***MCCC DAY UNIT***

***2018-2021 CONTRACT***

***SUMMARY CARDS***

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**Prepared by**

**Dennis Fitzgerald**

**MCCC Grievance Coordinator**

**170 Beach Road, Unit 52**

**Salisbury, MA 01952**

**Tel: 978-255-2798 FAX: 978-255-2896**

**E-Mail:** **MCCCfitzy@comcast.net** **or** **Grievance-Day@MCCC-union.org**

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| --- | --- |
| Date | Professional Staff Requirement |
| 6/1 | Sabbatical proposals for January to supervisor |
| 6/1 |  Preferred work assignment letter is submitted each year to supervisor |
| 6/1 | E-8 Summary Evaluation is due - seven (7) working days to respond |
| 6/7 | E-8 rebuttals due |
| 6/15 | Sabbatical proposal for January forwarded to committee |
| 7/1 | Notification of work assignment from supervisor. 14 calendar days notice of regular and ongoing changes. |
| 7/1 | Off Campus Days - 3 days off campus per fiscal year are granted for activities outside of those assigned. |
|   | Off Campus Days may be taken in increments of a half-day or more.  |
|   | Off Campus Days are free days for PS and no reporting of activity is required.  |
|   | Day after Thanksgiving is a required Off-Campus Day |
| 7/1 | Upon Appointment and thereafter, the E-7 developed and serves as the basis of evaluation for the year. |
| 7/1 | Unused vacation days in excess of 375 hours (50 days) may carry over for one (1) year |
|   | At end of payroll period of June 2021, vacation days over 375 hours (50 days) converted to sick leave |
|   | After June 30, 2021 and at the last pay period in December each year, vacation days over 365 hours(50 days) are forfeited |
| 7/15 | Sabbatical recommendations for January from committee & supervisor to dean |
| 10/1 | Sick leave bank open |
| 10/1 | Tenure eligibility list distributed |
| 10/15 | Notice or Non-reappointment in 5th year of later – requires just cause |
| 10/30 |  Last day to opt out of sick bank |
| 10/31 | Sabbatical approvals for January semester to professional staff |
| Nov | Day after Thanksgiving - 7.5 hours must be used as one of the 3 off campus days. |
| 12/1 | Sabbatical proposals for July to supervisor |
| 12/5 | Sabbatical proposals for July semester forwarded to committee |
| 12/30 | E5 - Six-month list and summary of college service is due to supervisor (4 hours is the requirement). |
| 12/30 | E-4 - If student advising is assigned, the log is due to supervisor by 5/30. |
| 1/1 | After June 30, 2021 and at the last pay period in December each year, vacation days over 365 hours(50 days) are forfeited |
| 1/1 | Personal days - 5 days per calendar year beginning January 1 of each year |
| 1/15 | Sabbatical recommendations for July from committee & supervisor to dean |
| 2/1 | Sabbatical recommendations for July from president to board |
| 2/1 | New hire evaluation |
| 2/28 | New full and part-time hire list due MCCC an within 7 business days of hire |
| 3/1 | Notice of non-reappointment is due by March 1 in 1st four years.  |
| 5/1 | President’s tenure recommendations  |
| 5/1 | Sabbatical approvals for Fall to professional staff |
| 5/30 |  E5 - Six-month list & summary of college service due to supervisor (4 hours is the requirement) |
| 5/30 |  If student advising is assigned, the log is due to supervisor  |

**Travel Time** - Time spent commuting from job site to job site within the workday is considered time worked. Time spent commuting to and from home to job site **is not** considered time worked.  |

**Compensatory Time, Vacation Time, and Sick Time** 1 ½ hours are granted for each hour worked over 37 ½ hours per week wit cap of 75 hours.Comp Time over 75 yours is paid. Payment of unused vacation and comp. time are paid upon separation from the college.

|  |  |
| --- | --- |
| **Evaluation Cycle**Year 1 - February 1 and June 1Years 2-6 - JuneYear 7 - Tenure (No Evaluation) 8Year 9 - Evaluation and every 3rd year on June 1 | **New Employee Classification**10 days of hire **-** Submit classification points (data form)30 days of hire - HR forwards proper classification 60 days to appeal if points are incorrect |

