

To all Day Full-time unit members,

Please distribute to all unit members.

In accordance with Article 2.06 and Article 19.05 of the Contract, colleges were required to provide the attached list of information to the MCCC by October 15th. Most of this information is forwarded to the MCCC Central Office and chapter presidents can obtain copies by contacting the Central Office.

Please Note: Full-time faculty seniority lists by department/program/work area, professional staff seniority lists by work area, and college-wide seniority lists are included in these materials. All full-time unit members should review these lists to ensure accuracy of seniority. Full-time faculty who have taught 8 sections in more than one work area should be credited with college-wide seniority in multiple work areas.

<i>ITEM</i>	<i>DUE/RCVD</i>
PT SENIORITY-YEARS OF SERVICE	15-Aug
PT Faculty	
PT PS	
PT Day to DCE Transfers	
ARTICLE 2.06 INFO 15-Oct	
Payrolls	
Number of Vacant/Filled FT Positions	
Enrollment Figures	
All Job Postings(Unit & Non-Unit)	
New FT Unit Members	15-Oct
Names	
Starting Date	
Funding Source	
Rank	
Address	
Home Telephone Number	
Specific Course Assignemts	
New FT Unit Members	28-Feb
Names	
Starting Date	
Funding Source	
Rank	
Address	

Home Telephone Number	
Specific Course Assignemts	
Part-time Unit Members	15-Oct
Names	
Salary	
Anticipated Number of Hours Per Sem. or Yr. or Percent of full-time Equivalent	
Address	
Home Telephone Number	
Benefit Status	
Specific Course Assignments	
Part-time Unit Members	28-Feb
Names	
Salary	
Anticipated Number of Hours Per Sem. or Yr. or Percent of full-time Equivalent	
Address	
Home Telephone Number	
Benefit Status	
Specific Course Assignments	

<i>ITEM</i>	<i>DUE/RCVD</i>
ARTICLE 16 INFO	3 Days of Posting
PT & FT Unit Postings	

CLASSIFICATION APPEALS MOA	30 Days of Hire
New Hire Classification Point Calculations	
Name	
Coilege	
Department	
Hire Date	
Classification Points by Category	
Date Classified	
Total Points Awarded	
Classification Title	

Pay Grade	
Point Value	
Classification Salary	
Hire Salary	

CROSS-REFERENCE
Postings with New Hire List with Classification
REPORTS
Classification Point Calculations Difference Between Classification and Hire \$
All Information Sent by Mail To MCCC Except Classification Point Calculations Sent Electronically To Research@mccc-union.org

If you have any questions, do not hesitate to contact me.

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