to be used prior to the following September 1.
- C. Regular part-time employees shall accrue personal days on a pro-rata basis, and shall be paid for personal days on a pro-rata basis.

17.9 Holiday Leave

In lieu of Presidents' Day, Columbus Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, full-time employees shall suffer no loss of pay but shall not normally be required to report for work during the period from Christmas Eve Day through New Year's Day. In order to qualify for pay during this leave, an employee must work his/her scheduled work day preceding and his/her work day subsequent to the leave, unless he/she was unable to work because of illness, is on vacation, a personal day, a bonus day, or effective September 1, 1995 pre-scheduled paid time off or within the five (5) day unscheduled paid time off limit for illness. This leave is not subject to Article 16, Section 6.

In the event an employee is required to work during this Holiday Leave, the employee shall receive his/her regular pay during the leave and shall be granted time and one-half (1 1/2) for hours worked during the holiday leave.

Regular part-time employees shall receive Holiday Leave pay on a pro-rata basis.

17.10 Bonus Days

- A. An employee taking no sick leave (and effective September 1, 1995 paid time off in excess of unscheduled limits) for a period of six (6) consecutive months shall accrue one (1) bonus day. This provision terminates on August 31, 2007. Effective September 1, 2007, an employee taking one or zero sick bank leave and/or unscheduled paid time off days for a period of six consecutive months shall accrue one bonus day.

Unscheduled paid time off is counted from prior six months for second six months and second bonus day. An employee may accumulate a maximum of two (2) bonus days in any given year. The six (6) month period shall be counted from the first day following an absence and ending six (6) months from that day. The employee shall make a timely request to use these bonus days and permission shall not be unreasonably denied.

- B. Unexcused absences without pay or requests for time off without pay will constitute imperfect attendance and will prohibit the employee from earning a bonus day.
- C. An employee may carry-over one (1) bonus day from one calendar year to the next calendar year.
- D. Regular part-time employees shall be paid for earned bonus days on a pro-rata basis.
- E. Employees may choose not to use bonus days, but may be paid for them at the regular rate of pay. Requests for bonus day payments shall be made in writing to the Campus Business Office (campus employees) or to the Budget Department (College Office employees) before the tenth of the month.

17.11 Special Unpaid Leave

- A. Unless there is a reasonable basis for denial, special unpaid leaves for full-time employees will be approved by the President of the College for one (1) year or less and may be renewed for an additional year. Special unpaid leaves are intended but not limited to special purposes including residency required for a degree, full-time graduate study, or other reasons which would be of benefit to both the employee and the College.
- B. Request for such leaves must be made in writing not less than ninety (90) days prior to the date such leave might take effect.
- C. Upon return to the College, after having completed such a special unpaid leave, such employee shall be placed on his/her prior assignment or as close thereto as possible, with all accrued benefits and increments entitled to had he/she been in regular service of the College, subject to the payment of contributions provided for hereafter, where necessary. While on special unpaid leave employees will not accrue and are not entitled to receive vacation, (paid time off effective September 1, 1995) sick, personal days, holidays or other paid time not worked.
- D. An employee granted such leave may continue the benefits provided by the College at no cost to the College.

17.12 Notification While on Leave

- A. During leaves, absences due to on the job injuries, temporary disability leaves or other lengthy temporary absence, the employee will keep his supervisor and Campus Business Office (Human Resources at College Office) apprised of his/her current address, phone number and any other information to enable CCAC to contact the employee when and if necessary. Employees absent due to work related injuries or temporary disability should call their supervisor or campus business office monthly to report progress and changes.

17.13 Perfect Attendance Bonus

- A. Any employee with a perfect attendance record for the previous twelve (12) consecutive months, upon request of the employee, shall receive a bonus for such period in the amount of one hundred and fifty (\$150) dollars. Utilization of five (5) or fewer, unscheduled paid time off days, scheduled paid time off days effective September 1, 1995, scheduled vacation, bonus and personal days will not render an employee ineligible for attendance bonus. This provision terminates on August 31, 2007.

- B. Effective September 1, 2007, any employee with a perfect attendance record (two or less sick bank leave and/or unscheduled paid time off) for the previous twelve (12) consecutive months, upon request of the employee, shall receive a bonus for such period in the amount of one hundred and fifty (\$150) dollars. Utilization of scheduled paid time off days, bonus and personal days will not render an employee ineligible for attendance bonus.

ARTICLE XVIII REGULAR PART-TIME EMPLOYEES

18.1 Definition

Regular part-time employees are those employees who are regularly scheduled for less hours, days or weeks per year than regular full-time employees, except that this section shall not cover employees who work on a full-time basis during the academic year.

18.2 Roster and Probationary Period

Regular part-time employees shall be placed upon a regular part-time roster, and after placement shall serve the same probationary period as full-time employees.

18.3 Benefit for Time Not Worked

- A. Regular part-time employees shall accrue holidays, holiday leave days, sick days, personal days, vacation, and paid time off days on a pro-rata basis.
- B. Regular part-time employees shall be paid for holidays, holiday leave days, personal days, bonus days, and bereavement leave days on a pro-rata basis.

Payment on a pro-rata basis shall be defined as Board approved budgeted hours per week divided by 5 days equals pro-rata hours paid per day.

