

MEMORANDUM OF AGREEMENT

ARTICLE 1 - RECOGNITION OF UNION

Section 1.1 - Management Defined

Whenever used in this Agreement, the term "Management" shall mean the Board and/or the administrative staff designated by the Board to implement and administer the Board's policies.

Section 1.2 - Exclusive Representative

The Board recognizes the Union as the exclusive representative of the Unit 2 Classified Employees in positions included in Appendix One for the purpose of collective bargaining for wages, benefits and working conditions.

Section 1.3 - Employees in the Bargaining Unit

(A) Definition of Employee

Whenever used in this Agreement, the term "employee" shall mean classified employees with the job titles set forth in Appendix One, but excluding all employees who have access to confidential information, including budgetary and/or fiscal data subject to use by the Board in collective bargaining, law enforcement, and security personnel, and supervisory employees; employees regularly scheduled to work less than (20) hours a week.

(B) Regular Part-Time Employees

Employees who are regularly scheduled to work at least twenty (20) hours but fewer than thirty-seven and one-half (37.5) hours in a work week are regular part-time employees, and are provided certain benefits in this Agreement on a pro-rated basis, calculated based upon the proportion that their work week is to a thirty-seven and one-half (37.5) hour work week.

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ARTICLE 2 - MANAGEMENT FUNCTIONS

In accordance with the Rules and Regulations for Collective Bargaining for Classified Employees, all management functions, rights, and prerogatives, written or unwritten, which have not been expressly modified or restricted by a specific provision of this Agreement, are retained and vested exclusively in Management and may be exercised by Management at its sole discretion. Such rights include, but are not limited to, all rights and prerogatives granted by applicable law, to evaluate applicants and select individuals for employment, to discipline and discharge employees for just cause, to lay off and recall employees. In exercising these rights, management shall not knowingly violate the contents of this Agreement.

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ARTICLE 3 - GRIEVANCE PROCEDURE

Section 3.1-Standard Procedure

(A) Definition of Grievance

A grievance shall mean any dispute between an employee, or group of employees, and the College concerning the application of, the interpretation of, or a claimed violation of the express terms of this Agreement. It is understood that rules, regulations, policies, or practices implemented pursuant to this Agreement fall within this definition.

(B) Procedures

Step 1--Within ten (10) days of the event giving rise to the grievance or after the employee reasonably should have known of the event giving rise to the grievance, the aggrieved employee, or a representative of the Union may submit a written grievance to the employee's immediate supervisor. The immediate supervisor will attempt to resolve the grievance, including holding a meeting if requested by the grievant, and provide the grievant or steward with a written response in 15 days. (If requested by the grievant, said meeting shall include a representative from the union.) If the grievance cannot be resolved at this level the grievance may be appealed to Step 2 by the Union or the employee. If the grievance is resolved between the employee and their supervisor, a written disposition of the grievance shall be forwarded to the Union indicating the result of the grievance.

Exception--A grievance that the Union contends is of significance to a group of employees, or that the Union contends challenges a policy or practice of the College as a whole, may begin at step 2. That grievance shall be filed within 10 days of the event giving rise to the grievance or after the grievant reasonably should have known of the event giving rise to the grievance. Management reserves the right in its discretion to refer the grievance back to step 1. The timing under this procedure then will begin at step 1 upon notification to the grievant.

Step 2--Within ten (10) days of receiving Management's answer to the grievance at Step 1, the grievance may be appealed by the Union or the employee to the Senior Director of Human Resources. The written appeal shall indicate the name of the aggrieved, the action causing the grievance, the contract provision alleged to be violated, if any, and the remedy requested by the Union or employee. Upon receipt of the appeal, a meeting shall be held within ten (10) days between the aggrieved, a representative of the Union if the grievant so chooses, and the Senior Director of Human Resources (Senior Director) or designee. The employee may represent himself

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during the meeting if he chooses. Upon conclusion of that meeting Management shall confirm its response to the grievance in writing within ten (10) days.

Step 3-- Within ten (10) days of receiving Management's answer to the grievance at Step 2, the grievance may be appealed in writing by the Union or the employee to the President. Upon receipt of the appeal, a meeting shall be held within ten (10) days between the aggrieved, a representative of the Union if the grievant so chooses, and the President or designee. The employee may represent himself during the meeting if he chooses. Upon conclusion of that meeting, Management shall confirm their response to the grievance in writing within ten (10) days.

(C) Meeting Procedures - The time and location of grievance meetings shall be mutually agreed upon. All time spent by employees in the grievance procedure and traveling to a grievance meeting shall be paid at the regular rate of pay and shall be considered as time worked. Management shall supply the Union with all requested material relevant to the issue of the grievance, and the Union will be afforded the opportunity to make copies in a manner that does not interfere with the operation of the College.

(D) Time Limitations

Whenever used in this Article 3, the word "days" shall mean all days during the calendar year other than Saturdays, Sundays, and holidays listed in this Agreement. Time limits may be extended only by mutual agreement in writing of Management, the Union, and the aggrieved. If the Union or the aggrieved fail to comply with the time limits set forth in this Article, the grievance shall be deemed to have been waived. If Management fails to comply with any time limits set forth in this Article, the grievance shall automatically proceed to the next step.

(E) Union Representation

(1) Copies of Written Grievances

Upon receipt of a written grievance or written appeal submitted by an employee in accordance with the procedure set forth in Steps 1 through 3 of this Section 3.1, Management shall furnish a copy to the Union President. A copy of any written answer of Management under Steps 1 through 3 of this Section 3.1 shall be forwarded to the Union President simultaneously with its submission to the aggrieved employee.

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(2) Representation at Grievance Meetings

An employee may be represented at the meetings held pursuant to Steps 1 through 3 of the procedure set forth in this Section 3.1 by a steward designated by the Union unless the aggrieved employee objects. Any settlement or resolution of a grievance with an employee who elects not to have a Union representative present shall not be binding upon the Union or other persons represented by the Union.

Section 3.2 Arbitration

A grievance involving a suspension (for just cause), termination (for just cause) or demotion (for just cause) of any employee and any grievance involving the interpretation of this contract may be appealed to arbitration within ten (10) days of receiving Management's written response following Step 3 of the grievance procedure. The written appeal shall be in writing to the Senior Director.

(A) Procedure

Within ten (10) days following receipt of the written appeal letter, the Senior Director and the Union shall jointly request a panel of not less than seven (7) arbitrators from the American Arbitration Association to begin the selection process. Selection shall be made by the Union and Management alternately striking from the list. The final name shall be the arbitrator for the grievance. The striking process shall be rotated between the Union and Management.

The arbitrator shall have no authority to add to, subtract from, or modify any provision of this Agreement. The award of the arbitrator shall be final and binding and both parties agree to abide by the decision.

(B) Expense

Each party shall bear the expense of preparing and presenting its own case. The compensation and expenses of the arbitrator and any other expenses relative to the procedures shall be borne equally by both parties.

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ARTICLE 4 - SENIORITY

Section 4.1-Definition

As used in this Agreement "seniority" shall mean an employee's continuous length of service for Management since his or her last date of hire as a regular employee. All time spent on leave under the Family and Medical Leave Act of 1993 shall be considered as continuous service.

Section 4.2 - Termination of Seniority

An employee's seniority shall terminate without recourse under the provisions of this Agreement for the following reasons:

- (a) Discharge for cause, voluntary resignation or retirement;
- (b) Failure or refusal to return to work within three (3) days of notice of recall from layoff, when such notice is provided by registered mail to the employee's last known address as reflected in his or her personnel record;
- (c) Layoff or leave of absence for more than one (1) year since the employee's last day worked for Management, or a period of time exceeding the employee's seniority, whichever is less.

Section 4.3 - Seniority Roster

Management shall furnish to the Union a seniority roster of employees as of July 1 of each calendar year.

Section 4.4 Probationary Employees

(A) Probationary Period for Newly Hired Employees

An employee shall be considered a "probationary" employee until ninety (90) days have elapsed from his or her most recent date of hire. Management may, in its sole discretion, extend the probationary period for additional time. If the probation is extended, the employee will be given written notification of the reasons for the extension, and the corrective action that is expected. Seniority shall not accrue until an employee has successfully completed his or her probationary period, at which point seniority shall become established as of the employee's last date of hire. The discipline or discharge of a probationary employee shall not be subject to the grievance procedure.

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(B) Probationary Period for Promoted or Transferred Employees

An employee shall be considered a probationary employee until ninety (90) days have elapsed from his or her most recent date of voluntary promotion or transfer to another position at the College. Seniority shall not be affected by this provision. Management will attempt to return an employee who does not succeed during the probationary period to his or her prior position if a candidate has not been offered the position. In the event a position is not available at the end of the probation, the employee will receive vacancy notices and be considered for positions as a current employee for six months.