|  |  |
| --- | --- |
| Date | Faculty Requirement |
| 1st day  | Faculty office hours to supervisor on first day of classes |
| End of 1st Week | Office hours posted at end of first week of class |
| End of Drop/Add | Course materials distributed to students and to supervisor before end of drop/add period |
| 9/30 | Course/Schedule preference to supervisor |
| 10/1 | Tenure eligibility list distributed |
| 10/1 | Sick leave bank open  |
| End 5th Week | Supervisor shall return course materials to faculty members by end of fifth week |
| 10/15 | Notice or Non-reappointment in 5th year of later – requires just cause |
| 10/15 | College service plan to supervisor |
| 10/30 | Last day to opt out of sick bank |
| 10/31 | Course/Schedule preference to faculty |
| 11/21 | Unit Personnel Practices Committee established |
| 12/1 | Sabbatical proposals for fall semester to supervisor |
| 12/5 | Sabbatical proposals for fall semester forwarded to committee |
| Last Class | Last day fall semester can end & faculty submit college service and student advisement form on last day (date varies)  |
| 1/1 | Personal days benefit begins. 3 days if hired prior to 7/1/12. 2 days if hired after 7/1/12 |
| 1/15 | Sabbatical recommendations for fall semester from committee & supervisor to dean |
| Spring Classes Begin | Classes begin at some colleges |
| 1st Day | Faculty office hours to supervisor on first day of classes |
| End of 1st Week | Office hours posted at end of first week of class |
| End of Drop/Add | Course materials distributed to students and to supervisor before end of drop/add period |
| 2/1 | Summary evaluation returned |
| 2/1 | Sabbatical recommendations for spring semester from president to board |
| 2/10 | Summary evaluation rebuttals due 7 work days after evaluation |
| 2/15 | College service plan to supervisor |
| End 5th Week | Course materials returned |
| 2/28 | New full and part-time hire list due and 7 business days after hire |
| 2/28 | Course/Schedule preferences to Supervisor |
| 3/1 | Notice of non-reappointment is due in 1st four years |
| 3/15 | Dean’s recommendations for title change |
| 3/15 | Unit Personnel Practices Committee recommendations for tenure |
| 3/30 | Department chair evaluations |
| 3/30 | Preferred schedules and course submitted |
| 3/31 | Department chair vacancies announced |
| 3/31 | Course/Schedule to faculty |
| 4/15 | Dean’s tenure recommendations |
| 4/15 | Title changes announced |
| 4/30 | Fall assignments to faculty & fulltime schedules to chapter |
| 5/1 | President’s tenure recommendations and sabbatical approvals for Fall to faculty |
| Last Class | Last Day of classes Faculty submit college service and student advisement form (date varies) |
| 6/1 | Sabbatical proposals for spring semester to supervisor |
| 6/15 | Sabbatical proposal for spring semester forwarded to committee |
| 7/15 | Sabbatical recommendations for spring semester from committee & supervisor to dean |
| 8/31 | Sabbatical recommendations for spring semester from president to board |
| 10/31 | Sabbatical approvals for spring semester to faculty |

## FT APPOINTMENTS – ARTICLE 11

***Full-time Types of Appointments***

Regular 1-Year Appointments

Tenure Appointments (Year 7)

Temporary Appointments-Substitute for a unit member on leave or whose employment ended prior to the completion of the year

Faculty Contract Year – 9/1 to 5/31

Faculty Calendar – 1st Day of Classes to End of Finals

Professional Staff Contract Year - 7/1 to 6/30

***Full-Time Non-reappointment***

In Years 1 - 4, Without Cause & Reasons Non-grievable

Non-reappointment Notice Provided by March 1

In Year 5 - Just Cause – Non-Reappointment Notice by October 15

Just Cause Begins After Reappointment For 5th Year Received March 1 of 4th Year

**Probationary Period for Unit Professional Staff**

**3 and 6 Month Probationary Period**

Notwithstanding any other provisions of the Agreement to the contrary, unit professional staff shall be subject to a six-month probationary period commencing upon the effective date of their initial appointment. During this probationary period an employee may be terminated without cause. If a full-time unit professional staff member is terminated prior to the third month anniversary, the member will receive one (1) month notice prior to separation. If terminated on or after the third month anniversary, but prior to the six-month anniversary, the member will receive three (3) months notice prior to separation.

**Violation of notice requirements shall constitute reappointment for 1 year.**

***Dismissal – Just Cause Standard***

**Dismissal Prior to Expiration of Contract**

**FT Unit Members have**

**Just Cause and Due Process Protection**

## FACULTY WORKLOAD

**INSTRUCTIONAL HOURS**

Didactic: 29-31 Instructional Hours Depending on Preps.

Non-Didactic: 29-33 Instructional Hours Depending on Preps.