- C. Regular part-time employees shall be paid for vacation days, sick days and paid time off according to their regular scheduled hours per day.
- D. Carry-over of twenty (20) vacation days or paid time off days from one calendar year to the next shall be applied on a pro-rata basis.

18.4 Benefit Program

Regular part-time employees shall receive the following benefits:

- A. College participation of fifty (50%) percent of the College's cost towards hospital and surgical benefits;
- B. College participation of fifty (50%) percent of the College's cost towards major medical benefits;
- C. Accident insurance benefits at the same level as is provided to full-time employees;
- D. A group life insurance benefit in the amount of Twenty Thousand (\$20,000) Dollars, and spouse and dependent life insurance policies on the same basis as is provided to spouses and dependents of full-time employees;
- E. College participation of fifty (50%) percent of the College's cost towards dental insurance;
- F. Retirement options as specified in Article XIV, 14.3 Retirement;

- G. College participation for vision benefits on the same basis as is provided to full-time employees as specified in Article XIV, 14.8;
- H. College participation for disability insurance benefits on the same basis as is provided to full-time employees as specified in Article XIV, 14.5;
- I. Tuition benefits as specified for regular part-time employees in Article XIV, 14.12;
- J. Attendance pay (sick leave buy-back) as specified for regular part-time employees in Article XIV, 14.15.

18.5 Continuous Service

Upon placement on the regular part-time roster, employees working twenty-six regularly scheduled hours per week or less shall accrue continuous service at the rate of one-half (1/2) year for each year of service. This calculation shall be made when a bid raising question of continuous service is raised. Regular part-time employees working over twenty-six regularly scheduled hours per week shall accrue continuous service at the full rate.

18.6 Continuous Service Roster

Additionally, each September 1, the parties shall meet to determine the appropriate continuous service of each regular part-time employee on the roster.

18.7 Continuous Service Determination

Continuous service dates of regular part-time employees shall be conclusively determined by the parties utilizing the same procedure as those used for regular full-time employees.

18.8 Additional Work

The College retains complete discretion to determine the assignment of persons to perform work. However, when there is work to be performed due to the absence of regular full or part-time persons represented by the SEIU, the College will attempt to fill the position with a regular part-time bargaining unit employee if feasible.

18.9 Paid Breaks

Regular part-time employees working more than two (2) hours and less than 3.5 hours shall receive a five (5) minute paid break. Regular part-time employees working more than 3.5 hours and less than 6 hours shall receive a fifteen (15) minute paid break. Regular part-time employees working over 6 hours and less than 7.5 hours shall receive a 20 minute paid break. Regular part-time employees working 7.5 hours or more shall receive the same break period and lunch period specified in Section 12.3 and 12.4 for full-time employees.

**ARTICLE XIX
EFFECT OF AGREEMENT**

19.1 The Parties

The parties mutually agree that the terms or conditions expressly set forth in this Agreement represent the full and complete understanding, agreement and commitment between the parties.

19.2 Items

All items proposed, whether agreed to or rejected, will not be subject to negotiation until negotiations for a new contract commence in accordance with the provisions of the Pennsylvania Public Employee Relations Act and items included within the scope of bargaining which were or are not proposed shall likewise not be subject to negotiation until the period specified above.

**ARTICLE XX
UNION SECURITY**

20.1 Maintenance of Membership

Each employee who, on the effective date of this Agreement, is a member of the Union, and each employee who becomes a member after that date shall maintain his membership in the Union as presently defined in Sections 301 (18) and 705 of the Public Employees Relations Act, Act 195 of 1970. The payment of dues and assessments while a member shall be the only requisite employment condition.

20.2 Check-Off of Union Dues

The employer agrees to deduct the Union's monthly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the employer by the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Union by the last day of the succeeding month, after such deductions are made.

The employee's authorization shall be irrevocable during the term of this Agreement as provided in the maintenance of membership provision above.

20.3 Fair Share Fee

- A. The employer and the Union hereby agree that all employees in the bargaining unit who are non-members of the Union shall be subject to a fair share fee pursuant to Act 84 of 1988 (71 Pa. Stat. Ann. #575) and any amendments thereto (hereinafter "Fair Share Fee Act").
- B. The Union shall provide to non-members annual notice regarding the fair share fee in accordance with the provisions of the Fair Share Fee Act.
- C. The employer agrees to deduct a fair share fee monthly from all employees in the bargaining unit who are non-members of the Union, as provided for in the Fair Share Fee act.

As provided for in the Fair Share Fee Act, authorization from non-members to deduct fair share fees shall not be required. The amounts to be deducted shall be certified to the Employer by the Union and the total deductions of all employees shall be remitted together with an itemized statement to the Union on or before the end of the month following which the deduction is made.

20.4 Indemnity

The Union shall indemnify and hold the College harmless against any and all claims, suits, orders or judgement brought or issued against the College as a result of any action taken or not taken by the College under the provisions of this article.

20.5 Union Meetings

Union representatives shall be permitted to use College facilities to hold Union meetings, during non-work hours.

20.6 Information to New Employees

The College agrees to inform all new employees of the Union's position as exclusive bargaining representative and to provide them with a copy of the Agreement.

20.7 Reasonable Access

Full-time business representatives of the Union have the right to visit, at reasonable times, the premises of the College for the purpose of administering this Agreement. Absent an emergency, the full-time business representative shall first inform the appropriate College officials.

