

Dear Chapter Leaders,

Initial Classification

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/M004) that reflects the points allocated to the current position to determine the annual salary.
2. A letter from the Director of Human Relations explaining the review and appeals process if there is some error.

Initial Appeals Process

1. Appeals 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.

NB. The complete timetable for appeals and the forms can be found at <http://mccc-union.org/Appeals/index.html>

Professional Staff Pre-Evaluation Process

All new full-time professional staff unit members are required to meet at the beginning of the unit members appointment with immediate supervisors to develop a position descriptions which shall contain a list of duties and responsibilities and may include mutually agreeable work objectives.(E-7 Form) These E-7 Position Descriptions should reflect the classification specifications for the job title.

NB. To review Classification Specifications for each job title go to <http://www.mass.edu/hr/> click Classification Specifications click Unit Professional Staff Classification Specifications (Massachusetts Community Colleges) click on specific classification job title

Please share this information with all new full-time unit members.

Thank you,

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