**WORK DAY**

Upon Mutual Agreement – Classes On or After 4 PM and As Late As 5 PM

**CONTACT**

All Contact Hours are Based on 50 Minute Hours

(Actual Minutes Divided By 50 = Contact Hours)

**PREPARATIONS**

Mutual Agreement Required For

>3 Preps Per Semester

>5 Preps Per Academic Year

Excessive Preps Require Mutually Agreed Reduction in

College Service, Advising, and/or Office Hours.

*(Reduction may be waived at sole discretion of faculty.)*

*For Preparation Hours – See Workload Form*

**NON-INSTRUCTIONAL HOURS = 11 HOURS**

**OFFICE HOURS**

4 Office Hours over 4 Days

1 On-Line Office Hour & Discretionary > 1 On-line Office Hour

**NON-INSTRUCTIONAL WORLKLOAD**

College Service – 4 Hours

Student Advising – 3 Hours = 14-19 Advisees

*(Advisees may be scheduled during office hours)*

**REDUCTION MANDATED IN 11 HOURS OF**

**NON-INSTRUCTIONAL HOURS IF**

>31 Didactic Instructional Hours/Week

>33 Non-Didactic Instructional Hours/Week

**REASSIGNED TIME**

Reassigned Time = Twice Credit Hour Reduction

1 Office Hour Reduced for Each 3 Credit Reduction

1 Weekly On-line Office Hour for On-line Courses

>1 On-line Office Hour per Approval of Supervisor

**STANDARDS**

**INSTRUCTIONAL AND REASSIGNED HOURS**

29 – 35 Hours Per Week

*With Reduction in Non-Instructional Work if*

 *>31 Didactic Instructional Hours/Week*

*>33 Non-Didactic Instructional Hours/Week and/or*

*>3 Preps/Semester or >5 Preps/Academic Year*

**CLASS SIZE AVERAGES**

32 - Standard Class

28 – Approved Writing or Critical Thinking

22 – English Composition, ESL, Introduction to Foreign Language, Remedial & Developmental Courses

**FACULTY PERSONAL DAYS AND SICK LEAVE**

Beginning Jan. 1, 2012**, -** Personal Days Per **Calendar Year**

If Hired Prior to July 1, 2012 – 3 Personal Days

If Hired On/After July 1, 2012 – 2 Personal Days

Sick Days – 10 Per Academic Year

**FACULTY PREPARATION TIME AND CONTACT TIME**

|  |  |
| --- | --- |
| **COURSE TYPE** | **MULTIPLYER X CREDITS** |
| Didactic 1st Section | 1.33 |
| Didactic Subsequent Sections | 0.67 |
| On-Line or Hybrid 1st Section | 1.33 |
| On-Line or Hybrid 2nd Section or 2nd Section of Didactic | 1.00 |
| On-Line or Hybrid 3rd or Greater Sections | 0.67 |
| Lab-Like or Clinical 1st Section  | 2.00 |
| Lab-Like or Clinical 2nd Section No Assistant | 2.00 |
| Lab-Like or Clinical 2nd Section With Assistant | 1.00 |
| Team Taught Didactic 1st Section | 0.67 |
| Team Taught Didactic Subsequent Section | 0.33 |
| Team Taught Lab-Like or Clinical  | 1.00 |
| Mediated | 0.33 |
| Individualized Instruction | 0.33 |
|  |  |
|  **CONTACT TIME** | MINUTES |
| Contact for All Courses = Actual Minutes in Class | 1 Contact = 50 Minutes |
| On-Line or Hybrid Contact = Didactic Contact | 1 Contact = 50 Minutes |

**FACULTY EVALUATION – ARTICLE 13**

***FACULTY WEIGHTS AND COMPONENTS***

 **Full-time Faculty**

Student Evaluation 25%

Course Materials 15%

Classroom Observation 25%

Student Advisement 10%

College Service 10%

Personnel File 15%

***FACULTY EVALUATION FORMS***

**Completed by Immediate Supervisor**

Course Materials-5th Week

Classroom Observation- During Fall Semester

Student Evaluations By 1st Week In December

Summary Evaluation-February 1

7 Work Days to Respond

**Completed by Unit Member**

Course Materials-Prior to End of Add/Drop

College Service Plan-Oct 15 & Feb 15

College Service Activities-Last Day of Classes- Brief Summary Required

Student Advisement Log-Last Day of Classes

**Completed by Students**

Student Evaluation Instrument-By 1st Week in December

**DUPLICATION OF MATERIALS –** All course materials are returned to unit members in evaluation years and in non-evaluation years. Duplication of course materials is prohibited without the unit member’s permission.

