

## Contract Administration Tips - Returning Administrators

TO MCCC Leaders,

### APPOINTMENTS OF ADMINISTRATORS TO THE UNIT

Returning Administrator - Any administrator who was once in the MCCC day unit can return to the unit as long as there is "no adverse impact on present unit members." For example, no present unit member (Day Unit - FT/PT faculty or FT/PT Professional Staff) can be nonreappointed, retrenched, have a last minute adverse assignment change, or have some other adverse impact because of a returning administrator. There is no time limit for this right to return. For example, an administrator can be out of the unit for 1 year or as many as 20 years and they have the same right to return unless the contract language changes. (Art. 11.04)

At the option of the President of the College, an appointment to the unit for a returning administrator can take place in one of three ways:

- 1) The administrator can return to the college with prior seniority and must be classified based on the criteria for unit members.
- 2) The administrator can relinquish all prior accrued seniority and be placed on the salary schedule at a salary and rank determined by the President of the College.
- 3) An acting/interim administrator shall be placed on the salary schedule in accordance with #1 above provided the salary is not less than the salary of the unit member prior to assuming the acting/interim administrative appointment.

Administrator with no Right to Return - An administrator who has never been in the unit has no right to a unit position and must apply for a vacant and posted position like any other applicant. In this case, priority of consideration is given to equally best qualified day unit members. (Art. 16)

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

Dennis Fitzgerald  
MCCC Grievance Coordinator