20.8 Additional Union Security

In the event Pennsylvania permits additional union security, the parties shall promptly convene negotiations on this issue.

**ARTICLE XXI
MANAGEMENT RIGHTS**

21.1 Management Rights

The College retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Commonwealth of Pennsylvania in all matters not covered by this Agreement.

21.2 Phone-In Center

The College shall have the right to subcontract with an independent contractor to provide services for the Phone-In Center, in connection with the registration of students, for a period of time not to exceed 90 calendar days. This service will supplement the work being performed by SEIU employees during peak registration periods and will not result in the loss of any SEIU jobs. This shall not be construed to be a waiver by the Union concerning any other subcontracting of bargaining unit work.

**ARTICLE XXII
SEVERABILITY**

22.1 Severability

Any article, section, provision, sentence or clause of this Agreement held to be illegal, will not be deemed valid, except to the extent permitted by law; however, the remainder of this Agreement shall remain in full force and effect for the entire term on this Agreement.

In the event any article, section, provision, sentence or clause of this Agreement is deemed to be invalid, by a Court of competent jurisdiction, and no appeal is taken by either party within the appropriate period, the parties shall renegotiate the article, section, provision, sentence or clause of the Agreement so deemed to be invalid.

SEIU Wage Rates

September 1, 2009

Grade	New Hire	3 Month	1 Year	2 Year	5 Year	10 Year	15 Year	20 Year	25 Year
A	12.79	13.53	14.24	15.55	15.81	16.00	16.14	16.39	16.60
B	13.60	14.33	15.13	16.54	16.76	16.95	17.11	17.36	17.60
C	13.98	14.76	15.56	17.01	17.24	17.42	17.59	17.82	18.07
D	14.33	15.17	16.00	17.46	17.71	17.90	18.07	18.27	18.55
E	14.75	15.57	16.43	17.93	18.20	18.35	18.52	18.73	18.97
F	16.87	17.30	18.19	18.91	19.15	19.34	19.48	19.71	19.96
G	17.69	18.18	19.09	19.87	20.10	20.26	20.44	20.70	20.92
H	19.69	20.22	21.30	22.11	22.37	22.53	22.67	22.92	23.14

September 1, 2010

Grade	New Hire	3 Month	1 Year	2 Year	5 Year	10 Year	15 Year	20 Year	25 Year
A	13.17	13.94	14.67	16.02	16.28	16.48	16.62	16.88	17.10
B	14.01	14.76	15.58	17.04	17.26	17.46	17.62	17.88	18.13
C	14.40	15.20	16.03	17.52	17.76	17.94	18.12	18.35	18.61
D	14.76	15.63	16.48	17.98	18.24	18.44	18.61	18.82	19.11
E	15.19	16.04	16.92	18.47	18.75	18.90	19.08	19.29	19.54
F	17.38	17.82	18.74	19.48	19.72	19.92	20.06	20.30	20.56
G	18.22	18.73	19.66	20.47	20.70	20.87	21.05	21.32	21.55
H	20.28	20.83	21.94	22.77	23.04	23.21	23.35	23.61	23.83

September 1, 2011

Grade	New Hire	3 Month	1 Year	2 Year	5 Year	10 Year	15 Year	20 Year	25 Year
A	13.57	14.36	15.11	16.50	16.77	16.97	17.12	17.39	17.61
B	14.43	15.20	16.05	17.55	17.78	17.98	18.15	18.42	18.67
C	14.83	15.66	16.51	18.05	18.29	18.48	18.66	18.90	19.17
D	15.20	16.10	16.97	18.52	18.79	18.99	19.17	19.38	19.68
E	15.65	16.52	17.43	19.02	19.31	19.47	19.65	19.87	20.13
F	17.90	18.35	19.30	20.06	20.31	20.52	20.66	20.91	21.18
G	18.77	19.29	20.25	21.08	21.32	21.50	21.68	21.96	22.20
H	20.89	21.45	22.60	23.45	23.73	23.91	24.05	24.32	24.54

Note: All rates are based on hire date. All rates are effective at the completion of the specified number of years with the exception of the 5 and 10 year rates.

