

## Contract Administration Tips - Professional Staff E7

To Chapter Leaders,

In accordance with Article 13.03B2, by July 1, professional staff members and immediate supervisors shall meet at the request of either party to develop the professional staff member's position description (Form XIII-E7). The position description shall contain a list of duties and responsibilities and may include **mutually agreeable work objectives**. (emphasis added) If there are no proposed changes in the E7 by either party, there is no need to meet, but all professional staff shall receive the E7 for the period of July 1, 2006 - June 30, 2007. All E7's should be consistent with the classification specifications for the professional staff member's job title. Classification specifications for all MCCC job titles can be found at (<http://www.mass.edu/hr/home.asp?id=12&iid=12.3>). The E7 is a very important document and is the basis of the yearly evaluation and the 37 1/2 workload.

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

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