Section 4.5 - Layoff

If Management determines layoffs are necessary, the Union will be notified at least 30 days in advance as to which employees will be affected. After discussion with the Union, employees in the same position shall be laid off in inverse order of qualifications in order to retain the most qualified employees as determined by Management. Seniority shall be the determining factor among employees determined to be of the same relative competence in their job title. If a temporary employee is performing the same tasks as a bargaining unit employee selected for layoff, in the judgment of the College, tasks performed by the temporary employee will be assigned to a bargaining unit employee. Upon transfer of duties, the temporary employee will be laid off. The College will determine when and if it is operationally practical to do so.

An employee shall be eligible to be recalled to work by seniority within one (1) year from the date of layoff. Failure or refusal to return to work within three (3) days of notice of recall, when such notice is provided by registered mail to the employee's last known address, shall void any future recall rights within the one (1) year and shall terminate seniority without recourse.

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ARTICLE 5 - HOURS OF WORK

Section 5.1 - Work Day

A “work day” is a period of twenty-four (24) consecutive hours.

Section 5.2 - Regular Work Day

A “regular work day” shall consist of seven and one-half hours of work, exclusive of meal periods. An employee who is regularly scheduled to a work day that is not continuous, but is separated in the same day by non-work time, shall be paid a differential rate of \$.75 per hour for the entire shift.

Section 5.3 - Work Week

The “work week” shall consist of seven (7) consecutive calendar days, beginning at 12:01 a.m. Saturday and ending at 12:00 a.m. the following Saturday, unless a different workweek is established by Management, in its sole discretion.

Section 5.4 - Regular Work Week

An employee’s “regular work week” shall consist of thirty-seven and one-half (37.5) hours of work on five days in each work week.

Section 5.5 - Hours Worked

The payroll records of the College shall be the basis for establishing the number of hours worked by each employee.

Section 5.6 - Flexible Work Week

Management may establish four (4) day work weeks for all employees within certain work groups, provided the Union and the employees are notified at least two weeks in advance.

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Section 5.8 - Shift Assignment

Shift selection shall be determined on the basis of seniority.

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ARTICLE 6 – WAGES

Section 6.1 - Purpose of Article

The sole purpose of this Article is to provide a basis for the computation of straight time, overtime and other premium wages, and Management's pay records, practices, and procedures established under this Agreement shall govern the payment of all wages.

Section 6.2 - Regular Rate

An employee's "regular rate" of pay is defined as the straight time hourly rate of pay established on a salary scale for employees. The salary scale is attached as Appendix (2).

Section 6.3 - Wage Increase

A. Step Adjustments

Each employee who is not at the maximum step for the grade, other than a new or newly rehired employee shall be eligible for a step increase at the beginning of each fiscal year. New or newly rehired employees shall be eligible for a step increase only if the employee was on the payroll on the first regular workday after the winter recess and continued on the payroll through the beginning of each fiscal year. Increases will be based upon satisfactory performance as measured on a written evaluation form. An employee at the maximum step, or whose salary exceeds the maximum step, is not eligible for a step increase.

B. Longevity Recognition

This section shall be effective beginning July 1, 2010.

For employees who have at least 15 years of CCBC benefit eligible service and who have been on the maximum salary step or received a salary above the maximum salary step for at least one year shall receive a longevity bonus.

The longevity bonus shall be equal to \$35 multiplied by the employee's years of CCBC benefit eligible service on December 31 of the preceding calendar year.

C. Other Adjustments

If any general wage increase is provided to a class of employees other than those covered by this Agreement (faculty, administrators, and Unit 1 employees), and that increase is at a higher rate for the class of employees as a whole than that provided for employees covered by the Agreement, then that same rate of increase shall be provided to employees covered by this Agreement.

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D. Implementation of Increases

All salary increases provided pursuant to article 6.3 shall be effective on July 1 of each fiscal year and distributed beginning in the first pay period in July and continuing in equal pay installments for the remainder of the fiscal year.

Section 6.4 - Evaluations

The employee and supervisor shall jointly establish written objectives for the employee's position by March 31 of each calendar year, which shall be measurable and attainable. The evaluation form used to rate performance shall address the objectives established at the beginning of the period. If an employee disagrees with the evaluation, the employee may file a grievance, which shall be processed through the grievance procedure but not subject to final and binding arbitration. If an employee submits a voluntary self-evaluation, that document will remain with the evaluation form.

Section 6.5 - Job Descriptions

Each position within the bargaining unit shall have an official job description issued by the College in a standardized format. Upon request, each employee and the Union shall be provided with an approved copy of the employee's job description. The job description will include, but not be limited to: (1) essential duties and responsibilities; (2) minimum education and/or experience requirements; (3) grade level; and (4) title of immediate supervisor. In the event that there are any concerns with a new or revised job description issued by the College, the Union shall have the right, through a representative, to meet and discuss such concerns with the College's Office of Human Resources.

Section 6.6 - Evaluation Periods

The evaluation periods for employees covered by this agreement shall be March 16 through March 15. Pay increases at the beginning of each fiscal year will be based upon the evaluation period beginning on March 16 of each year. New or newly rehired employees, and those who enter a bargaining unit position during the fiscal year, shall be evaluated at the same time as other employees for the work performed in that portion of the year during which they are in the unit.

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Section 6.7 - Funding

The College shall, at a minimum, assume and request funding for a step increase of 3% as provided in this Article 6 each fiscal year. In the event funding is not provided, the College shall notify the Union and promptly proceed under the Rules and Regulations for Collective Bargaining.

Section 6.8 - Other Adjustments

(A) This Article is not meant to restrict other adjustments that may be granted by the College or the funding authority. In this regard, if a cost of living adjustment is granted to College employees, it shall be afforded to bargaining unit employees under the same terms as other College employees not represented by the Union.

(B) Temporary Assignment

An employee may be temporarily assigned to perform work which includes a preponderance of duties that are at a higher grade than the position to which the employee is regularly assigned. If such a temporary assignment lasts for more than 15 consecutive workdays, the assigned employee shall receive pay at the step for the higher grade that provides at least a 3% increase in wages for the duration of the temporary assignment. This payment will be retroactive to the first day of the assignment.

An employee may be temporarily assigned to perform work which includes a preponderance of duties from another position of an equal grade or lesser grade than the position to which the employee is regularly assigned. If such a temporary assignment lasts more than 15 consecutive workdays, the assigned employee shall receive a minimum of 75 minutes of additional time pay per week (if worked) for duration of the temporary assignment. This payment does not preclude the employee from receiving more additional time pay or overtime for this temporary assignment for additional time worked.

This Section only applies to temporary assignments and does not affect the College's ability to make reassignments and adjustments of work that are other than temporary.

Section 6.9 - Overtime Pay

Overtime pay for employees shall be computed at one and one-half (1-1/2) time the employee's regular rate for all hours worked in excess of forty (40) hours in any work week. Straight time shall be paid for all hours between thirty seven and one-half (37.5) and forty (40).

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There shall be no duplication or pyramiding in the computation of overtime pay, and nothing in this Agreement shall be construed to require the payment of overtime more than once for the same hours worked. If more than one of the provisions of this Agreement shall be applicable to any time worked by an employee, he or she shall be paid for such time at the highest rate specified in any one applicable provision, but he or she shall not be entitled to additional pay for such time under any other provision. Only those hours actually worked shall be included in the computation of overtime. An employee may elect to receive compensatory time off in lieu of overtime for hours over forty (40) in a workweek. Straight time between thirty-seven and one-half (37.5) and forty (40) hours (to be designated as extra time) will be paid, and is not eligible for compensatory time. Compensatory time off shall be at the rate of one and one-half times the hours worked in excess of 40 in a workweek. The College shall establish a uniform tracking and reporting system for compensatory time. Compensatory time off may not be accrued beyond seventy-five (75) hours for any employee. Once an employee reaches the 75 hour maximum compensatory time accrual, all hours worked in excess of 40 in a workweek must be paid at one and one-half times the employee's regular rate of pay. An employee who requests the use of compensatory time off shall be granted the time so long as the supervisor or manager determines that use of the time will not unduly disrupt the operation. An employee may request pay for accrued compensatory time off, which may be granted in the sole discretion of the College. Upon termination of employment, an employee shall receive pay for all unused, accrued compensatory time.