September 1, 2009 Wage Rates

	Grade	Hours	New Hire		3 Month		1 Year		2 Year		5 Year		10 Year		15 Year		20 Year		25 Year	
			Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
570	Custodian/Laborer	40.0 A	12.79	26,603.20	13.53	28,142.40	14.24	29,619.20	15.55	32,344.00	15.81	32,884.80	16.00	33,280.00	16.14	33,571.20	16.39	34,091.20	16.60	34,528.00
586	Bookstore Clerk	37.5 B	13.60	26,520.00	14.33	27,943.50	15.13	29,503.50	16.54	32,253.00	16.76	32,682.00	16.95	33,052.50	17.11	33,364.50	17.36	33,852.00	17.60	34,320.00
583	Clerk	37.5 B	13.60	26,520.00	14.33	27,943.50	15.13	29,503.50	16.54	32,253.00	16.76	32,682.00	16.95	33,052.50	17.11	33,364.50	17.36	33,852.00	17.60	34,320.00
585	Library Clerk	37.5 B	13.60	26,520.00	14.33	27,943.50	15.13	29,503.50	16.54	32,253.00	16.76	32,682.00	16.95	33,052.50	17.11	33,364.50	17.36	33,852.00	17.60	34,320.00
580	Office Services Clerk	37.5 B	13.60	26,520.00	14.33	27,943.50	15.13	29,503.50	16.54	32,253.00	16.76	32,682.00	16.95	33,052.50	17.11	33,364.50	17.36	33,852.00	17.60	34,320.00
572	Custodial Leader	40.0 B	13.60	28,288.00	14.33	29,806.40	15.13	31,470.40	16.54	34,403.20	16.76	34,860.80	16.95	35,256.00	17.11	35,588.80	17.36	36,108.80	17.60	36,608.00
587	Accounting Clerk	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
560	Data Entry Clerk	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
589	Faculty Secretary	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
590	Secretary/Typist	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
564	Sr. Bookstore Clerk	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
563	Sr. Library Clerk	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
581	Switchboard/Receptionist	37.5 C	13.98	27,261.00	14.76	28,782.00	15.56	30,342.00	17.01	33,169.50	17.24	33,618.00	17.42	33,969.00	17.59	34,300.50	17.82	34,749.00	18.07	35,236.50
597	Learning Resource Asst.	37.5 D	14.33	27,943.50	15.17	29,581.50	16.00	31,200.00	17.46	34,047.00	17.71	34,534.50	17.90	34,905.00	18.07	35,236.50	18.27	35,626.50	18.55	36,172.50
591	Secretary	37.5 D	14.33	27,943.50	15.17	29,581.50	16.00	31,200.00	17.46	34,047.00	17.71	34,534.50	17.90	34,905.00	18.07	35,236.50	18.27	35,626.50	18.55	36,172.50
584	Senior Clerk	37.5 D	14.33	27,943.50	15.17	29,581.50	16.00	31,200.00	17.46	34,047.00	17.71	34,534.50	17.90	34,905.00	18.07	35,236.50	18.27	35,626.50	18.55	36,172.50
573	Facilities Clerk	40.0 D	14.33	29,806.40	15.17	31,553.60	16.00	33,280.00	17.46	36,316.80	17.71	36,836.80	17.90	37,232.00	18.07	37,585.60	18.27	38,001.60	18.55	38,584.00
565	Recorder	37.5 E	14.75	28,762.50	15.57	30,361.50	16.43	32,038.50	17.93	34,963.50	18.20	35,490.00	18.35	35,782.50	18.52	36,114.00	18.73	36,523.50	18.97	36,991.50
588	Sr. Accounting Clerk	37.5 E	14.75	28,762.50	15.57	30,361.50	16.43	32,038.50	17.93	34,963.50	18.20	35,490.00	18.35	35,782.50	18.52	36,114.00	18.73	36,523.50	18.97	36,991.50
554	Sr. Press Operator	37.5 E	14.75	28,762.50	15.57	30,361.50	16.43	32,038.50	17.93	34,963.50	18.20	35,490.00	18.35	35,782.50	18.52	36,114.00	18.73	36,523.50	18.97	36,991.50
592	Sr. Secretary	37.5 E	14.75	28,762.50	15.57	30,361.50	16.43	32,038.50	17.93	34,963.50	18.20	35,490.00	18.35	35,782.50	18.52	36,114.00	18.73	36,523.50	18.97	36,991.50
574	Skilled Maintenance	40.0 E	14.75	30,680.00	15.57	32,385.60	16.43	34,174.40	17.93	37,294.40	18.20	37,856.00	18.35	38,168.00	18.52	38,521.60	18.73	38,958.40	18.97	39,457.60
595	A/V/ Aide	37.5 F	16.87	32,896.50	17.30	33,735.00	18.19	35,470.50	18.91	36,874.50	19.15	37,342.50	19.34	37,713.00	19.48	37,986.00	19.71	38,434.50	19.96	38,922.00
562	Lead Computer Opeator	37.5 F	16.87	32,896.50	17.30	33,735.00	18.19	35,470.50	18.91	36,874.50	19.15	37,342.50	19.34	37,713.00	19.48	37,986.00	19.71	38,434.50	19.96	38,922.00
575	Sr. Skilled Maint. Worker	40.0 G	17.69	36,795.20	18.18	37,814.40	19.09	39,707.20	19.87	41,329.60	20.10	41,808.00	20.26	42,140.80	20.44	42,515.20	20.70	43,056.00	20.92	43,513.60
576	Lead Skilled Maint. Worker	40.0 H	19.69	40,955.20	20.22	42,057.60	21.30	44,304.00	22.11	45,988.80	22.37	46,529.60	22.53	46,862.40	22.67	47,153.60	22.92	47,673.60	23.14	48,131.20

Note: All Rates are based on hire date. All rates are effective at the completion of the specified number of years with the exception of the 5 year and 10 year rates.