**TENURED UNIT MEMBERS** - Evaluations will be conducted **every third year,** but student evaluations are compiled in non-evaluation years for faculty review only.

**STUDENT EVALUATIONS -** Questions 1-4 on the University of Washington form are the only questions used to calculate the median score for each class in the summary evaluation. Administrators may use questions 1-22 (1-13 for form J) on the University of Washington student evaluation form to make comments in faculty evaluations. Administrators may not use decile Rank on the University of Washington form for any purpose

**DISTANCE ED STUDENT EVALUATIONS** - The online student evaluation form is used for the first two times a day Distance Ed course is taught but will only be used for the information of the faculty member and will not be used for purposes of evaluation until 3rd time taught. Other evaluation forms are also posted on the above-referenced web page.

**COLLEGE SERVICE Faculty Only -** Not later than October 15 for the fall semester and February 15 for the spring semester a faculty member shall submit a list of college service activities proposed to be undertaken during the semester. The list of completed college service activities is due on the last day of classes each semester and a brief summary of activities is required.

## PROFESSIONAL STAFF WORKLOAD

**Customary Workweek** - 37.5 Hours - Monday-Friday - 8 a.m. - 5 p.m.

**Work Schedule** - The President of the College or the President’s designee shall consider as advisory written notice from the professional staff member as to that professional staff member’s preferred work assignment if received on or before June 1st prior to the fiscal year(s) covered by this Agreement. The President of the College or the President’s designee shall notify the professional staff member in writing of that professional staff member’s work assignment no later than July 1. Such work assignment shall be consistent with the needs of the College.

**Travel Time** - Time spent commuting from job site to job site within the workday is considered time worked. Time spent commuting to and from home to job site is not considered time worked

**3 Days Off Campus Per Fiscal Year**

 1/2 Day or Greater

 Day After Thanksgiving Required Day Off

*Article 12.04C6 - A professional staff member may request 3 off-campus days per calendar year for participation in off-campus activities.  These activities are outside those assigned as part of the regular professional staff workload. These days are basically free days for professional staff to be off campus doing some related work.  There is no reporting requirement.   One of these off-campus days must be the day after Thanksgiving.  These days may be granted in half-day segments or greater. Such requests shall not be unreasonably denied.*

**Compensatory Time -** 1.5 Hours for Each Hour Over 37.5 Hours/Week – 75 Hour Cap – Payment If > 75 Hours.

The use of this time shall be subject to mutual agreement between the professional staff member and the President of the College or the President’s designee. The parties recognize the need to grant requests for use of compensatory time. Requests for the use of compensatory time shall be granted unless the college president or the president’s designee determines that it is impractical to do so because of work schedules, emergencies, or the operational needs of the college. The President or the President’s designee shall use reasonable efforts to ensure that an employee requesting compensatory leave is granted such leave. Under no circumstances will the compensatory time for an individual member exceed 75 hours. Compensatory time earned in excess of 75 hours shall be paid to the professional staff member at the professional staff member’s regular rate of pay. (Regular Hourly Rate of Pay = Biweekly X 26 / 260 / 7.5 X Hours > 75)

**15 Sick Days Per Each Year of Service**

**5 Personal Days Per Calendar Year**

**Accrual of Vacation**

**Effective January 1, 2020 - Vacation Leave Per Fiscal Year**

 **< 1 Year = no more than 20 days**

 **1 – 7 years = 22 days**

 **8 – 11 years = 23 days**

 **12 – 19 years = 24 days**

 **20 or more years = 25 days**

**Carry Over of Vacation Days**

**Effective July 1, 2019, unit members may carry over 375 hours (50 days) from year to year, but not more than 1 year.**

**By June 2021, unused vacation days over 375 hours (50 days) are converted to sick.**

**After June 2021, unused vacation days over 375hours (50 days) shall be forfeited.**

**12 Month Contract with Discretionary & Non-Grievable 10/12ths Option**

**No Traditional Discipline Instructional Responsibilities May Be Assigned**

**PROFESSIONAL STAFF WORKLOAD/EVALUATION WEIGHTS**

**Work Performance - 33.5 Hours - 75% of Evaluation**

**Form E-7**

Job Description

Objectives

Activities/Methods

**College Service - 4 Hours - 10% of Evaluation**

Advisor to Student Activities, Governance, Committees, Grants, Department Meetings, Program Review and Development, Labor-Management Committees, System-wide Committees