Section 6.10 - Call Back Pay

An employee who is called back to work after having left the College's premises at the conclusion of the employee's scheduled work day shall receive a minimum of four hours pay or pay for all hours actually worked prior to the start of the employee's next regular work day, whichever is greater.

If an employee is called while off-duty to answer questions or provide information, the employee shall receive one-quarter hour of pay if the time spent, including Management authorized follow up, exceeds seven minutes. For each additional 15 minutes the employee will receive one-quarter hour of pay. For example, an employee who spends more than 22 minutes, including Management authorized follow up, will receive one-half hour of pay. An employee who spends more than 52 minutes, including Management authorized follow up, shall receive one hour pay.

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Section 6.11 - Differential Pay

An employee whose shift begins between noon and 11:00 p.m., or who works 75% of the workday after noon, will receive differential pay of \$.75 per hour. An employee whose shift begins between 11:00 p.m. and 5:00 a.m., or who works 75% of the workday after 11:00 p.m., will receive \$.75 per hour. An employee who works on Saturday or Sunday will receive differential pay at the same rate as that given to classified staff employees not represented by the Union.

Section 6.12 - Wage Adjustment

(A) Promotion

An employee who is promoted from one grade to another with a higher maximum salary shall be moved to the minimum step in the pay grade that will provide at least a 3% increase, provided such a step is available.

(B) Demotion

An employee who is demoted shall be placed in a step equal to or greater in pay than that for the position vacated. If no such step is available, the employee shall be red-circled until such time that the schedule's steps rise above the employee's correct pay, at which time the employee shall be placed at the step and proceed as provided in this Article 6.

(C) Hiring

Newly hired employees should normally be hired in the first or second step, subject to College requirements for a different placement in the discretion of the College.

(D) Classification Review

Employees may request that a formal review of the position classification be conducted to determine whether the position is appropriately classified. Such requests must be made with an employee's immediate supervisor. If the supervisor agrees that the position may be classified differently, the supervisor shall request in writing to Human Resources that a job analysis be conducted. A request for a job analysis must be accompanied by a signed authorization from a Vice President.

After a thorough analysis, Human Resources will determine whether a different job reclassification is reasonably justified. Positions inappropriately classified will be reallocated to a classification that more accurately reflects the job responsibilities or the job duties in question will be removed. Incumbents of reclassified positions will be placed in a step of their new pay range that

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is equal to or above the step from which the employee is moving. If granted, the reclassification is retroactive to the first day of the pay period beginning after receipt of the appropriate Vice President's approval of the request for audit. Reclassifications do not change anniversary dates.

(E) Placement Review

When the College implements the new salary scale, employees will be placed on steps and within grades that the College determines are appropriate for the position held, length of service, and time within the position. The College acknowledges that improper changes associated with these efforts may take some time to become evident, and that some adjustments may be necessary. By January 31, 2010, an employee may request a review of the employee's position placement by completing a classification review form to be provided by the College. That form will permit the employee to detail the reasons for seeking review.

A representative of the College shall meet with a representative of the Union to consider the classification issue. Those representatives shall review and consider the official job description, past job descriptions, material from the employee and other pertinent information. If the representatives jointly agree that a meeting with the employee and/or the supervisor would be beneficial to a determination, they may conduct interviews. The recommendation of the representatives shall be forward to the President of the College, or her appointed agent, who will make a decision that will be final. This process is expected to be completed before June 30, 2010.

Section (E) shall sunset on 1 July 2010.

Section 6.13 - Mileage Allowance

Employees who use their personal vehicle to travel outside of their assigned campus shall be paid the Internal Revenue Service standard mileage rate in effect at the time. This allowance applies when an employee is required to travel between or among any campuses or facilities of the College after the beginning of the work day and until the end of the work day.

Section 6.14 - Job Title Upgrade

Whenever in the judgment of the employee and the College, job duties are added to a job title which constitutes raising the grade of that title, the College shall notify the union in writing 30 days in advance of the upgrade to the higher level. The employee's wages shall be adjusted to the proper step and grade as provided under Article 6 on the effective day of the notice.

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ARTICLE 7 - LEAVES OF ABSENCE

Section 7.1 - Sick Leave

A full time employee accrues sick leave at the rate of one day per qualifying month during the first fiscal year of employment, and at the rate of one and one-half days per qualifying month thereafter. If a new employee or rehire has not worked at least five qualifying months during the first fiscal year, sick leave during the second fiscal year of employment will be at the rate of one day per qualifying month. Regular part-time and ten-month employees shall accrue sick leave in proportion to their time worked. An employee must be in pay status six (6) days during a two week pay period in order to accrue sick leave benefits for that period. An employee on leave of absence does not accrue sick leave time. An employee on vacation, who has a serious illness that requires hospitalization or is of a prolonged nature, as confirmed by a physician, may choose to extend the vacation or take vacation at a later date. No employee who otherwise complies with the policies and practices of the College will be terminated until sick leave is exhausted unless the Board changes the current practice.

Section 7.2 - Family and Medical Leave

(A) Leave Entitlement.

An employee who has been employed by Management for 12 months and who completed 1250 hours of work during the 12-month period immediately preceding the commencement of such leave, will be entitled to leave under the Family Medical Leave Act of 1993 ("FMLA") in accordance with its provisions and the provisions of this Section 7.2.

(B) Year for Purposes of Determining Leave Entitlement

For purposes of determining an employee's leave eligibility and entitlement the 12 month period immediately preceding the projected or actual need for leave under the FMLA shall be the applicable measuring period.

(C) Payment of Group Insurance Premiums During Leave.

Each employee on unpaid leave under the FMLA shall remain responsible for paying the employee share of the premium for coverage elected by the employee under Section 11.1 of this Agreement and shall directly submit to Management, not later than the employee's normal payday, the amount of premium owed by the employee, unless other arrangements are approved by Management. If the employee shall fail to timely remit premium payments under this Section 7.2,

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Management shall make such payments on behalf of the employee and, after the employee's return from such leave, shall deduct (from wages payable to the employee) two times the amount that would otherwise be deducted pursuant to Section 11.1 of this Agreement, until the entire amount paid by Management on behalf of the employee, during leave under this Section 7.2, has been repaid. Except as provided in the immediately succeeding sentence, if the employee fails to return to work upon the expiration of leave under this Section 7.2, any amounts paid by Management toward the premium cost of benefits provided under Section 11.1 of this Agreement (including Management's share of such premium costs), shall be a legal debt due and owing from such employee to Management, which Management may institute appropriate legal action to collect. If, upon expiration of leave under the FMLA, the employee fails to return to work for a reason set forth in Section 104(c)(2) of the FMLA, the amounts paid by Management toward the premium cost of benefits provided under Section 11.1 of this Agreement, that represented Management's share of such premium costs, shall not be a debt owed by the employee to Management.

Section 7.3 - Sick Leave Donation

Each employee in the bargaining unit may donate a maximum of 15 hours of sick leave per quarter, to be credited on the next available full pay period to another employee in the bargaining unit who has exhausted all available paid leave and is entering or in a leave without pay status. The donor must be in pay status on the effective date of the donation. The donee may use the sick leave in accordance with the existing policy. The college will provide a form for obtaining approval from a donor, but it shall be the responsibility of the employee and the Union to locate and identify donors.

Section 7.4 - Military Leave

An employee required by State or federal law to report for training or service as a member of the National Guard or the United States Armed Forces Reserve shall be entitled to leave with pay for such purposes for a period not to exceed fifteen (15) days in any twelve (12) month period. Any employee who is called to active duty and who did not volunteer for duty, shall be paid the difference in military pay and his regular wage while on active duty. Application for such leave shall be submitted in writing to the Executive Director of Human Resources or designee as soon as the employee receives notice to report for such service or training.

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Section 7.5 - Bereavement Leave

An employee shall be entitled to leave with pay for any regularly scheduled work day that the employee is absent for the death of an immediate family member [father, mother, brother, sister, husband, wife, son, daughter, grandmother (by blood, not marriage), grandfather (by blood, not marriage), stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, father-in-law, mother-in-law, daughter-in-law, son-in-law, a person residing as a member of the household where the employee lives] for five (5) business days beginning with the day of death. An employee shall be entitled to one (1) workday of leave to attend the funeral of a close relative [Grandmother-in-law, grandfather-in-law, brother-in-law, sister-in-law, uncle, aunt, niece, nephew, first cousin. Special consideration shall be given for allowing an additional day in those instances of delay of the funeral or a need to travel excessive distances, in management's sole discretion. An employee is required to report to the immediate supervisor the relationship, date of death, date of funeral and date or dates of absence.