September 1, 2010 Wage Rates

	Grade	Hours	New Hire		3 Month		1 Year		2 Year		5 Year		10 Year		15 Year		20 Year		25 Year		
			Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	
570	Custodian/Laborer	40.0	A	13.17	27,393.60	13.94	28,995.20	14.67	30,513.60	16.02	33,321.60	16.28	33,862.40	16.48	34,278.40	16.62	34,569.60	16.88	35,110.40	17.10	35,568.00
586	Bookstore Clerk	37.5	B	14.01	27,319.50	14.76	28,782.00	15.58	30,381.00	17.04	33,228.00	17.26	33,657.00	17.46	34,047.00	17.62	34,359.00	17.88	34,866.00	18.13	35,353.50
583	Clerk	37.5	B	14.01	27,319.50	14.76	28,782.00	15.58	30,381.00	17.04	33,228.00	17.26	33,657.00	17.46	34,047.00	17.62	34,359.00	17.88	34,866.00	18.13	35,353.50
585	Library Clerk	37.5	B	14.01	27,319.50	14.76	28,782.00	15.58	30,381.00	17.04	33,228.00	17.26	33,657.00	17.46	34,047.00	17.62	34,359.00	17.88	34,866.00	18.13	35,353.50
580	Office Services Clerk	37.5	B	14.01	27,319.50	14.76	28,782.00	15.58	30,381.00	17.04	33,228.00	17.26	33,657.00	17.46	34,047.00	17.62	34,359.00	17.88	34,866.00	18.13	35,353.50
572	Custodial Leader	40.0	B	14.01	29,140.80	14.76	30,700.80	15.58	32,406.40	17.04	35,443.20	17.26	35,900.80	17.46	36,316.80	17.62	36,649.60	17.88	37,190.40	18.13	37,710.40
587	Accounting Clerk	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
560	Data Entry Clerk	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
589	Faculty Secretary	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
590	Secretary/Typist	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
564	Sr. Bookstore Clerk	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
563	Sr. Library Clerk	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
581	Switchboard/Receptionist	37.5	C	14.40	28,080.00	15.20	29,640.00	16.03	31,258.50	17.52	34,164.00	17.76	34,632.00	17.94	34,983.00	18.12	35,334.00	18.35	35,782.50	18.61	36,289.50
597	Learning Resource Asst.	37.5	D	14.76	28,782.00	15.63	30,478.50	16.48	32,136.00	17.98	35,061.00	18.24	35,568.00	18.44	35,958.00	18.61	36,289.50	18.82	36,699.00	19.11	37,264.50
591	Secretary	37.5	D	14.76	28,782.00	15.63	30,478.50	16.48	32,136.00	17.98	35,061.00	18.24	35,568.00	18.44	35,958.00	18.61	36,289.50	18.82	36,699.00	19.11	37,264.50
584	Senior Clerk	37.5	D	14.76	28,782.00	15.63	30,478.50	16.48	32,136.00	17.98	35,061.00	18.24	35,568.00	18.44	35,958.00	18.61	36,289.50	18.82	36,699.00	19.11	37,264.50
573	Facilities Clerk	40.0	D	14.76	30,700.80	15.63	32,510.40	16.48	34,278.40	17.98	37,398.40	18.24	37,939.20	18.44	38,355.20	18.61	38,708.80	18.82	39,145.60	19.11	39,748.80
565	Recorder	37.5	E	15.19	29,620.50	16.04	31,278.00	16.92	32,994.00	18.47	36,016.50	18.75	36,562.50	18.90	36,855.00	19.08	37,206.00	19.29	37,615.50	19.54	38,103.00
588	Sr. Accounting Clerk	37.5	E	15.19	29,620.50	16.04	31,278.00	16.92	32,994.00	18.47	36,016.50	18.75	36,562.50	18.90	36,855.00	19.08	37,206.00	19.29	37,615.50	19.54	38,103.00
554	Sr. Press Operator	37.5	E	15.19	29,620.50	16.04	31,278.00	16.92	32,994.00	18.47	36,016.50	18.75	36,562.50	18.90	36,855.00	19.08	37,206.00	19.29	37,615.50	19.54	38,103.00
592	Sr. Secretary	37.5	E	15.19	29,620.50	16.04	31,278.00	16.92	32,994.00	18.47	36,016.50	18.75	36,562.50	18.90	36,855.00	19.08	37,206.00	19.29	37,615.50	19.54	38,103.00
574	Skilled Maintenance	40.0	E	15.19	31,595.20	16.04	33,363.20	16.92	35,193.60	18.47	38,417.60	18.75	39,000.00	18.90	39,312.00	19.08	39,686.40	19.29	40,123.20	19.54	40,643.20
595	A/V/ Aide	37.5	F	17.38	33,891.00	17.82	34,749.00	18.74	36,543.00	19.48	37,986.00	19.72	38,454.00	19.92	38,844.00	20.06	39,117.00	20.30	39,585.00	20.56	40,092.00
562	Lead Computer Opeator	37.5	F	17.38	33,891.00	17.82	34,749.00	18.74	36,543.00	19.48	37,986.00	19.72	38,454.00	19.92	38,844.00	20.06	39,117.00	20.30	39,585.00	20.56	40,092.00
575	Sr. Skilled Maint. Worker	40.0	G	18.22	37,897.60	18.73	38,958.40	19.66	40,892.80	20.47	42,577.60	20.70	43,056.00	20.87	43,409.60	21.05	43,784.00	21.32	44,345.60	21.55	44,824.00
576	Lead Skilled Maint. Worker	40.0	H	20.28	42,182.40	20.83	43,326.40	21.94	45,635.20	22.77	47,361.60	23.04	47,923.20	23.21	48,276.80	23.35	48,568.00	23.61	49,108.80	23.83	49,566.40

Note: All Rates are based on hire date. All rates are effective at the completion of the specified number of years with the exception of the 5 year and 10 year rates.