**Advising (may be assigned)**

<8 1 hr/wk 8-13 2 hrs/wk

14-19 3 hrs/wk 20-25 4 hrs/wk

26-31 5 hrs/wk 32-37 6 hrs/wk

 38-43 7 hrs/wk

Full-time Professional Staff - Weights

Work Performance 75%

College Service 10%

 Personnel File 15%

**Frequency of Evaluation**

1st Year - February 1 & June 1

2nd - 6th Years - June 1

7th Year with Tenure – No Evaluation During 1st Year of Tenure

Every Third Year Thereafter

**Work Assignment**

**Notice of Preferred Work Assignment Submitted – June 1**

**Work Assignment Notification – July 1**

14 Days Advance Notice of Regular and Ongoing Change in Work Schedule

**Summary Evaluation – Form E8**

First Appointment – February 1

Thereafter – June 1

7 Work Days to Respond

14 Calendar Days – Post Evaluation Conference & Reasons

**Basis for Evaluation**

**Form E7 - Position Description/Activities Developed**

(Objectives - If Appropriate & Mutually)

30 Days from Beginning of Appointment - Thereafter Every July 31

If Additional Substantive and Ongoing Changes, Then E-7 Rewritten Within 30 Days

**College Service – Form E5**

**Student Advisement (If assigned) – E4**

Dec. 30 & May 30

## TENURED UNIT MEMBERS – Summary Evaluation will be conducted every third year.

##

## DAY UNIT PART–TIME FACULTY EVALUATION

Student Evaluation - Each Semester

Course Materials - Each Course

Classroom Observation - Once Every 3 Appointments

Personnel File Review

Summary Evaluation - Every 3rd Appointment

**OFFICE HOURS NOT REQUIRED**

##  DAY UNIT PART-TIME PROFESSIONAL STAFF WORKLOAD & EVALUATION

**Process**

E-7 Due Within 21 Days of Appointment

If Substantive and On-going Changes, Then New E-7 Within 21 Days

Tentative Assignment With 4 Weeks Notice

**Basis For Evaluation**

E-7

Total Job Performance

Conformance with Assigned Workload

Effective Assistance to Students, Faculty, and Staff

Student Advising, If Appropriate

College Service

File Review

**Time Table**

Log of College Service and Student Advisement Due

45 Days Prior To Completion of Appointment

Evaluation Completed 21 Days Prior to Completion of Appointment

Reasons Provided If Requested

7 Working Days to Respond

## COLLEGE CLOSING

Whenever a College is closed due to inclement weather or other emergency situations, a part-time professional staff member will be paid for the hours that the unit member missed due to the closure; unless, for grant-funded employees, the terms of the grant do not permit such payment.

***PART-TIME DAY UNIT MEMBERS SALARY INCREASES***

Effective July 1, 2018 = 2.0% - Minimum $28.86 per hour

Effective July 1, 2019 = 2.0% - Minimum $29.44 per hour

Effective July 1, 2020 = 2.0% - Minimum $30.03 per hour If No Grid Implemented

## GRIEVANCE PROCEDURE-FLOW CHART & TIME LIMITS

**STEP ONE**

**COLLEGE PRESIDENT**

**30** **calendar days to file Grievance** **Form X-G1**

Mailed Certified Return Receipt or

with date stamped copy

Copies to MCCC Grievance Coordinator, & MTA Consultant

 (Informal Discussions do not extend 30-Day Time Limit)

**President’s Decision – Form X-G4**

**30 calendar days for both a hearing and a decision.**

If unresolved, denied, or no decision

within 30 days of filing grievance, appeal to

**⇓**

**STEP TWO**

**MEDIATION APPEAL**

 **10 calendar days to file appeal**

***Dismissal Grievances Filed Directly at Mediation***

MCCC Grievance Coordinator, & MTA Consultant

Mail Appeal Form X-G5 certified return receipt to address on **Form X-G5** or

FAX Form X-G5 with transmission report as receipt

to OCCC at 1-781-275-2735

Send Additional Copies by regular mail to

College President, MCCC Grievance Coordinator, & MTA Consultant

**MEDIATION**

 It takes at least 40calendar days for mediation date.

(Usually takes longer depending on the number

of cases on the mediation docket)

If unresolved

 **⇓**

**STEP THREE**

**ARBITRATION APPROVAL REQUEST**

**10 calendar days to request arbitration – Form X-G8**

Send request to Dennis Fitzgerald, 170 Beach Road, Unit 52, Salisbury, MA 01952

**MCCC ARBITRATION CERTIFICATION**

**40** calendar days for MCCC to certify arbitration

1. The parties may extend time limits in writing by mutual agreement.

2. It is the responsibility of the grievant to process all grievance forms in a timely fashion and forward copies to MCCC & MTA.