Section 7.6 - Court Attendance Leave

An employee subpoenaed as a witness in a civil or criminal case, other than a case in which the employee is a defendant, or an employee ordered to appear for jury duty shall be entitled to leave with pay for the time required to comply with such subpoena or order. Application for leave under this Section 7.5 shall be submitted in writing to the employee's immediate supervisor, with the subpoena or court order attached, as soon as the employee is served with a subpoena or order to report for jury duty. Upon return, the employee shall submit an official statement from the court indicating the exact duration of the employee's court service.

Section 7.7 - Injury on the Job

An employee who is absent from work because of an injury on the job shall be placed on disability leave. The employee's salary shall be maintained during the period of disability up to ninety (90) calendar days from the first day of disability or to the end of the period covered by workers' compensation, whichever occurs first. Any salary reimbursement that is received through workers' compensation for the same period of time shall be returned to the Board. If the employee remains unable to work after ninety (90) calendar days, the employee shall be entitled to use

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accumulated sick leave on a pro rata basis in an amount needed to provide the equivalent of the employee's regular rate of pay.

Section 7.8 - Family Illness

An employee may use a portion of accrued sick leave balance for absences from work to care for a sick immediate family member. -A maximum of four (4) sick leave days per fiscal year may be designated "Family Sick." -Unused days may accrue up to a maximum eligibility of eight (8) days per year.

Section 7.9 - Urgent Personal Business

An employee shall be entitled to a maximum of three (3) days per fiscal year for urgent personal business which cannot be scheduled during non-working hours. An urgent personal business leave day may not be taken immediately preceding or following a holiday or a vacation day. Any unused urgent personal business leave days shall be accumulated as sick leave during the next fiscal year.

Section 7.10 - Academic Leave

An employee shall be allowed one (1) paid day to attend the employee's college commencement if it occurs on a normal workday. An employee may be paid for one (1) day per year to appear for examinations for advanced degrees or professional licenses related to their employment in the sole discretion of Management.

Section 7.11 - Emergencies

When it is determined by the President that a general emergency exists of a nature that requires closing of the offices, an employee who reports as directed shall be paid at their regular rate for each hour worked, and for each hour that the employee normally would work until those hours accumulate forty (40) hours. Any work beyond that accumulation shall be compensated at one and one-half times their regular rate.

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Section 7.12 - Leave Without Pay

An employee may be granted up to one year of leave without pay for unusual or imperative reasons, in the sole discretion of Management, when no other leave program is applicable.

Section 7.13 – Voting Time Off:

If an employee does not have at least two continuous, unpaid, non-working hours during the time the polls are open to participate in general, special, and primary elections, whether federal, state, or local, then the employee shall be paid for actual time taken to vote.

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ARTICLE 8 - HOLIDAYS

Section 8.1

(A) Paid Holidays

For the purposes of this Agreement, paid holidays for employees will be as provided in the public release of the College's operating calendar. Nothing in this section shall be construed to limit management from proposing and negotiating additional holidays with the union. The currently observed holidays are Independence Day; Labor Day; Thanksgiving Day; Day following Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Martin Luther King Jr.'s Birthday (third Monday in January); Good Friday; Easter (observed on Easter Monday); and Memorial Day. If a holiday falls on Sunday, it shall be observed on the first succeeding workday. If a holiday falls on Saturday, the first preceding workday shall be observed as the holiday. If the preceding or succeeding workday is a holiday, then a workday or recess leave day as scheduled by the College shall be observed as the holiday as noted in Appendix 3.

(B) Winter and Spring Break

In addition to the holidays set forth in Section 8.1(A) of this Agreement, those days in which offices are closed during the winter (Appendix 3) and spring recess, as designated by Management in the annual operating calendar, shall be paid recess leave days for employees. An employee required to work on a day noted in Section 8.1(B) of this Agreement shall be granted a day of leave for each day so worked. Such leave must be requested and approved in advance and may not be accumulated and carried over beyond the next occurring September 1.

Section 8.2 - Eligibility

In order to be eligible for pay under Section 8.1 of this Agreement, an employee must have been in pay status on his or her last scheduled workday before and on his or her first scheduled workday after the holiday.

Section 8.3 - Holiday Pay

Eligible full-time employees shall receive seven and one-half (7.5) hours of pay at their regular rate of pay for each holiday set forth in Section 8.1 of this Agreement. Eligible part-time employees shall be paid for holidays available under Section 8.1 for the number of hours they are regularly scheduled to work on that day.

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Section 8.4 - Holiday Work

An employee who is scheduled to work, or who is called in to work, on a holiday shall receive pay at one and one-half (1-1/2) his or her regular rate for the hours actually worked.

Section 8.5 - Holiday During Vacation Period

If a holiday is observed during an employee's scheduled vacation period, the employee will not be charged annual leave for the holiday.

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ARTICLE 9 - VACATIONS

Section 9.1 - Eligibility for Vacation Leave

The purpose of this Article 9 is to establish the requirements for the accumulation of and use of vacation leave by employees. Each employee who is regularly scheduled to work twenty (20) hours or more per week shall earn vacation leave.

Section 9.2 - Accumulation of Vacation Leave

<u>Years of Service</u>	<u>Accrual</u>
Less than five (5)	5/6 day per month up to ten (10) days
Five (5) but less than ten (10)	5/4 day per month up to fifteen (15) days
Ten (10) or more	5/3 day per month up to twenty (20) days

Section 9.3 - Use of Vacation Leave

Vacation leave shall not be used during the first thirty (30) calendar days of employment. Employees shall request vacation leave at least ten (10) days before the leave is to be taken, unless annual leave is requested for an emergency situation. Management shall notify the employee of approval or denial of requested vacation within 10 business days following the request. If the employee does not receive notification within 10 business days the matter shall be brought to the attention of the Senior Director of Human Resources or designee for resolution. In emergency situations, an employee shall notify his or her supervisor as soon as possible that the employee will be unable to report for work, stating the reason for the absence and the desire to use vacation leave. In non-emergency situations, vacation may be granted with less than 10 days notice in the discretion of the supervisor. Except in emergency situations or cases where less than 10 days notice is given, as determined by Management, employees shall, upon request, be able to use at least one year's entitlement of earned vacation leave during each year. A vacation scheduled with at least 10 days notice, and approved in writing by the supervisor shall not be canceled or altered except in a bona fide emergency as reviewed and approved by the Director of Human Resources. Whenever employees make a request at the same time for the same vacation period, the request, if approved, will be granted to the senior employee. Vacation leave not used in a calendar year may be

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accumulated up to the amount of the employee's annual leave accrual rate and carried forward to the next calendar year.

Section 9.4 - Disposition of Vacation Leave Upon Termination

An employee who leaves employment for reasons other than termination for cause shall receive payment for earned but unused vacation leave at the time his or her employment ends, not to exceed the employee's annual vacation leave accrual rate. An employee who is terminated for cause is not entitled to payment for accrued vacation leave. Should the employee die during active employment at the college on or after July 1, 2003, the employee's full-unused vacation balance will be issued to the employee's estate. Employees shall be paid in accordance with Maryland law in all respects.

Section 9.5 - Pay Treatment for Vacation

Employees shall be paid for vacation time at their regular rate of pay, including shift differentials. Vacation time shall be counted as time worked for all purposes. Part time employees shall be paid their regular rate of pay based on their normal scheduled workweek.

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ARTICLE 10 - UNION PRIVILEGES

Section 10.1 - Meeting Space

Meeting space shall be made available to the Union in accord with the procedures established by Management for other outside organizations.

Section 10.2 - Bulletin Boards

The Union shall be permitted to post notices on designated bulletin boards, provided that a copy of any posting be delivered to the Executive Director of Human Resources on or before the date of the posting.

Section 10.3 - Deduction of Dues

Upon completion of an employee's probationary period, and upon receipt of a dues deduction authorization in the form set forth in this Agreement at Appendix Four, voluntarily executed by the employee and submitted to the Executive Director of Human Resources, Management shall deduct each pay period the membership dues as certified in writing by the Union and remit such dues to the Union. Payroll deduction of dues can be canceled by an employee's individual written notice to the Union postmarked between the first and the fifteenth day of September of each year. The Union will then notify Management of any canceled memberships and provide the employee's original notice of resignation to the Executive Director of Human Resources no later than the 25th day of September of each year. An employee may also make a voluntary contribution to a political action committee affiliated with the Union and the College shall collect such contributions by payroll deduction in accordance with the provisions of Md. Election Law Code Annotated section 13-242, *et seq.*, or its successor. The Union shall indemnify and save the Board, its agents, personnel and students, harmless from any and all claims, and grievances, arbitrations, awards, actions, suits, judgments, attachments, forms of liability or damages that arise out of or by reason of any action taken by Management in compliance with any of the provisions of this Section 10.3, and the Union assumes full responsibility for the disposition of monies deducted under this Section 10.3 as soon as they have been remitted by Management to the Union.