September 1, 2011 Wage Rates

	Grade	New Hire		3 Month		1 Year		2 Year		5 Year		10 Year		15 Year		20 Year		25 Year			
		Hours		Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual		
570	Custodian/Laborer	40.0	A	13.57	28,225.60	14.36	29,868.80	15.11	31,428.80	16.50	34,320.00	16.77	34,881.60	16.97	35,297.60	17.12	35,609.60	17.39	36,171.20	17.61	36,628.80
586	Bookstore Clerk	37.5	B	14.43	28,138.50	15.20	29,640.00	16.05	31,297.50	17.55	34,222.50	17.78	34,671.00	17.98	35,061.00	18.15	35,392.50	18.42	35,919.00	18.67	36,406.50
583	Clerk	37.5	B	14.43	28,138.50	15.20	29,640.00	16.05	31,297.50	17.55	34,222.50	17.78	34,671.00	17.98	35,061.00	18.15	35,392.50	18.42	35,919.00	18.67	36,406.50
585	Library Clerk	37.5	B	14.43	28,138.50	15.20	29,640.00	16.05	31,297.50	17.55	34,222.50	17.78	34,671.00	17.98	35,061.00	18.15	35,392.50	18.42	35,919.00	18.67	36,406.50
580	Office Services Clerk	37.5	B	14.43	28,138.50	15.20	29,640.00	16.05	31,297.50	17.55	34,222.50	17.78	34,671.00	17.98	35,061.00	18.15	35,392.50	18.42	35,919.00	18.67	36,406.50
572	Custodial Leader	40.0	B	14.43	30,014.40	15.20	31,616.00	16.05	33,384.00	17.55	36,504.00	17.78	36,982.40	17.98	37,398.40	18.15	37,752.00	18.42	38,313.60	18.67	38,833.60
587	Accounting Clerk	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
560	Data Entry Clerk	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
589	Faculty Secretary	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
590	Secretary/Typist	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
564	Sr. Bookstore Clerk	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
563	Sr. Library Clerk	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
581	Switchboard/Receptionist	37.5	C	14.83	28,918.50	15.66	30,537.00	16.51	32,194.50	18.05	35,197.50	18.29	35,665.50	18.48	36,036.00	18.66	36,387.00	18.90	36,855.00	19.17	37,381.50
597	Learning Resource Asst.	37.5	D	15.20	29,640.00	16.10	31,395.00	16.97	33,091.50	18.52	36,114.00	18.79	36,640.50	18.99	37,030.50	19.17	37,381.50	19.38	37,791.00	19.68	38,376.00
591	Secretary	37.5	D	15.20	29,640.00	16.10	31,395.00	16.97	33,091.50	18.52	36,114.00	18.79	36,640.50	18.99	37,030.50	19.17	37,381.50	19.38	37,791.00	19.68	38,376.00
584	Senior Clerk	37.5	D	15.20	29,640.00	16.10	31,395.00	16.97	33,091.50	18.52	36,114.00	18.79	36,640.50	18.99	37,030.50	19.17	37,381.50	19.38	37,791.00	19.68	38,376.00
573	Facilities Clerk	40.0	D	15.20	31,616.00	16.10	33,488.00	16.97	35,297.60	18.52	38,521.60	18.79	39,083.20	18.99	39,499.20	19.17	39,873.60	19.38	40,310.40	19.68	40,934.40
565	Recorder	37.5	E	15.65	30,517.50	16.52	32,214.00	17.43	33,988.50	19.02	37,089.00	19.31	37,654.50	19.47	37,966.50	19.65	38,317.50	19.87	38,746.50	20.13	39,253.50
588	Sr. Accounting Clerk	37.5	E	15.65	30,517.50	16.52	32,214.00	17.43	33,988.50	19.02	37,089.00	19.31	37,654.50	19.47	37,966.50	19.65	38,317.50	19.87	38,746.50	20.13	39,253.50
554	Sr. Press Operator	37.5	E	15.65	30,517.50	16.52	32,214.00	17.43	33,988.50	19.02	37,089.00	19.31	37,654.50	19.47	37,966.50	19.65	38,317.50	19.87	38,746.50	20.13	39,253.50
592	Sr. Secretary	37.5	E	15.65	30,517.50	16.52	32,214.00	17.43	33,988.50	19.02	37,089.00	19.31	37,654.50	19.47	37,966.50	19.65	38,317.50	19.87	38,746.50	20.13	39,253.50
574	Skilled Maintenance	40.0	E	15.65	32,552.00	16.52	34,361.60	17.43	36,254.40	19.02	39,561.60	19.31	40,164.80	19.47	40,497.60	19.65	40,872.00	19.87	41,329.60	20.13	41,870.40
595	A/V/ Aide	37.5	F	17.90	34,905.00	18.35	35,782.50	19.30	37,635.00	20.06	39,117.00	20.31	39,604.50	20.52	40,014.00	20.66	40,287.00	20.91	40,774.50	21.18	41,301.00
562	Lead Computer Opeator	37.5	F	17.90	34,905.00	18.35	35,782.50	19.30	37,635.00	20.06	39,117.00	20.31	39,604.50	20.52	40,014.00	20.66	40,287.00	20.91	40,774.50	21.18	41,301.00
575	Sr. Skilled Maint. Worker	40.0	G	18.77	39,041.60	19.29	40,123.20	20.25	42,120.00	21.08	43,846.40	21.32	44,345.60	21.50	44,720.00	21.68	45,094.40	21.96	45,676.80	22.20	46,176.00
576	Lead Skilled Maint. Worker	40.0	H	20.89	43,451.20	21.45	44,616.00	22.60	47,008.00	23.45	48,776.00	23.73	49,358.40	23.91	49,732.80	24.05	50,024.00	24.32	50,585.60	24.54	51,043.20

Note: All Rates are based on hire date. All rates are effective at the completion of the specified number of years with the exception of the 5 year and 10 year rates.