3. In the event that the administration falls to comply with any of the provisions of the grievance procedure including time limits, the grievant(s) may add this allegation as an additional count if the grievance is appealed to Mediation. If the grievant(s) chooses not to appeal the original grievance to Mediation, then the grievant(s) may file a procedural grievance at Step Two.

## WEINGARTEN: RIGHT TO REPRESENTATION

The NLRA's protection of concerted activity includes the right to request assistance from union representatives during investigatory interviews. The Supreme Court declared this in 1975 in NLRB vs. J. Weingarten, Inc.. The rights announced by the Court have become known as Weingarten rights. It allows your union steward to serve as a witness to prevent a supervisor from giving a false account of the conversation; object to intimidation tactics or confusing questions; help an employee to avoid making fatal admissions; advise an employee, when appropriate, against denying everything, thereby giving the appearance of dishonesty and guilt; warn an employee against losing his/her temper; discourage an employee from informing on others; and revise extenuating factors.

Under the Supreme Court's Weingarten decision, the following rules apply to investigatory interviews:

1. The employee can request union representation before or at any time during the interview.

2. When an employee asks for representation, the employer must choose from among three options:

a. Grant the request and delay questioning until the union representative arrives;

b. Deny the request and end the interview immediately;

c. Give the employee a choice of having the interview without representation or ending the interview.

If the employer denies the request for union representation and continues the meeting the employee can refuse to answer questions.

***Weingarten rights guarantee*** *a unit member the right to request a union representative during an* ***investigatory*** *interview:*

1. Where the unit member has a reasonable expectation that discipline may result.
2. Where the purpose of the meeting is to investigate allegedly inadequate work performance or misconduct.
3. Where the purpose of the meeting is to elicit facts to determine whether or not discipline is warranted or to support a disciplinary decision.
4. Where a unit member is required to explain or defend his/her conduct, which could affect his/her working conditions or job security.

*In all of the above, a unit member must request a union representative to be present in order to invoke Weingarten Rights. The employer does not have the responsibility to ask the unit member if the unit member wants a union representative present.*

***Weingarten rights are not guaranteed****:*

1. Where the meeting is to discuss work instructions, training, evaluations, etc.
2. Where the purpose of the meeting is to inform the unit member of a disciplinary decision.
3. Where the employer has clearly and overtly assured the unit member prior to the interview that no discipline or adverse consequences will result.
4. Where the flow of information is one way.

***Weingarten Card***

**"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative or grievance officer be present at this meeting. Without representation, I choose not to participate in this discussion."**

**DISTANCE EDUCATION**

**Day Contract**

**Distance Education Definition**

Instruction, Education, and Training

Separated by Space or Time

May Utilize Technology to Facilitate Learning

**Types of Distance Education Courses**

On-line

Hybrid

Teleconference

Any Other Instruction Consistent With Definition

**Intent**

Not Intended to Reduce or Eliminate

Course Offerings or Reduce Unit Positions

**Participation**

Voluntary

**Evaluation**

No Evaluation for 1st or 2nd Offering

*Thereafter Evaluation Consistent With Day Contract Procedures and Timetable (See Article 13)*

Distance Education Student Evaluation – Form DE-3

Distance Education Course/Instructional Materials Checklist – Form DE-1

Asynchronous Classroom Observation – Form DE-4

**Class Size**

Maximum of 25 Students for First Two Offerings

Thereafter Contract Language Applies

*Some Colleges Have Acceptable Lower Maximums*

**Course Assignment**

Interaction Plan on File with Dean – Form DE-2

Part of Regular Day Workload and Day Salary

1st Prep = 1 1/3 x Credit

2nd Prep = 1 x Credit

3rd or Greater Prep = 2/3 x credit

**Negotiable Adaptation Compensation**

 **And/or**

|  |  |
| --- | --- |
| **Regular Day Workload** | **Stipend** |
| Course Reduction | If No Workload Reduction, Then Minimum of $500 Per Credit |
| Reduction in Non-Instructional Activities | With Workload Reduction, then Minimum of $250 Per Credit |

**College Use**

After 2nd Time Taught

If Developer Waives Right to Teach Course & Course Is Taught By Someone Else,

Then $500 Stipend For 3 Years

May Renew For Additional 3 Years

**Sold Commercially**

50/50 Split

After Cost Of Marketing, Commercialization, Legal Fees, or Other Related Costs

## 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 New Unit Members - Basis for Points**

Academic Credentials – Faculty 40, 50, 75

Academic Credentials – Prof. Staff 15, 30, 40, 75

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

# 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 - 60 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**

*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**.

