

INITIAL CLASSIFICATION

&

CLASSIFICATION APPEAL PROCESS

Initial Classification of New Full-time Faculty and Professional Staff

In Accordance with the Classification Appeals Process, the college administration must forward to all new full-time unit members within 30 days of hire the following information:

1. A completed data form M002 for faculty and M004 for professional staff that reflects the points allocated to the current position to determine the annual appointment salary.
2. A letter from the Director of Human Relations explaining the review and appeals process in case there is some error.

Initial Appeals Process

- 1) If there is an error in the point calculation that you receive, an appeal must be filed within 30 days of receipt of the point calculation.
- 2) The Human Resources office must issue a decision of its review no later than 14 days from receipt of the request for review.
- 3) The decision of the Human Resources Office can be appealed to the Classification Appeals Committee within 10 days.

For your review I have attached:

- 1) An outline of the Classification Compensation Structure for faculty and professional staff.
- 2) A summary of the Timetable for Appeals. The complete timetable for appeals and the appeals forms can be found on pages 128-132 of the Contract or at <http://mccc-union.org/Appeals/index.html>
- 3) Classification Structure for Faculty and Professional Staff

ARTICLE 21 – SALARY

New Full-Time Hire Initial Classification

New Hires Submit Data Form within 10 Days of Hire
College Forwards M002-Faculty or M004-PS to New Hire and MCCC
Within 30 Days of Hire
If Hired Above Classification, then Rationale Supplied with M002 & M004

All Unit Members - Basis for Points at Hire, Transfer, or Reclassification

See Pages 14-15

Academic Credentials – Faculty 40, 50, 75 – Maximum 75 Points
Academic Credentials – Prof. Staff 15, 30, 40, 75 – Maximum 75 Points
Rank (Faculty) - 20
MCCS Experience – 1 yr. = 8
Seniority – 1 yr. = 8
Outside Experience – 1 yr. = 4 or 8
License and/or Certifications – Each Unit x 3
<http://mccc-union.org/LicensesandCertifications/index.html>

CLASSIFICATION APPEAL PROCESS

The objective of the Classification Appeals Process is to achieve timely classification and compensation decisions through placement of responsibility for the classification process at the local college and to provide for timely resolution of any appeal of those decisions. The Classification Appeal Process and the Classification Appeals Form 2 is located in the Contract.

Timetable For Appeals

Data Form Submitted by New Hire - 10 Days of Start Date

Point Calculation To Unit Member & MCCC - 30 Days of Start Date
M002 to Faculty & M004 to Professional Staff

Request Point Review - 30 Days of Receipt of Point Calculation
OR
Request Professional Staff Reclassification – Audit

College’s Response
Points - 14 Days
Audit - 90 Days

If Denied
Appeal to Committee - 10 Days

If Awarded
Point Calculation Changes - Effective Date of Hire
Reclassification Changes - Retroactive to first payroll after original request using existing point system in place.

Decision is final and binding and not grievable unless college fails to implement.

Initial Classification Placement for New Full Time Faculty and Faculty Transfers

Minimum Salary - Bachelor's Degree (or equivalent) - \$39,810					
Minimum Salary - Master's Degree - \$42,921					
Academic Credentials	* Masters + 30 graduate credit hours or Double Masters or C.A.G.S., Master of Fine Arts, Master of Social Science, Master of Arts in Clinical Mental Health Counseling		* Masters + 45 graduate credit hours		Doctorate
Max 75 points	40 points		50 points		75 points
Professional Ranking	Instructor	Assistant Professor		Associate Professor	Professor
Max 60 points	0 points	20 points		40 points	60 points
MCCS Experience	Teaching Position Full-time		Non-Teaching Position Full-time		Teaching Position Part-time
Max 320 points	1 year = 8 points Maximum years = 40		1 year = 8 points maximum years = 20		Each 3 hour course earns 1 point Maximum credits = 48
Outside Experience	Elementary (K-6)	Secondary (7-12)	College Level Teaching		Non-teaching Experience
	Full-time Must be directly related to the teaching field	Full-time	Full-time	Part-time prior to full-time employment	Full-time Must be directly related To the teaching field
Max 160 points	1 year = 4 points Maximum years = 3	1 year = 4 points Maximum years = 8	1 year = 8 points Maximum years = 20	3 credit hours = 1 point Maximum credits = 48	1 year = 4 points Maximum years = 20
Seniority Max 320 points	1 Seniority Year = 8 points Maximum years = 40				
Performance Evaluation	Each successful post tenure 3rd year evaluation as defined by the current evaluation process.				
Max 100 points	10 points (per evaluation) Maximum Allowed= 100 points				
Professional Development	Each 120 Professional Continuing Educational Units or Equivalent 0 points			Eligible for incentive every two years	
Licensure/ Certification	Points awarded = 3 times the unit value in the licensure and certification report			Maximum Allowed = 30 points	

* Must be part of an academic program of study.

Point Value for New Academic Credentials earned after hire: \$57.68

For Faculty New Hires and Transfers - The base salary of \$39,810 (Bachelor's Degree) and \$42,921 (Master's Degree) and the point value of \$53.95 shall be used to calculate new faculty member and transfer salaries.

Initial Classification Placement for Full Time Unit Professionals, Reclassifications, and Transfers

Academic Credentials	Associates	Bachelors	Masters	* Masters + 30 graduate credit hours or Double Masters or C. A.G. S., Master of Fine Arts, Master of Social Science, Master of Arts in Clinical Mental Health Counseling	Masters+45 50 Points
Max 75 points	0 points	15 points	30 points	40 points	Doctorate 75 points
MCCS Experience Max 320 points	Unit Professional Position Full-time 1 year = 8 points Maximum years = 40		Teaching Position Full-time 1 year= 8 points Maximum years = 20		Unit Professional Position Part-time 250 hours= 1 point Maximum hours = 4,000
External Experience Max 160 points	Related Experience Full-time 1 year = 8 points Maximum = 20 Years	Elementary (K-6) Full-time 1 year = 4 points Maximum = 3 Years		Secondary (7-12) Full-time 1 year = 4 points Maximum = 8 Years	College Level Teaching Full-time 1 year = 8 points Maximum = 8 Years
Seniority Max 320 points	1 Seniority Year = 8 points				
Performance Evaluation Max 100 points	Each successful post tenure 3rd year evaluation as defined by the current evaluation process. 10 points (per evaluation) Maximum Allowed= 100 points				
Professional Development	Each 120 Professional Continuing Educational Units or Equivalent 0 points			Eligible for incentive every two years --- --	
In-field Licensures Certifications	Points awarded = 3 times the unit value in the licensure and certification report			Maximum Allowed = 30 points	

* Must be part of an academic program of study.

New Hires, Reclassifications, and Transfers of Unit Professional Staff effective July 1, 2013

Point Values for Academic Credentials earned after hire

These are the base salary and point values to be used for new hires, reclassifications and transfers.	Pay Grade	Minimum	Point \$ Value	Pay Grade	Minimum	Point \$ Value
		2	37,840	\$20.91	2	36,560
	3	42,900	\$23.70	3	41,449	\$25.34
	4	47,548	\$26.27	4	45,940	\$28.08
	5	52,564	\$29.04	5	50,786	\$31.05
	6	57,330	\$31.64	6	55,391	\$33.83
	7	62,325	\$34.43	7	60,217	\$36.81