APPENDIX "B"
JOB GROUPS

Job Group I

Accounting Clerk
Bookstore Clerk
Clerk
Data Entry Clerk
Faculty Secretary
Learning Resources Assistant
Library Clerk
Office Services Clerk

Recorder
Secretary
Secretary/Typist
Senior Accounting Clerk
Senior Bookstore Clerk
Senior Clerk
Senior Library Clerk
Senior Secretary
Switchboard/Receptionist

Job Group II

Custodial Leader
Custodian/Laborer
Lead Skilled Maint. Worker

Senior Skilled Maintenance Worker
Skilled Maintenance Worker
Facilities Clerk

Job Group III

Lead Computer Operator

Job Group IV

A/V Aide

APPENDIX "C"
JOB CLASSIFICATION MANUAL

(Job Reclassification & Related Grievance Procedures)

A. Revised or Newly Established Jobs

1. Revised Jobs

College shall have the right to revise and update job descriptions as required. The College will review any revised job descriptions with the Union prior to implementation.

In the event the job duties of any presently existing jobs are significantly changed, either at the discretion of the College or through other means, the College shall review the job and provide the Union with the results. If the Union disagrees with the findings, it may file a grievance as set forth in the Grievance and Arbitration Procedures of this manual. In reviewing the revised job, only those factors affected by the changes shall be considered for evaluation and classification purposes.

2. New Jobs

Any new jobs shall be described, evaluated and classified by the College as set forth in this manual.

3. General

a) Request for a Job Description Questionnaire from the Human Resources Department is made through the employee's supervisor. (An employee is free to consult with the Campus Union Steward at any time during this process).

b) Questionnaire is completed and signed by the employee and routed to the following:

- 1) Supervisor
- 2) Division Dean
- 3) Executive Dean
- 4) Director of Business Affairs

Comments are encouraged from these administrators. Their signature is not an endorsement, but an agreement that the request should be reviewed.

c) The Human Resources Department reviews the request and proceeds with a job audit. After the re-evaluation is completed, the analysis is returned to the above mentioned personnel, the employee, and the Union.

d) If the employee disagrees with the evaluation, he/she should seek clarification with their immediate supervisor. In the event, the employee wishes to pursue his/her request further, he/she may consult with the campus steward and proceed with the grievance procedure beginning with the informal stage as follows:

B. Scope of Grievance Procedure

If the employee and the Union believe an evaluation of a job should have resulted in a higher or lower

classification or should have resulted in a classification change, a resolution should be attempted at an informal stage. Within fifteen (15) days after notification of the job evaluation and classification, the employee should review the findings with the campus steward and notify the Human Resources Department designee that further clarification is needed.

A meeting will be scheduled with the employee, the campus steward and the College job classification designee. In the event these discussions do not result in a satisfactory solution, a formal grievance may be initiated using the procedures listed below.

1. Level One

The grievance must be initiated within fifteen (15) days from the time of the meeting held at the informal stage. The alleged grievance shall be reduced to writing by the Union Campus Steward and be submitted to the College job classification designee. The Union job classification committee (not to exceed 5) shall meet with the College job classification designee within ten (10) days of the filing of the grievance and attempt to resolve the matter. A written answer must be given by the College within five (5) working days after such meeting.

2. Level Two

If the parties are unable to resolve the job classification grievance satisfactorily, the Union, Business Agent and the College Personnel Director (or designee) shall meet and attempt to settle the grievance within five (5) working days of the receipt of the response from Level One.

3. Level Three

If the parties are unable to resolve the grievance at Level Two, the Union may cause the job classification grievance to be placed before an arbitrator experienced in job classification matters and conversant with the job description and classification system of the parties for final and binding resolution. Normally, it is expected this arbitration will be informal and the arbitrator will have full access to persons responsible for and knowledgeable of the system.

4. Settlement of the Grievance

In the event the parties settle a grievance, or the arbitrator issues a final and binding award, which requires an increase in the pay level, employees affected by the grievance shall be granted the increase in pay, in accordance with regular College procedures.

Additional personnel may be required to attend meeting at Level Two and Three upon mutual agreement or both the College and the Union.