***MCCC – Placement Structure For New Faculty and Faculty Transfers and New Academic Credentials***

|  |
| --- |
| Minimum Salary ‑ Bachelor's Degree (or equivalent) – See Table BelowMinimum Salary ‑ Master's Degree - See Table Below |
| **Academic****Credentials** | \* Masters + 30 graduate credit hours or Double Masters or C.A.G.S., MFA, MSW, MA-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 PositionFull‑time | Non‑Teaching PositionFull‑time | Teaching PositionPart‑time |
| Max 320 points | 1 year = 8 pointsMaximum years = 40 | 1 year = 8 pointsmaximum years = 20 | Each 3 hour course earns 1 pointMaximum credits = 48 |
| **Outside****Experience** | Elementary (K‑6) | Secondary (7‑12) |  | College Level Teaching | Non‑teachingExperience |
|  | Full-timeMust be directly related to the teaching field | Full‑time |  | Full‑time | Part-time prior to full-time employment | Full‑timeMust be directly relatedTo the teaching field |
| Max 160 points | 1 year = 4 pointsMaximum years = 3 | 1 year = 4 pointsMaximum years = 8 |  | 1 year = 8 pointsMaximum years = 20 | 3 credit hours = 1 pointMaximum credits = 48 | 1 year = 4 pointsMaximum years = 20 |
| **Seniority** | System‑wide seniority 10‑15‑97 |
| Max 320 points | 1 Seniority Year = 8 pointsMaximum years = 40 |
| **Performance****Evaluation** | Each successful 3rd year evaluation as defined by the current evaluation process. |
| Max 100 points | 10 points (per evaluation) Maximum Allowed= 100 points |
| *License and/or Certifications* | Points awarded = 3 times the unit value in the licensure and certification report | Related but not required in field |
| **Professional****Development** | Each 120 Professional Continuing Educational Units or Equivalent0 points | *Accumulation of credit cannot start until program is developed and approved.*Eligible for incentive every two years |

\*Must be part of an academic program of study.

**New Hires and Transfer for Faculty**

|  |  |  |  |
| --- | --- | --- | --- |
|   | MA | NO MA | POINTS |
| YEAR | Minimum Salary | Minimum Salary | Point Val |
| 2018 | $45,771.48 | $42,453.42 | $53.95 |
| 2019 | $45,771.48 | $42,453.42 | $55.03 |
| 2020 | $45,771.48 | $42,453.42 | $55.03 |

## MCCC ‑ Placement Structure For New FT Professional Staff, Reclassifications, Transfers, and New Academic Credentials

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Credentials | Associates | Bachelors | Masters | \* Masters + 30 graduate credit hours or Double Masters or C. A.G. S., MFA, MSW, MA-Clinical Mental Health Counseling | Masters +4550 Points |
|  |  |  |  |  | Doctorate |
| Max 75 points | 0 points | 15 points | 30 points | 40 points | 75 points |
| MCCS | Unit Professional Position |  | Teaching Position |  | Unit Professional Position |
| Experience | Full-time |  | Full-time |  | Part-time |
| Max 320 points | I year = 8 points |  | I year= 8 points |  | 250 hours= I point |
|  | Maximum years = 40 |  | Maximum years = 20 | Maximum hours = 4,000 |
| External | Related Experience | Elementary (K-6) |  | Secondary (7-12) | College Level Teaching |
| Experience | Full-time | Full-time |  | Full-time | Full-time |
| Max 160 points | 1 year = 8 points | 1 year = 4 points |  | I year 4 points | 1 year = 8 points |
|  | Maximum = 20 Years | Maximum = 3 Years |  | Maximum = 8 Years | Maximum = 8 Years |
| Seniority | System-wide seniority 10-15-97 |  |  |
| Max 320 points | I Seniority Year= 8 points |  |  |
| Performance | Each successful 3rd year evaluation  | as defined by the current evaluation process. |
| Evaluation |  |  |  |
| Mm 100 points | 10 points (per evaluation) Maximum  | Allowed= IOU points |  |
| *License and/or Certifications* | Points awarded = 3 times the unit value in the licensure and certification report |  | Related but not required in field |
| Professional Development | Each 120 Professional Continuing Educational Units or Equivalent 0 points | *Accumulation of credit cannot start until program is developed and approved.* |
|  |  |  | Eligible for incentive every two years  |

\*Must be part of an academic program of study.