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Section 10.4 - Monthly Information

Management will remit amounts deducted pursuant to Section 10.3 to the Secretary Treasurer of the Union on a monthly basis, and will furnish a list of employees with information that is agreed upon between the Union and the Management of the Payroll Department.

Section 10.5 - Union Representative

With prior notification to the Executive Director of Human Resources or the authorized designee, a representative of the Union may be present on Board property.

Section 10.6 - Personnel Files

Management will maintain one (1) official personnel file for each employee to which the employee will have access upon reasonable notice. An employee shall make all requests for access to his or her personnel file to the Department of Human Resources. An employee shall be given a copy of any disciplinary document entered into the personnel file within 10 business days. The employee may submit a written response to be attached to the document within 30 days.

Section 10.7 - Union Leave

(A) The Union shall be granted up to seventy-five (75) hours per year of Union leave to be used by employees to conduct Union business. An employee must give at least 24 hours notice of his intent to use this leave, and receive approval from the employee's supervisor, which will not be unreasonably withheld.

(B) An employee shall be excused on authorized leave time without pay to conduct union business, provided that the supervisor determines that the time off will not disrupt operations.

Section 10.8 - Collective Bargaining

Management shall pay no more than one (1) employee from each campus to attend bargaining sessions that occur during the employee's regularly scheduled work day. The employee shall be paid only such time as is necessary to travel to and from the bargaining session and attend bargaining. The employee should give notice to the supervisor as early as possible so that planning can be made accordingly.

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Section 10.9 - Right to Representation

Whenever an employee reasonably believes that a discussion with management is likely to lead to discipline or discharge, or whenever management conducts a meeting to announce discipline, the employee may request that the meeting not occur without the presence of the Union Representative. If management opts to proceed without the Union representative, the employee has the option not to participate in the meeting. If an employee is represented by a representative of the Union, that person is only present to counsel the employee and may not interfere with the investigation.

If management conducts an investigatory interview with the intent to consider discipline of an employee or group of employees, management shall inform the employee or employees of the right to have a Union Representative present. Showing the employee or employees this Section of the Agreement, although not the only acceptable method of advising the employee of this right, shall be sufficient notice. As the remedy if management fails to notify the employee or employees of the right to Union Representation, once the employee or employees learn of this right, or the Union learns of any discipline that results, either may request within 10 business days that the investigatory interview be repeated with Union Representation. If such a timely request is made, the disciplinary action shall be reconsidered based upon information obtained in the new interview without reference to or reliance upon information obtained in the previous interview.

Section 10.10 - Union Orientation

During a new employee's orientation session, a Union orientation package consistent with the tone and content of orientation materials, prepared by the Union and reviewed by Management, will be provided to the new employee. The union will have reasonable access to all new hires in positions covered by the agreement as part of the orientation of new employees.

Section 10.11 - Information to the Union

Twice during each fiscal year on the first of August and the first of February the Union shall be provided with a list of the employees in the bargaining unit to include name, social security number, job title, department, campus, and salary.

Once per year, Management shall furnish to the Union a position control listing, when available, generally by May 1 of each Fiscal year.

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Section 10.12 - Board Package

The Board package placed in the library before each regular Board meeting will be provided to the President of the Union.

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ARTICLE 11 - INSURANCE AND RELATED BENEFITS

Section 11.1 - Group Health, Life, Disability, and Dental Plans Package

A package consisting of group health, life, long-term disability, and dental coverage (hereinafter referred to as the "Group Insurance Package") providing coverage identical to the package of group health, life, long-term disability, and dental coverage insurance for faculty and other non-bargaining unit employees of the Community College of Baltimore County shall be made available to employees. The coverage available under the Group Insurance Package shall be that set forth in the group insurance contract between the Community College of Baltimore County and the carrier providing the insurance, and/or the rules and regulations adopted by the provider of the coverage. The Group Insurance Package shall be governed in all aspects in accordance with the contract between the Community College of Baltimore County and the carrier providing such insurance, and/or the rules and regulations adopted by the provider of the coverage.

The Community College of Baltimore County shall contribute toward the monthly premium cost of Group Insurance as least as much as it pays to any other group of employees not subject to an individual contract of employment. Should any change be deemed necessary, the parties will negotiate concerning the change and follow the applicable impasse procedures if no agreement is reached. Each party commits to meet diligently and actively pursue resolution of any concern in this area. The participating employee shall pay the remainder of the monthly premium cost for the coverage and option selected. Management may effect changes in the coverage provided under the Group Insurance Package; provided, however, that any such changes must be applicable to staff employees, administrative employees, and faculty members, and provided further, that Management will submit to the Union, in writing at least thirty (30) calendar days prior to their effective date, a description of such changes. The employee share of costs for core health coverage (including medical insurance, but excluding dental, vision, LTD and other ancillary coverages) shall not be increased for the fiscal year beginning July 1, 2008. Management agrees that it shall meet and confer whenever it is considering a change in coverage or carrier under which the core health benefits do not remain materially the same as applied in the health care industry.

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Section 11.2 - Tuition Reimbursement

All benefit eligible employees who work 50% or more of the normal work week are eligible for reimbursement for undergraduate and graduate study after being employed by the College for at least one (1) full calendar year. Undergraduate study shall be reimbursed at a rate set by the Board of Trustees, but not less than that provided to non-represented employees. An employee must satisfactorily complete the course to be eligible for reimbursement. Maximum eligibility will be sixty (60) undergraduate credits or sixty (60) graduate credits. The maximum number of credits for which an employee can be reimbursed during any fiscal year is twelve (12). Proof of payment will be required by the college before any reimbursement is made.

Section 11.3 - Dependents Reimbursement

An employee's dependent who meets the eligibility criteria established by the College may enroll in any credit class at the College and receive tuition reimbursement upon successful completion of the course.

Section 11.4 - Tuition Waiver

Any benefit eligible classified employee who enrolls during non-working hours in a class at one of the Community College of Baltimore County is exempt from payment of tuition if the class has at least ten (10) regularly enrolled students.

An employee who enrolls during non-working hours in a class at the College is exempt from payment of tuition. With prior supervisory approval, employees who enroll in classes which are only available during normal working hours may adjust their work schedule to attend classes.

Section 11.5 - Job Enhancement

Supervisors may excuse employees for staff development workshops conducted at the College that will enhance the employee's skills for their current job. Training shall be provided during normal work hours for skills Management determines are required to perform the job as a result of technological changes. Workshops shall be rotated among employees of a work group whom Management determines will benefit from the training.

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Section 11.6 - Selection

All openings for positions in the unit covered by this Agreement shall be advertised on the campuses of the College and/or off campus in accordance with current employment procedures and the Affirmative Action Plan, but not less than 15 days. A vacancy shall not be filled for the period of time specified in those Employment Procedures or the Affirmative Action Plan. Employees are encouraged to apply for promotional opportunities and to bring to the attention of their supervisors and the personnel office any additional training or skills which would enhance their prospects for selection.

Any employee who possesses the qualifications on the position vacancy notice may apply, in writing, for consideration for the position. No position opening shall be filled by the College until all employees who apply and who meet the qualifications have had an opportunity to be considered for the vacant position. Unless there exists an overriding affirmative action consideration, current employees will take precedence over outside applicants for any vacancy or new position, provided that the qualifications of the employee are considered equal to or exceed those of any outside applicant and provided that the employee has a satisfactory performance and attendance record in the employee's current position and has been employed in that position for at least three months.

Where more than one internal candidate is determined to be equally well suited for the vacant position, the candidate with the best overall employment record will be selected. Where the performance and attendance records are also considered equal, the employee with the greatest seniority will be selected.

Employees who are found to be not qualified for a specific position shall be notified of the disqualifying factors so that they may take steps to correct same. No transfer of an employee may be considered during his/her probationary period.

Section 11.7 - Safety and/or Health Reviews

Management and the Union mutually recognize the need for a work environment in which safe operations can be achieved in all phases of work. Management and two representatives of the Union agree to meet quarterly to review problems that were brought to their attention affecting the safety and/or health of an employee in an attempt to resolve the issue and to develop workshops dealing with various safety and health issues in the workplace.