APPENDIX "D"
SICK DAY BUY BACK

Employees with 25-40 days as of October 31st, 1997, would be eligible to sell back up to ten (10) days on November 1st, 1997, at the August 30th, 1997 rates. Employees with more than 40 days as of October 31st, 1997, would be eligible to sell back up to 15 days on November 1st, 1997, at the August 30th, 1997 rates. See table below:

<u>Days as of</u> <u>Oct. 31, 1997</u>	<u>Days You Can Sell</u> <u>Back on Nov. 1, 1997</u>
15 to 40	10
More Than 40	15

Employees with 15-30 days as of October 31st, 1998, would be eligible to sell back up to ten (10) days on November 1st, 1998, at the August 30th, 1998 rates. Employees with more than 30 days as of October 31st, 1998, would be eligible to sell back up to 15 days on November 1st, 1998, at the August 30th, 1998 rates. See table below:

<u>Days as of</u> <u>Oct. 31, 1998</u>	<u>Days You Can Sell</u> <u>Back on Nov. 1, 1998</u>
15 to 30	10
More Than 30	15

Employees with 15-30 days as of October 31st, 1999, would be eligible to sell back up to ten (10) days on November 1st, 1999, at the January 1st, 1999 rates. Employees with more than 30 days as of October 31st, 1999, would be eligible to sell back up to 15 days on November 1st, 1999, at the January 1st, 1999 rates. See table below:

<u>Days as of</u> <u>Oct. 31, 1999</u>	<u>Days You Can Sell</u> <u>Back on Nov. 1, 1999</u>
15 to 30	10
More Than 30	15

Employees with 15-30 days as of October 31st, 2000, would be eligible to sell back up to ten (10) days on November 1st, 2000, at the August 31st, 2000 rates. Employees with more than 30 days as of October 31st, 2000, would be eligible to sell back up to 15 days on November 1st, 2000, at the August 31st, 2000 rates. See table below:

<u>Days as of</u> <u>Oct. 31, 2000</u>	<u>Days You Can Sell</u> <u>Back on Nov. 1, 2000</u>
15 to 30	10
More Than 30	15

Employees with 15-30 days as of October 31st, 2001, would be eligible to sell back up to ten (10) days on November 1st, 2001, at the January 1st, 2001 rates. Employees with more than 30 days as of October 31st, 2001, would be eligible to sell back up to 15 days on November 1st, 2001, at the January 1st, 2001 rates. See table below:

<u>Days as of</u> <u>Oct. 31, 2001</u>	<u>Days You Can Sell</u> <u>Back on Nov. 1, 2001</u>
15 to 30	10
More Than 30	15

Appendix E

PAID TIME-OFF ACCRUAL RATES FOR FULL-TIME AND PART-TIME EMPLOYEES

After Completion of:	Hours	Annual Accrual Days	Monthly Accruals in Hours and Tenths		Hours	Annual Accrual Days	Monthly Accruals in Hours and Tenths	
			12-Month Employees	10-Month Employees			12-Month Employees	10-Month Employees
After 10 years	40	26	17.3	14.4	25	26	10.8	9.0
After 5 years	40	21	14.0	11.7	25	21	8.8	7.3
After 1 year	40	16	10.7	8.9	25	16	6.7	5.6
After 10 years	37.5	26	16.3	13.5	24	26	10.4	8.7
After 5 years	37.5	21	13.1	10.9	24	21	8.4	7.0
After 1 year	37.5	16	10.0	8.3	24	16	6.4	5.3
After 10 years	30	26	13.0	10.8	23	26	10.0	8.3
After 5 years	30	21	10.5	8.8	23	21	8.1	6.7
After 1 year	30	16	8.0	6.7	23	16	6.1	5.1
After 10 years	29	26	12.6	10.5	22	26	9.5	7.9
After 5 years	29	21	10.2	8.5	22	21	7.7	6.4
After 1 year	29	16	7.7	6.4	22	16	5.9	4.9
After 10 years	28	26	12.1	10.1	21	26	9.1	7.6
After 5 years	28	21	9.8	8.2	21	21	7.4	6.1
After 1 year	28	16	7.5	6.2	21	16	5.6	4.7
After 10 years	27	26	11.7	9.8	20	26	8.7	7.2
After 5 years	27	21	9.5	7.9	20	21	7.0	5.8
After 1 year	27	16	7.2	6.0	20	16	5.3	4.4
After 10 years	26	26	11.3	9.4				
After 5 years	26	21	9.1	7.6				
After 1 year	26	16	6.9	5.8				

Formulas:

12-Month Employee: Annual Accrual Days / 12 months x Hours per Day

10-Month Employee: Annual Accrual Days / 12 months x Hours per Day x (10 months worked / 12 months)

SEE ARTICLE 15.1 OF THE COLLECTIVE BARGAINING AGREEMENT.

Paid Time Off may be utilized after completing 6 months.

**APPENDIX "F"
TEMPORARY EMPLOYEES**



COMMUNITY
COLLEGE OF
ALLEGHENY
COUNTY

**REQUEST FOR TEMPORARY STAFF
FORM**

POSITION DATA	_____ Position Title	_____ Campus
	_____ Date	_____ Department
	_____ Center Number	_____ 506 Account Balance:
DUTIES	Description of Duties to be performed: 	
	Days and Hours of Work: 	
	Length of Request: Start Date _____ End Date _____	
	Reason for Request: <input type="checkbox"/> Peak Period <input type="checkbox"/> Replacement of (name) _____ <input type="checkbox"/> Special Project: (please describe)	
	Special skills or experience which will be necessary to perform these duties:	
	Who will supervise this employee and be responsible for the submission of payment information?	
	Name of person (including name of temporary agency if applicable) recommended for the position:	
	Approvals: Initiator: _____ Dean: _____ Business Office: _____	

I understand that this work is temporary in nature and that there are no fringe benefits or tenure to which I am entitled except as provided by law.

Signature: _____ Hourly Rate: _____

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