**New Hires, Reclassifications**\***, and Transfers of Unit Professional Staff**

**\*Reclassification**

In the event the reclassification does not provide a salary increase or at least the difference between the minimum salaries of the two grades, the placement on the grid is the amount closest to at least the actual difference between grades.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jul-18 |   |  | Jul-19 |   |  | Jul-20 |   |
| Minimum Salary | Point Value |  | Minimum Salary | Point Value |  | Minimum Salary | Point Value |
| $40,353.24  | $20.91  |  | $40,353.24  | $21.33  |  | $40,353.24  | $21.33 |
| $45,749.04  | $23.70  |  | $45,749.04  | $24.17  |  | $45,749.04  | $24.17 |
| $50,705.22  | $26.27  |  | $50,705.22  | $26.80  |  | $50,705.22  | $26.80 |
| $56,055.12  | $29.04  |  | $56,055.12  | $29.62  |  | $56,055.12  | $29.62 |
| $61,137.78  | $31.64  |  | $61,137.78  | $32.27  |  | $61,137.78  | $32.27 |
| $66,464.22  | $34.43  |  | $66,464.22  | $35.12  |  | $66,464.22  | $35.12 |

**2018 – 2021 SALARY INCREASES**

**Full-Time Unit Members**

Effective July 1, 2018 = 2.0%

Effective July 1, 2019 = 2.0%

Effective July 1, 2020 = 2.0%

**Part-Time Unit Members**

Effective July 1, 2018 = 2.0% - Minimum $28.86 per hour

Effective July 1, 2019 = 2.0% - Minimum $29.44 per hour

Effective July 1, 2020 = 2.0% - Minimum $30.03 per hour If No Grid Implemented

**GRID SALARY INCREASES**

1. The faculty grids are rank specific and salaries can be found in the appropriate degree column and interval number. See attachment
2. The professional staff grids are grade specific and salaries can be found in the appropriate degree column and interval number. See attachment
3. Once you find your salary and interval, follow the instructions below that fits your employment category.

**Faculty**

* **Rank change** - **September Payroll** - Advance to the same interval # on the new rank’s grid. Effective on first payroll in academic year in which rank becomes effective - **September Payroll**.
* **Academic Credentials** - **September 1 or January 15** **Payrolls** - Advance to the same interval # onto the new credential column. **Effective September 1 or January 15** following credential changes. Faculty on Column H will move 2 intervals on Column H if there are two intervals remaining (level 2) or one interval if there is one interval remaining (level 1). If at level 1, then remain at level 1.
* **Tenure** - **Beginning of 7th Year of Employment -** Advance one interval down on the grid. Effective on first payroll in academic year in which tenure becomes effective. **Effective September Payroll – Beginning of 7th year of employment.**
* **Post-tenure Review** - **September Payroll** - Advance one interval down on the grid. Effective on first payroll in academic year in which evaluation was completed - **Effective September Payroll following February 1 Evaluation**. Evaluations and grid increases are every third year following the tenure. If on interval 1, then one time payment of 1.25% of salary.

**Professional staff**

* **4th Appointment** - **July 1 of 4th Year** - Advance 2 intervals down on July 1 following notice of 4th year reappointment. **Effective July 1 of beginning of 4th year.**
* **Tenure** - **Beginning of 7th Year of Employment -** Advance 3 intervals down upon tenure appointment or the 7th year of reappointment if not tenure eligible because of non-state appropriated funding source. **Effective beginning of 7th year on July 1.**
* **9th Year** **- July 1 Following 9th Anniversar**y - Advance 2 intervals down on July 1 following the 9th anniversary of date of hire.
* **Post-tenure review**- **July Payroll** - Advance one interval down on the grid. **Effective July 1** following June 1 Evaluation**.** Evaluations and grid increases are every third year following the tenure. If on interval 1, then one time payment of 1.25% of salary.
* **Academic Credentials or Credits** - **September 1 or January 15** **Payrolls** - Advance to the same interval # onto the new credential column. **Effective September 1 or January 15** following credential changes. Professional staff on Column H will move 2 intervals on Column H if there are two intervals remaining (level 2) or one interval if there is one interval remaining (level 1). If at level 1, then remain at level 1.

**Reclassification**

In the event the reclassification does not provide a salary increase or at least the difference between the minimum salaries of the two grades, the placement on the grid is the amount closest to at least the actual difference between grades.