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ARTICLE 12 - STRIKES AND LOCKOUTS

Section 12.1 - No Strikes

Neither the Union, its officers, agents, or representatives, nor any employee, shall in any way, directly or indirectly, authorize, assist, cause, encourage, participate in, ratify, or condone any strike.

Section 12.2 - Enforcement of No Strike Pledge

In the event of a strike in violation of Section 12.1 of this Article, Management may immediately pursue, in any court of competent jurisdiction, whatever remedies are available to it. Any employee engaging in any activity in violation of Section 12.1 of this Article shall be subject to discharge.

Section 12.3 - No Lockout

Management shall not lock out employees.

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ARTICLE 13 - NON-DISCRIMINATION

In the administration of this Agreement, neither Management nor the Union shall discriminate against any employee because of that employee's race, color, religion, sex, national origin, age, sexual orientation, marital status, union membership, status as an individual with a disability, or other protected status in accordance with applicable law.

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ARTICLE 14 - SCOPE OF AGREEMENT

Section 14.1 - Duration and Effective Dates

This Agreement shall become effective as of July 1, 2008 and shall continue in full force and effect until June 30, 2014. Thereafter, it shall automatically renew itself and continue in full force and effect from year to year unless written notice of election to terminate or modify any provision of this Agreement is given by either party to the other not later than February 1, 2014.

Section 14.2 - Severability

If any term or provision of this Agreement is at any time during the life of this Agreement in conflict with any law, such term or provision of this Agreement shall continue in effect only to the extent permitted by such law. If any term or provision of this Agreement is or becomes unenforceable, such invalidity or unenforceability shall not affect or impair any other term or provision of this Agreement.

Section 14.3 - Scope of Agreement

Management and the Union acknowledge and agree that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter as to which there is an obligation to bargain, and that all understandings and agreements arrived at between Management and the Union after the exercise of that right and opportunity are set forth in this Agreement. This Agreement, thus, contains the understanding, undertaking, and agreement of the parties hereto and finally determines and settles all matters of collective bargaining for and during its term. Changes to this Agreement, whether by addition, waivers, deletions, amendments or modification, must be mutually agreed upon in writing and signed by both parties.

MEMORANDUM OF AGREEMENT

The parties sign this Memorandum of Agreement this 31st day of October, 2009.

Communications Workers of America

The Community College of Baltimore County

By: _____
Jimmy Tarlau
District 2 Representative

By: _____
The Honorable Barbara Kerr Howe
Chair, Board of Trustees

By: _____
John Bachelor
President, CWA Local 2111

By: _____
Sandra L. Kurtinitis, Ph.D.
President

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Appendix One

Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
1120	Library Tech I, Public Ser	Abbott, Edith
413	Library Tech II, Library Tech	Adams, Daniel
1212	Specialist II, Enrollment Ser	Aladetohun, Jessica
1472	Specialist I, Bookstore	Albaugh, Valerie
359	Admin Support Asst II	Aldrich, Ann
316	Press Operator	Alston, Roy
1046	Admin Support Asst III	Ambrose, Ruth
287	Specialist, Instr Support	Amesbury, Ronald
336	Admin Support Asst II	Arce-Williams, Lisa
419	Specialist II, Enrollment Ser	Arnold, Kathryn
694	Specialist III, Enrollment Ser	Arroyo, Iris
1066	Lab Tech III	Artes, Lois
50034	Admin Support Asst I	Ashlock, Joyce
1121	Tech, TV (Operations)	Bachelor, John
1023	Library Tech III, Tech Ser	Bachelor, Robin
677	Specialist I, Billing	Bagley, Elaine
429	Lab Tech II	Baker, Van
728	Lab Tech III	Barclay, Brittany
1081	Specialist II, Bookstore	Barnett, Richard
380	Admin Support Asst III	Bates, Stephanie
1132	Specialist I, Bookstore	Batton, Tami
717	Admin Support Asst III	Beach, Mary
1125	Receptionist/Switchboard Op	Bean, Tielia
669	Admin Support Asst III	Beard, Patricia
1347	Specialist I, Enrollment Ser	Belbeck, Donna
309	Specialist I, Billing	Bendann, Joan
1072	Specialist II, Bookstore Accts	Benedetta, Diane
1313	Admin Support Asst II	Bennett, Danielle
668	Analyst I, Accounting	Bennett, Gail
328	Specialist II, Scheduling	Benton, Andrea
763	Admin Support Asst II	Bess, Gaynele
1095	Admin Support Asst II	Black, Norma
327	Designer, Publications	Bleakley, Kimberly
401	Admin Support Asst III	Blum, JoAnne
1397	Admin Support Asst II	Bocklage, Lorri
1106	Specialist I, Theatre	Boeren, Lisa
540	Admin Support Asst II	Booth, Lynnea

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
313	Admin Support Asst II	Booth, Theresa
1110	Analyst I, Help Desk	Brady, Jeannie
442	Analyst I, Help Desk	Branyan, Colin
1427	Specialist I, Enrollment Ser	Bratton, Trevor
352	Admin Support Asst II	Breitenbach, Teresa
1395	Specialist I, Enrollment Ser	Brocious, Jeanne
1305	Admin Support Asst I	Brooks, Bernardine
1042	Analyst I, Help Desk	Brown, Charles
1261	Specialist II, Student Accts	Brown, Dorothy
1329	Analyst I, Help Desk	Brown, James
1022	Specialist II, Scheduling	Brown-Green, Donna
1094	Admin Support Asst II	Buckley, Janet
387	Press Operator	Buckstein, Michael
1235	Analyst I, Help Desk	Bullock, Peter
427	Specialist II, Operations	Burney, Ayanna
1124	Specialist I, Enrollment Ser	Burney, Clarence
343	Admin Support Asst I	Burton, Anita
337	Admin Support Asst II	Bush, Nancy
78021	Admin Support Asst II	Butoi-Varga, Vergina
365	Library Tech I, Tech Ser	Byrd, Carol
635	Admin Support Asst I	Cabana, Jennifer
1133	Child Care Teacher	Cage, Merri
450	Office Asst	Cain, Marla
1047	Analyst II, Help Desk	Campbell, Myron
299	Specialist I, Enrollment Ser	Caroline, Brenda
702	Child Care Teacher	Castillo, Kimberly
640	Admin Support Asst II	Chakravarthy, Asha
295	Admin Support Asst III	Chapman, Dolores
994	Specialist, Accts Payable	Chase, Calvin
1062	Library Tech I, Tech Ser	Cheicante, Mary Louise
422	Library Tech I, Public Ser	Christmas, Sheila
50001	Admin Support Asst I	Christopher, Kathy
713	Admin Support Asst II	Cihlar, Patricia
1001	Admin Support Asst II	Clark, Bernice
383	Tech I, Operations	Clark, Charlene
993	Specialist II, Financial Aid	Clark, DyNaesty

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PCN	Position Title	Incumbent as of 10/20/09
1108	Admin Support Asst II	Coley, Valerie
326	Specialist, Accts Receivable	Collins, Judy
658	Specialist, Purchasing	Cooper, Barbara
703	Lab Tech III	Cooper, Curtiss
411	Library Tech I, Public Ser	Cooper, Kimberly
678	Receptionist/Switchboard Op	Crisp, Carla
1416	Specialist II, Enrollment Ser	Crisp, Matthew
1030	Admin Support Asst I	Cullip, Sarah
1443	Specialist III, Financial Aid	Cymek, Jacqueline
636	Specialist, Accts Payable	Dahl, Antoinette
1219	Specialist II, Enrollment Ser	Darchicourt, Diane
892	Admin Support Asst II	Darnell, Linda Lee
417	Admin Support Asst II	Davis, Tiffany
1045	Admin Support Asst II	Delgavio, Janet
633	Library Tech I, Public Ser	Dickson, Yvette
708	Library Tech III, Public Ser	Donati, Joan
406	Specialist I, Enrollment Ser	Druzgala, Melanie
641	Library Tech II, Tech Ser	Dubnansky, Patricia
711	Specialist III, Financial Aid	Duggan, Tracey
314	Admin Support Asst II	Dustmann, Walter
1436	Specialist I, Enrollment Ser	Thomas, Yvonne
1006	Admin Support Asst I	Edwards, Laura
1130	Admin Support Asst II	Elliott, Sharon
1058	Admin Support Asst II	Everhart, Shirley
1255	Specialist, Accts Receivable	Fink, Kimberley
653	Analyst III, Help Desk	Foehrkolb Sr, Jerome
686	Analyst III, Help Desk	Forest, Alan
1010	Admin Support Asst II	Fowler, Donna
1104	Admin Support Asst II	Francioli, Margaret
1232	Instr Aide I	Frantz, Cathy
325	Lead Lab Tech	Frantz, Douglas
657	Admin Support Asst II	Freeman, Christina
1057	Admin Support Asst II	Garrett, Juanita
340	Admin Support Asst I	Garvin, Keisha
430	Admin Support Asst II	Gebren, Susan
305	Analyst III, Help Desk	Geer, Angela
333	Specialist II, Billing	Geiser, Carmen

