

FAQ (7/21/23)

Salary Explanation Worksheets/MCCC Calculation Examples/Salary Grids

What is the difference between a Salary Explanation Worksheet (aka: Template) and MCCC Calculation Examples?

- The Salary Explanation Worksheet (aka: Template) is the calculation tool put together by Management in coordination with Human Resources personnel used to calculate the raises and other adjustments pursuant to the Memorandum of Agreements (MOA's). There are separate worksheets for Faculty, Professional Staff and Part-Time Unit Members. The individual worksheets will be provided directly to each employee by their college's Human Resources Dept.
- The MCCC Calculations Examples (aka: Pay calculations) refers to the calculation examples that the Day Contract Bargaining Team put together at the time of ratification to assist members while we waited to hear about funding. They are not a replacement for the Salary Explanation Worksheets. These may be found on the MCCC Website under Ratification Materials.

Do I have to fill out the Salary Explanation Worksheet and/or MCCC Calculation?

- No. This is not required; it is a tool to assist those wanting to project what to expect given how long we have been waiting and/or to double-check the work with your HR department once you receive your specific Salary Explanation Worksheet.

When will HR be sending out the Salary Explanation Worksheets?

- Each college is operating on different timelines. It is the expectation that the worksheets will be sent out in advance of payment following the contract funding.

What is the sequence of calculating raises and intervals?

- This is laid out in both the Salary Worksheets and MCCC Calculation examples, but the basic procedure is to apply the base salary raises (aka: across the board percentage raises) first, then add interval movement(s) (if applicable) according to the steps indicated within the worksheets.

In what order will the funds be dispersed?

- We are unable to confirm this at this time. Based on past practice it is anticipated that funds will be dispersed over 2 to 3 pay periods with the base salary increases being first.

What date should be used to begin calculating the base salary (aka: across-the-board) annual raises?

- Members first need to locate their interval and base pay effective on June 30th 2021 which can be located on the July 1st 2020 salary grids in the 2018-2021 CBA (pg. 189-198). Thereafter, base pay increases are reflected in the ***New Salary Grids*** dated July 1st, (2021 and 2022).
 - These raises will be applied the first full payroll period of July.

How might the new salary grid adjustments impact my placement on the grids?

- It depends on where you are on the grid, but in accordance with the new contract the adjustment of the Intervals is effective the first payroll in July 2022 as follows:
 - Realigning the minimums and maximum salaries of the grids by removing the three (3) lowest intervals on each Salary Grid at the minimum and adding three (3) new intervals at the maximum end of each grid. (See Salary Grid Interval Changes MOA for details)

Is there ever a need for New Hires to round up if their salary is not seen on the new salary grids?

- If a new hire salary calculation is not on the grid, it should be placed on the closest interval which equals or is greater to the calculated salary as reflected in the M002 (Faculty)/M004(Professional Staff) New Hire Worksheets.

Is there ever a need for current employees to round up if their salary is not seen on the new salary grids?

- Yes, but only to the nearest whole dollar amount indicated on the grid.

Is the date of tenure or post-tenure review advancement, service (aka: longevity) achievements, academic credentials the same for Professional Staff and Faculty?

It depends as the dates vary depending on the type of advancement and position. For example:

- **Tenure** for Faculty is 1 Interval during the first payroll period in September, and for Professional Staff it is 3 Intervals, effective July 1st.
- **Post-tenure** is the same for Faculty and Professional Staff (2 Intervals) for up to 10-post tenure evaluations/reviews. Professional Staff shall receive the associated salary adjustment effective the July following the evaluation and Faculty shall receive the associated salary adjustment in the first payroll of the Academic year following the successful completion of the post-tenure evaluation.
- **Academic Credentials** for Faculty and Professional Staff is Sept. 1st or Jan. 15th following the attainment and submission of new academic credentials or credits.
- **Service (aka: Longevity) Achievements** are effective the first payroll period in July 2022 but vary as follows for the **initial** implementation.
Unit members who have already achieved and surpassed the benchmark years of service shall be awarded all prior service achievement intervals on the following schedule:
 - All unit members with **at least 15 years of service** will receive 1 interval effective and retroactive to 7/1/2022.
 - All unit members with **at least 20 years of service** will receive an additional 1 interval effective and retroactive to 7/1/2022. This is in addition to prior service achievement intervals already awarded.
 - All unit members with **at least 25 years of service** will receive an additional 1 interval effective 1/1/2023. This is in addition to prior service achievement intervals already awarded.
 - All unit members with **at least 30 years of service** will receive an additional 1 interval effective 6/30/2023. This is in addition to prior service achievement intervals awarded.

Note: July 1st will be used as the date for future implementation for anyone that earns service achievement after the June 30, 2023 expiration of the contract.

How does retroactive pay work?

- The retroactive pay will be based on the calculations in the worksheet (excluding the one-time COVID recognition bonus).

What if my calculation differs from HR?

- Contact your HR department and your Chapter leadership and advise them of the nature of discrepancy.

What if after meeting with HR I believe that my calculation is incorrect?

- If you are unable to resolve this prior to the finalization of all payments, contact your Chapter president and file a grievance through within 30 days or within the time period noted in any extension.

What if I believe that my initial hiring salary was incorrect?

- File a request to review form XXI-2 through your chapter but do be aware that if you are going back more than 60 days from the date of notification of your classification point calculation you will not be reimbursed retroactively if the grievance outcome is in your favor. All members have 60 days to challenge their initial hiring salary.

If I complete a service (aka: longevity) For Professional Staff, the date is July 1st following attainment of the service achievement.

- For Faculty, the first payroll of the Academic year following attainment of the service achievement.

Why if I am off grid--am I not receiving service achievement interval advancement?

- This matter was raised with Management, and they are maintaining their position that these service achievements do not apply to this cohort despite MCCC's position that the absence of Management requesting they *not* be included warrants this application. It is the MCCC's position that the intention of the language was that it would applied to all members in recognition of their service. MCCC Leadership continues to discuss this with Management, but until such time that there is a resolution and/or this is negotiated in successor bargaining the calculations will move forward without the service achievements. These members will continue to receive post-tenure interval increases pursuant to the contract.