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
50062	Admin Support Asst II	Gernhardt, Patrice
379	Admin Support Asst II	Gibson, Carolyn
714	Admin Support Asst I	Gibson, Jacqueline
378	Child Care Teacher	Goble, Heather
692	Specialist II, Bookstore Accts	Gould, Gary
423	Specialist I, Student Accts	Grant, Elizabeth
78043	Office Asst	Green, Vivian
444	Library Tech II, Tech Ser	Gregg, Laurie
986	Specialist I, Enrollment Ser	Gregsby, Jamia
347	Analyst II, Data Support	Grove, Robin
440	Specialist II, Operations	Gubosh, Ashley
449	Admin Support Asst II	Gunn, Brian
1112	Lead Admin Asst	Guntner, Karen
688	Admin Support Asst II	Hamer, June
1348	Specialist I, Enrollment Ser	Hammond, Beth
426	Child Care Teacher	Hance, Alexis
445	Child Care Teacher	Hance, Nancy
1086	Library Tech I, Public Ser	Hand, Leah
386	Specialist I, Billing	Handley, Carol
1043	Admin Support Asst II	Hansel, Constance
438	Specialist, Instr Tech	Hardy, Benjamin
1206	Lab Tech I	Harris Sr, Mark
334	Tech II, Operations	Harrison, Jonathan
706	Specialist, Purchasing	Hemling, Patricia
1322	Admin Support Asst II	Hett, Nancy
1098	Admin Support Asst II	Hicks, Darlene
400	Specialist, Fiscal Support	Hilton, Karen
301	Specialist, Accts Receivable	Hobbs, Shirley
643	Lab Tech III	Hoffmann, Christiana
1074	Specialist II, Enrollment Ser	Honeycutt, Susan
367	Admin Support Asst II	Hoover, Salley
987	Admin Support Asst II	Hovermill, Carol
311	Specialist I, Enrollment Ser	Hovermill, Patricia
1013	Admin Support Asst II	Howard, Kauscha
447	Child Care Teacher	Howard, Sharon
341	Admin Support Asst II	Howe, Patricia
373	Lab Tech III	Hudson, Robert

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
707	Specialist II, Scheduling	Huffman, Mary Ellen
698	Admin Support Asst II	Hutchins, Barbara
1115	Admin Support Asst I	Hynson, Melanie
985	Admin Support Asst II	Jackson, Karen
1049	Admin Support Asst III	Jester-Sorricks, Penny
1466	Admin Support Asst III	Johnson, Wanda
282	Specialist I, Enrollment Ser	Jones, Karen
50011	Admin Support Asst II	Jones, Theresa
1055	Analyst IV, Help Desk	Kahl, Colan
298	Admin Support Asst II	Kantorski, Cheryl
632	Specialist II, Enrollment Ser	Kehler, Bonnie
1441	Specialist I, Student Accts	Keim, Melissa
996	Admin Support Asst II	Keller, Diane
1080	Admin Support Asst II	Keller, Laura
1234	Specialist, Instr Support	Kennedy, Elizabeth
1217	Specialist II, Operations	Kenney, Joyce
595	Admin Support Asst I	Kidd, Kimberley
320	Admin Support Asst II	King, Kesha
638	Admin Support Asst I	Kirby, Patricia
284	Admin Support Asst II	Knisley, Sharon
315	Specialist I, Enrollment Ser	Knox III, James
381	Admin Support Asst II	Knutson, Suzanne
50063	Admin Support Asst I	Ko, Caroline
1089	Analyst III, Help Desk	Koubek, Diane
1091	Admin Support Asst II	Koutch, June
1100	Admin Support Asst II	Kozlakowski, Shirley
683	Admin Support Asst III	Brown, Annie
1039	Specialist II, Enrollment Ser	Kreller, Sandra
700	Admin Support Asst I	Kubala, Illona
90	Admin Support Asst II	Kummell, Judith
332	Tech I, Operations	LaFon, Steven
1269	Admin Support Asst I	Lambie, Donna
1052	Specialist III, Enrollment Ser	Landon, Amanda
1268	Admin Support Asst I	Langley, Arreal
1474	Admin Support Asst I	Laubach, Nancy
1134	Admin Support Asst II	Lawrence, Johanna

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
709	Admin Support Asst II	Lepper, Josephine
1216	Analyst I, Help Desk	Locco, Aldo
1085	Admin Support Asst I	Loeblein, Claire
1493	Child Care Teacher	Lowrey Jr, Duane
1415	Lab Tech I	Lukas, Luke
1265	Specialist I, Enrollment Ser	Magras, Theresa
724	Library Tech I, Tech Ser	Maguire Jr, Joseph
306	Specialist II, Bookstore	Maher, Richard
982	Specialist, Duplicating	Mahoney, Estelle
1119	Specialist I, Advisement	Marks, Mary
679	Admin Support Asst II	Matschulat, Amy
1003	Lab Tech III	Matusz, Irene
319	Tech, TV (Production)	McClusky, Philip
1005	Specialist, Instr Tech	McCullough, Norman
342	Child Care Teacher	McDaniel, Cynthia
1007	Specialist I, Enrollment Ser	McDonald, Brian
77	Research Asst	McDonald, Patricia
439	Analyst III, Help Desk	McDonnell, Joseph
50012	Office Asst	McGowan, Susan
659	Specialist I, Student Accts	McKenna, Shirley
335	Library Tech III, Public Ser	McLaughlin, Maureen
434	Admin Support Asst III	McLean, Ramona
362	Specialist I, Enrollment Ser	McLemore, Arnold
433	Specialist I, Enrollment Ser	McManus, Elizabeth
696	Office Asst	Megenhardt, Christina
370	Admin Support Asst II	Meiller, Patricia
1118	Lead Lab Tech	Meise, Douglas
1264	Specialist II, Billing	Meredith-Mejia, Kristine
421	Admin Support Asst II	Meyer, Nancy
1349	Specialist I, Enrollment Ser	Meyers, Daniel
998	Specialist I, Student Accts	Mihavetz, Sharon
1111	Admin Support Asst II	Miller, Cheryl
348	Specialist I, Enrollment Ser	Miller, Jennifer
1018	Admin Support Asst II	Miller, Katie
1032	Specialist, Accts Payable	Miller, Patricia
331	Specialist I, Enrollment Ser	Mitchell, Pamela

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
660	Admin Support Asst III	Mohr, Diane
1082	Admin Support Asst I	Moore, Barbara
1428	Specialist I, Enrollment Ser	Moore, Lynette
1059	Specialist I, Enrollment Ser	Moore, Robert
432	Specialist I, Financial Aid	Morgan, Jennifer
1298	Admin Support Asst I	Moye, Jacqueline
375	Admin Support Asst II	Mrozinski, Suzanne
1088	Analyst I, Purchasing	Mullaney, Joanne
441	Designer, Publications	Myers, Lauren
1117	Analyst I, Accounting	Myers, Sandra
721	Child Care Teacher	Nelson, Vanessa
50010	Admin Support Asst I	Newstead, Sandra
402	Instructional Aide I	Nunnally, Georgia
1113	Admin Support Asst II	Oberle, Maria
372	Admin Support Asst II	O'Connell, Norma
1079	Library Tech II, Tech Ser	Olejniak, Stephanie
1361	Specialist I, Payroll	Overstreet, Jean
664	Child Care Teacher	Pappas, Donna
414	Specialist I, Student Accts	Parks, Keesha
353	Lead Admin Asst	Passarello, Pamela
689	Specialist, Athletic Fac	Pasterfield, Raymond
395	Specialist III, Financial Aid	Pawlak, Jennifer
292	Specialist, Duplicating	Peck Sr, Karl
1465	Specialist I, Enrollment Ser	Pelath, Sandra
1306	Specialist I, Enrollment Ser	Persaud, Nelawattie
403	Specialist I, Student Accts	Peters-Gordon, Shaundel
1438	Admin Support Asst I	Pfau, Jillian
1101	Specialist, Instr Support	Pilat, Laura
307	Admin Support Asst I	Pittinger, Nancy
651	Specialist I, Student Accts	Pollard, Kathleen
1420	Analyst I, Help Desk	Powers, Michael
1087	Tech, Enrollment Ser	Pratnicki, Vanessa
1024	Analyst I, Help Desk	Presley Jr, William
663	Lead Admin Asst	Price, Linda
1346	Lab Tech III	Pritchard, Patricia
1002	Admin Support Asst II	Purvis, Pamela
1394	Office Asst	Purvis, Simon

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
286	Admin Support Asst II	Pusinsky, Michelle
723	Admin Support Asst II	Ragan, Debbie
424	Admin Support Asst II	Ramsey, Patricia
407	Specialist I, Enrollment Ser	Randolph-Green, Mildred
991	Lab Tech III	Ranno, Brad
428	Specialist III, Enrollment Ser	Rappel, Barri
1370	Admin Support Asst II	Raspi-Weldon, Deborah
672	Child Care Teacher	Copeland, Pamela
1224	Analyst II, Help Desk	Redding, Michael
399	Lead Admin Asst	Reed, Nancy
1076	Specialist, Instr Tech	Retz, Andrew
652	Receptionist/Switchboard Op	Richardson, Candace
1434	Admin Support Asst III	Richardson, Denise
676	Specialist II, Operations	Ridolfi, Lucille
354	Library Tech III, Library Tech	Riesner, Giles
350	Admin Support Asst II	Ritenour, Carolyn
291	Library Tech III, Public Ser	Ritter, Dena
1122	Child Care Teacher	Roberts, Shervoux
293	Specialist III, Financial Aid	Robinson, Ellen
1036	Lab Tech III	Roettger, Karen
1092	Lead Lab Tech	Romans, Clarke
355	Library Tech III, Tech Ser	Sachs, Marcia
1321	Admin Support Asst I	Salmon, Teresa
649	Admin Support Asst II	Samios-Uy, Jason
304	Analyst I, Help Desk	Sarinsky, Joan
1033	Specialist I, Enrollment Ser	Schuler, Marie
308	Lead Lab Tech	Schumann, Charles
408	Analyst I, Help Desk	Schwartz, Bennett
1477	Admin Support Asst I	Schwirian, Linda
1207	Library Tech I, Public Ser	Sears, Wendy
360	Admin Support Asst II	Sengebusch, Jeanne
443	Analyst III, Help Desk	Senter, William
312	Child Care Teacher	Shallenberger, Nancy
1419	Admin Support Asst II	Shanahan, Patricia
1093	Admin Support Asst II	Shaw, Shirley
1109	Press Operator	Shiner Jr, Frank

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Appendix One

Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
693	Admin Support Asst II	Simms, Iona
1064	Admin Support Asst II	Sladics, Kathleen
1038	Instr Aide I	Slaughter, Kim
1048	Press Operator	Slocum, Andrew
374	Child Care Teacher	Smith, Ryne
363	Specialist, Duplicating	Snyder, Bonnie
1054	Specialist I, Enrollment Ser	Snyder, Margaret
712	Specialist, Duplicating	Soistman I, Kirk
302	Admin Support Asst II	Stapleton, Sally
382	Specialist I, Enrollment Ser	Stauffer, Rose
1075	Analyst I, Help Desk	Steele, Amonti
705	Specialist III, Scheduling	Stevens, Gail
1126	Admin Support Asst II	Stoewer, Beverly
1341	Specialist, Accts Receivable	Stone, Theresa
695	Admin Support Asst II	Struble, Rose
1026	Specialist, Accts Receivable	Sullivan, Iva
1459	Admin Support Asst I	Sutherland, Linda
1000	Admin Support Asst II	Swingler, Carla
1326	Specialist, Instr Tech	Talvik, Eric
50033	Admin Support Asst I	Taylor, Colleen
410	Specialist III, Financial Aid	Tipton, Angela
1077	Admin Support Asst III	Torres, Bonita
321	Admin Support Asst I	Torsell-Bellamy, Denise
727	Lab Tech III	Trojan, Sanford
1027	Specialist II, Scheduling	Twiggs, Shannon
1090	Admin Support Asst II	Vignola, Donna
690	Library Tech I, Public Ser	Virgin, Michelle
448	Child Care Teacher	Vulgaris, Karen
349	Specialist II, Financial Aid	Walker, Jean
1016	Specialist I, Student Accts	Walter, Betti
356	Admin Support Asst II	Wanzer, Nancy
1102	Specialist I, Financial Aid	Weber, Amber
722	Library Tech I, Public Ser	Weeks, Linda
691	Admin Support Asst I	Weglein, Susan
1103	Analyst II, Help Desk	Wehner Jr, John
1426	Specialist I, Enrollment Ser	Wehner, Katherine
303	Admin Support Asst II	Whipp, Margaret

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Bargaining Unit Roster as of 10/31/09

PCN	Position Title	Incumbent as of 10/20/09
389	Analyst, Bookstore	Whittington, Rebecca
718	Admin Support Asst II	Williams, Jacqueline
699	Specialist II, Enrollment Ser	Wilson, Tammy
361	Lab Tech III	Winter, Diane
1257	Analyst III, Help Desk	Winters, Diana
330	Admin Support Asst III	Woke, Judith
415	Specialist, Accts Receivable	Wollschlager, Sharon
1163	Admin Support Asst I	Wright, Ollie
1096	Specialist I, Enrollment Ser	Yetter, Janet
1424	Specialist I, Student Accts	Zellers, Margaret
1068	Admin Support Asst II	Zellinger, Nancy
1028	Analyst, Bookstore	Zink, Wayne
281	Admin Support Asst II	Zollickoffer, Joseph
310	Lab Tech I	Zwiebelman, Leo

MEMORANDUM OF AGREEMENT

Appendix Two

FY2010 Salary Scale

Grade	STEPS															
	Min		Mid												Max	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CL1	\$23,899	\$24,616	\$25,354	\$26,115	\$26,898	\$27,705	\$28,536	\$29,392	\$30,274	\$31,182	\$32,117	\$33,081	\$34,073	\$35,095	\$36,148	\$37,232
CL2	\$26,287	\$27,076	\$27,888	\$28,725	\$29,587	\$30,475	\$31,389	\$32,331	\$33,301	\$34,300	\$35,329	\$36,389	\$37,481	\$38,605	\$39,763	\$40,956
CL3	\$28,917	\$29,784	\$30,678	\$31,598	\$32,546	\$33,522	\$34,528	\$35,564	\$36,631	\$37,730	\$38,862	\$40,028	\$41,229	\$42,466	\$43,740	\$45,052
CL4	\$31,809	\$32,763	\$33,746	\$34,758	\$35,801	\$36,875	\$37,981	\$39,120	\$40,294	\$41,503	\$42,748	\$44,030	\$45,351	\$46,712	\$48,113	\$49,556
CL5	\$34,989	\$36,039	\$37,120	\$38,234	\$39,381	\$40,562	\$41,779	\$43,032	\$44,323	\$45,653	\$47,023	\$48,434	\$49,887	\$51,384	\$52,926	\$54,514
CL6	\$38,486	\$39,641	\$40,830	\$42,055	\$43,317	\$44,617	\$45,956	\$47,335	\$48,755	\$50,218	\$51,725	\$53,277	\$54,875	\$56,521	\$58,217	\$59,964
CL7	\$42,329	\$43,599	\$44,907	\$46,254	\$47,642	\$49,071	\$50,543	\$52,059	\$53,621	\$55,230	\$56,887	\$58,594	\$60,352	\$62,163	\$64,028	\$65,949

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Appendix Three

Winter Holiday/Recess Schedule

December 2008

24 th	Christmas Eve Holiday
25 th	Christmas Day Holiday
26 th	Recess Day
27 th	Recess Day
30 th	Recess Day
31 st	New Year's Eve Holiday

January 2009

1st New Year's Day Holiday

December 2009

24th Holiday
25th Holiday
28th Recess
29th Recess
30th Recess
31st Holiday

January 2010

1st Holiday

December 2010

23rd Holiday for Christmas
24th Holiday Christmas Eve
27th Recess
28th Recess
29th Recess
30th Holiday for New Year's Eve
31st Holiday for New Year's Day

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Appendix Three

December 2011

23rd Holiday for Christmas Eve
26th Holiday for Christmas Day
27th Recess
28th Recess
29th Recess
30th Holiday for New Year's Eve

January 2012

2nd Holiday for New Year's Day

December 2012

24th Holiday
25th Holiday
26th Recess Day
27th Recess Day
28th Recess Day
31st Holiday

January 2013

1st Holiday

December 2013

24th Holiday
25th Holiday
26th Recess Day
27th Recess Day
30th Recess Day
31st Holiday

January 2014

1st Holiday

